



***Quarterly
Performance
Report
1 October 2017
to
31 December
2017***

*Service Delivery
Standards*

January 2018

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Executive summary

Overview

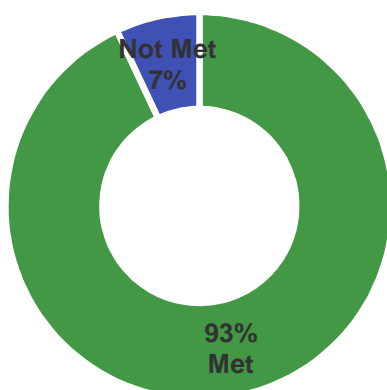
This report provides a summary of the operating performance for the provision of Titles Services within the NSW Department of Planning and Environment's Division of Resources and Geoscience (the Division) for the three-month period ending 31 December 2017.

All exploration and mining activity in NSW must be conducted in accordance with an authority (Title) issued under the *Mining Act 1992*. Certain exploration and mining activities also trigger the requirement for additional approvals and other NSW legislation may also apply. The authority gives holders (Title holders) exclusive rights to explore or mine for the mineral group(s) for which the authority is granted.

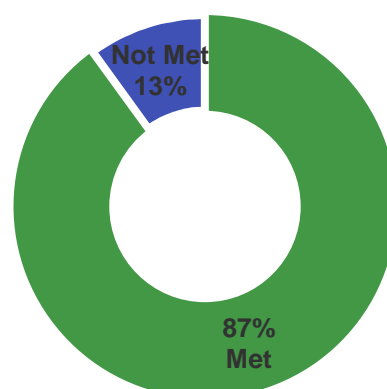
For the purpose of this report, Titles Services incorporates the process of receiving and assessing applications and the granting of authorities pursuant to Key Performance Indicators (KPIs) as published by the Division. The data collected for this report is from 1 October 2017 to 31 December 2017. During this quarter, **86** notifications of proposed decisions were issued by Titles Services. Of these notifications, **88%** were processed within the required performance standard. For the same period last year, **95%** compliance was achieved. For the current calendar year commencing 1 January 2017, service delivery standards have averaged 89%, which remains consistent to last quarter.

With some 420+ matters remaining in the Clearance Project (Appendix B) the KPI performance continues to be impacted. However, progress continues with a further 228 Clearance dealings completed this quarter. It is anticipated that service delivery standards for the March 2018 quarter will again be impacted as remaining applications are finalised. All applications received and/or processed since November 2015 have consistently met or exceeded service delivery standards. Of the 86 notifications issued for this quarter 76 applications were received after 1 September 2016 and processed within the required performance standard.

**Proposed Decisions Notified
Previous Quarter
1 July - 30 September 2017
NB - Total Decisions notified 120**



**Proposed Decisions Notified
Current Quarter
1 October 2017 - 31 December
2017
NB - Total Decisions notified 86**



Service performance review

Table 1 – Service performance

Activity/approval	Last quarter July-Sept 2017		This quarter Oct-Dec 2017		Same period last year Oct-Dec 2016	
	Service Performance	Decisions Notified	Service Performance	Decisions Notified	Service Performance	Decisions Notified
Coal exploration licence applications ¹	100%	1	N/A	0	100%	2
Mineral exploration licence applications ²	94%	57	97%	29	95%	40
Mineral & coal mining lease applications ²	100%	1	80%	5	100%	2
Assessment lease applications	100%	2	0%	1	N/A	0
Coal exploration licence renewals ²	90%	10	83%	12	100%	12
Mineral exploration licence renewals ²	100%	35	94%	33	94%	48
Mineral & coal mining lease renewals ²	85%	13	50%	6	83%	6
Assessment lease renewals	0%	1	N/A	0	N/A	0
Non-Common Exploration Activities ³	94%	17	100%	13	83%	12
Mining Operations Plan (MOP) approvals ³	84%	31	81%	42	90%	42
Security deposit reviews ³	63%	64	56%	54	69%	54
Security deposit release ⁴	100%	105	100%	111	100%	49
Surface Disturbance Notice approvals (including Common Exploration Activities) ⁴	98%	40	98%	41	94%	35
Subsidence Management Plan (SMP) variation approvals ⁵	66.7%	3	100%	1	100%	1

Performance Standards and Legend

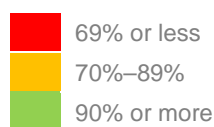
¹ 90% within 85 business days

² 90% within 45 business days

³ 90% within 30 business days

⁴ 90% within 10 business days

⁵ 90% within 90 business days



A total of four mineral exploration applications, one coal exploration renewal, one coal assessment lease renewal and two mining lease renewals have not met KPI this quarter. All were part of the clearance project. The Division has implemented systems to ensure current applications are monitored throughout the assessment process. There are a number of clearance matters still to be

resolved and it is expected the March quarter may again be impacted as the Division finalises these applications.



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***Section 2 – Additional
information***

Service levels and operations

For mineral exploration licence applications that do not require the approval of the Minister, the processing time for service level reporting is complete when the applicant is notified of the result of the proposed decision, or in the case of withdrawal, when the withdrawal of the application is finalised. For exploration licence applications for coal and petroleum, where the approval of the Minister is required, the processing time for service level reporting—where applicable—is complete when the submission is completed and sent to the Minister for consideration.

If an application is deficient, the applicant is notified immediately and given 10 business days to submit all supporting information required for assessment purposes. Processing timeframes commence when a complete application, including all required supporting information, is received.

Any change to processing time occurs only under a “stop-the-clock” provision. Stop-the-clock provisions generally apply where additional information is required from the applicant or in the event of an exception identified in Appendix A.

Information regarding clearance applications is provided in Appendix B. The Clearance Project includes matters previously reported as Legacy Work. A [flowchart of the application process for Titles Services](#) is located on our website.

Service definitions

Table 1 – Service definitions

Issue	Action
Exploration licence	Gives the holder exclusive rights to explore for petroleum or minerals within a designated area but it does not permit mining, nor does it guarantee a mining or production lease will be granted.
Mining lease/Petroleum production lease	Gives the holder the exclusive right to mine for petroleum or specific minerals or to conduct mining-related activities on or under a specific area of land.
Assessment lease	Allows the holder to maintain an authority over an identified project area without being obligated to conduct further exploration activity.
Review of Environmental Factors (REF)	Informs the Department’s consideration of the likely environmental impact of a proposed activity under Part 5 of the <i>Environmental Planning and Assessment Act 1979</i> .
Mining Operations Plan (MOP)	A plan which facilitates the monitoring of approved mining and rehabilitation activities during the life of a mine in accordance with the requirements of a development approval or any lease agreement.
Security deposits	Monies held in trust for rehabilitation works in the event of default by the titleholder.
Surface Disturbance Notice approvals (including Common Exploration Activities)	Notification of exploration activities involving disturbance or exposure of the soil or surface rock layer and/or degradation or deterioration in any manner of the physical surface of land.
Subsidence Management Plan (SMP)	Mining Lease Extraction Plan (MLEP) describes how subsidence impacts will be managed to meet the requirements of the development consent.

Applications received

Activity	1 Oct 2016 to 31 Dec 2016	1 Jan 2017 to 31 Mar 2017	1 Apr 2017 to 30 Jun 2017	1 Jul 2017 to 30 Sep 2017	1 Oct 2017 to 31 Dec 2017
COAL					
Exploration Licence Applications	2	0	0	4	3
Assessment Lease Applications	2	0	0	0	0
Mining Lease Applications	2	0	0	2	6
Application to vary a mining lease to attach an ancillary mining activity condition	0	0	0	2	10
TOTAL	6	0	0	8	19
Exploration Licence Renewals	4	4	7	10	11
Assessment Lease Renewals	0	0	0	0	0
Mining Lease Renewals	1	0	3	0	2
TOTAL	5	4	10	10	13
MINERALS					
Exploration Licence Applications	56	52	44	35	58
Assessment Lease Applications	6	0	0	0	0
Mining Lease Applications	1	3	3	1	3
Application to vary a mining lease to attach an ancillary mining activity condition	0	0	0	0	6
TOTAL	63	55	47	36	67
Exploration Licence Renewals	52	67	39	28	49
Assessment Lease Renewals	1	0	0	0	1
Mining Lease Renewals	0	0	6	6	6
TOTAL	53	67	44	34	56
PETROLEUM					
Exploration Licence Applications	0	0	0	0	0
Assessment Lease Applications	0	0	0	0	0
Production Lease Applications	0	0	0	0	0
TOTAL	0	0	0	0	0
Exploration Licence Renewals	0	0	0	0	0
Assessment Lease Renewals	0	0	0	0	0
Production Lease Renewals	0	0	0	0	0
TOTAL	0	0	0	0	0
GRAND TOTAL	127	126	101	88	155

Applications received from 1 October 2016 to 31 December 2017 averaged approximately 119 per quarter. There were 155 applications received during this quarter, compared to 127 for the same period last year.



Attachments

Appendix A: Exception management

The following exception management (stop-the-clock) protocols apply when circumstances beyond the control of the Division's process prevent the valid assessment of an application. On occasions where multiple circumstances give rise to multiple stop-the-clock triggers, these are dealt with in parallel rather than sequentially.

ALL APPLICATION TYPES			
Exception	Processing clock triggers		Applicable legislation/ notes
	Stop clock	Restart clock	
Applicant requests that application is put on hold.	Request received from applicant to stop processing.	Request received from applicant to restart processing.	N/A
Development consent required prior to <i>Mining Act 1992</i> approval.	Notification to applicant that processing cannot proceed without development consent.	Copy of relevant consent supplied to Division of Resources and Geoscience (the Division).	Section 65 <i>Mining Act 1992</i> Clause 7(1) <i>State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007</i>
<i>EPBC Act</i> referral decision or approval required of direct relevance to application or title.	Notification to applicant that processing cannot proceed until referral decision or approval is made.	Copy of referral decision or approval supplied to the Division.	<i>Environment Protection and Biodiversity Conservation Act 2000</i>
Relevant litigation underway in relation to application or title.	Notification to applicant that litigation precludes further processing.	The Division notified that litigation has been resolved.	N/A
Significant unresolved issue with third party of direct relevance to application or title.	Notification to applicant that issue with third party precludes further processing.	The Division notified that issue with third party has been resolved.	N/A
Serious compliance issue of direct relevance to application or title.	Notification to applicant that compliance issue precludes further processing.	Compliance issue has been resolved.	To be dealt with in accordance with the Division's compliance and enforcement policy and procedures
Deficiency in application which may otherwise result in application being refused.	Notification to applicant of deficiency.	Requested information supplied to the Division or applicant does not supply information within requested timeframe.	Administrative law principles relating to the exercise of discretionary powers and procedural fairness

GRANTS AND RENEWALS			
Exception	Processing clock triggers		Applicable legislation
	Stop clock	Restart clock	
Right to negotiate process.	Commencement of right to negotiate process at request of applicant.	Completion of right to negotiate process	<i>Native Title Act 1993</i>
Significant improvement determination (mining leases only).	Receipt of objection.	Determination of objection	Section 62(6A) <i>Mining Act 1992</i>
Agricultural land determination (mining leases only).	Receipt of objection.	Determination of objection	Section 179 <i>Mining Act 1992</i>
Survey outstanding (mining leases only).	Notification to applicant that survey required before processing can proceed further.	Satisfactory plan submitted to the Division and assessed.	Section 66 <i>Mining Act 1992</i>

EXPLORATION ACTIVITY APPROVALS – Category 2 SDN, Category 3 REF			
MINING APPROVALS - Mining Operations Plan (MOP), Subsidence Management Plan (SMP)			
Exception	Processing clock triggers		Applicable legislation
	Stop clock	Restart clock	
<i>Mining Act 1992</i> authorisation (title) required prior to activity approval.	Notification to applicant	Authorisation (title) granted	Sections 5 and 6 <i>Mining Act 1992</i>
EXPLORATION ACTIVITY APPROVALS – Category 3 REF			
Exception	Processing clock triggers		Applicable legislation
	Stop clock	Restart clock	
Consent required from the Minister for the Environment for exploration in State Conservation Areas.	Notification to applicant	Copy of consent supplied to the Division.	Section 47J(7) <i>National Parks and Wildlife Act 1974</i>

Appendix B: Clearance Project

In the June 2017 quarterly report, 1,500 dealings were identified within the Titles Administration System (TAS) that had been lodged before September 2016 and were still to be finalised. Some of these dealings being lodged as far back as 1989.

The Clearance Project (the Project) is the Division's operational priority with each unit within the Division contributing to ensure these matters are cleared. The progress of the Project is being monitored by the Secretary and the Division's Executive and regular meetings are being held to identify bottlenecks, assess solutions and provide resources to clear them.

During this quarter the Division finalised 228 dealings and identified some matters that cannot be progressed at this time as they require development consent, submission of surveys or other approvals. These reductions have been across all areas of the Project, with the major achievements being the finalisation of a significant number of grant and renewals; processing dead title dealings and the assessment of community consultation reports submitted.

Team	Items	Total	Completed by 31 December	Remaining	Team Total
Mineral Applications and Renewals Team	Applications	151	79	72	127
	Renewals	239	184	55	
Coal Applications and Renewals Team	Applications	71	17	54	90
	Renewals	58	22	36	
Petroleum Applications and Renewals	Applications	4	-	4	18
	Renewals	14	-	14	
Transfers and Other Dealings	Part Transfers	17	10	7	52
	Transfers	27	21	6	
	Adding Minerals	19	6	13	
	Part Cancellations	12	6	6	
	Native Title – RTN	16	4	12	
	Other	54	46	8	
Dead Titles		330	213	117	117
Suspension of Conditions		80	68	12	12
ESU Dealings		214	214	0	0
Community Consultation Reports		198	187	11	11
		1504	1077	427	427