



Government of **Western Australia**
Department of **Mines and Petroleum**



GUIDELINES FOR THE PREPARATION OF AN ANNUAL ENVIRONMENTAL REPORT

March 2015

Contents

1. INTRODUCTION	3
2. OBJECTIVES OF THE ANNUAL ENVIRONMENTAL REPORT	3
3. REQUIREMENT FOR SUBMITTING ANNUAL ENVIRONMENTAL REPORTS	3
3.1. Reporting Period	3
4. PROCESS FOR SUBMITTING AN ANNUAL ENVIRONMENTAL REPORT	4
4.1. Electronic Submission	4
4.2. Environmental Group Site Submission	4
5. PUBLIC ACCESS TO ANNUAL ENVIRONMENTAL REPORT INFORMATION	6
6. REPORT CONTENT	6
6.1. Report Details (Step 1)	6
6.2. Review Tenements (Step 2)	6
6.3. Environmental Group Site (Step 3)	7
6.3.1. Site Summary	7
6.3.2. Site Summary Table	7
6.3.3. Site Plan	8
6.4. Mining (Step 4)	8
6.4.1. Mining Activities	8
6.4.2. Area of Activity	9
6.5. Compliance (Step 5)	11
6.5.1. Conditions	11
6.5.2. Commitments	11
6.5.3. Regulatory Orders	11
6.5.4. Incidents	12
6.6. Environmental Management (Step 6)	12
6.6.1. Environmental Monitoring	12
6.6.2. Environmental Data sheets	12
6.6.3. Improvements to Strategies	12

6.7.	Rehabilitation and Closure Planning (Step 7).....	12
6.7.1.	Closure Planning	12
6.7.2.	Research and Trials.....	13
6.8.	Future Work Programme (Step 8)	13
6.9.	Other Information (Step 9)	13
6.10.	Attachments Summary (Step 10).....	13
6.11.	Review (Step 11)	13
6.12.	Corporate Endorsement (Step 12).....	13
7.	APPENDICES	14
	Appendix A: Contact Details.....	14
	Appendix B: Definitions	14
	Appendix C: Related Links	16

List of Figures

FIGURE 1:	AER Reporting Period	4
FIGURE 2:	Tenement grouping relationship (projects, environmental group sites, tenements)	5
FIGURE 3:	Area of Activity Summary Table	9
FIGURE 4:	Area of Activity Tenement Table	10

Confidentiality Disclosure

Please note the following information is available to the public on the Department's Environmental Assessment and Regulatory System webpage (<http://www.dmp.wa.gov.au/8266.aspx>).

- Report Details
- Environmental Group Site – Site Summary
- Environmental Group Site – Site Summary Table
- Environmental Group Site – Site Plan and
- Mining – Area of Activity sections of an AER.

All other information contained within an AER is not available to the public through the EARS2 system.

Please be aware that all supporting documentation submitted to the Department of Mines and Petroleum (DMP) may be made available to the public pursuant to the Freedom of Information Act 1992 (FOI Act). Certain categories of information are exempt from being made available under the FOI Act, including:

- Disclosure of the information would reveal personal information about a living individual
- Disclosure would reveal trade secrets, or information of commercial value to the proponent, in circumstances where publication could reduce or destroy that value; or
- Disclosure of the information would entail the breach of an obligation of confidentiality which would give rise to a legal remedy.

Proponents should inform DMP of any information contained in an Annual Environmental Report (AER) which, in their view, would fall into an exempt category.

1. INTRODUCTION

The principle objective of the following Guidelines is to ensure the Department of Mines and Petroleum (“the Department”) is provided with reliable data in a standardised format that can be used for Departmental monitoring of Industry activity and environmental management. It is also intended to be a useful management tool for the operating company to quantify compliance, assist in mine planning and budgeting, and better direct resources into environmental management strategies and research.

These guidelines represent the standard of environmental reporting that should be followed by all mining operations in Western Australia when submitting an Annual Environmental Report (AER) to the Department.

2. OBJECTIVES OF THE ANNUAL ENVIRONMENTAL REPORT

- To concisely document the major mining activities for the reporting year and proposed activities for the following year.
- To concisely document environmental management and rehabilitation activities for the reporting year and proposed activities and developments in the following year.
- To encourage operators to conduct an environmental analysis of the project.
- To assist operators in monitoring and reporting on their own environmental compliance and performance.
- Encourage operators to be prepared for mine closure through reviewing the status of rehabilitation and mine closure planning on an annual basis.
- To provide basic information to the Department about the extent of mining operations in the State and the standard of environmental management and mine closure planning being achieved.

3. REQUIREMENT FOR SUBMITTING ANNUAL ENVIRONMENTAL REPORTS

An AER is required for all mining projects regulated under the *Mining Act 1978* that have the AER condition imposed on the relevant tenements, whilst the tenement(s) remain live. A condition requiring the submission of an AER is imposed on the tenement following the approval of a mining proposal.

Program of Works (PoW) currently require the submission of a rehabilitation report following the completion of exploration activity and rehabilitation. Online AER submission currently requires all activity on mining tenure to be reported, including exploration. This satisfies the reporting requirements under the PoW and a separate report is not required.

3.1. Reporting Period

An AER must document the activities which have occurred over the reporting period specific to the Environmental Group Site. The reporting period will vary amongst AERs and is dependent upon the due date specified within the tenement conditions. The reporting period is defined as the 12 month period prior to the specified due date. For example, an AER due in November 2015, would be required to report on activities between 1 November 2014 to 31 October 2015. An illustration depicting the reporting period is shown within Figure 1. This provides a timeframe of one month for operators to prepare and lodge their online AER submission.

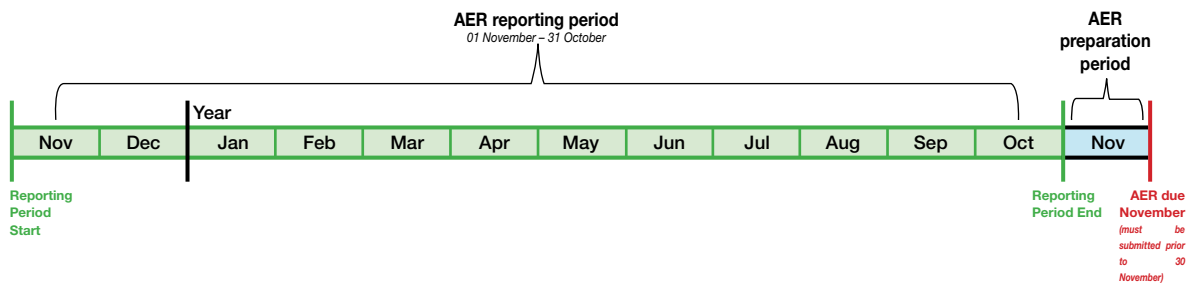


FIGURE 1: AER Reporting Period

An extension to the AER submission due date can be granted by the Environment Division upon request from the operator. Any such request should be formally made prior to the due date and will be considered based on reasonable justification being provided in relation to the mitigating reasons the AER submission due date cannot be met.

Failure to submit an AER is a breach of the tenement conditions which renders the affected tenement(s) liable for forfeiture pursuant to Section 97(1) of the *Mining Act 1978*.

If the AER reporting month as stated in the tenement condition is not suitable, the operator can formally request to the Environment Division that the tenement condition be updated to better align with the requirements of the operator.

4. PROCESS FOR SUBMITTING AN ANNUAL ENVIRONMENTAL REPORT

4.1. Electronic Submission

As of 1 July 2013 it is compulsory to submit an AER online via the Environment and Assessment Regulatory System (EARS2). The hardcopy submission of AERs is no longer accepted by DMP. In order to submit an AER via EARS2, the user is required to register for access to the system.

All individuals, or individuals within a company requiring access to EARS2 will need to have registered their details with DMP to obtain an 'EX' account number and password. Individuals can register their details via the 'Registration' link provided on the Environmental Assessment and Regulatory System webpage (<http://www.dmp.wa.gov.au/8266.aspx>). As part of registering, the individual/company will be required to fill out the [Online Systems Registration e-form](#).

For further information regarding the registration process please consult the Frequently Asked Questions available at <http://www.dmp.wa.gov.au/documents/ENV-BUD-034.pdf>.

4.2. Environmental Group Site Submission

Projects administered under the *Mining Act 1978* often comprise numerous tenements and as such the submission of a single AER must accommodate for multiple tenements. To facilitate lodgement in this manner, DMP has developed a process for grouping tenements based on a Project, as well as a sub grouping referred to as an 'Environmental Group Site'. Grouping tenements in this manner provides users with the flexibility to structure their annual environmental reporting requirements to align with business practice.

An Environmental Group Site is a common term used to describe a grouping of individual tenements for the purposes of further distinguishing the operations which make up a particular Project. In most circumstances a Project only consists of one Environmental Group Site.

However, in circumstances whereby the proponent wishes to distinguish between operations which make up a Project (generally because they are on spatially separated tenements), multiple Environmental Group Sites can be created within one Project. Each Environmental Group Site will contain a separate set of tenements, which collectively will make up all the tenements for the Project.

The EARS 2 system requires an AER to be submitted for each Environmental Group Site which makes up a particular Project and therefore provides the flexibility for Industry to align their reporting obligations with their own internal groupings of tenements.

An illustration showing the relationship between Projects, Environmental Group Sites and Tenements is provided below.

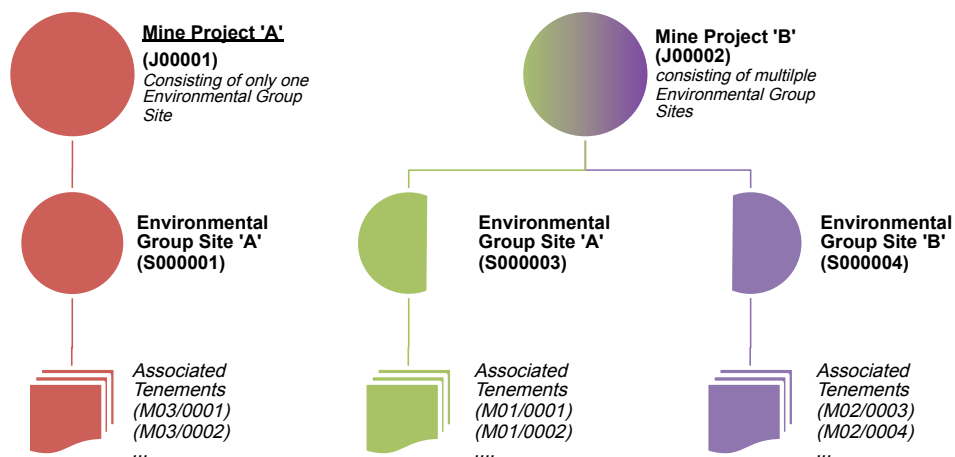


FIGURE 2: Tenement Grouping Relationship (Projects, Environmental Group Sites, Tenements)

The initial determination of Projects, Environmental Group Sites and associated tenements was undertaken as part of developing the EARS2 system. The original groupings were based on the information contained within the Mines and Minerals Deposits System (MINEDEX).

If the groupings listed within EARS2 are believed to be incorrect, users should contact the Department via EARS Manager (EARSManger@dmp.wa.gov.au) with a request and reason for change. All requests will be assessed by the Environment and Geological Survey Divisions to ensure any change will not impact on other Departmental systems.

5. PUBLIC ACCESS TO ANNUAL ENVIRONMENTAL REPORT INFORMATION

Summary information of all Annual Environmental Reports submitted to the Department via EARS2 after November 2012 will be made available for public viewing via the DMP website. The information available to the public includes the *Report Details*, *Environmental Group Site – Site Summary*, *Environmental Group Site – Site Summary Table*, *Environmental Group Site – Site Plan and Mining – Area of Activity* sections of an AER. All other information contained within an AER is not available to the public through the EARS2 system.

Public AERs can be accessed via the Related Links section on the Department's Environmental Assessment and Regulatory System webpage (<http://www.dmp.wa.gov.au/8266.aspx>).

Please be aware that all supporting documentation submitted to DMP may be made available to the public pursuant to the *Freedom of Information Act 1992* (FOI Act). Certain categories of information are exempt from being made available under the FOI Act, including:

- disclosure of the information would reveal personal information about a living individual;
- disclosure would reveal trade secrets, or information of commercial value to the proponent, in circumstances where publication could reduce or destroy that value; or
- disclosure of the information would entail the breach of an obligation of confidentiality which would give rise to a legal remedy.

Proponents should inform DMP of any information contained in an AER which, in their view, would fall into an exempt category.

6. REPORT CONTENT

EARS2 provides the framework for AERs which must be completed by the proponent. Below is a brief description of each section of an AER. A list of definitions used in these guidelines has been provided in Appendix B.

Please note it is not the intent of these guidelines to provide a step by step guide on the use of EARS2. This information is contained within the 'Help' section of EARS2 and is available when submitting an AER.

6.1. Report Details (Step 1)

'*Report Details*' includes a variety of information relevant to the submission of the AER. Such information includes Company or Individual Name, Site Details, the Reporting Period for the AER and details of a contact person available for any further clarification or information following the submission of the AER. The user is required to confirm the details displayed are correct prior to preparing the AER.

6.2. Review Tenements (Step 2)

'*Review Tenements*' requires the user to review the tenements for which the AER is being prepared. The tenements shown within this step automatically populate based on DMP's environmental tenement groupings (Project, Environmental Group Site). For further information regarding Environmental Group Sites please refer to section 4.2. Environmental Group Site Submission.

It is important to note that **not** all tenements associated with an Environmental Group Site are displayed within this step. The *Review Tenements* step will only display those tenements which are required to submit an AER (tenement condition requirement); all other tenements associated with the Environmental Group Site are hidden from view.

If the tenement(s) displayed within this step are believed to be incorrect, users should contact the Department via EARS Manager (EARSManager@dmp.wa.gov.au) with a request and reason for change. All requests will be assessed by the Environment and Geological Survey Divisions to ensure any change will not impact on other Departmental systems.

6.3. Environmental Group Site (Step 3)

6.3.1. Site Summary

The purpose of the Site Summary is to provide a concise overview of the type of operation and the activities being undertaken. Details regarding the exploration, operational mining and rehabilitation activities undertaken during the AER reporting period should be included, as well as highlight any environmental achievements. An overview of any approvals gained and any compliance issues that arose during the reporting period should also be included.

6.3.2. Site Summary Table

Site Status

The Site Status subsection provides a concise overview of the operations for the Environmental Group Site. This section is used to define:

- the current status of the mining operation (Active/ Care and Maintenance/ Construction etc.);
- the project commodity (e.g. Gold/ Iron Ore/ Sand and Gravel);
- the year the site commenced (i.e. year of first disturbance);
- years elapsed since the site first commenced; and
- the estimated Life of the Mine in years.

Materials Balance

The Materials Balance table is used to report on the volume of waste rock, topsoil, growth medium and other suitable capping material that is onsite and available for rehabilitation activities.

Bond

The current total bond for all tenements associated within the AER is displayed under the 'Bond' subsection. The value is calculated by EARS2 from the tenements previously displayed within the Review Tenements section of the AER (Section 6.2 Review Tenements). No input from proponents is required in this section.

Mine Closure Plan

The 'Mine Closure Plan' subsection requires the operator to report on the stage of the Mine Closure Plan (Preliminary/ Operational/ Decommissioning), as well as whether the Mine Closure Plan has been approved by the Department. If a Mine Closure Plan has not been submitted, reasoning must be provided.

6.3.3. Site Plan

The Site Plan(s) is a key element of the report and must clearly and accurately reflect the disturbance and rehabilitation information provided within the submission. It is essential that the Site Plan(s) is up to date and provides sufficient detail to allow the Department to review the extent of site disturbance.

Note that at least one Site Plan must be made available to be viewed by the public. This can be achieved through selecting the 'available for public viewing' option when uploading a plan to the system.

All plans must meet the minimum requirements for a Site Plan, which are detailed below:

- all operations and areas disturbed should be detailed on the plan with the scale clearly shown;
- all tenements, tenement boundaries, topographical features, mine-site infrastructure details and cadastral information provided;
- areas rehabilitated to date with year completed (use the stages of rehabilitation as defined in section 6.4.2 Area of Activity);
- any relinquished areas;
- areas disturbed during the reporting period; and
- areas proposed for disturbance during the following reporting period.

6.4. Mining (Step 4)

6.4.1. Mining Activities

Mining Activities

The Mining Activities subsection is used to record a brief description of the mining activities undertaken during the reporting period. Such information should include:

- exploration activity;
- details of ore processed;
- waste moved;
- minerals produced;
- recovery rates;
- new developments;
- amendments; and
- any changes in status of operations such as suspension (Care and Maintenance).

Please note that sites which have suspended operations are required to submit a Care and Maintenance Plan under section 88 of the *Mine Safety and Inspection Act 1994* (see further http://www.dmp.wa.gov.au/documents/care_and_maintenance.docx.pdf). The ongoing environmental management that is required whilst a site is on Care and Maintenance needs to be reported in the AER.

Materials Summary

The amount of material excavated, mined and / or treated during the reporting period is also recorded in the Materials Summary.

6.4.2. Area of Activity

The purpose of the Area of Activity section is to record the extent of all mining related activities associated with the Environmental Group Site. This information is captured for each individual tenement associated with the AER and must distinguish between the individual Mine Activity Types (Mining void, Waste Dump, Haul Road, Workshop etc.).

Data Verification Method

The method with which the Area of Activity has been verified needs to be specified within the report. Common verification methods include orthophotography, ground survey, GPS and Remote Sensing.

Area of Activity

The Area of Activity subsection is structured into two main tables referred to as the Summary Table and Tenement Activity Table.

Summary Table Example

1	2	3	4	5	6		7			8	9
					Total Area of Activity (ha)		Land Under Rehabilitation (ha)				
		Tenement	Assessment Date	Area Approved (ha)	Total Area as of current submission	Change	Stage 1	Stage 2	Total Rehab	Relinquished (ha)	Disturbance (ha)
		M00/0000	01/01/2015	15.8500	9.0000	+0.3800	0.0000	0.8500	0.8500	0.0000	8.1500
		M11/1111	01/01/2015	<i>No assessment information for this tenement.</i>							
		M22/2222	01/01/2015	20.0000	20.0000	0.0000	5.5600	0.8500	6.4100	0.0000	13.5900
Total			0	35.8500	29.0000	0.0000	5.5600	1.7000	7.2600	0.0000	21.7400

- 1 *Edit*; select to open an individual tenement summary.
- 2 *Progress Status*; visual display of the progress of each tenement's submission.
- 3 *Tenement*; displays the tenements associated with the Annual Environmental Report
- 4 *Assessment Date*; date at which the areas (ha) were calculated for each tenement.
- 5 *Area Approved (Ha)*; Total Area approved under the *Mining Act 1978*.
- 6 *Total Area of Activity (ha)*
 - 6.1 *Total Area as of current submission*; Total area of the Mine Activity reported as part of current Annual Environmental Report.
 - 6.2 *Change*; the change in Mine Activity Area which has occurred during the reporting period (difference between previous and current reporting period)
- 7 *Land Under Rehabilitation (ha)*
 - 7.1 *Stage 1*; area of Mine Activities on which all rehabilitation earthworks have been completed in accordance with closure obligations.
 - 7.2 *Stage 2*; area of rehabilitated Mine Activities which have demonstrated progress from earthworks (Stage 1) towards the agreed post mining land use. Monitoring data which demonstrate rehabilitation progress must be retained to verify the Stage 2 classification.
 - 7.3 *Total Rehab*; Sum of land under rehabilitation for Stages 1 and 2.
- 8 *Relinquished*; total area of Mine Activities which were formally relinquished of liability by the Department of Mines and Petroleum during the reporting period.
- 9 *Disturbance*; total area of Mine Activities not considered land under rehabilitation.

FIGURE 3 – Area of Activity Summary Table

The Summary Table is an automatically generated table which provides a concise overview of all tenements associated with the AER submission. The intent of the table is to illustrate the distribution of activity areas (area approved, area disturbed and area rehabilitated) associated for all tenements.

Tenement Activity Table

1	2	3	4	M00/0000								7	8
				5			6			Relinquished (ha)	Disturbance (ha)		
				Total Area of Activity (ha)			Land Under Rehabilitation (ha)						
Mine Activity Type	Mine Activity Reference	Area Approved	Area as of previous reporting period	Area as of current reporting period	Change	Stage 1	Stage 2	Total	Relinquished (ha)	Disturbance (ha)			
⊖	Low grade ore stockpile (class 1)	LGO1	11.500		7.0000		0.0000	0.8500	0.0000	0.0000	6.1500		
⊖	Mine Site Infrastructure	Site Office	1.5600	0.7600	0.8000	+0.0400	0.0000	0.0000	0.0000	0.0000	0.8000		
⊖	Pipeline – Fresh Water	Pipeline EAST	2.7900	0.8600	1.2000	+0.3400	0.0000	0.0000	0.0000	0.0000	1.2000		
			15.8500	1.6200	9.0000	+0.3800	0.0000	0.8500	0.0000	0.0000	8.1500		

- 1 **Delete**; select to delete a row entry.
- 2 **Mine Activity Type**; the specific method of work being undertaken, includes fossicking, prospecting and exploring for minerals and mining operations,
- 3 **Mine Activity Reference**; site specific reference to further distinguish between Mine Activity Types.
- 4 **Area Approved**; Total Area approved under the *Mining Act 1978*, specific to the Mine Activity Reference.
- 5 **Total Area of Activity (ha)**
 - 5.1 **Area as of previous reporting period**; Total area of the Mine Activity reported in the previous Annual Environmental Report.
 - 5.2 **Area as of current reporting period**; Total area of the Mine Activity reported as part of current Annual Environmental Report.
 - 5.3 **Change**; the change in Mine Activity Area which has occurred during the reporting period (difference between previous and current reporting period)
- 6 **Land Under Rehabilitation (ha)**
 - 6.1 **Stage 1**; area of Mine Activities on which all rehabilitation earthworks have been completed in accordance with closure obligations.
 - 6.2 **Stage 2**; area of rehabilitated Mine Activities which have demonstrated progress from earthworks (Stage 1) towards the agreed post mining land use. Monitoring data which demonstrate rehabilitation progress must be retained to verify the Stage 2 classification.
 - 6.3 **Total**; Sum of land under rehabilitation for Stages 1 and 2.
- 7 **Relinquished**; total area of Mine Activity formally relinquished of liability by the Department of Mines and Petroleum during the reporting period.
- 8 **Disturbance**; total area of Mine Activity not considered land under rehabilitation.

FIGURE 4 – Area of Activity Tenement Table

The *Tenement Activity Table*, accessible via the Edit icon on the Summary Table, provides the distribution of the individual ‘*Mine Activity Types*’ which make up the activities on the tenement. The user is required to enter all mining related activities which occur on the tenement within this table which then calculates the ‘*Total Area of Activity*’ as at the end of the current reporting period. The system will then calculate the area of activity which has occurred during the reporting period (referred to as ‘*Change*’), using data recorded from the previous year’s AER.

Particular care should be taken to accurately select the most appropriate Mine Activity Type when adding a new activity. Furthermore, it is essential that each standard Mine Activity Type is assigned a unique Mine Activity Reference (specific site name) to help distinguish between like Mine Activity Types. For example, each waste dump, TSF or pit must have a specific name to distinguish between other waste dumps, TSFs or pits.

Detailed descriptions of the individual Mine Activity Types are provided within the ‘*Mining Rehabilitation Fund – Guidance*’ document available on the Department website (http://www.dmp.wa.gov.au/documents/132737_MRF_Guidance_Document_Web.pdf).

The area of land under rehabilitation for each Mining Activity Type is also recordable in the Tenement Activity Table. Land under rehabilitation is recorded in two separate stages, which are defined as:

- *Land under rehabilitation – Stage 1; Area of Mine Activities on which all rehabilitation earthworks have been completed in accordance with mine closure obligations*

- *Land under rehabilitation – Stage 2; Area of rehabilitated Mine Activities which have demonstrated progress from earthworks (Stage 1) towards the agreed post mining land use. Monitoring data which demonstrates rehabilitation progress must be retained to verify a Stage 2 classification.*

Retention of Information

The EARS2 system provides the functionality for information to be ‘copied forward’ as part of other departmental reporting requirements (i.e. future AER submissions, Mining Rehabilitation Fund reports etc.). **Detailed guidance regarding this functionality is provided within the ‘Help’ section of EARS2 and is available when submitting an AER.**

6.5. Compliance (Step 5)

The purpose of the Compliance section is to demonstrate a site’s compliance with all environmental approvals issued under the *Mining Act 1978*, tenement conditions and regulatory orders (e.g. Directions to Modify), as well as document any environmental incidents which may have occurred during the reporting period.

6.5.1. Conditions

A compliance audit of all tenement conditions for all tenements associated with the AER must be completed within the Conditions section. Any compliance issues that arose during the reporting period and the measures to manage and prevent such events occurring in the future must be included.

It is noted that occasionally tenement conditions may no longer be relevant to the current operation of a Project, or considered to be incorrect by the Tenement Holder(s). To account for these conditions the user has the option to select ‘Not Applicable’ against specific conditions. Should a user select ‘Not Applicable’, justification as to why the condition is incorrect or not relevant must be included.

Tenement Holders can request the review of ‘Not Applicable’ conditions directly with the Regional Environmental Officer (see Appendix A) outside of the EARS2 system. All requests must include justification to support the review and will be assessed by the Environment Division to ensure the conditions remain relevant for the project.

6.5.2. Commitments

Compliance with commitments that have been made in documents approved under the *Mining Act 1978* (e.g. Notices of Intent, Mining Proposals, EMPs, etc.) are to be reported by exception. For example, if a commitment made in a Mining Proposal has not been met, then the user is required to list the tenement condition regarding the Mining Proposal as non-compliant in the Conditions section, and then provide details of the commitment that was not met in the Commitments section.

6.5.3. Regulatory Orders

The Regulatory Orders section is used to document any Regulatory Orders that arose during the reporting period and the status of their completion. A Regulatory Order is defined as a formal directive issued by the Department to address a particular environmental issue and can be either formally issued under the *Mining Act 1978* (Stop Work Order, Direction to Modify an Operation), or informally via a Required Action within an Inspection Report.

6.5.4. Incidents

Any reportable Environmental Incidents that have occurred during the reporting period are required to be documented within this section. The user is required to provide a description of the incident and update on the associated monitoring, environmental outcomes and system improvements to prevent reoccurrence.

6.6. Environmental Management (Step 6)

6.6.1. Environmental Monitoring

The Environmental Monitoring section covers the monitoring and interpretation of results for all environmental aspects associated with the Project. All monitoring must include a concise summary of the techniques, analysis of results and should be presented together with corrective actions taken. Raw data (including photo monitoring, water monitoring results etc.) must always be supported by analysis to assess any trends or significant findings.

The Environmental Monitoring section should also include information regarding the specific monitoring being undertaken to demonstrate progress towards Mine Closure (i.e. progress of rehabilitation to achieve the completion criteria as detailed within the Project Mine Closure Plan). Please note that specific details regarding any research and/or rehabilitation trials is addressed in Section 6.7 Rehabilitation and Mine Closure Planning.

Please be advised the majority of the above information is required to be attached as separate documents to the EARS2 system.

6.6.2. Environmental Data sheets

Data sheets are required for all Waste Dumps and Tailings Storage Facilities. The purpose of the data sheets is to confirm the design and management criteria for each landform to ensure long term stability and successful rehabilitation.

Details of Waste Dumps and Tailings Storage Facilities are to be documented using the templates provided within EARS2. This section is intended to provide a useful tool to record data on different facets of the operation. It will also provide a succinct reference for each site.

An individual Environmental Data sheet is required for each Waste Dump and Tailings Storage Facility recorded in the Tenement Activity Table (see Section 6.4.2 Area of Activity). If the list of required Environmental Data sheets displayed on this page appears incorrect, then the Tenement Activity Table step should be reviewed, and any necessary changes made to the list of mine activity areas.

6.6.3. Improvements to Strategies

The Improvements to Strategies section allows the company to declare any improvements which have been made to Environmental Management Strategies for the site. These improvements may include improved rehabilitation techniques, additional monitoring points etc. and will assist the Department when reviewing the site for inspection.

6.7. Rehabilitation and Closure Planning (Step 7)

6.7.1. Closure Planning

The joint DMP/EPA Guidelines for Preparing Mine Closure Plans (2011) describes the requirements for mine closure planning in Western Australia. **A copy of the Mine Closure Plan is not required to be submitted with the AER, only an update on the status of mine closure planning occurring on site.**

The following information is required to be included in the AER:

- changes to the operation since the last AER that will affect mine closure (for example increased disturbance footprints, results of trials or studies aimed at closing knowledge gaps);
- any consultation with stakeholders regarding mine closure; and
- progress towards finalising completion criteria (development of completion criteria provides direction and focus for research and trials). Note: Actual completion criteria do not need to be provided in the AER.

6.7.2. Research and Trials

The AER must describe the research and experimentation proposed and/or in place to address the knowledge gaps for mine closure planning at the particular site. A brief summary of what has been carried out, the methods used and the results need to be included. A concise interpretation of the results should be described within the AER rather than a presentation of the raw data.

When detailing rehabilitation trials in the AER, information on how the rehabilitation success was monitored and the monitoring period should be included. Comparisons to baseline/ analogue information or control plots are recommended. Ensure that adequate time for monitoring has been factored in to meet mine closure commitments. Photographs of the rehabilitation trials are essential and should be included in the AER.

6.8. Future Work Programme (Step 8)

Provide a description of the mining activities, environmental management and rehabilitation proposed for the following year. Describe in broad terms any upcoming expansion of operations for which approval will be required, proposed research or development projects, or the introduction of new mining and/or rehabilitation techniques.

The description of the Future Work Programme is to be entered into the Summary text box. The use of the Attach Documents section is optional, and should be limited to attaching supporting information only.

6.9. Other Information (Step 9)

Any additional information relevant to the operation is to be appended to the AER within the Other Information section. The use of the Attach Documents section is optional, but can be used to attach supporting information, such as colour photographs and/or aerial photography which can provide an excellent time record of the operation for comparative purposes.

6.10. Attachments Summary (Step 10)

Documents attached to each section are listed here for the user to review.

6.11. Review (Step 11)

A 'Review' step is included within the AER to ensure the report meets the requirements of these guidelines. The 'Review' steps must be reviewed by the user to ensure each section has been appropriately addressed. In instances where compulsory data has not been entered, or has been entered incorrectly, an error message will occur notifying the user to return to that section and make the necessary corrections.

6.12. Corporate Endorsement (Step 12)

To ensure the AER meets the requirements of the AER guidelines, a checklist is required to be completed, and the AER is to be corporately endorsed by a senior position within the operating company (e.g. the Registered Mine Manager).

To corporately endorse the AER, the user needs to be assigned the role of “Corporate Endorser” within the EARS2 system. For further information regarding the management of user accounts within EARS2, please consult the Frequently Asked Questions available at <http://www.dmp.wa.gov.au/documents/ENV-BUD-034.pdf>, or contact the Department via EARS Manager (EARSManager@dmp.wa.gov.au)

7. APPENDICES

Appendix A: Contact Details

Operations

For technical enquiries relating to Annual Environmental Reports.

Contact: [Environment Inspectorate Allocations Map](#)

Business Services

For account registration and general enquiries relating to Annual Environmental Reports.

Email: EARSManager@dmp.wa.gov.au

IT Service Desk

For technical problems or questions related to DMP's computer systems.

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Appendix B: Definitions

When preparing the AER, it is suggested that the following definitions are used. If you require further clarification please contact your Regional Environmental Officer (see Appendix A).

AER	Annual Environmental Report.
ASSESSMENT DATE	Date at which the Mine Activity Areas were determined.
BOND	A legal contract between the Minister for Mines and Petroleum (Minister) and a third party of financial standing acceptable to the Minister, committing the third party to unconditionally pay an agreed sum to the Minister upon request following the failure of the tenement holder to meet the previously agreed environmental commitments.
CARE AND MAINTENANCE	All mining operations suspended, site being maintained and monitored.
DER	Department of Environment Regulation.

DECOMMISSIONING	Mine site undergoing demolition, reshaping, completion of rehabilitation and monitoring.
DoE	The Commonwealth Department of the Environment.
DoW	Department of Water.
DISTURBANCE	Total area of mining activities not considered land under rehabilitation.
EARS2	Environmental Assessment & Regulatory System 2
ENVIRONMENTAL GROUP SITE	A grouping of individual tenements for the purposes of further distinguishing the operations which make up a particular Project.
'EX' ACCOUNT	Account required to access Departmental systems.
MINE ACTIVITY REFERENCE	Site specific reference to further distinguish between Mine Activity Types.
MINE ACTIVITY TYPE	A feature created during mining or exploration activity, e.g. waste dumps, haul roads, access roads, ROM, plant site, TSF, borrow pits, drill pads, stockpiles, office blocks, accommodation village, etc.
LAND UNDER REHABILITATION – STAGE 1	Area of Mine Activities on which all rehabilitation earthworks have been completed in accordance with mine closure obligations.
LAND UNDER REHABILITATION – STAGE 2	Area of rehabilitated Mine Activities which have demonstrated progress from earthworks (Stage 1) towards the agreed post mining land use. Monitoring data which demonstrates rehabilitation progress must be retained to verify a Stage 2 classification.
LIFE OF MINE	Expected duration of mining and processing operations.
OEPA	Office of the Environmental Protection Authority.
ORTHOPHOTOGRAPHY	Use of aerial photography to measure areas of disturbance.
PROJECT	The total integrated mining operations in which a number of Environmental Group Sites contribute to the overall operation to supply ore, processing facilities and disposal of waste products.
RELINQUISHED	Agreed mine closure criteria met, government 'sign off' achieved, and all obligations under the Mining Act removed and bonds retired.

REPORTING PERIOD	Twelve month period prior to the reporting month as specified in the tenement conditions e.g. if reporting month is June 2014, reporting period would be June 2013 – May 2014.
REVEGETATION	Establishment of self-sustaining vegetation cover after earthworks have been completed.
TASK REGISTER	List of actions required to close a mine site.
TENEMENT	Land tenure granted under the <i>Mining Act 1978</i> e.g. Mining Lease, Exploration Licence, Prospecting Licence, Miscellaneous Licence, General Purpose Lease.

Appendix C: Related Links

Environment standards and guidelines	http://www.dmp.wa.gov.au/17202.aspx
Access to the Environmental Assessment and Regulatory Systems (EARS Online and EARS2)	http://www.dmp.wa.gov.au/8266.aspx
Access Public AERs	http://www.dmp.wa.gov.au/8266.aspx
Online Systems Registration e-form	https://forms.dmp.wa.gov.au/lfserver/anonymous/Client_Registration
EARS2 and Annual Environmental Reports – Frequently Asked Questions	http://www.dmp.wa.gov.au/documents/ENV-BUD-034.pdf
Environment Contacts	http://www.dmp.wa.gov.au/8488.aspx

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Published March 2015
DMPFEB15_3539