

Advertising Requirements: Guideline for Minerals Exploration, Prospecting, Retention and Mining Licence Applications

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This document is also available in an accessible format at economicdevelopment.vic.gov.au

1. Authorisation

Title	Advertising Requirements: Guideline for Minerals Exploration, Prospecting, Retention and Mining Licence Applications
Issuing Division/ Branch	Earth Resources Regulations
Date Effective	30 April 2020
Enquiries	customer.service@ecodev.vic.gov.au
Contact	1300 366 356
Approved by	Laura Helm, Director, Statutory Authorisations, Earth Resources Regulation
Issued by	Laura Helm, Director, Statutory Authorisations, Earth Resources Regulation Issued as guidance under section 22(2) of the <i>Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019</i>
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Reference	DOC/20/191365

2. Introduction

This guideline sets out the advertising requirements for exploration, prospecting, retention and mining licence applications. It also sets out an 'approved method' for advertising a licence application as permitted by Regulation 22(1)(b) of the Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019 (**Regulations**).

The overall objective is to ensure that consultation mechanisms are effective, and appropriate access is provided to information, particularly with respect to:

- providing cost effective and more flexible ways for licence applicants to fulfil or exceed their statutory obligations to consult; and
- providing open and accessible ways for landholders and other interested members of the community to gain access to information and participate in the licensing process.

3. Regulatory requirements

Section 15(5) of the *Mineral Resources (Sustainable Development) Act 1990* requires an applicant for an exploration, mining, prospecting or retention licence to advertise the application (in accordance with the Regulations) within 14 days of being notified of the acceptance of the application:

- under subsection 15(3)(b) or (4), or 26AD(4)(a) for coal mining licence applications, or
- section 26AK(3)(a) for coal mining licences granted by the Governor in Council.

If the application is for a mining or prospecting licence, the applicant must also give notice to the owner and occupier of the land affected.

Regulation 22 of the Regulations sets out the advertising requirements for the various licence types:

- **All licence applications** are required to advertise the information set out in Part 1 of Schedule 1 to the Regulations in a newspaper that circulates in each locality where all or part of the area that is the subject of the applications is located.
- **Exploration, mining and retention licences** have the additional requirement of publishing a notice in a Wednesday edition of a newspaper circulating generally in Victoria (herein after referred to as statewide) with the same information published in the local newspaper other than the map described in Item 6 of Part 1 (Regulation 22(1)(a)(ii)(A)); and the information set out in Part 2 of Schedule 1 on an internet site for at least 21 days after the latest date on which the application was advertised (Regulation 22(1)(a)(ii)(B)).

Regulation 22(3) requires an applicant to lodge a copy of each notice with the Department Head within 7 days it is advertised.

Appendix A sets out the specific information that must be advertised for each type of licence application and **Appendix B** provides an example advertisement.

Schedule 1 of the Regulations is replicated at **Appendix C**.

4. Alternative approach

This section sets out an alternative method for advertising a licence.

Regulation 22(1)(b) provides that the Department Head may approve a method for advertising a licence application by setting out the method in guidelines published in the Government Gazette.

The following alternative approach has been approved as published in the Government Gazette on 30 April 2020. It applies in the specific circumstance outlined.

If there is no newspaper circulating in each relevant locality

If there is no local newspaper circulating in each locality where all or part of the area that is the subject of the licence application is located (as required under Regulation 22(1)(a)(i)), an applicant must:

- **erect roadside sign(s)** at the location of the proposed licence area for at least 21 days; or
- **notify all affected landowners and occupiers directly via letter**

Roadside sign(s)

If the application is for an exploration, mining or retention licence, the roadside sign(s) must be erected for at least 21 days after the latest date on which the application was advertised in a statewide newspaper.

If the application is for a prospecting licence, the roadside sign(s) must be erected for at least 21 days. Commencement of the 21 day period is upon Earth Resources Regulation receiving evidence (for example a dated photo) of the roadside sign(s).

The roadside sign(s) must meet the following requirements:

- provide the details required in Part 1 of Schedule 1 of the Regulations, and direct the public to a website maintained by the applicant
- placed on, or within 1.5 metres of the road reserve boundary for the land (note - roadside signs placed within a road reserve require VicRoads or Municipal Council approval)
- safely and securely mounted at least 500 millimetres above ground level
- positioned so that it is visible from the road
- made of weatherproof material
- not be less than 900 millimetres in height and 1200 millimetres in width
- the lettering on the notice must be at least 30 millimetres in height (this equates to approximately 108 point Arial font).

Earth Resources Regulation must be contacted to determine the appropriate number and location of signs, which will be proportionate to the size, geography and location of the application area.

Earth Resources Regulations requires evidence (for example dated photo(s)) that erection of roadside sign(s) was appropriate in number and location.

Signs should be removed and disposed safely by the applicant upon completion of the advertising period.

Affected landowner and occupier's notification letters

If the application is for an exploration, mining or retention licence, the letter(s) must be sent prior to the latest date on which the application was advertised in a state-wide newspaper.

If the application is for a prospecting licence, the 21 day comment period will commence upon Earth Resources Regulation receiving evidence (for example a dated copy of one of the letters sent) that affected landowners and occupiers have been notified.

Letter(s) to affected landowners and occupiers must meet the following requirements:

- contain the details required in Part 1 of Schedule 1 of the Regulations, and
- direct the public to a website maintained by the applicant.

If the application is for a mining or retention licence, immediately adjacent landowners must also be notified as per the above procedure.

Earth Resources Regulations requires evidence (for example the distribution list and a dated copy of one of the letters sent) that affected landowners and occupiers have been notified.

Australia Post offers a service for delivering advertising material to individual premises at a postcode level that may assist in notifying affected landowners and occupiers
https://auspost.com.au/content/dam/auspost_corp/media/documents/Letterbox-Advertising-Step-By-Step-Guide.pdf

5. Earth Resources Regulation website and other channels

Earth Resources Regulation Website

In addition to the advertisement requirements presented above, details of all licence applications will be published on the Earth Resources Regulation website for the duration of the 21 day objection and comment period.

Applicants are required to provide information on their application to Earth Resources Regulation prior to the commencement of the 21 day objection or comment period for this purpose. This information is the same as the information required for advertising (i.e. the information set out in Part 1 of Schedule 1), including a map.

Applicants are also expected to have the information required in both Part 1 and Part 2 of Schedule 1 of the Regulations on their website for the duration of the 21 day objection and comment period.

Council Channels

It is recommended that licence applicants contact the relevant local council and where possible have details of the licence application placed on the council website, social media channels or in any newsletters they issue. This can generally be done by contacting the relevant council planning department.

Radio Advertisements

An applicant may also advertise the licence application through a radio advertisement.

Radio advertisements should meet the following requirements:

- be on a station broadcast to each relevant locality providing the details required in Part 1 of Schedule 1 of the Regulations, and
- direct the public to a website maintained by the applicant.

Earth Resources Regulation should be contacted prior to placing the radio advertisement to determine that the audience and coverage is appropriate.

Social Media

Applicants may wish to use social media channels, such as Twitter or FaceBook, as an additional avenue to reach local communities. These channels do not replace the advertising requirements in the Act and Regulations. Anything published on social media channels should not detract from the intent of Regulation 22 or mislead.

6. Further guidance

This section provides further guidance on the requirements for advertising notices pursuant to Regulation 22(1)(a).

Local newspaper advertisement

- Publications should give good coverage of the potential licence application area (i.e. the local paper's coverage needs to be in vicinity of the site being advertised).
- The number of newspapers that should be used depends on the location of the application and the circulation area of the local newspaper(s) in the application area. The following website may assist to determine which newspaper(s) circulate in the locality of an application area, www.newspapers.com.au/vic (noting that this website should be used in conjunction with other sources to determine what newspaper(s) give the best coverage).
- The advertisement should appear in the Classified section of local newspapers.
- The display advertisement text should be minimum 10pt and be well spaced.

- Notices must include a map clearly identifying the application area including local roads, place names, a north point and bar scale. The minimum resolution of the map must be 300dpi at final size and must contain lettering that is legible at the publication size.
- Branding of the applicant is encouraged.
- Applicants are encouraged to have a display advertisement of a minimum 5 column inches x 25cms.

Statewide newspaper advertisement

- The advertisement must be published on a Wednesday edition of a statewide newspaper (i.e. Weekly Times, Herald Sun or The Age).
- The display advertisement text should be minimum 10pt and be well spaced.
- Branding of the applicant is encouraged. The state-wide newspaper advertisement does not require a map.

Appendix A – Advertising requirements by licence type

This appendix sets out the advertising requirements for each licence type.

Appendix A.1 – Mining licences

The Regulations provide that an application for a mining licence must be advertised by publishing:

- 1) A notice containing the information set out in Part 1 of Schedule 1 of the regulations, in a newspaper circulating in each locality where all or part of the area that is the subject of the licence application is located; and
- 2) A notice containing the information set out in Part 1 of Schedule 1, (other than the map) in a Wednesday edition of a newspaper circulating generally in Victoria; and
- 3) The information set out in Part 2 of Schedule 1, on an Internet site maintained by the applicant for at least 21 days after the latest date on which the application was advertised;

The following information must be included in the newspaper notices:

- The name and address of the applicant/s.
- A contact phone number and email address of the applicant for maps and other information requests.
- The Internet site address or other location where the information in Part 2 of this Schedule is published.
- Details of the application, including the following—
 - (a) the application number;
 - (b) the locality or localities where the land to which the application relates is located;
 - (c) the approximate area of land to which the application relates in hectares;
 - (e) the date of the application;

- (f) an outline of the proposed program of work to which the application relates;
 - (g) the term the licence is applied for;
 - (h) if applicable, the date authority to enter was granted.
- The following statement outlining that any person may object or comment on the grant of a licence:

Any person may object or comment to a licence being granted. (Section 24 and 24A, *Mineral Resources (Sustainable Development) Act 1990*).

A person who objects or comments must:

- a. put the objection or comments in writing; and
- b. include the grounds on which it is made.

All objections or comments must be lodged within 21 days after the latest date on which the application was advertised and can be lodged online or posted to:

The Minister for Resources
c/ - Manager Licensing
Earth Resources Regulation
GPO Box 4509
Melbourne Victoria 3000

It is recommended that comments or objections are lodged online at <https://rram-vic.gov.my.site.com/ObjectionSubmission> to ensure timely consideration.

Enquiries can be made by writing to the Manager Licensing at the above address or by phoning the Earth Resources Information Centre on 1300 366 356.


- A map clearly identifying the land to which the application relates, including relevant roads and place names (not required in Victoria wide paper)
- A statement that, subject to other statutory requirements being satisfied, a mining licence, if granted, entitles the holder of the licence to carry out mining on the relevant land, explore for minerals, construct any facilities specified in the licence, and do anything else that is incidental to that mining (see text box).

Subject to other statutory requirements being satisfied, a mining licence, if granted, entitles the holder of the licence to carry out mining on the relevant land, explore for minerals, construct any facilities specified in the licence, and do anything else that is incidental to that mining.

- A statement that further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available on the Department's Internet site with the website address listed (see text box)

Further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available at <https://earthresources.vic.gov.au/community-and-land-use>

The following information must be published on the applicant's website for the 21-day objection period:

- 
- a. Details of the proposed program of work on the licence.
 - b. A description of the applicant's systems for managing impacts of the proposed work on the community (including landowners and occupiers) and the environment.
 - c. An outline of how the applicant intends to meet the licensee's obligations under section 39A of the *Mineral Resources (Sustainable Development) Act 1990* to consult with the community (including landowners and occupiers).

Applicants are encouraged to have a display advertisement of a minimum 5 column inches x 25cms.

Appendix A.2 – Exploration licences

The Regulations provide that an application for an exploration licence must be advertised by publishing:

- 1) A notice containing the information set out in Part 1 of Schedule 1, in a newspaper circulating in each locality where all or part of the area that is the subject of the licence application is located; and
- 2) A notice containing the information set out in Part 1 of Schedule 1, (other than the map) in a Wednesday edition of a newspaper circulating generally in Victoria; and
- 3) The information set out in Part 2 of Schedule 1, on an Internet site maintained by the applicant for at least 21 days after the latest date on which the application was advertised;

The following information must be included in the newspaper notices:

- The name and address of the applicant/s.
- A contact phone number and email address of the applicant for maps and other information requests.
- The Internet site address or other location where the information in Part 2 of this Schedule is published.
- Details of the application, including the following—
 - a) the application number;
 - b) the locality or localities where the land to which the application relates is located;
 - c) the approximate area of land to which the application relates in graticular sections;
 - d) the date of the application;
 - e) an outline of the proposed program of work to which the application relates;
 - f) the term the licence is applied for.
- The following statement outlining that any person may object or comment on the grant of a licence:

Any person may object or comment to a licence being granted. (Section 24 and 24A, *Mineral Resources (Sustainable Development) Act 1990*).

A person who objects or comments must:

- a. put the objection or comments in writing; and
- b. include the grounds on which it is made.

All objections or comments must be lodged within 21 days after the latest date on which the application was advertised and can be lodged online or posted to:

The Minister for Resources
c/ - Manager Licensing
Earth Resources Regulation

GPO Box 4509
Melbourne Victoria 3000

It is recommended that comments or objections are lodged online at <https://rram-vic.gov.my.site.com/ObjectionSubmission> to ensure timely consideration.

Enquiries can be made by writing to the Manager Licensing at the above address or by phoning the Earth Resources Information Centre on 1300 366 356.

- A map clearly identifying the land to which the application relates, including relevant roads and place names (not required in Victoria wide paper)
- A statement that, subject to other statutory requirements being satisfied, an exploration licence, if granted, entitles the holder of the licence to explore and search for minerals in the relevant land, but does not entitle the holder to undertake mining (see text box).

Subject to other statutory requirements being satisfied, an exploration licence, if granted, entitles the holder of the licence to explore and search for minerals in the relevant land, but does not entitle the holder to undertake mining.

- A statement that further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available on the Department's Internet site (the notice must include the relevant Internet site address) see below.

Further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available at <https://earthresources.vic.gov.au/community-and-land-use>

The following information must be published on the website for the 21-day objection period:

- a. Details of the proposed program of work on the licence.
- b. A description of the applicant's systems for managing impacts of the proposed work on the community (including landowners and occupiers) and the environment.
- c. An outline of how the applicant intends to meet the licensee's obligations under section 39A of the *Mineral Resources (Sustainable Development) Act 1990* to consult with the community (including landowners and occupiers).

Applicants are encouraged to have a display advertisement of a minimum 5 column inches x 25cms.

Appendix A.3 – Retention licences

The Regulations provide that an application for a retention licence must be advertised by publishing:

- 1) A notice containing the information set out in Part 1 of Schedule 1, in a newspaper circulating in each locality where all or part of the area that is the subject of the licence application is located; and
- 2) A notice containing the information set out in Part 1 of Schedule 1, (other than the map) in a Wednesday edition of a newspaper circulating generally in Victoria; and
- 3) The information set out in Part 2 of Schedule 1, on an Internet site maintained by the applicant for at least 21 days after the latest date on which the application was advertised;

The following information must be included in the newspaper notice:

- The name and address of the applicant/s.
- A contact phone number and email address of the applicant for maps and other information requests.
- The Internet site address or other location where the information in Part 2 of this Schedule is published.
- Details of the application, including the following—
 - a) the application number;
 - b) the locality or localities where the land to which the application relates is located;
 - c) the approximate area of land to which the application relates in hectares;
 - d) the date of the application;
 - e) an outline of the proposed program of work to which the application relates;
 - f) the term the licence is applied for.
- The following statement outlining that any person may object or comment on the grant of a licence:

Any person may object or comment to a licence being granted. (Section 24 and 24A, *Mineral Resources (Sustainable Development) Act 1990*).

A person who objects or comments must:

- a. put the objection or comments in writing; and
- b. include the grounds on which it is made.

All objections or comments must be lodged within 21 days after the latest date on which the application was advertised and can be lodged online or posted to:

The Minister for Resources
c/ - Manager Licensing
Earth Resources Regulation

GPO Box 4509
Melbourne Victoria 3000

It is recommended that comments or objections are lodged online at <https://rram-vic.gov.my.site.com/ObjectionSubmission> to ensure timely consideration.

Enquiries can be made by writing to the Manager Licensing at the above address or by phoning the Earth Resources Information Centre on 1300 366 356.

- A map clearly identifying the land to which the application relates, including relevant roads and place names.
- A statement that, subject to other statutory requirements being satisfied, a retention licence, if granted, entitles the holder of the licence to retain rights to a mineral resource and explore and carry out other work to establish the economic viability of mining, but does not entitle the holder to undertake mining (see below)

Subject to other statutory requirements being satisfied, a retention licence, if granted, entitles the holder of the licence to retain rights to a mineral resource, and explore and carry out other work to establish the economic viability of mining, but does not entitle the holder to undertake mining.

- A statement that further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available on the Department's Internet site (the notice must include the relevant Internet site address).

Further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available at <https://earthresources.vic.gov.au/community-and-land-use>

The following information must be published on the website for the 21-day objection period:

- a. Details of the proposed program of work on the licence.
- b. A description of the applicant's systems for managing impacts of the proposed work on the community (including landowners and occupiers) and the environment.
- c. An outline of how the applicant intends to meet the licensee's obligations under section 39A of the *Mineral Resources (Sustainable Development) Act 1990* to consult with the community (including landowners and occupiers).

Applicants are encouraged to have a display advertisement of a minimum 5 column inches x 25cms.

Appendix A.4 – Prospecting licence

An application for a prospecting licence must be advertised by publishing:

1. A notice containing the information set out in Part 1 of Schedule 1, in a newspaper circulating in each locality where all or part of the area that is the subject of the licence application is located.

The following information must be included in the newspaper notice:

- The name and address of the applicant/s.
- A contact phone number and email address of the applicant for maps and other information requests.
- Details of the application, including the following—
 - a) the application number;
 - b) the locality or localities where the land to which the application relates is located;
 - c) the approximate area of land to which the application relates in hectares;
 - d) the date of the application;
 - e) an outline of the proposed program of work to which the application relates;
 - f) the term the licence is applied for;
 - g) if applicable, the date authority to enter was granted.
- The following statement outlining that any person may object or comment on the grant of a licence:

Any person may object or comment to a licence being granted. (Section 24 and 24A, *Mineral Resources (Sustainable Development) Act 1990*).

A person who objects or comments must:

- a. put the objection or comments in writing; and
- b. include the grounds on which it is made.


All objections or comments must be lodged within 21 days after the latest date on which the application was advertised and can be lodged online or posted to:

The Minister for Resources
c/ - Manager Licensing
Earth Resources Regulation
GPO Box 4509
Melbourne Victoria 3000

It is recommended that comments or objections are lodged online at <https://rram-vic.gov.my.site.com/ObjectionSubmission> to ensure timely consideration.

Enquiries can be made by writing to the Manager Licensing at the above address or by phoning the Earth Resources Information Centre on 1300 366 356.

- A map clearly identifying the land to which the application relates, including relevant roads and place names.

- 
- A statement that, subject to other statutory requirements being satisfied, a prospecting licence, if granted, entitles the holder of the licence to prospect or explore for minerals, carry out mining on the relevant land, and do anything else that is incidental to that mining.
 - A statement that further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available on the Department's Internet site (the notice must include the relevant Internet site address).

Appendix B - Example Advertisement

This appendix provides an example advertisement and example website content.

Example Advertisement

Notice of Application for an Exploration Licence (EL001234)

Mineral Resources (Sustainable Development) Act 1990 (MRSDA) – Section 15(5)
Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019 –
Regulation 22(1) and Schedule 1

1. Name and address of applicant

ACME Minerals Exploration Pty Ltd
1 Spring Street
Melbourne
VIC 3000

2. Contact phone number and email address of the applicant for maps and other information requests

John Acme
Telephone: 1234 567 890
Email: john.acme@acmeminerals.com.au

3. Applicant's website

Further information about this application is available at the following website or other location:

Website: www.acmeminerals.com.au/community-notice

4. Details of the Application

Application No.: EL001234

Locality: 20km east of Maroona, 30km west of Beaufort, 12km southeast of Ararat

Area of application: 98 Graticular Sections/ 71km²

Date of application: 01/01/2020

Term the licence is applied for: 5 years

Outline of proposed works:

For the first year, low impact field exploration is planned to include historical research, field mapping, aerial surveys, soil sampling, rock chipping and hand auguring with minimal impact on the environment.

Should future higher impact exploration activities be planned such as exploration drilling, it will involve a submission of a low impact exploration plan or work plan to Earth Resources Regulation, detailed rehabilitation plans, and monitoring and auditing.

Throughout the exploration planning process, Acme Minerals will consult with individual land holders and the broader community and provide information on planned exploration activities and allow opportunities for feedback to be incorporated into the planning process.

5. Objections or Comments

Any person may object or comment to a licence being granted. (Section 24 and 24A, *Mineral Resources (Sustainable Development) Act 1990*).

A person who objects or comments must:

- a. put the objection or comments in writing; and
- b. include the grounds on which it is made.

All objections or comments must be lodged within 21 days after the latest date on which the application was advertised and can be lodged online or posted to:

Manager Licensing
Earth Resources Regulation
GPO Box 4509
Melbourne Victoria 3001

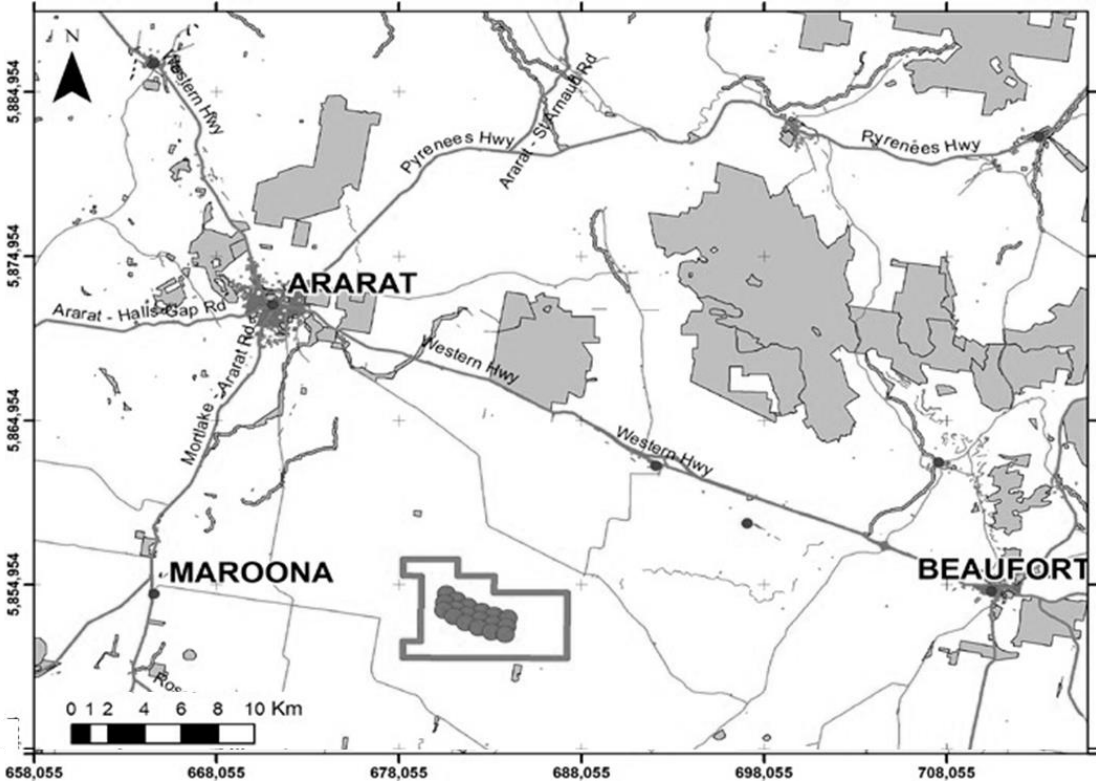
It is recommended that comments or objections are lodged online at <https://rram-vic.gov.my.site.com/ObjectionSubmission> to ensure timely consideration.

Enquiries can be made by writing to the Manager Licensing at the above address or by phoning the Earth Resources Information Centre on 1300 366 356.

6. Other Statutory Requirements

Subject to other statutory requirements being satisfied, an exploration licence, if granted, entitles the holder of the licence to explore and search for minerals in the relevant land, but does not entitle the holder to undertake mining.

Further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier consent requirements, is available at <https://earthresources.vic.gov.au/community-and-land-use>



Example Website Content

Work Program

Nature of On Ground Exploration/Timing and Forecast Expenditure

A program of proposed staged exploration activities is set out below – exploration may be accelerated or moderated dependent upon success, staff availability and funding.

Stage 1 – Historical Research / Data compilation / Field Reconnaissance / Identify Stakeholders. Historical research on past exploration over this tenement will be undertaken along with data compilation to utilise all historical findings to forward plan the exploration program. Reconnaissance trips to site to undertake geological mapping and become familiar with the geology, ground conditions and local stakeholders.

Stage 2 – Geological mapping / Soil sampling. Planning for soil sampling grids over select targets will take place along with further detailed geological mapping and collection of local information to aid in all future exploration programs. Ground geophysics surveys such as Induced Polarisation (IP) and ground magnetics may be undertaken over high priority targets. Auger drilling may be undertaken if shallow geochemical targets are identified.

Year 3 – Ground Based Geophysics. Assess all results to date on the area. 3D modelling of identified lode targets. Determine appropriateness of selected geophysical methods to assist with target definition.

Should future higher impact exploration activities be planned such as exploration drilling, it will involve a submission of a low impact exploration plan or work plan to Earth Resources Regulation, detailed rehabilitation plans, and monitoring and auditing.

Environment Strategy

All rehabilitation will be carried out as soon as is practicable after exploration activities have taken place and in line with the current Guidelines for environmental management in exploration and mining. ACME Minerals Exploration Pty Ltd will ensure all staff and contractors are aware of all site-specific environmental sensitivities, such as weeds and endangered flora and fauna and will act accordingly.

ACME Minerals Exploration Pty Ltd are committed to minimising or where possible avoiding environmental impact and will work in accordance with the Guidelines as determined by the Victorian Government and will facilitate effective rehabilitation of all disturbed areas. No wetlands, waterways or lakes will be impacted by exploration activities.

The Community Engagement Plan


In general terms, the licensee's community engagement plan is broadly based on the following:

Identify individuals or groups which may be impacted by the operations on the licence. This would involve the compilation of a list of adjacent landowners, persons living on or in the vicinity of the licence and other community groups which may be impacted by the operations. Groups such as the Victorian Farmers Federation or the local Field Naturalists Club, Government Departments, Federal, State or local, and other government bodies such as CMA's who have a particular interest in the land on which the licence is situated should also form part of the consultation group.

It will be necessary to identify the expectations or attitudes of these groups and individuals. Often a direct face to face approach is the best way to engage many members of the community.

The licensee will need to assess the impact of their operation on these individuals and groups. Following the consultation, the full impact would be assessed by guidelines provided by the Department.

An assessment will be made following the consultation as to what level of community input and



involvement can be achieved. There are likely to be a range of matters which may need to be considered. Ideally, many of the ideas and suggestions will be mutually beneficial to both the licensee and the local community. Matters such as working hours or attitudes to working on days of high fire danger or working on hot and windy days may be matters which the local community could have views which need to be considered by the licensees.

Any contact or complaint will be noted in a complaints book, and the licensee will promptly make suitable arrangements to contact the complainant. Where possible, the matter would be settled between the two parties, but the local Inspector or the Mining Warden may be requested to assist in resolving any issue or mediating on the matter.

Such interaction with the community will be used to identify any issues that may be arising from the operations on the licence and will attempt to accommodate the views of the stakeholders in dealing with any such issues.

The community is welcomed for their interest and input into ensuring that there are minimum adverse effects to the amenity of the area, or the impact on the expectation of the community for the peaceful enjoyment of their local environment.

The licensee is mindful of the need to maintain these exceptionally good community relations and to ensure that the channels of communication between the licence holder and the community in which it operates are kept open. All discussion with the community is based on mutual trust and respect.

Appendix C – Regulation Excerpt

Excerpt from the Mineral Resources (Sustainable Development)(Mineral Industries) Regulations 2019.

Schedule 1—Information required in notice of licence application

Regulation 22

Part 1

1. The name and address of the applicant/s.
2. A contact phone number and email address of the applicant for maps and other information requests.
3. The Internet site address or other location where the information in Part 2 of this Schedule is published (not relevant for prospecting licence applications).
4. Details of the application, including the following-
 - (a) the application number;
 - (b) the locality or localities where the land to which the application relates is located;
 - (c) in the case of a notice of application for an exploration licence, the approximate area of land to which the tender relates in graticular sections;
 - (d) in the case of a notice of application for a mining licence, prospecting licence or retention licence, the approximate area of land to which the tender relates in hectares;
 - (e) the date of the application;
 - (f) an outline of the proposed program of work to which the application relates;
 - (g) the term the licence is applied for;
 - (h) in the case of a notice of application for a mining licence or prospecting licence, if applicable, the date authority to enter was granted;
5. A statement that any person may object to the grant of a licence in accordance with section 24* of the Act and details as to how a person can object to grant of the licence, including current contact details for the Department and the Department's Internet site address through which objections can be made.
6. A map clearly identifying the land to which the application relates, including relevant roads and place names.
7. If the application is for an exploration licence, a statement that, subject to other statutory requirements being satisfied, an exploration licence, if granted, entitles the holder of the licence to explore and search for minerals in the relevant land, but does not entitle the holder to undertake mining.
8. If the application is for a mining licence, a statement that, subject to other statutory requirements being satisfied, a mining licence, if granted, entitles the holder of the licence to carry out mining on the relevant land, explore for minerals, construct any facilities specified in the licence, and do anything else that is incidental to that mining.
9. If the application is for a prospecting licence, a statement that, subject to other statutory requirements being satisfied, a prospecting licence, if granted, entitles the holder of the licence to prospect or explore for minerals, carry out mining on the relevant land, and do anything else that is incidental to that mining.
10. If the application is for a retention licence, a statement that, subject to other statutory requirements being satisfied, a retention licence, if granted, entitles the holder of the licence to retain rights to a mineral resource and explore and carry out other work to establish the economic viability of mining, but does not entitle the holder to undertake mining.
11. A statement that further information regarding the statutory requirements that must be complied with prior to work being undertaken on a licence, including landowner and occupier



consent requirements, is available on the Department's Internet site (the notice must include the relevant Internet site address).

Part 2

1. Details of the proposed program of work to be carried out under the licence.
2. A description of the tenderer's systems for managing impacts of the proposed work on the community (including landowners and occupiers) and the environment.
3. An outline of how the tenderer intends to meet a licensee's obligations under section 39A of the Act to consult with the community (including landowners and occupiers).

* the MRSDA was recently ammended with the introduction of section 24A enabling that any person may comment on a licence being granted (this is in addition to Section 24 – any person may object to a licence being granted). This guideline has been prepared to reflect the provisions of both Section 24 and Section 24A.