

**EXPLORATION GUIDELINE**

# **Annual activity reporting for prospecting titles**

*Mining Act 1992 and Petroleum (Onshore) Act 1991*



Published by Department of Regional NSW

[www.regional.nsw.gov.au/meg/exploring-and-mining/compliance-and-reporting/exploration-reporting](http://www.regional.nsw.gov.au/meg/exploring-and-mining/compliance-and-reporting/exploration-reporting)

Title: Annual activity reporting for prospecting titles

First published: July 2015

Department reference number: DOC22/198678

## Document control

Amendment schedule		
Date	Version #	Amendment
1 July 2015	1.0	First published
1 March 2016	2.0	Updated references to new legislation
April 2016	2a	Minor edits
16 December 2020	3.0	Removal of requirement for annual updates, submission of the work program and submission of annual activity summary and expenditure table, updates for consistency with the work program guideline and improved guidance.
7 October 2022	4.0	Removal of the requirement for submission of annual community consultation reports. Change to the submission of the environmental management and rehabilitation compliance report directly to the NSW Resources Regulator. See RDOC22/198679

## Contact details

### Mining, Exploration and Geoscience

516 High Street, Maitland NSW 2320

PO Box 344, Hunter Region Mail Centre NSW 2310

Phone: (02) 4063 6600

Email: [mining.explorationassessment@regional.nsw.gov.au](mailto:mining.explorationassessment@regional.nsw.gov.au)

---

© State of New South Wales through Department of Regional NSW 2022. You may copy, distribute, display, download and otherwise freely deal with this publication for any purpose, provided that you attribute the Department of Regional NSW as the owner. However, you must obtain permission if you wish to charge others for access to the publication (other than at cost); include the publication in advertising or a product for sale; modify the publication; or republish the publication on a website. You may freely link to the publication on a departmental website.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing ([Publish Date]) and may not be accurate, current or complete. The State of New South Wales (including the Department of Regional NSW), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.

## Contents

<b>Part A: Introduction</b>	4
Executive Summary	4
Purpose	4
Compliance requirements	5
When this guideline applies	6
<b>Part B: When and how to submit an annual activity report</b>	7
When to submit	7
How to submit	7
<b>Part C: How to prepare an annual activity report</b>	8
Annual reports	8

## Contacts

Report	Branch/Unit	Contact details
<b>Annual exploration reports and geoscientific data</b>	<b>Geological Survey of NSW</b> Mining and Exploration Assessment	Email: <a href="mailto:mining.explorationassessment@regional.nsw.gov.au">mining.explorationassessment@regional.nsw.gov.au</a>
<b>Annual environmental and rehabilitation compliance report</b>	<b>NSW Resources Regulator</b>	Phone: 1300 814 609 (option 2 then 5) Email: <a href="mailto:nswresourcesregulator@service-now.com">nswresourcesregulator@service-now.com</a>

# Part A: Introduction

## Executive Summary

Annual activity reports provide details of the exploration, environmental management and rehabilitation activities carried out during the previous year of an exploration licence, petroleum exploration licence, assessment lease and petroleum assessment leases (prospecting titles) granted under the Mining Act 1992 (Mining Act) and Petroleum (Onshore) Act 1991 (Petroleum Act) respectively.

Annual activity reporting requires the submission of two components:

1. Annual exploration report, and if applicable geoscientific data, submitted to the Geological Survey of NSW via Titles Management System.
2. Annual environmental management and rehabilitation compliance report, submitted to the NSW Resources Regulator via the Regulator Portal.

Annual Community Consultation Reports are required under the [Exploration Code of Practice: Community Consultation](#), which includes a mandatory requirement to report directly to the community by publishing these reports on a website (where available) and providing them on request. This replaces a requirement to submit Community Consultation Reports to the Department as part of the annual activity reporting obligations previously outlined in this Guideline.

Activity & Expenditure and Completion summary spreadsheets are no longer required to be submitted separately, as expenditure information is now captured up-front in Titles Management System (TMS) at the time the annual exploration report is submitted.

Further instruction around compiling activity and expenditure information has been included in the exploration reporting guideline ([Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales](#)).

## Purpose

To demonstrate effective and competent exploration, environmental management and rehabilitation during the term of a prospecting title, title holders are required to submit annual reports of their activities to MEG within the Department of Regional NSW. The reports detail information and data about activities carried out on a prospecting title during the period covered by the reports. Annual activity reporting enables the demonstration of compliance with several obligations under a title such as work program progress, and adequate environmental management and rehabilitation.

Annual activity reports, in conjunction with work programs and the [Mineral prospecting minimum standards: for work programs and technical and financial capability](#), ensure that title holders carry out effective and competent exploration during the term of the title and achieve the objectives of the Mining Act and Petroleum Act.

---

## Compliance requirements

Annual activity reports must be submitted in accordance with this guideline and are required pursuant to the following general condition on most prospecting titles:

*Unless otherwise approved by the Secretary (Minister), the licence holder must submit annual activity reports prepared in accordance with the Exploration Guideline: Annual Activity Reporting for Prospecting Titles (NSW Department of Planning, Industry and Environment) at the following times:*

- (a) *Annually, within one calendar month (30 days) following the grant anniversary date of this licence/lease;*
- (b) *On any other date or dates directed by the Secretary (Minister) in writing; and*
- (c) *Within one calendar month (30 days) following the cancellation or expiry of this licence/lease.*

Annual activity reports are required to be submitted for prospecting titles (that are subject to the annual activity reporting condition) that detail the activities carried out during each year of the term, demonstrating compliance with the approved work program. Compliance with the approved work program and exploration progress during the current and previous terms will be considered when assessing applications to renew prospecting titles. Information within annual activity reports may be used to assess work program performance and exploration progress.

Where a title holder does not submit an annual activity report by the due date that complies with this guideline, this may be referred to the NSW Resources Regulator for further investigation. The NSW Resources Regulator is responsible for compliance and enforcement activities under the Mining Act. The NSW Environment Protection Authority is responsible for compliance and enforcement activities under the Petroleum Act, with the exception of work health and safety.

1

---

<sup>1</sup> Depending on when the instrument was issued, the condition may state “Minister”. In this case, the department has delegations for functions on behalf of the Minister and Secretary.

Depending on when the instrument was issued, the condition may include a different department name or not include one at all.

Depending on when the instrument was issued, the condition may state “30 days”. Title holders must comply with the time frame specified in the condition of the title.

Depending on when the instrument was issued, the condition may state “Minister”. In this case, the department has delegations for functions on behalf of the Minister and Secretary.

Depending on when the instrument was issued, the condition may state “30 days”. Title holders must comply with the time frame specified in the condition of the title.

## When this guideline applies

This guideline applies to prospecting titles that have the annual activity reporting condition. Prospecting title holders should refer to the most recent title (grant, renewal or transfer) instrument to determine if annual activity reports are required (**Table 1**).

Prospecting titles that do not have the annual activity reporting condition will have other reporting obligations either as conditions on the title, under codes of practice or the legislation. These may include, but not limited to, environmental management, community consultation and exploration (geoscientific) reporting.

**Table 1 When this guideline applies.**

Mining Act (exploration licences and assessment leases)	Petroleum Act (petroleum exploration licences and petroleum assessment leases)
<ul style="list-style-type: none"><li>• Have the <b>annual activity reporting condition</b> (generally, if granted, renewed or transferred where the application was received after 1 July 2015)</li></ul>	<ul style="list-style-type: none"><li>• Have the <b>annual activity reporting condition</b> (generally, if renewed after 1 July 2015)</li></ul>

If you are unsure if annual activity reports are required for a prospecting title, contact the Mining and Exploration Assessment unit at [mining.explorationassessment@regional.nsw.gov.au](mailto:mining.explorationassessment@regional.nsw.gov.au)

This guideline does not apply to mining leases or petroleum production leases. Mining leases and petroleum production leases will have different reporting obligations such as environmental, compliance, safety and geoscientific reporting. Refer to the most recent conditions for the lease. Geoscientific reporting on mining leases is required in accordance with section 163C of the Mining Act and on petroleum production leases under section 97C the Petroleum Act.

# Part B: When and how to submit an annual activity report

## When to submit

Annual activity reports must be submitted at the following times (unless otherwise approved by the Secretary or Minister):

- **annually**, within one calendar month (or 30 days) after the grant anniversary date of the title
- on **any other date or dates directed** by the Secretary (or Minister) in writing
- within one calendar month (or 30 days) of **cancellation or expiry** of the title.

## How to submit

Annual exploration reports, and if applicable geoscientific data, must be submitted electronically using the **Titles Management System (TMS)**.

Annual environmental and rehabilitation compliance reports must be lodged via the NSW Resources Regulator Portal ([nswresourcesregulator.service-now.com/regulator](http://nswresourcesregulator.service-now.com/regulator))

**Table 2** provides details about what documents are required to be submitted and in what format.

For further information about the format of annual exploration reports and online submission, contact the Mining and Exploration Assessment unit at [mining.explorationassessment@regional.nsw.gov.au](mailto:mining.explorationassessment@regional.nsw.gov.au).

For further information about the annual environmental and rehabilitation compliance report and the Resources Regulator Portal, contact the Regulator on 1300 814 609 (option 2 then 5) or [nswresourcesregulator@service-now.com](mailto:nswresourcesregulator@service-now.com)

**Table 2 Documents and format required to be submitted.**

Component	Requirement	Document/data	Format
1	Mandatory	Annual exploration report	Submitted online via <a href="#">TMS</a>
2	Mandatory	Annual environmental and rehabilitation compliance report	Submitted online via the <a href="#">NSW Resources Regulator Portal</a>
3	If applicable	Geoscientific data (including data files and borehole summary files)	Submitted online via <a href="#">TMS</a> online Relevant format as per the relevant guideline <i>(Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales or Exploration Guideline: Onshore petroleum reporting and data submission)</i>

2

---

<sup>2</sup> Depending on when the instrument was issued, the condition may state 30 days. Title holders must comply with the timeframe specified in the condition of the title.

Depending on when the instrument was issued, the condition may state “the Minister”. Title holders must comply with the timeframe specified in the condition of the title.

Depending on when the instrument was issued, the condition may state “30 days”. Title holders must comply with the timeframe specified in the condition of the title.

## Part C: How to prepare an annual activity report

### Annual reports

The content and format of reports and data required to be submitted as part of an annual activity report is described in separate activity specific guidelines as outlined in **Table 3**.

An annual activity report for each prospecting title is required to be submitted which must include an annual exploration report and an annual environmental and rehabilitation compliance report with information specific to each prospecting title.

**Table 3 Guidelines relevant to each component.**

Report	Type	Guideline
Annual exploration report (and geoscientific data)	Single report per title	Mining Act: <i>Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales</i> (as amended or replaced from time to time)
	Single report per title	Petroleum Act: <i>Exploration Guideline: Onshore petroleum reporting and data submission</i> (as amended or replaced from time to time)
Annual environmental and rehabilitation compliance report	Single report per title	Submitted online via the <i>NSW Resources Regulator Portal</i> which provides the guidance required.