Development plans and work programs guide
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Development plans and work programs guide

The department has developed a series of guides to help existing and prospective permit holders understand the legislation around permit administration and their responsibilities as a permit holder. This guide provides information about preparing and lodging initial and later development plans and work programs. This guide applies to permit holders, their agents, representatives or anyone carrying out the preparation and lodgement of development plans and work programs functions on behalf of a permit holder or third party.

By following the recommendations outlined in the guides, you will be best placed to have your request processed within agreed timeframes, and with minimal disruption.

Key information

- This guide contains information to help prepare your initial development plan and work program when you are applying for or renewing a permit.
- The structure of this guide follows the structure of the online and paper lodgement process (where applicable) when lodging a later development plan or later work program. Follow the guide in a sequential way to complete your application.
- Applying online is quick and easy via the MyMinesOnline electronic lodgement system. You can also download and submit a paper application form.

What is a Work Program

A work program is a detailed description of the exploration activities that you will perform under an Authority to Prospect (ATP) each year. It is a way of providing detailed information about the nature and extent of activities to be carried out under the permit and is the way the department ensures you are achieving the objectives of the petroleum legislation.

The principal objectives of the work program are to:

- provide an understanding of the nature and extent of the proposed minimum authorised activities to be conducted on an ATP by the permit holder;
- allow an assessment of the proposed authorised activities and whether these activities are appropriate for the geology of the permit area;
- allow decisions to be made when assessing competing ATP applications submitted in response to a call for tenders, and
- identify, at the time of renewal, if the current work program has been complied with and exploration potential of the permit area has been met, and whether or not an ATP should be renewed based on exploration activities in the work program.

NOTE: A work program needs to outline the activities that will be undertaken each year of the program period. The first program period, or initial work program period, is outlined in the call for tender, published by the Minister. For more information, refer to the tendering information on the department’s website.
Types of work programs

An Initial Work Program (IWP) needs to describe the activities proposed in the lease, and is to be submitted with your Authority to Prospect (ATP) application. Your IWP will more than likely be assessed as part of a competitive tender process and you will need to consider the criteria set out in the tender document.

It is important to note that where the work program assessment was part of a competitive assessment process, the department will expect a higher standard of compliance with the work program from the holder in order to maintain the integrity of the tender process.

For more information, see ss45-49 of the Petroleum and Gas (Production and Safety) Act 2004

A Later Work Program (LWP) must be submitted between 40 and 100 business days before the expiry of any existing work program (usually every 4 years) or when choosing to renew your permit.

The LWP is an opportunity for you to refine your initial work program to take into account the findings of the first work period. Generally the department expects the LWP activities to be pro-rata to the area of permit. If they are not proportional to the area, you must provide sufficient reasons to justify why.

For more information, see ss50-58 of the Petroleum and Gas (Production and Safety) Act 2004

Where the LWP is submitted within the term of the ATP (for example for year 5-8 of the term), the holder must still be able to demonstrate compliance or substantial compliance with the initial work program. The department may consider submissions where the holder undertakes the remaining work from the initial term in the first year of the next work period, only where that work is in addition to the work considered appropriate for the later work program period.

When submitting a later work program at renewal, you will need to demonstrate compliance or substantial compliance with your current work program. Refer to the 3/2012 Strict compliance and substantial compliance policy for more information.

The work program is a key mandatory condition of the permit. When deciding to renew an ATP, the Minister must be satisfied that the permit holder has substantially complied with the ATP. If, at renewal, you have not met the work program condition and are not able to satisfy the Minister that you have substantially complied with the work program condition, the Minister must not approve the renewal.

For more information, see s78 of the Petroleum and Gas (Production and Safety) Act 2004

A Joint Development Plan (JDP) is a requirement under chapter 4 of the Mineral and Energy Resources (Common Provisions) Act 2014 for overlapping tenures. The ML (coal) holder is responsible for negotiating with the petroleum resource authority to develop a mutually beneficial joint development plan. The JDP must identify the holders under the plan, set out an overview of activities and location of activities proposed to be carried out in the overlapping area by the holders and other information as set out in the legislation.

The holders must ensure there is consistency between a work program or development plan and the joint development plan.
The ML (coal) holder must provide written notice of the joint development plan to the chief executive within 20 business days after the agreed joint development plan is in place. The notice must state that the plan is in place, the period for which the plan has effect and other information prescribed by the regulation.

Who can apply

The authorised holder or authorised holder representative can lodge a later work program or later development plan. A signed Consent of all holders form must be provided as part of the application. Refer to operational policy 9/2012 Eligibility, proof of identity and authorised person/s for additional information.

Petroleum and Gas (Production and Safety) Act 2004

The Petroleum and Gas (Production and Safety) Act 2004 (P&G Act) is what is known as the ‘head of power’ for the regulation of ATPs, and describes what needs to be done. It includes general provisions about ATPs in addition to specific requirements for work programs. Both the applicant or holder and the department have responsibilities relating to the work program provisions. The below table is not exhaustive, but provides a high level overview of key requirements. It is the obligation of the holder of, or an applicant for an ATP, to understand the obligations as prescribed by the legislation.

Your responsibilities and the department’s responsibilities are summarised in the Table 1 below.

Table 1 – Key responsibilities under P&G Act

<table>
<thead>
<tr>
<th>Section of Act</th>
<th>Applicant responsibilities</th>
<th>Department responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial work programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>s47</td>
<td>Ensure that the initial work program states the program period. The program period must be the same as the required period under the relevant call for tenders.</td>
<td>Assess that the work program is relevant to the advertised program period.</td>
</tr>
<tr>
<td>s48 and s49</td>
<td>Provide the following general requirements for an initial work program: • an overview of the activities to be carried out under the authority for the entire term. • For each year of the program period: • The extent and nature of petroleum exploration and production testing proposed to be carried out during the year • the general location of where the activities are likely to be carried out • the estimated costs of the activities. • Maps that show where the activities are proposed to be carried out. • Any other information relevant to the assessment criteria. • Reasons why the program is considered appropriate. • You may be required to follow a set format for the initial work program, if it is prescribed in the regulation.</td>
<td>Assess the appropriateness of the initial work program in relation to the work program criteria below: • potential and likeliness of petroleum discovery • extent and nature of the exploration – for example, proposed surveys, number of wells, for example • when and where the exploration program will take place.</td>
</tr>
<tr>
<td>Section of Act</td>
<td>Applicant responsibilities</td>
<td>Department responsibilities</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>
| Later work programs | **51 and s57** Provide the following general requirements for a later work program:  
• comply with the initial work program requirements (except program period)  
• state the extent you have complied with the current work program  
• If amendments have been made to the current work program, state if the changes have been incorporated in the proposed program and the effect the changes have on the proposed program  
State the effect that any petroleum discovery has had on the work program. | Assess the work program:  
• complies with the initial work program  
• requirements (except program period)  
• complies with the initial work program  
• to the extent that the applicant states,  
• by reviewing lodged notices and reports  
• still meets the requirements if amendments have been made to the current work program and measure the effects the changes have on the proposed program to determine the effect that any petroleum discovery has had on the work program.  
and also assess:  
• the work program criteria and capability criteria and any special criteria that applied for deciding the application for the authority to prospect  
any amendments made to the authority or its current work program, and the reasons for the changes |
| | **s52** Program must state the duration of the program period, which would be:  
• Four years or less—the remainder of the renewed term  
Four years or longer—four years from the start of the renewal period or longer if Minister approves (not longer than the duration of the permit term). | Determine a renewal period based on the initial work program achievements and later work program strategy. |
| | **s53** Evaluation programs for potential commercial areas:  
If your later work program includes an evaluation program for a potential commercial area (PCA), you must also include in the work program the work necessary to implement this evaluation program. | Assess the later work program to ensure that it includes the necessary work to achieve the outcomes of the evaluation program for a potential commercial area. |
| | **s54** If an applicant wants to divide an existing ATP into two or more ATP (under Division 8, Subdivision 2 of the P&G Act) the combined effect of the work programs needs to have the same effect (no less) than the work program for the original ATP. | Assess that the work program for an ATP (that is the product of a previous ATP having been divided) achieves no less than the goals of the work program of the original ATP. |
| | **s56** Until either an approval or rejection decision has been made, the proposed work program applies to the permit and you can carry out an authorised activity for the permit.  
Despite the approval timeframes for a later work program, there is an expectation by the department that in accordance with this provision the holder will carry out the activities in the proposed later work program they have lodged for approval. | When assessing your application, we will notify you in writing if your work program has been approved or rejected. |
### Section of Act

<table>
<thead>
<tr>
<th>Permit holders are obliged to lodge a later work program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• at the office for the department that is mentioned in the gazetted notice (or if none mentioned, the office of the Chief Executive).</td>
</tr>
<tr>
<td>• that complies with the later work program requirements</td>
</tr>
<tr>
<td>• accompanied by the relevant fee</td>
</tr>
<tr>
<td>• at least 40 business days (but no more than 100 business days) before the end of the current program period.</td>
</tr>
<tr>
<td>If a decision to not approve the later work program is made before the end of the work program period, you are able to submit another work program also before the end of the current work period.</td>
</tr>
<tr>
<td>If you submit an application after the set time (that is not a submission of a work program previously not approved) you will be required to pay ten times the application fee.</td>
</tr>
</tbody>
</table>

| Permit holders can only amend work programs if an application to approve an amendment has been made, and the application has been approved. The permit holder must comply with the restrictions on amending a work program |

<table>
<thead>
<tr>
<th>Amending work programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit holders are obliged to lodge a later work program:</td>
</tr>
<tr>
<td>• at the office for the department that is mentioned in the gazetted notice (or if none mentioned, the office of the Chief Executive).</td>
</tr>
<tr>
<td>• that complies with the later work program requirements</td>
</tr>
<tr>
<td>• accompanied by the relevant fee</td>
</tr>
<tr>
<td>• at least 40 business days (but no more than 100 business days) before the end of the current program period.</td>
</tr>
<tr>
<td>If a decision to not approve the later work program is made before the end of the work program period, you are able to submit another work program also before the end of the current work period.</td>
</tr>
<tr>
<td>If you submit an application after the set time (that is not a submission of a work program previously not approved) you will be required to pay ten times the application fee.</td>
</tr>
</tbody>
</table>

| Assess the application to amend a work program against the restrictions: |
| • Later work programs-the amendment activity is of at least equivalent value |
| • Initial work programs – the Minister must be satisfied that the program needs to be amended for a reason beyond the holder’s control and does not relate to financial or technical resources or exploration results |
| • The period for the work program must not previously have been extended |
| • The extension cannot be for a period of more than 1 year after the end of the current program period or 12 years after the authority originally took effect |
| • The work program will be completed in the extension. |
| • Within 3 months before making the application the person became the holder of the authority and the holder has applied for approval of a share or that transfer has been approved |
| The share is at least 50 per cent |

| We will provide you with written notice that the authority is cancelled. |

<table>
<thead>
<tr>
<th>Permit holders are obliged to lodge a later work program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• at the office for the department that is mentioned in the gazetted notice (or if none mentioned, the office of the Chief Executive).</td>
</tr>
<tr>
<td>• that complies with the later work program requirements</td>
</tr>
<tr>
<td>• accompanied by the relevant fee</td>
</tr>
<tr>
<td>• at least 40 business days (but no more than 100 business days) before the end of the current program period.</td>
</tr>
<tr>
<td>If a decision to not approve the later work program is made before the end of the work program period, you are able to submit another work program also before the end of the current work period.</td>
</tr>
<tr>
<td>If you submit an application after the set time (that is not a submission of a work program previously not approved) you will be required to pay ten times the application fee.</td>
</tr>
</tbody>
</table>

| We will provide you with written notice that the authority is cancelled. |

### Department responsibilities

Assess your later work program and notify before the end of the current work program period if it has been accepted or not. If your work program is not approved and you do not submit an alternative work program before the end of the current program period, you will be notified in writing and required to submit an alternative work program within 40 business days from the notice date. If you fail to submit a work program at all, you will be notified in writing and required to submit an alternative work program within 40 business days from the notice date.
<table>
<thead>
<tr>
<th>Section of Act</th>
<th>Applicant responsibilities</th>
<th>Department responsibilities</th>
</tr>
</thead>
</table>
| s59 and s6     |                           | • The designated person is not an entity connected with another person who is a holder of the authority  
|                |                           | • The designated person is likely to provide additional financial or technical resources for the authority. Notify the permit holder in writing if the amendment has been approved or refused |
| s60            | Permit holders must make the application no less than 20 business days before the end of the period stated in the work program for carrying out work under the program unless they can satisfy the Minister that the work program must be amended for reasons beyond the holder’s control | Confirm that the application has been submitted within the prescribed time frame and if not that the holder has provided grounds that the work program must be amended for a reason or reasons beyond the holder’s control that would satisfy the Minister that they are exempt from the prescribed time frame. |
| s61            | Permit holders must lodge the application to amend at the prescribed place for lodging work program amendment applications. The application must be accompanied by the prescribed fee. | Receive the application and provide a receipt for the application fee. |
| **Renewal (Later work program requirements)** | | |
| s81            | The application to renew cannot be made more than 60 business days before the end of the term of the authority; or after the authority has ended. The application to renew must include a later work program. Permit holders who wish to renew must ensure that none of the following are outstanding:  
- annual rent for the authority  
- a civil penalty under section 76 for non-payment of annual rent  
- interest payable under section 588 on annual rent or a civil penalty  
- petroleum royalty for petroleum produced under the authority, any unpaid royalty interest on it, or any civil penalty payable under a regulation made under section 604A  
- security required for the authority, as required under section 488. | Confirm that the application has been submitted within the prescribed time frame. Assess the application including the proposed later work program. Confirm that the permit holder does not have any outstanding obligations. |
| s82 and s84    | Permit holders must ensure that they meet all requirements for making an application to renew. The application must be accompanied by the prescribed fee. If the application is made less than 20 business days before end of the term of the permit the permit holder must accompany the application with an amount that is 10 times the application fee. Permits holders are required to:  
- state whether or not the work program for the authority to prospect has been complied with | Assess the application to determine it has met the requirements for making an application to renew. Assess the permit holders proposed later work program. Assess whether the applicant:  
- satisfies the capability criteria  
- continues to satisfy any special criteria that applied for deciding the application for the authority to prospect being renewed |
The proposed work program must comply with the later work program requirements.

\[\text{Section of Act} \quad \text{Applicant responsibilities} \quad \text{Department responsibilities}\]

- if the work program has not been complied with—state details of, and the reasons for, each noncompliance
- include a proposed later work program for the renewed authority
- address the capability criteria include information about the matters that, under sections 84 and 86, must or may be considered in deciding the application; and
- state whether or not the applicant has complied with chapter 5, part 7, for reports required to be lodged in relation to the authority.

The proposed work program must comply with the later work program requirements.

\[\text{Petroleum and Gas (General Provisions) Regulation 2017 and the Petroleum and Gas (Production and Safety) Regulation 2004}\]

The Regulations are supporting documentation for the P&G Act and the Petroleum Act 1923. The Regulations describe how the requirements in the P&G Act and the Petroleum Act 1923 are to be carried out. The requirements in the Regulations may change depending on circumstances (for example, the Regulation includes information about fees, which may be revised each financial year).

The content of the Regulation as it relates to an ATP is summarised in this table. The table below is not exhaustive, but provides a high level overview of key requirements. It is the obligation of the holder of, or an applicant for, an exploration permit to understand the obligations as prescribed in the Regulation.

<table>
<thead>
<tr>
<th>Section of Regulation</th>
<th>Provision</th>
<th>Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>s8</td>
<td>Applicants need to provide for the proposed permit area:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a description of the geological model for the proposed permit area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• an assessment of the potential for petroleum discovery in the area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• the rationale, in relation to the geological model for the area, for the activities proposed</td>
<td></td>
</tr>
</tbody>
</table>

\[\text{Petroleum Act 1923}\]

While the majority of the requirements of the Petroleum Act 1923 (1923 Act) reflect the requirements of the P&G Act, you will need to refer to the 1923 Act and supporting Regulation to ensure that you meet all the work program requirements for permits administered under this legislation.
Practice manual

Section 202 of the Mineral and Energy Resources (Common Provisions) Act 2014 (MERCP) allows for the Chief Executive to keep a practice manual about petroleum tenement administration practices to guide and inform persons dealing with the department. The manual includes practice directions about what information, documents or instruments (material) a person may or must give, how or when requested material must be given, the format of requested material, and practices to ensure there is consistency and efficiency in tenement administration processes. The practice manual is maintained on the department’s website at https://www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines

Operational policies

Operational policies are not required to be legislated by parliament. They describe how the department will interpret aspects of the legislation it administers and set out rules the department will apply in a uniform manner. Operational policies include transparent guidelines for staff to follow to ensure consistency and efficiency in permit administration processes. A detailed list of operational policies may be found on the department website at https://www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines

This guide also references particular policies where applicable.

NOTE: Your work program must meet the statutory requirements; however the statutory provisions in some cases require similar information that could be provided in the same form or in one response. In this case, information can be provided to address several requirements as long as the response is cross referenced back to each legislative requirement.

Work program requirements

Overview of activities to be carried out during the term

You are required to provide a written summary covering all proposed activities for the term of the ATP. This needs to detail the proposed timing of key activities and the general location where the activities will take place. A typical overview may include:

- the size of the area
- the perceived prospectivity of the area, that is, considering the geology of the area and comparing exploration activities and work programs for ATPs with similar geological targets
- the exploration maturity of the area, that is, the amount of previous petroleum exploration and development activities on the area.

Work program contents (extent and nature of the activities to be carried during the year)

The extent and nature of the proposed activities should be developed for effectively determining the resource potential of the area and progressing the resource status of the area. The proposed work program should be consistent with the rationale and the geological model developed.
The work must be divided into annual components, with a program of work for each year in the application. Each proposed discipline/activity in the work program must be costed, based on current market rates.

For each year of the program period, a work program might include (but not limited to):

- data reviews (geological reviews and assessments - review of available data, including any on-ground scoping and site identification and preparatory mapping)
- target selection
- technical and geophysical surveys including their type (2D seismic, 3D seismic, airborne geophysical, geochemical) and maps showing proposed extent of operations
- seismic data reprocessing
- drilling of delineated targets - wells (drilled on a dry hole basis) or water bores and the drilling method, estimated depth and stratigraphic targets
- any production testing proposed as a result of petroleum discoveries made
- any monitoring activities, especially location of water observation bores.

Research of existing data and desk-top studies are given a lower priority and are considered by the department as a minor part of a work program. The work proposed is expected to include a significant ‘on-ground’ direct data collection component. Emphasis should be on substantial exploration activities that will significantly advance the petroleum resource knowledge of the area.

Drilling is expected to be included as a part of each proposed work program. Permit applicants should provide detailed descriptions of proposed work program drilling activities for example, type, metres, number of holes and stratigraphic targets. Ideally applicants will, for each drilling activity, complete both the proposed number of metres and the proposed number of holes in the work program. It is understood that these are estimates as the department recognises that unforeseen geologic variables may require drilling activities to change during the work program period.

When assessing compliance with the approved work program, where the total number of metres and/or the total number of holes in the approved work program have not been completed, regard will be given to:

- the total number of metres drilled
- the total number of wells drilled
- the number of wells that drilled the stratigraphic target or drilled to a depth to indicate the target was not present
- any explanation given for the potential noncompliance
- the extent to which relevant drilling activities completed were:
  - consistent with the rationale given for the exploration program; and
  - effective in achieving the objectives of the exploration program

You need to provide a sufficient amount of information to demonstrate that the statutory requirements have been met, but we understand that the activities may change as exploration progresses. In certain parts of the work program submission we will accept estimates if definitive information can’t be provided, but it needs to be consistent with the geological model, geological concepts and rationale.

When submitting the details of the proposed work programs, you must submit them in table format using the template table below. The following is an example of work program table that is to be submitted with an ATP application.
Table 3: Example work program table to be submitted with an ATP application

<table>
<thead>
<tr>
<th>Permit year</th>
<th>Discipline</th>
<th>Authorised Activity</th>
<th>Units – Number (estimate and description)</th>
<th>Quantity (cumulative) – number and description</th>
<th>Primary target formation (drilling only)</th>
<th>Secondary target formation (drilling only)</th>
<th>Expenditure (min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desktop studies</td>
<td>Geological and geophysical review</td>
<td># days N/A</td>
<td>Adavale Group</td>
<td>Adavale Group</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Drilling</td>
<td>Cuttings</td>
<td># hole # metres</td>
<td>Adavale Group</td>
<td>Adavale Group</td>
<td>$200,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Geophysics</td>
<td>Electromagnetic</td>
<td># lines # line km</td>
<td>Adavale Group</td>
<td>Adavale Group</td>
<td>$1,500,000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Hydraulic fracturing</td>
<td>Fracturing</td>
<td># wells N/A</td>
<td>Adavale Group</td>
<td>Adavale Group</td>
<td>$7,000,000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Remote sensing</td>
<td>Aerial photography</td>
<td># lines # line km</td>
<td>Adavale Group</td>
<td>Adavale Group</td>
<td>$200,000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Production testing</td>
<td>Production testing</td>
<td>N/A N/A</td>
<td>Adavale Group</td>
<td>Adavale Group</td>
<td>$150,000</td>
<td></td>
</tr>
</tbody>
</table>

Below is a list of the disciplines and activities that you can select for your work program table.

Table 4: List of disciplines activities for your work program table

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Activity</th>
<th>Units</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Studies</td>
<td>Geological and geophysical review</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Gravity data reprocessing</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Gravity data reprocessing (fixed cost)</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Interpretation studies</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Magnetic data reprocessing</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Magnetic data reprocessing (fixed cost)</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Other studies</td>
<td>Days</td>
<td>N/A</td>
</tr>
<tr>
<td>Drilling</td>
<td>Cuttings</td>
<td>Holes</td>
<td>Metres</td>
</tr>
<tr>
<td></td>
<td>Fully cored</td>
<td>Holes</td>
<td>Metres</td>
</tr>
<tr>
<td></td>
<td>Partly cored</td>
<td>Holes</td>
<td>Metres</td>
</tr>
<tr>
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<td>Electromagnetic</td>
<td>Lines</td>
<td>Line Kilometres</td>
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<tr>
<td></td>
<td>Gravity</td>
<td>Lines</td>
<td>Line Kilometres</td>
</tr>
<tr>
<td></td>
<td>Ground penetrating radar</td>
<td>Lines</td>
<td>Line Kilometres</td>
</tr>
<tr>
<td></td>
<td>Induce polarisation</td>
<td>Lines</td>
<td>Line Kilometres</td>
</tr>
<tr>
<td></td>
<td>Magnetics</td>
<td>Lines</td>
<td>Line Kilometres</td>
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<tr>
<td></td>
<td>Magnetotellurics</td>
<td>Lines</td>
<td>Line Kilometres</td>
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<td>Radiometric</td>
<td>Lines</td>
<td>Line Kilometres</td>
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<tr>
<td></td>
<td>Resistivity</td>
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<td>Line Kilometres</td>
</tr>
<tr>
<td></td>
<td>Seismic (2 dimensional)</td>
<td>Lines</td>
<td>Line Kilometres</td>
</tr>
<tr>
<td></td>
<td>Seismic (3 dimensional)</td>
<td>Lines</td>
<td>Line Kilometres</td>
</tr>
<tr>
<td></td>
<td>Self potential</td>
<td>Lines</td>
<td>Line Kilometres</td>
</tr>
<tr>
<td>Hydraulic Fracturing</td>
<td>Fracturing</td>
<td>Wells</td>
<td>N/A</td>
</tr>
<tr>
<td>Discipline</td>
<td>Activity</td>
<td>Units</td>
<td>Quantity</td>
</tr>
<tr>
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<td>Remote Sensing</td>
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<td>Lines</td>
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<td>Satellite imagery (visible imagery)</td>
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</tr>
<tr>
<td>Production testing</td>
<td>Production testing</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Where the activities will be carried out

Work programs must include a broad statement about where proposed drilling or survey activities will be conducted. This is to ensure that an investigation of the proposed targets within the ATP can be carried out.

An outline illustrating when and where the activities will occur (when and where should be a general locality or geological references) must be included with the application.

Furthermore the work program must include a map that shows where all authorised activities are proposed to occur on the ATP. The map must include known well locations, pipelines and other infrastructure, and access roads, as well as the locations of proposed wells and surveys. More than one map may be provided, and each map can show the location of proposed activities on a year by year basis.

### The estimated cost of activities

The expenditure component of the work program states the costs of each proposed work program activity. For example, $1,000,000 for each well, $10,000/line kilometre for seismic acquisition.

Expenditure should reflect work program activities that are the activities which form your exploration research and on the ground program, that is, your exploration model. The following are not currently considered as allowable permit costs, as they are not work program related activities:

- staff costs not directly connected to activities on the permit
- inter-state travel to and from site
- environmental or cultural surveys
- permit management costs.

### Other relevant information

The work program must address the criteria for deciding whether to approve a proposed initial work program. The applicant must include a statement explaining why the extent and nature of the proposed work program adequately tests the potential for petroleum discovery.

The statement should refer to the exploration rationale and a number of other factors including:

- the period of the work program
- size of the area
- perceived prospectively of the area, (determined by considering the geology of the area and comparing exploration activities and work programs for ATPs with similar geological targets)
- exploration maturity of the area (amount of previous petroleum exploration and development activities).
Reasons why the program is considered appropriate

The work program needs to include a statement outlining reasons as to why the work program is considered appropriate. For example, one of the reasons may address why the proposed program’s field activity is appropriate, taking into account the perceived prospectivity of the ATP area, or the results of previous exploration conducted in the area by other explorers.

Geological model

A geological model should provide details about the research carried out, what interpretation was made based on the data collected and the geological model derived from this interpretation. Explain what high-priority areas to be explored for during the permit term (include where possible, the methodology, preferred techniques, definitive parameters to be used).

An assessment of the petroleum discovery in the area should include:

- a summary of the covering research
- a summary of the previous work undertaken and the geological model developed to support the proposed work program
- a rationale of how the work program will then advance the geological model.

Where little or no research is currently available, work programs should contain a statement to the effect that there is no known research to reference but explain why they have chosen that particular geological model.

The applicant is required to provide sufficient justification as to why this model is appropriate.

Exploration rationale

The rationale should provide details of the interpretations made and models developed which the applicant proposes to test during the work program period. This should include (where practicable or necessary) the regional geological settings, such as basin models, that specifically address the geological aspects of the area.

The department realises that the results of the work in the first two years can affect the work in subsequent years; for this reason when assessing applications the work programs proposed for the first two years will carry more weight. Therefore the exploration rationale should primarily focus on years one and two of the work program. However activities proposed after year two will still be assessed and considered by the department for inclusion in the approved work program.

Available data about the proposed area

The department requires a detailed outline and technical assessment on the available data researched or captured in relation to the proposed land the subject of the ATP application.

This should be included or referenced in the rationale submitted to support the geological model and proposed initial work program.

When you provide details of any previous exploration work carried out in and around the ATP area, the department’s preference is that you use the format below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference (open file number, internal report etc)</th>
<th>Company name</th>
<th>Commodity</th>
<th>Work done (mapping, stream sediments, drilling, etc)</th>
<th>Highlights</th>
<th>Comments</th>
</tr>
</thead>
</table>

Development plans and work programs guide
Department of Natural Resources, Mines and Energy
November 2018 Version 2
Maps and plans
Work programs must include a map in the rationale that shows the geological aspects of the application area with an outline of the permit area applied for. For example, include maps and plans showing the

Capability criteria
We need to be satisfied that you have the financial and technical capacity to meet the components of the work program. For detailed information about what you are required to include with your application, go to Financial and technical capability.

NOTE: Applicants for an ATP, in response to a call for tenders, should be aware that the call for tender may contain special criteria that apply to the call. For example, it may be that the special criteria detail the nature and timing of authorised activity/activities to be conducted under the ATP. Special criteria will be detailed in the call for tenders and must be addressed by the applicant.

Later work programs
Later work programs need to reflect the knowledge gained from the prior work program. The department expects that in the later work program the exploration program will become more intensive and focused as the permit area reduces and the holder endeavours to confirm the commerciality of the resource.

Complying with initial work program requirements
The later work program must address the requirements of an initial work program including:

- overview of activities to be carried out during the term
- the extent and nature of the activities to be carried out during each year
- where the activities will be carried out
- the estimated cost of the activities
- maps that show where the activities are to be carried out
- any other relevant information
- reasons why the program is considered appropriate
- the requirements of s8 of the Regulation.

Complying with current work program
The later work program must provide a statement addressing compliance with the current work program. The statement should address the following:

- previously approved work program (in particular the actual work performed)
- relinquishment requirements
- reporting requirements
- other provisions and conditions of the 1923 Act relating to ATPs.

Amendment to work programs
If there have been any amendments to the ATP or its current work program, the work program must include:
Whether the changes have been incorporated in the proposed program. For example, the substitution of an activity (s62 of the Act) or extending the period of the work program/deferring the relinquishment (s62(2) and 62(4) and (5) of the Act)

Any effect the changes have on the proposed program. For example, the proposed later work program may contain activities for acquiring the information that should have been obtained prior to any amendments to the authority or the current work program.

Effect of any petroleum discovery

The work program must include a statement that addresses the effect of any petroleum discovery on the proposed work program. For example, the later work program may require additional activities to confirm the commercial potential of the petroleum discovery, or details of new exploration concepts brought about by the discovery.

Work program criteria

When deciding whether or not to approve the proposed work program the department will consider the work program criteria and capability criteria that applied for deciding the application for the ATP.

The work program criteria include:

- the potential of the proposed area of the authority to prospect for petroleum discovery
- the extent and nature of the proposed petroleum exploration
- when and where the exploration is proposed to be carried out.

The extent to which each holder is capable of carrying out authorised activities for the ATP, (that is, their access to financial and technical resources and ability to manage petroleum exploration and production), is called the capability criteria. For detailed information about what you are required to include with your application, go to Financial and technical capability.

**NOTE:** The capability criteria will have to be addressed in the later work program if the program is not lodged as an attachment to an ATP renewal application.

Special criteria

The special criteria may have to be addressed in the later work program if the program is not lodged as an attachment to an ATP renewal application and the call for tenders detailed any special criteria as a condition of the ATP’s grant or to decide the ATP’s provisions.

If this was the case, and the special criteria still needs to be satisfied, the ATP holder must provide a statement which provides details about how they continue to satisfy this criteria.

**NOTE:** If an ATP was initially granted under the 1923 Act and was converted to an ATP under the P&G Act, the conditions of the ATP in relation to work or expenditure are taken to be the approved later work program for the ATP. The period for which these conditions apply is taken to be the program period for this approved work program. Therefore, a proposed later work program for a converted ATP must be submitted at least 40, but no more than 100 business days prior to the end of the approved work program’s period.
Later work programs under the Petroleum Act 1923

Under the 1923 Act, the proposed LWP that you submit needs to meet the requirements of the 1923 Act and Petroleum and Gas (General Provisions) Regulation 2017.

The requirements of the LWP are the same as the P&G Act; therefore, you should refer to the requirements for IWP and LWP when submitting the following material for an LWP under a 1923 Act permit:

- overview of activities to be carried out during the term;
- for each year of the program period:
  - the extent and nature of the activities to be carried out during each year of the program period;
  - where the activities will be carried out;
  - the estimated cost of activities;
- maps that show where the activities are to be carried out;
- any other relevant information;
- reasons why the program is considered appropriate;
- if there have been any amendments to the work program a statement about:
  - whether the changes have been incorporated in the proposed program;
  - any effect the changes have on the proposed program;
  - a statement about the effect of any petroleum discovery;
- the requirements of s8 of the regulation, and
- the capability criteria.

NOTE: If an ATP continues to be administered under the 1923 Act, the conditions of the ATP in relation to work or expenditure are taken to be the approved later work program for the ATP. The period for which these conditions apply is taken to be the program period for this approved work program. Therefore, a proposed later work program for a continuing ATP must be submitted at least 40, but no more than 100 business days prior to the end of the approved work program’s period.

Application to amend a work program

Under subdivision 6 of the P&G Act you can make an application to amend a work program in a situation where a work program needs to change so that the holder can ensure effective and competent exploration and production petroleum resources. For example, if the timing of an operation is impacted by exceptional circumstances or a work program needs to be extended.

Applying for approval to amend

When applying to amend a work program, you must ensure that the application to amend a work program is not made less than 20 business days before the end of the period stated in the work program for carrying out the work under the program.

NOTE: When making an application for approval to amend, the requirements regarding the 20 business day restriction does not apply if the department is satisfied that the work program needs to be amended for a reason beyond the holders’ control.

The application is to be made online using MyMinesOnline or using the published form available on the department’s website.
Requirements for making an application to amend a work program

You need to ensure that you provide comprehensive information about the amendment you are seeking, taking into account the amending work program restrictions in the P&G Act as outlined within this guideline to allow the decision-maker to conduct a proper assessment on the application. You need to provide substantial and compelling documentation (for example, letters, emails, technical data, and plans) to satisfy the requirements when applying for an amendment to a work program, this includes but is not limited to:

If amending a LWP—ensuring you explain how the proposed amendment will improve the overall work program strategy, and progress the assessment of the petroleum potential. Or otherwise indicate the amendment activity highlighting at least of an equivalent value to the original activity

If amending an IWP—ensuring you outline the reasons why the current work program cannot be carried out and an amendment is requested. Make sure to include an explanation of any exceptional circumstances that justify the amendment of the work program

If extending the work program - the requirements of the P&G Act have been complied with and, the designated person is likely to provide the additional financial or technical resources for the authority, and the work program will be completed within the extension

Failure to provide this material with the application may result in the application being rejected.

Restrictions on amending work program

There are a number of restrictions/requirements that apply to amending a work program these include:

- ensuring that the application for approval of the amendment has been made under Chapter 2, Division 3, Subdivision 6 of the P&G Act and approved under Subdivision 6
- where the Minister has declared the area subject to the ATP a potential commercial area—an evaluation program is taken to be an additional part of the existing work program for the ATP and must be included with the application to amend the work program
- if an amendment to an initial work program is required – you must satisfy that the work program needs to be amended for a reason beyond your control
- an application to amend a work program will not be considered if an amendment to work program has been previously received within the current period of the work program
- amendments to work programs to extend the term of the work program will end after one year of the current period of the work program or within twelve years after the permit originally took effect
- restrictions apply to designated persons if that person became the holder of the authority within three months of applying to amend and/or the designated persons applied for approval of a transfer of a share in the authority
- a designated person must be at least a 50% shareholder to be eligible to make amendments to work programs and the designated person is not, under the Corporations Act, an entity connected with another person who is a holder of the authority.
Deciding application

In deciding your application, the department will make an assessment to amend a work program based on the following criteria:

- the permit holder has complied with the relevant sections of the P&G Act
- the permit holder has satisfied that the amendment to an LWP is of an equivalent value
- the permit holder has satisfied that the amendment to an IWP is due to a reason beyond the holder control that does not relate to the applicants financial or technical resources or ability to manage petroleum exploration and could not have been prevented by the holder
- the designated person mentioned is likely to provide additional financial or technical resources for the authority
- the work program will be completed within the period of the extension.

The above criteria list is a summary of the main considerations when assessing to approve an amendment to work program. The decision-maker will give regard to whether the permit holder has met all the conditions of the permit relating to amending work programs and/or been granted amendments to work programs previously.

**NOTE:** Please note under section 52 of the P&G Act, initial work programs cannot be amended unless it is an exceptional circumstance. For detail regarding exceptional circumstances (a circumstance beyond the permit holder’s control) please refer to the Exceptional circumstances policy.

Development plans under the *Mineral Resources Act 1989*

**What is a development plan?**

The concept of development plans arose from the Queensland Government’s desire to optimise the development and use of the State’s coal, oil shale and petroleum resources.

All new applications and renewals for coal and oil shale mining leases need to be accompanied by a proposed initial or later development plan.

The principal objectives of a development plan are to:

- provide a better understanding of the nature and extent of the proposed development and production of mineral resources from the lease
- allow an assessment of the proposed development and whether it is appropriate with respect to the area, resource and state and people of Queensland (this is particularly important with respect to resources that are not currently being mined or have been not developed for some time)
- assess the prospective resource utilisation and identify any resource sterilisation issues
- allow appropriate resource management decisions to be made, particularly in the case of overlapping petroleum tenure and coal or oil shale tenure.
**Scope of development plans**

The scope of development plans will vary depending on the size and complexity of the proposed mining operations. The plan for a smaller open cut operation, for instance, would require less detail than a multi-seam open cut and underground operation that also had coal seam gas extraction issues.

In all cases, development plans must:

- address all relevant legislative requirements (sections 318DT, 318DU, 318DV and 318DW)
- cover every mineral that the lease holder or applicant has (or will have) the right to mine (e.g. coal and coal seam gas)
- provide adequate graphic representations (maps) of the resource and mining information requested
- demonstrate the inter-relationship between multiple resources (for example, coal and coal seam gas).

In essence, plans should identify the possibility for coordinated development of coal or oil shale, and petroleum resources, the impact of development of each resource on the other resource, the relative value of each resource and the benefit to the State from development of each resource.

A development plan for a coal mining lease or oil shale mining lease that forms part of a larger mining operation needs to be framed in the context of the larger operation. The applicant should also provide a summary and the current status of all communications with the overlapping permit holders, copies of any current authorisations from the overlying permit holder should be included.

**Map and section requirements**

**General requirements**

- maps should be about A1 in size (maximum), and at a scale of around 1:20 000 to 1:30 000 depending on the size and scale of the mining operation
- maps should be at a common scale
- a scale, scale bar and either AMG or geographic coordinates graticule must be included on each map
- the legend on all maps is to clearly identify all colours, symbols, front/line styles used
- at least one of the maps must show background topographic information (creeks, rivers) and other significant cultural features (dwellings, town extents, roads, pipelines (including proposed pipelines)
- all mining/petroleum tenure relevant to the project/mine are to be shown on all maps.

**Resource map and section requirements:**

- geology and coal seam extent(s) (for example, seam subcrop, limit of oxidation, split lines,) for each seam or group of seams
- location and type of all boreholes (for example, cored, partly cored, non-cored,) the location of any geophysical surveys and the location of any other points of observation relevant to each estimate
- extent of coal resources estimated for each seam to be mined including each confidence category (for example, Measured, Indicated)
• location of any part of the deposit that will not be mined or where partial seam recovery is planned
• geological section(s), at scale, referenced to the map showing the geometry of the coal resource. At least one section along strike and sections across dip for representative parts of the deposit.

Mining and infrastructure layout:

• the location of mine related surface (and where relevant underground) infrastructure or facilities (for example, access roads, transmission lines, tailings dams, out-of-pit dumps, preparation plant, ventilation shafts, adits/declines/portals.)
• planned extent of mining for each type of mining method proposed (for example, open-cut, highwall, underground) incorporating the ‘shells/outlines’ of planned pits, mining blocks, and panels
• proposed mining schedule for the whole of the life of mine, with additional details for each year in the plan period
• for each year of the plan period and for each seam to be mined show each block or group of blocks to be mined
• an estimate for each block or group of blocks (either by reference to a tabulation included in the text, a text block placed on the maps supplied or similar method of presentation) incorporating information that provides:
  • the resource base in each block or group of blocks from which each reserve estimate has been made
  • the geological parameters and other assumptions used in deriving the reserve estimate (thickness range, ash, yield, relative density, mining recovery and dilution factors)
  • the basic quality parameters for the reserve (specify quality dependent on product coal type, (coking, PCI, thermal)
  • location of any part of the deposit that will not be mined and why this is not being mined.

Guidelines for preparation

Guidelines for the preparation of initial development plans are set out in Table 5 - Guide to content requirements and scope of typical initial development plans lodged under the Mineral Resources Act 1989, below.

Guidelines for the preparation of later development plans are set out in Table 8 – Guide to content requirements and expected scope for typical later development plans lodged under the Mineral Resources Act 1989.
### Table 5 – Guide to content and scope of initial development plans lodged under the Mineral Resources Act 1989

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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</thead>
</table>
| 318DT (1)(a) an overview of the activities proposed to be carried out under the proposed mining lease during all of its proposed term. | • A written summary, covering the proposed term of the lease, and if different, the life of the mine showing the scheduling (timing and extent) of all minerals proposed to be mined at some stage during the term of the lease and the total extent of mine workings, waste dumps and related infrastructure. Include a detailed map at an appropriate scale showing all of above in relation to mining lease boundaries.  
• Key milestones during the anticipated life of mine or sufficiently detailed mine plan(s) must be highlighted (e.g. in Y10 open cut mining will cease in the B seam and highwall mining commences). |
| (1)(b) for each year of the plan period – All the information relating to (1)(b) must be shown on a year by year basis.  
(i) the nature and extent of activities proposed to be carried out under the proposed mining lease during the year. | • A general outline may be provided in tabular form related to a map or sufficiently detailed mine plan(s).  
• Identify the type of activities to be undertaken, for example mining method, seams to be mined.  
• Any proposed partial recovery of resources is to be described (e.g. underground mining in thick seams where only part of the seam is to be recovered, impact on overlying seams by subsidence); Seams not planned to be mined need to be shown or described and the reasons for not mining given (supported by relevant summary factual material). |
| (ii) where the activities are proposed to be carried out. | • Identify on a map or sufficiently detailed mine plan(s) where all authorised activities are proposed to occur on the lease. This should include mining, haul roads, infrastructure, planned exploration, gas drainage drilling and coal seam gas gathering lines etc.  
• The level of detail should be general where appropriate (an area where drilling is to occur should be identified - not individual borehole locations). A general statement should be made about the extent and nature of the proposed drilling/exploration activities, an indication of the number of boreholes, the proposed spacing, the indicative borehole type and geophysical surveys.  
• A map or series of maps/mine scaled plan(s) must be provided if multiple seams are proposed to be mined or multiple resources are planned for extraction.  
• For an underground mine situation this could be done by showing the development, production and gas draining activities proposed in for example each area for each year of the plan period. |
<table>
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<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
</table>
| 1(c) for each mineral the applicant proposes to mine under the proposed mining lease – The mineral to be “mined” may include both coal and coal seam gas  
  (i) the location and an estimate of the resources of the mineral in all of the area, or proposed area, of the proposed mining lease. | • The plan extent and tonnage of the resource area (a polygon or areal) and an estimate of tonnage and grade or volume of recoverable reserves within each of the resource areas, on a seam by seam basis.  
  • Where mining method varies, (for example, open cut, highwall, underground) the reserve/resource information should be provided for each distinct area.  
  • Include a map or sufficiently detailed mine scaled plan for each seam or reservoir showing resource/reserve limit parameters, for example thickness, depth, overburden, structure. |
| (ii) the standards and procedures used to make the estimate | • A typical stratigraphic section showing seam nomenclature;  
  • Resources and reserves estimates by confidence category, for example, for coal - proved and probable reserves measured and indicated resources. For coal seam gas - proved (P1), proved plus probable (P2), proved plus probable plus possible reserves (P3); reference could also be made to original gas in place and recoverable gas.  
  • Sufficient information to allow a ‘visual’ appraisal of the estimate without the need to refer to individual basic data points/or data sets (show location and type of boreholes but no need for labelling).  
  • For coal, the estimate(s) should be prepared in accordance with the requirements of the current Joint Ore Reserves Committee (JORC) Code or with reference to the Australian Guidelines for Estimating and Reporting of Inventory Coal, Coal Resource and Coal Reserves.  
  • Note whether reserve statements have been publicly released. If so, provide details when and where they have been released (for example, annual report, Australian Stock Exchange)  
  • For coal seam gas, see the requirements of section 19A of the Mineral Resources Regulation 2013.  
  • Tabulated information with corresponding maps or mine plans will suffice in most cases. |
| (iii) the rate and amount of the proposed mining. | For coal:  
  • Tonnes to be produced (as Run of Mine coal and saleable coal product) and seam (and mining method for example, open cut area, underground area) for each year of the plan.  
  • Estimate of raw coal in-situ that is not planned to be mined.  
  • This should enable the department to understand the anticipated recoverable on a seam by seam basis for each area of mining, including the effects of subsidence.  
  For coal seam gas:  
  • Produced gas and saleable gas for each year of the plan.  
  Note: Tabulated information will suffice in most cases. |
<p>| (iv) approximately when the proposed mining is to start. | Anticipated start date and where appropriate a brief explanation if any extended delay is expected or proposed or proposed. |
| (v) a schedule for the proposed mining during the plan period. | A map or series of maps/mine plan(s) showing the timing of proposed mining (this is to be a graphical representation of the information provided as required by section 318DT(1)(c)(iii). |</p>
<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
</table>
| 1(e) any other information relevant to the criteria mentioned in section 318EF:  
  • whether the mining of minerals that, under section 234, are sought to be specified in the lease will be optimised in the best interests of the State, having regard to the public interest the CSG assessment criteria (see section 318AP(2)) | Matters only need to be addressed if applicable.  
  • The amount of detail required will depend on the nature of any overlap and the extent of identified petroleum resources. Even if there is no overlap of tenures, resource sterilisation / maximisation issues should be discussed.  
  • In summary, most of the requirements of this section including the CSG criteria are intended to identify the possibility for coordinated development of both resources, the impact of development of one resource on the other, the relative value of each resource and the benefit to the State from development of each resource. **Note:** Section 318AK of the MRA defines ‘the public interest’.  
  An example of a relinquishment condition may be a requirement for a lease holder to have mined out and surrendered a portion of the lease within a specified time period (e.g. by end of year 4). |
| 1(f) reasons why the plan is considered appropriate. | The reasons are to include (but are not limited to):  
  • That the development will not adversely impact on the development of current or future petroleum resources  
  • Support of the proposed production commencement day  
  • Reasons why the coal or oil shale is recovered in the most efficient and economically viable way. |
| 1(g) another matter prescribed under a regulation. | Refer to the Office of the Queensland Parliamentary Counsel website (www.legislation.qld.gov.au) for the latest version of the Mineral Resources Regulation 2013 for confirmation.  
  The proposed plan must include a statement of how the effects on, and the interests of, any relevant overlapping or adjacent petroleum tenure holder have, or have not, been considered having regard to – the main purposes of this part (see section 318A).  
  The CSG assessment criteria, other than the initial development plan requirements.  
  • Identify any overlapping or adjacent authority to prospector petroleum authorities and their holders.  
  • Give details and results, of any negotiations or proposals, to show how these tenement holders' interests have been, and will be, considered (for example in relation to the preparation of agreements, information sharing, Principal Hazard Management Plans).  
  • Submissions arising from section 318AX may address this requirement.  
  • Detail in the statement the impact of activities proposed on the mining lease. The statement may include any of the above and must be developed with regard to the CSG assessment criteria.  
  • For more information, refer to Guidelines for preparing CSG Statements and other information addressing the CSG Assessment Criteria under the Mineral Resources Act 1989. |

**Section 318DW**  
  • Provide evidence that CSG production/utilisation was considered, and the technical and commercial reasons, for the proposed option (which may not be using the gas at all).  
  • Describe how the use of incidental coal seam gas will be optimised in a safe and efficient way. (Reference may be made to the proposed safety management plan and how the applicant proposes to comply with relevant safety regulations)  
  • Describe how the effects of any coal mining or oil shale mining on future petroleum exploration or production, or proposed petroleum exploration or production have been fully considered.
The information provided in the plan must meet the statutory requirements. It will assist the timely processing of plans if the information required is clearly identified against each of the requirements, and where relevant, is presented in such a way that it allows for a visual appraisal of the development plan through the use of sufficiently detailed maps or mine plans. It is, however, recognised that the provisions in some cases require similar types of information that could be provided in the same form (e.g. on a map) or in one response. If this is the case, information provided should be cross referenced to the relevant legislative requirements. (for example, a map or series of maps/plans that cover the range of requirements).

In some situations, where mining is not planned to start immediately, some of the above information is not applicable. If, at the time the plan is submitted there is no tenure overlap, the level of detail required with respect to the location and timing of activities may be less and some of the guideline comments may not be relevant.

### Consistency of work programs and development plans

The ML(coal) holder must ensure any work program or development plan under the MRA Act is consistent to the greatest practicable extent with each agreed joint development plan that applies to the holder under the Mineral and Energy Resources (Common Provisions) Act 2014 chapter 4. This also applies to renewals, a transfer or a complete or partial subletting. The ML(coal) holder is also obliged under section 154 of that Act to give a copy of the development plan to the petroleum resource authority holder.

### Guidelines for preparing CSG statements and addressing CSG assessment criteria under the Mineral Resources Act 1989

It is a requirement that an application or renewal application for a coal mining or oil shale mining lease application that overlaps the area of an authority to prospect or petroleum lease be accompanied by a CSG statement.

Section 318AP(1)(a) of the Mineral Resources Act 1989 sets out the content requirements for a CSG Statement.

Coal or oil shale mining lease applications that overlap the area of an authority to prospect are also required to be accompanied by information that addresses the CSG assessment criteria. Section 318AP(2) sets out the CSG assessment criteria.
Objectives and use

The objectives of the CSG statement and CSG assessment criteria are to enable the decision maker to make informed decisions in determining:

- whether to grant or renew a coal or oil shale mining lease
- the conditioning /provisions of any grant
- the acceptability of the development plan.

The CSG assessment criteria are specifically used when the Minister makes decisions in relation to:

- whether to give any preference to petroleum development (section 318BB(3))
- in determining the conditions and term of the mining lease (section 318BL)
- in approving the development plan for the coal or oil shale mining lease (section 318EA(e)).

The CSG statement may also be used in the making of those decisions. The CSG statement may also be used in deciding whether to grant a coal or oil shale mining lease over land in the area of an authority to prospect.

It covers some of the key issues within the CSG assessment criteria. If there is some overlap between the matters addressed in the CSG statement and the CSG assessment criteria, and both are required, there is no need for the information to be repeated as long as it is indicated by the applicant where the legislative requirement has been addressed.

Table 6 - Guide to content and scope for a CSG statement lodged under the Mineral Resources Act 1989

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 318AP</strong></td>
<td></td>
</tr>
<tr>
<td>318AP(1)(a)(i) the CSG statement must assess the likely effect of proposed coal mining on the future development of petroleum production from the land.</td>
<td>• Detail the likely interaction with, and its impact on future petroleum production and where completion or production is proposed, scope and extent of proposed activities relative to the extent of the petroleum</td>
</tr>
<tr>
<td></td>
<td>• If future petroleum production is considered unlikely this can be stated along with the reasons for making such a statement</td>
</tr>
<tr>
<td></td>
<td>• How any impact is going to be minimised (for example, proposed operational procedures including monitoring of activities adjacent to petroleum activities, extracting gas before mining, mining seams in sequence to reduce subsidence impacts).</td>
</tr>
<tr>
<td>318AP(1)(a)(ii) the technical and commercial feasibility of coordinated petroleum production and coal or oil shale mining from the land.</td>
<td>• Extent and outcome of any negotiations with relevant authority to prospect or petroleum lease holders, particularly regarding a possible coordination arrangement.</td>
</tr>
<tr>
<td></td>
<td>• If no negotiation has been undertaken nor agreement reached, details on the potential for coordinated coal or oil shale mining with petroleum production should be outlined (e.g. discussions may be continuing; draft agreement may be in place but not signed).</td>
</tr>
<tr>
<td></td>
<td>• Issues of timing of development of both resources should be discussed.</td>
</tr>
<tr>
<td>Legislative requirement</td>
<td>Information to be provided</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>s.318AP(1)(b) &amp; 318DT the initial development plan requirements and the additional CSG initial development plan requirements under sections 318DV, 318DW &amp; 318DX</td>
<td>These matters should have been dealt with in the initial development plan lodged with the lease application. Additional information may be provided if desired to clarify or highlight particular matters. <strong>NOTE:</strong> Much of the information in the additional CSG requirements is similar to that required in the CSG statement and may have already been addressed in that statement. If this is addressed in the CSG statement it should not be repeated, but an appropriate reference to where the material can be found must be included.</td>
</tr>
<tr>
<td>s.318AP(2)(b) the legitimate business interests of the applicant and the authority to prospect holder (the parties).</td>
<td>Sufficient information should be provided to justify the proposed nature and extent of activities on the lease. This may include: • contractual obligations – for example, when coal or petroleum is required to be produced • the effect on, and use of, existing infrastructure or mining or production facilities For example, indicate if either resource is linked to an existing operation and is critical to the continuance of that operation and to the efficient use of capital/infrastructure related to that operation. • exploration expenditure on relevant overlapping tenures.</td>
</tr>
<tr>
<td>s.318AP(2)(c) the effect of the proposed mining lease on the future development of petroleum resources in the land, including for example, each of the following:</td>
<td></td>
</tr>
<tr>
<td>(i) the proposed timing and rate of coal or oil shale mining and the development of petroleum from the land</td>
<td>This information should have been included in the initial development plan. Further reference is only required if desired to highlight the compatibility or otherwise of the proposed development with the development of petroleum resource</td>
</tr>
<tr>
<td>(ii) the potential for the parties to make a coordination arrangement about (A) coal or oil shale mining and any incidental coal seam gas mining under the proposed mining lease; and (B) petroleum production under any future petroleum lease over the land.</td>
<td>If this information has already been discussed in the CSG statement, there is no need for the information to be repeated here, but an appropriate reference to where the material can be found must be included</td>
</tr>
<tr>
<td>(iv) the economic and technical viability of the concurrent or coordinated coal or oil shale mining and the development of any petroleum from the land.</td>
<td>If this information has already been discussed in the CSG statement, there is no need for the information to be repeated here.</td>
</tr>
<tr>
<td>(v) the extent, nature and value of coal or oil shale mining and the development of any petroleum in the land</td>
<td>The information that must be provided here should pertain to coal or oil shale mining. It is recognised that what information is known with respect to the development of any petroleum may be limited.</td>
</tr>
<tr>
<td>s.318AP(2)(d) the public interest in coal or oil shale mining and petroleum production from the land, having regard to the public interest. <strong>Note:</strong> “The public interest” is defined in section 318AK of the Act and information should be provided against each of the criteria. The public interest is a consideration of each of the following: (a) government policy (b) value of commodity production (including time value)</td>
<td>Essentially the information relates to the benefits and impacts of the coal or oil shale mining relative to other development/resources.</td>
</tr>
</tbody>
</table>
Later development plans under the Mineral Resources Act 1989

A later development plan must be lodged at least 40 business days, but no more than 100 business days, before the expiry of the current development plan for the mining lease. A proposed later development plan must comply with the above requirements set out for initial development plans, (sections 318EB, 318ED of the Mineral Resources Act 1989).

The later development plan must also address a number of factors relating to changes and compliance with the current development plan.

Table 8 - Guide to content and scope for typical later development plans lodged under the Mineral Resources Act 1989

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 318ED(1)(a) - the proposed later development plan must comply with the initial development plan requirements.</td>
<td>See above at Table 5 - Guide to content requirements and expected scope for typical initial development plans lodged under the Mineral Resources Act 1989 for information to be provided.</td>
</tr>
<tr>
<td>Section 318ED(1)(a), section 318DT(1)(e), section 318EF(c)(d) - any other information relevant to the criteria mentioned in section 318EA, 318EF(a)(b) and 318EF(c)(d) • The consistency of the plan with any relinquishment conditions imposed on the lease.</td>
<td>An example of a relinquishment condition may be a requirement for a leaseholder to have extracted all the coal from a particular area by year 10.</td>
</tr>
</tbody>
</table>

Development plans under the Petroleum and Gas (Production and Safety) Act 2004 and Petroleum Act 1923

Background

The concept of development plans arose from a desire for government to have a greater understanding of, and ability to optimise the development of, the State’s petroleum resources.
The principal objectives of a development plan are to:

- provide a better understanding of the nature and extent of the proposed development and production of the petroleum reserves from the lease
- provide a better understanding of the nature and extent of the proposed storage of petroleum or prescribed storage gas
- allow an assessment of the proposed development
- allow resource management decisions to be made, particularly in the case of overlapping petroleum tenure and coal or oil shale mining tenure.

**Scope of development plans**

The scope of the development plans will vary depending on the size and complexity of the proposed development. The plan for a smaller single well operation for instance would require less detail than a multi-well operation that also has compressor stations and processing facilities.

If the development plan for a petroleum lease forms part of a defined petroleum project involving other petroleum or mining leases, then the plan should describe its relationship to the whole project. A development plan may cover more than one petroleum lease if the other lease relates to the relevant lease, for example, adjoining leases producing from the same natural underground reservoir. In the case of coal seam gas, development plans must address the inter-relationships between the petroleum and coal resources development. In essence, plans should identify the possibility for coordinated development of petroleum and coal resources, the impact of extraction of each resource on the other, the relative value of each resource and the benefits of the development of each resource for the State.

The information provided must meet the statutory requirements. However, the provisions in some cases require similar information that could be provided in the same form or in one response (e.g. on a map). In this case, information can be provided to address several requirements as long as the response is cross-referenced back to each legislative requirement. In some situations, where production is not planned to start immediately, some of the information in the guideline tables is not applicable. If, at the time the plan is submitted, there is no tenure overlap, the level of detail required with respect to the location and timing of activities may be less.

**Map and section requirements**

**General requirements**

- a scale, scale bar and either AMG or geographic coordinates graticule must be included on each map
- the legend on all maps is to clearly identify all colours, symbols, front/line styles used
- at least one of the maps must show background topographic information (for example creeks, rivers) and other significant cultural features (for example dwellings, town extents, roads.)
- all relevant mining/petroleum tenure are to be shown on all maps.

**Petroleum and Gas (Production and Safety) Act 2004**

**Initial development plans**

All petroleum lease applications are required to be accompanied by proposed initial development plans as required under the Petroleum and Gas (Production and Safety) Act 2004 (P&G Act).
Section 138 of the P&G Act sets out the general requirements of an initial development plan, while section 139 defines the plan period.

Section 140 outlines additional requirements if the proposed petroleum lease is to be used for petroleum storage or the storage of a prescribed storage gas.

Guidelines for the preparation of initial development plans are set out in Table 9 - Guide to content and scope for typical initial development plans lodged under the P&G Act.

There are additional requirements for an initial development plan if there is an overlapping or adjacent coal or oil shale mining permit. These requirements are set out at Chapter 3, Part 6, Division 1 of the P&G Act.

Guidelines for the additional CSG requirements for development plans are provided in Table 10 – Additional CSG requirements for a proposed initial development plan.

Later development plans

Converted 1923 Act Petroleum lease

If a petroleum lease was granted under the Petroleum Act 1923 (1923 Act) and converted to a petroleum lease under the P&G Act (see section 894 of P&G Act) on 31 December 2004, the then current program for the 1923 Act lease is taken to be the approved development plan for the converted lease.

P&G Act

For petroleum leases granted under the P&G Act, a proposed later development plan will have to be lodged:

- at least, 40 but no more than 100, business days before the end of the current plan period
- when there is a significant change in the nature and extent of an authorised activity that is not provided for under the current development plan for the lease.

The later development plan is essentially the initial development plan, plus the additional requirements set out in section 143 of the P&G Act.

Guidelines for the preparation of later development plans are set out in Table 11 - Guide to content requirements and expected scope for typical later development plans lodged under the P&G Act.

Consistency of work programs and development plans

The petroleum resource authority holder must ensure any work program or development plan under the P&G Act for the petroleum resource authority is consistent to the greatest practicable extent with each agreed joint development plan that applies to the petroleum resource authority holder under the Mineral and Energy Resources (Common Provisions) Act 2014 chapter 4. This applies to renewals, a transfer or a complete or partial subletting. The petroleum resource authority holder is also obliged under section 154 of that Act to give a copy of the development plan to the ML(C) holder.

Petroleum Act 1923

If a petroleum lease granted under the 1923 Act existed on 31 December 2004 was not converted to a petroleum lease under the P&G Act the existing program is taken to be the approved development plan for the lease.
The plan period for this approved development plan will be determined in accordance with section 156 of the 1923 Act. This provides for two cases:

1. If any land was overlapping a coal or oil shale mining permit (or overlapping land the subject of an application for a coal or oil shale mining permit) the plan period expires on 30 June 2005 (or earlier if the approved development plan has a plan period that ends earlier than 30 June 2005).
2. If, on 31 December 2004, there was no overlap, the plan period will expire on the earlier of:
   - if the term of the Petroleum Lease expires after 31 December 2009, the first anniversary of the original grant of lease that happens after 30 June 2005
   - the end of the period to which the current program for development and production. This will generally correspond to the expiry of a lease before 31 December 2009.

The holder will have to lodge a proposed later development plan:

- at least 40 business days before the end of the expiry of the current development plan (that is, either 1 or 2, above)
- when there is a significant change in authorised activities that is not provided for under the current development plan for the lease.

**1923 Act leases granted after 31 December 2004**

The holder of a 1923 Act authority to prospect may apply for a 1923 Act petroleum lease.

The application will be made under section 40 the 1923 Act and will need to be accompanied by a proposed program for developing and producing petroleum. This will be taken to be the initial development plan for the petroleum lease.

The Act has no requirements with respect to the content of the program for development and production made under section 40 of the 1923 Act. However, it is suggested the program be prepared in a similar manner as the requirements for initial development plans lodged under the P&G Act.

The holder has an obligation to lodge a later development plan within 6 months after the date of the grant of the 1923 Act petroleum lease. This plan must comply with the requirement for a later development plan. If the later development plan is not approved, then the lease holder will be in breach of a mandatory condition (section 74O) for the lease.

Subsequent later development plans will have to be lodged:

- at least 40 business days before the end of the expiry of the current development plan
- when there is a significant change in authorised activities that is not provided for under the current development plan for the lease

**Requirements for a later development plan for all 1923 Act leases**

The requirements for a later development plan, set out in section 53A of the 1923 Act, are essentially the same as the later development plan requirements (which include the initial development plan requirements) under the P&G Act Table 12 - Guide to content and scope for typical later development plans lodged under the 1923 Act.

Guidelines for the additional CSG requirements for development plans are provided in Table 13 - additional CSG requirements for a proposed later development plan.
### Table 9 - Guide to content and scope for typical initial development plans lodged under the P&G Act

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 138</strong></td>
<td></td>
</tr>
<tr>
<td>(1)(a) an overview of the activities proposed to be carried out under the lease or proposed lease during all of its term.</td>
<td>• A written summary covering the proposed term of the lease, the timing and amount of petroleum to be extracted and the area from which it is to be extracted, related infrastructure such as water disposal infrastructure, central compressor stations. Include a detailed map at an appropriate scale showing all of above in relation to mining lease boundaries. • Any proposed partial recovery of petroleum resources is to be described. Key milestones must be highlighted (for example production from a different reservoir).</td>
</tr>
<tr>
<td>(1)(b) for each year of the plan period</td>
<td></td>
</tr>
<tr>
<td>(i) the nature and extent of activities proposed to be carried out under the lease or proposed lease during the year.</td>
<td>• Identify the type of activities to be undertaken, for example, estimated number and types of wells and their drilling method and depth, pipelines, processing plants, water production and management activities, reservoirs to be drilled, monitoring activities especially location of water observation bores. • This information can be provided on a yearly basis in a tabular form.</td>
</tr>
<tr>
<td>(ii) where the activities are proposed to be carried out</td>
<td>• Identify on a map where all authorised activities are proposed to occur on the lease. The map should include well locations, pipelines, other transport facilities, storage facilities, access roads, infrastructure, exploration drilling, for example • The level of detail should be general where appropriate, that is, a general statement could be made about the extent and nature of the proposed drilling activities, an indication of the number of wells or bores, the proposed spacing and the indicative well or bore type. • A map, or series of maps if more than one natural underground reservoirs are to be involved, must be provided.</td>
</tr>
<tr>
<td>(iii) the estimated cost of the activities</td>
<td>• A summary of estimated costs. For example, $5 million for compressors, $10 million for production wells.</td>
</tr>
<tr>
<td>1(c) for each natural underground reservoir in the area of the lease of which the applicant is aware, each of the following:</td>
<td></td>
</tr>
<tr>
<td>(i) the location and a verifiable estimate of the amount of petroleum in the reservoir</td>
<td>• A map for each reservoir showing the reserve and resource limiting parameters (for example lowest closing contour, oil-water contact, area of influence of a well) for each natural underground reservoir. • Where mining method varies, the reserve/resource information should be provided for each distinct area. • An estimate of the volume of petroleum by confidence category (proved, probable and possible) in each natural underground reservoir</td>
</tr>
<tr>
<td>Legislative requirement</td>
<td>Information to be provided</td>
</tr>
<tr>
<td>-------------------------</td>
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</tr>
</tbody>
</table>
| (ii) the standards and procedures used to make the estimate | - Resources and reserves estimates by confidence category, for example proved, probable and possible. This may have already been provided above in response to 1(c)(i).  
- Reference could also be made to petroleum in place as well as recoverable petroleum.  
- Procedures used to make the estimate.  
- Sufficient information to validate the estimate. This could be a summary of key parameters, for example, porosity, permeability, reservoir pressure.  
- Tabulated information with corresponding maps will suffice in most cases. This may have already been provided above in response to 1(c)(i). |
| (iii) the rate and amount of production proposed from the reservoir | - An estimate of the volume of petroleum and water expected to be produced from each reservoir for each year of the plan. (Note: section 41 of the Petroleum and Gas (General Provisions) Regulation 2017 specifies how volumes must be stated in reports).  
- Volume should include produced and sales gas.  
- Comments should be provided in relation to resource extraction efficiency and best practice.  
- Tabulated information will suffice in most cases. |
| (iv) approximately when the proposed production is to start | - Date and rationale (brief explanation if any extended delay owing to a relevant arrangement). |
| (v) a schedule for the proposed production during the plan period | - This could be achieved by a map showing the staged development of the proposed production. This may have already been provided above in response to 1(c)(iii). |
| 1(e) any other information relevant to the criteria mentioned in section 141 (and 383B if coal seam gas regime is applicable) | - Matters only need to be addressed if applicable. For instance, information on the CSG assessment criteria only applies if there is an overlap with a coal or oil shale mining tenement.  
- The amount of detail required will depend on the nature of any overlap and the extent of identified coal or oil shale resources.  
- The possibility of any coordination arrangement for the production of petroleum should be mentioned.  
- In summary, most of the requirements of this section including the CSG criteria are intended to identify the possibility for coordinated development of the petroleum and coal resources, the impact of development of one resource on the other, the relative value of each resource and the benefit of development of each resource for the State.  
- Note: “the public interest” is defined in schedule 2 of the Petroleum and Gas (Production and Safety) Act 2004. |
| 1(f) reasons why the plan is considered appropriate | The reasons are to include (but not limited to):  
- Reasons why petroleum is recovered in the most efficient and economically viable way.  
- Information in support of the proposed production commencement day.  
- The development is not adversely impacting on the future development of the State’s coal and oil shale resources. |
<p>| 1(g) another matter prescribed under a regulation | Refer to the Office of the Queensland Parliamentary Counsel website <a href="https://www.legislation.qld.gov.au">https://www.legislation.qld.gov.au</a> for the latest version of the Petroleum and Gas (General Provisions) Regulation 2017 for confirmation. |</p>
<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
</table>
| Regulation 9: Provide for the area limit of the natural underground reservoir          | • A map for each reservoir showing the reserve and resource limiting parameters (for example lowest closing contour, oil-water contact, area of influence of a well) for each natural underground reservoir. This may have already been provided in response to s.138(1)(c)(i).  
  • If the estimate is determined in a way other than in complying with the requirements of SPE code, which is acceptable to the Chief Executive, the details of the other way must be provided. |
| Regulation 9: Details, including the location, type and size, of any planned infrastructure intended to be located within the area of the proposed lease. | Details to include a list of the infrastructure and a map showing the proposed location. This may have already been provided in response to s.138 (1) (b)(ii).                                                                 |
| Section 140                                                                             | If natural underground reservoir storage is proposed, the proposed plan must include the following:                                                            |
| A program for evaluating, developing and using the reservoir                           | Include:                                                                                                                                                     |
|                                                                                        | • Quantity of buffer gas necessary to maintain the reservoir for future storage of petroleum or prescribed storage gas                                          |
|                                                                                        | • The proposed monitoring program associated with injection and withdrawal to monitor the ongoing status of the storage gas in the reservoir with respect to pressure and any escape of storage gas |
|                                                                                        | • Installed equipment and operating procedures                                                                                                           |
|                                                                                        | • Proposed injection and withdrawal rates.                                                                                                                 |
| A verifiable estimate of its storage capacity                                          | Include:                                                                                                                                                     |
|                                                                                        | • Thickness of the natural underground reservoir                                                                                                           |
|                                                                                        | • Porosity                                                                                                                                                   |
|                                                                                        | • Permeability                                                                                                                                               |
|                                                                                        | • Volume.                                                                                                                                                    |
| The standards and procedures used to make the estimate                                 | As appropriate.                                                                                                                                             |
| A schedule for the storage injection and withdrawal                                    | If known, include injection and withdrawal rates as part of the schedule. If not known, it is sufficient to state 'on demand'.                                |
| Another matter prescribed under a regulation                                           | No other matter is prescribed under the regulation at the time of drafting this document (August 2017). Refer to the Office of the Queensland Parliamentary Counsel website (https://www.legislation.qld.gov.au) for the latest version of the Petroleum and Gas (General Provisions) Regulation 2017 for confirmation. |
Table 10 - Additional CSG requirements for a proposed initial development plan.

For applicable of additional CSG Requirements see s380 and sections 305; 333; 345; 353 of the Petroleum and Gas (Production and Safety) Act 2004.

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 381</strong></td>
<td></td>
</tr>
</tbody>
</table>
| The proposed plan must include a statement of how the effects on, and the interests of, any relevant overlapping or adjacent coal or oil shale mining tenement holder have, or have not, been considered, having regard to— | - Identify any overlapping or adjacent coal or oil shale mining tenements and their holders. Note: The interactive resource and tenure maps assist in identifying any overlap with coal or oil shale tenements and their holders.  
- Give details and results of any negotiations or proposals to show how these tenement holders’ interests will be considered (for example, in relation to the preparation of agreements, information sharing, Principal Hazard Management Plans).  
- If the interests have not been considered the reasons for this will need to be properly justified.  
- Where petroleum production is proposed, detail the likely interaction with, and impact on, coal seams by petroleum production activities. For example:  
  - seams to be intersected  
  - effect on these seams caused by recoverability enhancement and proposed completion techniques (for example fracturing, underreaming, casing, pumping)  
  - how any impact is going to be minimised (for example, Operational procedures including well abandonment).  
- If future coal development is considered unlikely this can be stated along with the reasons for coming to this conclusion.  

The statement must be developed with regard to the CSG assessment criteria. For details on the type of information that relates to the CSG assessment criteria refer to Guidelines for preparing CSG Statements and other information addressing the CSG Assessment Criteria under the Petroleum and Gas (Production and Safety) Act 2004 |

| **Section 382**         |                             |
| (1) The activities provided for under the proposed plan must seek to optimise petroleum production in a safe and efficient way.  
(2) However, the activities must not adversely affect the future safe and efficient mining of coal where it is commercially and technically feasible not to do so. | - Describe how petroleum production will be optimised and produced in a safe and efficient way. Reference may be made to the proposed safety management plan and how the applicant proposes to comply with relevant safety regulations.  
- Describe how the effects of the production of any coal seam gas on future coal mining have been fully considered and incorporated into the production program. Detail what the effects on coal mining are likely to be and how these will be minimised or controlled. This may have been addressed in the response to section 138; otherwise an example will be needed.  
- Justification that petroleum production is optimised, including recovery factor or fraction. Note: this issue may have already been addressed against section 138(1)(e) or 138(1)(c)(iii). |

| **Section 383**         |                             |
| If all or part of the area of the proposed petroleum lease is in the area of a coal or oil shale mining lease (the relevant land), the proposed plan must, to the extent it applies to the relevant land, be consistent with—  
(a) the development plan for the mining lease; and | - State how the drafting of the proposed development plan for the petroleum lease took into consideration the development plan for the mining lease. For example, the petroleum production proposed for area 1 is completed by year 5, twelve months before mining is proposed to commence in the area.  
- State how the proposed development optimises the extraction of the resources. For example, gas production is proposed ahead of mining. |
<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) any coordination arrangement relating to the relevant land.</td>
<td></td>
</tr>
</tbody>
</table>
| A program for evaluating, developing and using the reservoir                           | Include:                                                                                             • Quantity of buffer gas necessary to maintain the reservoir for future storage of petroleum or prescribed storage gas  
• The proposed monitoring program associated with injection and withdrawal to monitor the ongoing status of the storage gas in the reservoir with respect to pressure and any escape of storage gas  
• Installed equipment and operating procedures  
• Proposed injection and withdrawal rates.                                                                                           |
| A verifiable estimate of its storage capacity                                            | Include:                                                                                             • Thickness of the natural underground reservoir  
• Porosity  
• Permeability  
• Volume.                                                                                                                                          |
| The standards and procedures used to make the estimate                                   | As appropriate.                                                                                                                                                                                  |
| A schedule for the storage injection and withdrawal                                      | If known, include injection and withdrawal rates as part of the schedule. If not known, it is sufficient to state ‘on demand’.                                                                   |
| Another matter prescribed under a regulation                                            | Refer to the Office of the Queensland Parliamentary Counsel website (https://www.legislation.qld.gov.au) for the latest version of the Petroleum and Gas (General Provisions) Regulation 2017 for confirmation. |

Table 11 - Guide to content requirements and expected scope for typical later development plans lodged under the P&G Act

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>138(1)(c)(iii) the rate and amount of production proposed from the reservoir</td>
<td>An additional requirement is the volume of water already produced and a comparison against prediction.</td>
</tr>
</tbody>
</table>
| 138(1)(c)(iv) approximately when the proposed production is to start                  | • Comments on why an expected production commencement day will not be met.  
• Date and rationale for any change to a production commencement day owing to a relevant coordination arrangement.                                                                                         |
| Section 143(1)(a) the proposed plan must comply with the initial development plan requirements | See above at Table 9 - Guide to content requirements and expected scope for typical initial development plans lodged under the Petroleum and Gas (Production and Safety) Act 2004 for information to be provided |
| Section 383D the additional requirements under section 381 to 383 will apply for a proposed later development plan. | See above at Table 10 Additional CSG Requirements for a proposed initial development plan for information to be provided                                                                                                                                 |
| Section 143(1)(a), section 138(1)(e), section 384 any other information relevant to the criteria mentioned in section 141, 147 and 384 | An example of a relinquishment condition may be a requirement for a leaseholder to have extracted all the gas from a particular area by year 10 of the lease. |

Development plans and work programs guide
Department of Natural Resources, Mines and Energy
November 2018 Version 2
<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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</thead>
</table>
| Section 143(1)(b) highlight any significant changes from the current development plan for the lease. | Examples of significant change from the previous plan:  
• Extra infrastructure to be constructed within the plan period, for example, new storage pond;  
• Production or storage from a different area or natural underground reservoir;  
• Significant changes in rates of proposed production or storage;  
• Changes in production or storage technique;  
• Proposed production of oil/gas as well as gas/oil;  
• Pipelines no longer being buried but laid on the surface;  
• Additional wells being drilled;  
• Deliverability enhancement – for example fracturing.  
This section is intended to highlight difference between the current plan and the proposed plan. |
| Section 143(1)(c) if the current development plan has not been complied with – state the details of, and the reasons for, each noncompliance. | State where the current plan has not been followed and reasons for departure from the plan. An example for a departure from the plan may by not drilling proposed development wells owing to changes in the understanding of the geology of the natural underground reservoir. |
| Section 143(2) if the effect of the proposed plan is to significantly change an activity provided for under the current development plan for the lease, the proposed plan must also state reasons for the change. | A response is required here where a new plan is to be lodged before the end of the plan period because a significant change has been made (in accordance with s.159(3)(b)). |
| Section 143(3) For a significant change that is a cessation or reduction of petroleum production, the proposed plan must include an evaluation of:  
(a) Petroleum production potential in the area of the lease.  
(b) Market opportunities for petroleum production in the area of the lease. | (a) Petroleum production potential in the area of the lease.  
• Estimate of the proposed rate of petroleum production base on current infrastructure on the lease.  
• An assessment of the potential of the area of the petroleum lease area to contain additional reserves and resources.  
• Statement of the additional activities necessary to produce the remaining petroleum or to confirm the presence of the additional reserves and resources.  
(b) Market opportunities for petroleum production in the area of the lease.  
• Review of the market opportunity for the sale of the petroleum – local markets or major industrial customers.  
• Estimate of the rate of petroleum productions necessary for commercial production base on differing prices for the petroleum.  
• An assessment of the likelihood of these prices being achieved. |
Table 12 - Guide to content and scope for typical later development plans lodged under the 1923 Act

This needs to be considered in relation to the initial development plan table.

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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</table>
| 53A (1)(a) an overview of the activities proposed to be carried out under the lease or proposed lease during all of its term. | A written summary covering the term of the lease, the proposed timing for, and amount of petroleum to be produced, the area from which it is to be produced, and related infrastructure such as water disposal infrastructure, central compressor stations. A map showing the current status and final conceptual layout is to be included.  
- Any proposed partial recovery of resources is to be described.  
- Key milestones must be highlighted (e.g. production from a different reservoir). |
| (1)(b) for each year of the plan period: | |
| (i) the nature and extent of activities proposed to be carried out under the lease or proposed lease during the year | • Identify the type of additional activities to be undertaken, for example estimated number and type of wells, drilling method and depth, pipelines, processing plants, water production and management, monitoring activities, especially location of water observation bores and maintenance activities.  
• This information can be provided on a yearly basis in a tabular form. |
| ii) where the activities are proposed to be carried out | • Identify on a map where all authorised activities are proposed to occur on the lease. The map should include well locations, pipelines, other transport facilities, storage facilities, access roads, infrastructure, exploration drilling, etc. The map may have already been provided in s.53A(1)(a).  
• The level of detail should be general where appropriate; that is, a broad statement about the extent and nature of the proposed drilling activities, an indication of the number of wells or bores, the proposed spacing and the indicative well or bore type.  
• A map, or series of maps if more than one natural underground reservoirs are to be involved, must be provided. |
| (iii) the estimated cost of the activities | A summary of estimated costs. For example, $5 million for compressors, $10 million for production wells. |
| 1(c) for each natural underground reservoir in the area of the lease of which the applicant is aware, each of the following: | |
| (i) the location and a verifiable estimate of the amount of petroleum in the reservoir | A map for each reservoir showing the reserve and resource limiting parameters (for example, lowest closing contour, oil-water contact, area of influence of a well) for each natural underground reservoir.  
• An estimate of the volume of petroleum by confidence category (proved, probable and possible) in each natural underground reservoir.  
• If production has been undertaken previously, a statement of the remaining reserves. |
<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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</table>
| (ii) the standards and procedures used to make the estimate | • Resources and reserves estimates by confidence category, for example, proved, probable and possible. This may have already been provided above in response to 1(c)(i).  
• Reference may also be made to petroleum in place as well as recoverable petroleum.  
• Procedures used to make the estimate.  
• Sufficient information to validate the estimate. This could be a summary of key parameters for example, porosity, permeability, reservoir pressure.  
• Tabulated information with corresponding maps will suffice in most cases.  
• This may have already been provided above in response to 1(c)(i). |
| (iii) the rate and amount of production proposed from the reservoir | • Volume of water already produced and a comparison against prediction.  
• Estimate of the volume of petroleum and water expected to be produced from each reservoir for each year of the plan. (Note: section 41 of the Petroleum and Gas (General Provisions) Regulation 2017 specifies how volumes must be stated in reports).  
• Volume of produced and sales gas to be included.  
• Comments should be provided in relation to resource extraction efficiency and best practice should be provided.  
• Tabulated information will suffice in most cases |
| (iv) approximately when the proposed production is to start | Date and rationale (brief explanation if any extended delay owing to a relevant arrangement). |
| (v) a schedule for the proposed production during the plan period | This may be achieved by a map showing the staged development of the proposed production. This may have already been provided above in response to 1(c)(iii). |
| 1(f) reasons why the plan is considered appropriate | The reasons are to include (but not limited to):  
• Reasons why petroleum is recovered in the most efficient and economically viable way.  
• Information in support of the proposed production commencement day.  
• The development is not adversely impacting on the future development of the State’s coal and oil shale resources. |
| 1(g) another matter prescribed under a regulation: Regulation 9: Provide for the area limit of the natural underground reservoir. | A map, for each natural underground reservoir, showing the resource limiting parameters (for example, lowest closing contact, area of influence of a well). This may have already response to s.53A(1)(c)(i).  
• If the estimate is determined in a way other than complying with the SPE code, which is acceptable to the Chief Executive, the details of the other way must be provided. |
<p>| Regulation 9: details, including the location, type and size, of any planned infrastructure Intended to be located within the area of the proposed lease. | Details to include a list of the infrastructure and a map showing the proposed location. (This may have already been provided in response to s.53A(1)(b)(ii)). |</p>
<table>
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<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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</table>

(2)(a) highlight any significant changes from the current development plan for the lease

Examples of significant change from the previous plan:
- Extra infrastructure to be constructed within the plan period, for example, new evaporation pond
- Production from a different area or natural underground reservoir
- Significant changes in rates of proposed production
- Changes in production technique
- Proposed production of oil/gas as well as gas/oil
- Pipelines no longer being buried but laid on the surface
- Additional wells being drilled
- Deliverability enhancement, for example fracturing.

This section is intended to highlight difference between the current plan and the proposed plan.

(2)(b) if the current development plan has not been complied with – state the details of, and the reasons for, each non-compliance.

State where the current plan has not been followed and reasons for departure from the plan. This may include reasons for not drilling proposed development wells owing to changes in the understanding of the geology of the natural underground reservoir.

(3) if the effect of the proposed plan is to significantly change an activity provided for under the current development plan for the lease, the proposed plan must also state reasons for the change.

A response is required here where a new plan is to be lodged before the end of the plan period because a significant change has been made (in accordance with s.74Q(3)(ii)).

Section 53A(4) For a significant change that is a cessation or reduction of petroleum production, the proposed plan must include an evaluation of:

(a) petroleum production potential in the area of the lease.

- Estimate of the proposed rate of petroleum production based on current infrastructure on the lease.
- An assessment of the potential of the area of the petroleum lease area to contain additional reserves and resources.
- A statement of the additional activities necessary to produce the remaining petroleum or to confirm the presence of the additional reserves and resources.

(b) market opportunities for petroleum production in the area of the lease.

- Review of the market opportunity for the sale of the petroleum – local markets or major industrial customers.
- Estimate of the rate of petroleum productions necessary for commercial production base on differing prices for the petroleum.
- An assessment of the likelihood of these prices being achieved.
Table 13 - Additional CSG requirements for a proposed later development plan

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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<tr>
<td>Section 77ZB</td>
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<tr>
<td>The proposed plan must include a statement of how the effects on, and the interests of, any relevant overlapping or adjacent coal or oil shale mining tenement holder have, or have not, been considered, having regard to — • the main purposes of part 6F of the Petroleum Act 1923; (set out at section 76H) the CSG assessment criteria (set out at section 76U(1)(b)).</td>
<td>• Identify any overlapping or adjacent coal or oil shale mining tenements and their holders. Note: The interactive resource and tenure maps, on the department's website, assist in identifying any overlap with coal or oil shale tenements and their holders. • Give details and results, of any negotiations or proposals, to show how these tenement holders’ interests have been, and will be, considered (for example, in relation to the preparation of agreements, information sharing, Principal Hazard Management Plans). • If the interests have not been considered, the reasons for this will need to be properly justified. • Where petroleum production is proposed, detail the likely interaction with, and impact on, coal seams by petroleum production activities. For example: • seams to be intersected • effect on these seams caused by recoverability enhancement and proposed completion • techniques (for example fracturing, under-reaming casing, pumping) • how any impact is going to be minimised (for example, operational procedures including well abandonment). • If future coal development is considered unlikely this can be stated along with the reasons for making this conclusion. • The statement must be developed with regard to the CSG assessment criteria. For details on the type of information that relates to the CSG assessment criteria refer to the “Guidelines for preparing CSG Statements and other information addressing the CSG Assessment Criteria under the Petroleum and Gas (Production and Safety) Act 2004”.</td>
</tr>
<tr>
<td>(1) The activities provided for under the proposed plan must seek to optimise petroleum production in a safe and efficient way. (2) However, the activities must not adversely affect the future safe and efficient mining of coal where it is commercially and technically feasible not to do so.</td>
<td>• Describe how petroleum production will be optimised and produced in a safe and efficient way. • (Reference may be made to the proposed safety management plan and how the applicant proposes to comply with relevant safety regulations). • Describe how the effects of the production of any coal seam gas on future coal mining have been fully considered and incorporated into the production program. Detail what the effects on coal mining are likely to be and how these will be minimised or controlled. • Justification that petroleum production is optimised including recovery factor or fraction. Note: this issue may have already been addressed against section 53A(1)(e) or (c)(iii).</td>
</tr>
</tbody>
</table>

Section 77ZB
### Legislative requirement

| If all or part of the area of the proposed petroleum lease is in the area of a coal or oil shale mining lease (the relevant land), the proposed plan must, to the extent it applies to the relevant land, be consistent with— (a) the development plan for the mining lease; and (b) any coordination arrangement relating to the relevant land. | • State how the drafting of the proposed development plan for the petroleum lease took into consideration the development plan for the mining lease. For example, the petroleum production proposed for area 1 is completed by year 5, twelve months before mining is proposed to commence in the area.  
• State how the proposed development optimises the extraction of the resources. For example, gas production is proposed ahead of mining.  
• State how the drafting of the development plan for the proposed petroleum lease took into consideration the coordination arrangement. For example, sharing of pipeline infrastructure or processing plants. |

### Section 318ED(1)(b) - highlight any significant changes from the current development plan for the mining lease

| Examples of significant change from previous plan:  
• Extra infrastructure to be constructed within the plan period for example, new storage  
• Production or mining from a different area or seam  
• Significant changes in rates of disposal of waste product or overburden in an area or its disposal location that is different from that shown in the approved plan (e.g. if an additional out of pit spoil dump is different from those already planned)  
• Significant changes in rate of proposed production  
• Proposed changes in production technique or mining method  
• Substantial change to the level or coverage of drilling and other exploratory activities  
• Incidental coal seam gas production enhancement – for example, fracturing. |

### Section 318ED(1)(c) - if the current development plan has not been complied with – state the details of, and the reasons for, each non-compliance, s.318ED(1)(d)

| State where the current plan has not been followed and reasons for departure from the plan. |

### Section 318ED(3) - if the effect of the proposed plan is to significantly change an activity provided for under the current development plan for the lease, the proposed plan must also state reasons for the change.

| A response is required here where a new plan is to be lodged before the end of the plan period because a significant change has been made (in accordance with s.318EB(3)(b)). |

### Sections 318EF(e), 318ED(3)

| A significant change means a cessation of activities in all or part of the deposit, or a reduction in the rate of mining. The proposed plan must also state reasons for the change. |

### Guidelines for preparing CSG statements and addressing CSG assessment criteria under the Petroleum and Gas (Production and Safety) Act 2004

It’s a requirement of a petroleum lease application or renewal application that overlaps the area of a coal or oil shale mining tenement (both exploration and production permits) that the application be accompanied by a coal seam gas (CSG) statement.

Section 306, Petroleum and Gas (Production and Safety) Act 2004 (P&G Act) outlines the content requirements for a CSG Statement. A CSG statement must also include relevant parts of a proposed safety management plan for all operating plant associated with the production of petroleum that may affect future safe and efficient mining of coal.
Additionally, a petroleum lease application that overlaps the area of a coal or oil shale exploration tenement is also required to be accompanied by other information that addresses the CSG assessment criteria, as outlined in section 305.

**Objectives and use**

The objectives of the CSG statement and CSG assessment criteria are to enable the decision maker to make informed decisions to determine:

- whether to grant or renew a petroleum lease
- the conditioning/provisions of any grant
- the acceptability of the development plan.

The CSG assessment criteria are specifically used when the Minister makes decisions in relation to:

- whether to give any preference to the development of coal or oil shale (section 319)
- in determining the provisions of the lease (section 328)
- in approving the development plan (section 383B).

The CSG statement may also be used in the making of those decisions. The CSG statement may also be used in deciding whether to grant a petroleum lease over land in the area of a coal or oil shale mining lease.

It covers some of the key issues within the CSG assessment criteria. If there is some overlap between the matters addressed in the CSG statement and the CSG assessment criteria, and both are required, there is no need for the information to be repeated as long as it is indicated by the applicant where the legislative requirement has been addressed.

### Table 14 - Guide to content and scope for a CSG statement under the P&G Act

<table>
<thead>
<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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<tbody>
<tr>
<td><strong>Section 306</strong></td>
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</table>
| 306(1)(a)(i) the CSG statement must assess the likely effect of proposed petroleum production on the future development of coal or oil shale resources from the land. | Detail the likely interaction with, and its impact on, coal seams (seams to be intersected and where completion or production is proposed, scope and extent of proposed activities relative to the extent of the coal seam).  
  - If future coal development is considered unlikely this can be stated along with the reasons for making such a statement  
  - How any impact is going to be minimised (for example, proposed operational procedures including well abandonment). |
| 306(1)(a)(ii) the technical and commercial feasibility of coordinated petroleum production and coal or oil shale mining from the land. | Extent and outcome of any negotiations with relevant coal or oil shale mining tenement holders, particularly regarding a possible coordination arrangement  
  - If no negotiation has been undertaken nor agreement reached, details on the potential for coordinated petroleum production with coal or oil shale mining should be outlined (e.g., discussions may be continuing; draft agreement may be in place but not signed);  
  - Issues of timing of development of both resources should be discussed. |
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<tr>
<th>Legislative requirement</th>
<th>Information to be provided</th>
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</table>
| 306(1)(b) include a proposed safety management plan for all operating plant, or proposed operating plant, for proposed petroleum production under the lease that may affect possible future safe and efficient mining under the coal or oil shale mining lease. See sections 388 and 675 of the Petroleum and Gas (Production and Safety) Act 2004. | Only the information in the safety management plan (SMP) for the relevant operating plant that may impact on future safe and efficient mining, has to be provided. This may include extracts from, or relevant sections of, the operator’s SMP.  
- The requirement for risk assessment under section 675(e) should address potential impacts of activities on future safe and efficient coal or oil shale mining. Reference should be made to Petroleum and Gas (Production and Safety) Regulation 2004 Schedule 4 (Coal seam gas potential hazard guide)  
- The requirement under section 675(f) should address matters related to coal and oil shale tenement holders (where relevant).  
- Other matters in section 675 that may be relevant include subsections: (a); (b); (c); (g); (i); (m); (n); (o); and (q)  
- A Principal Hazard Management Plan (PHMP) forms part of the SMP (section 674(5)).  
- The obligations on the applicant for the petroleum lease relating to the PHMP (section 705-705D) are directly relevant to any overlapping coal or oil shale mining tenement holder. While the PHMP may not have been developed at the time of making the petroleum lease application, some discussion should be provided about how such a plan may be developed and the issues it may address. |
| **Table 15 - Guide to the information expected as part of CSG assessment criteria under the P&G Act**                                                                                                                                                    |
| Legislative requirement                                                                 | Information to be provided                                                                                                                                                                                                 |
| s.305(2)(a) The requirements of chapter 9 (Safety)                                         | This should outline how the obligations under chapter 9 are to be addressed with regard to ensuring future safe and efficient coal or oil shale mining. In particular, the SMP requirements including the additional provisions under section 385-389;  
- If this is addressed in the CSG statement (as required by section 306(1)(b)) it should not be repeated but an appropriate reference to where the material can be found must be included. |
| s.305(2)(b) & (c) the initial development plan requirements and the additional CSG initial development plan requirements under sections 380-383C | These matters should have been dealt with in the initial development plan lodged with the lease application.  
Additional information may be provided if desired to clarify or highlight particular matters.  
Note: Much of the information in the additional CSG requirements is similar to that required in the CSG statement and may have already been addressed in that statement. If this is addressed in the CSG statement (as required by section 306(1)(b)) it should not be repeated but an appropriate reference to where the material can be found must be included. |
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| s.305(2)(d) the legitimate business interests of the applicant and the coal or oil shale exploration tenement holder (the parties) | Sufficient information should be provided to justify the proposed nature and extent of activities on the lease. This may include:  
- contractual obligations – for example, when coal or petroleum is required to be produced;  
- the effect on, and use of, existing infrastructure or mining or production facilities. For example, indicate if either resource is linked to an existing operation and is critical to the continuance of that operation and to the efficient use of capital/infrastructure related to that operation  
- exploration expenditure on relevant overlapping tenures. |
| s.305(2)(e) the effect of the proposed petroleum lease on the future development of coal or oil shale resources from the land, including for example, each of the following: | \[
\begin{align*}
(i) \text{ the proposed timing and rate of petroleum production and the development of coal or oil shale resources from the land.} \\
(ii) \text{ the potential for the parties to make a coordination arrangement about the matters in 305(2)(e)(ii)(A)-(B)} \\
(iv) \text{ the economic and technical viability of the concurrent or coordinated petroleum production and the development of any coal or oil shale resources in the land} \\
(v) \text{ the extent, nature and value of petroleum production and the development of any coal or oil shale resources in the land}
\end{align*}
\] |
| (i) the proposed timing and rate of petroleum production and the development of coal or oil shale resources from the land. | This information should have been included in the initial development plan. Further reference is only required, if desired, to highlight the compatibility or otherwise of the proposed development with the development of coal or oil shale resource. |
| (ii) the potential for the parties to make a coordination arrangement about the matters in 305(2)(e)(ii)(A)-(B) | If this information has already been discussed in the CSG statement, there is no need for the information to be repeated here, but an appropriate reference to where the material can be found must be included. |
| (iv) the economic and technical viability of the concurrent or coordinated petroleum production and the development of any coal or oil shale resources in the land | If this information has already been discussed in the CSG statement, there is no need for the information to be repeated here, but an appropriate reference to where the material can be found must be included. |
| (v) the extent, nature and value of petroleum production and the development of any coal or oil shale resources in the land | The information that must be provided here should pertain to petroleum production. It is recognised that what information is known with respect to the development of any coal or oil shale resources may be limited. |
| s.305(2)(f) the public interest in petroleum production from, and the development of any coal or oil shale resources in, the land, having regard to the public interest. | **Note:** The public interest is defined in “Schedule 2 Dictionary” of the of the Petroleum and Gas (Production and Safety) Act 2004 and information should be provided against each of the criteria  
The Public Interest means a consideration of each of the following—(a) government policy; (b) value of commodity production (including time value); (c) employment creation; (d) total return to the State and to Australia (including royalty and rent), assessed on both a direct and indirect basis, so that, for example, downstream value adding is included; (e) social impacts; (f) the overall economic benefit for the State, or a part of the State, in the short and long term. Essentially the information relates to the benefits and impacts of the proposed petroleum development relative to other development/resources. |
How to lodge your development plan or work program

If you are applying for or renewing a permit, lodge your development plan or work program as part of that application. For more information, refer to the Permit renewal guide. This guide will now follow the steps to lodge a later development plan or a later work program online using MyMinesOnline or manually by submitting paper documents.

Lodging an application

Applications can be lodged using MyMinesOnline, in person or by post to our mines lodgement offices, regardless of the mining district in which the permit is situated. For a full list of mines lodgement office locations, refer to https://www.dnrme.qld.gov.au/?contact= mines_lodgement.

Permits to which the later development plan applies

A later development plan can apply to more than one permit. You can select all the permits to which this plan applies when lodging in MyMinesOnline.

Before you apply

Before you lodge your later work program or later development plan, there is a range of supporting documents you will need to prepare/collection to submit with your application, including:

Covering letter

As there is no paper application form to complete when you are lodging a later work program or a later development plan, if you are lodging paper documents, the department needs the following information in a covering letter, along with the required documents:

- The permit number(s) to which this plan or program applies.
- The timing of the lodgement of this plan or program as either within the lodgement window, or within 40 business days to post expiry, or before 100 business days to expiry.
- The proposed start date and proposed end date of the program or plan. The term of the later development plan or work program is a maximum of 5 years or to the expiry of the term of the permit.
- For development plan only – if the area of the later development plan is within an area of an authority to prospect, indicate this on the covering letter and also attach a statement addressing CSG criteria.

Consent of all holders

*Mandatory

Whether you are lodging online or paper documents, all permit holders must consent to the lodging of the later work program or later development plan. This consent must be in writing and indicate that all permit holders provide their informed consent to lodging the program or plan. Use the Consent of all holders template on the website https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/forms.
Later development plan
*Mandatory
Refer to Development plans under the Mineral Resources Act 1989 or Development plans under the Petroleum and Gas (Production and Safety) Act 2004 and the Petroleum Act 1923 for guidance on what is required in your later development plan.

Work program and development plan
Template programs and plans are available from the department's website at https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/development

Later work program
*Mandatory
Refer to Work programs for guidance on what is required in your later work program. Sample and template programs are available from the department's website at https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/development

Work program rationale
*Mandatory
The department requires an explanation of the rationale behind the proposed work program, including an overall rationale for the complete work program and a more detailed rationale for the years in the program.

The rationale for the work program statement needs to address the following questions:

What are you looking for?
- Explain the high-priority target mineral/s to be explored for during the permit term
- Include where possible the methodology, preferred techniques and definitive parameters to be used.

Why do you think you will find it here?
- Provide a summary of the covering research, previous work and the exploration model developed to support the proposed work program which is being undertaken to advance the exploration model.
- Where little or no research is currently available, you should state there is no known research to reference but explain why that exploration model has been chosen.
- Include (where practicable or necessary) the regional geological settings, including as appropriate, basin models, structure, mineralization, deposits and specifically addressing the geological aspects of the area applied.

How do you propose to go about finding it?
- Significant work programs must include a map that shows the geological aspects of the application area with the permit area outlined
• Provide an outline illustrating how the exploration is to be undertaken during each year of the permit term and describe when and where the activities will occur, that is, a general locality or in relation to geological references.
• Describe the work program for each year of the proposed permit term, including the machinery and equipment to be used each year to undertake the exploration work.

CSG assessment criteria (later development plans only)
Overlapping permits refer to permits that are granted over the same area as another permit, where the required production location is the same, but the target resource is different. This means that a coordinated approach to the exploration and production activities needs to be taken, especially in relation to coal seam gas (CSG).

Obligations history statement
*Mandatory
Holders of all permit types need to provide an Obligations history statement to outline how the permit obligations have been met in the previous term.

This document needs to outline the full compliance history of your expiring program or plan, and needs to address any requirement that was a condition of grant for your permit.

For more information about the department’s criteria for assessment, refer to operational policy 3/2012 Strict compliance and substantial compliance located at https://www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines

Financial and technical capability (later work programs only)
*Mandatory
Financial and technical capabilities of holders need to be understood to ensure any planned activities are sufficiently funded and adequately resourced.

The onus is on applicants to demonstrate how the financial and technical capability and commitments for the permit will be met. Provision of funding and technical resources may be shared across multiple holders, or one holder may assume the majority of responsibility for one or the other.

To address these requirements, applicants need to supply a financial and technical capability and commitment documentation, as well as the appropriate evidence details, please refer to the Financial and Technical Capability Guide.
### Application steps for MyMinesOnline

<table>
<thead>
<tr>
<th>What you need to do to lodge a later work program</th>
<th>Supporting information</th>
</tr>
</thead>
</table>
| Log in to MyMinesOnline, select ‘Lodge an agreement, program or plan’ then ‘Lodge a later work plan’ under the ‘I want to…’ options at the right of the My dashboard tab. Information on Mining Tenure types and the relevant forms are also available to download.  
- Enter the permit number for which this later work program applies. Enter the full permit type and number, for example, ATP332 and click Next to continue  
- Review the permit summary details on the next screen to ensure that the holder details are correct and you are lodging for the correct permit  
- Select Next to continue  
- Review the permit summary details on the next screen to ensure that the holder details are correct and you are lodging for the correct permit. Select Back at this point to go to the previous screen and enter the correct permit number. | • Permit numbers of permits that relate to the later work program |
| Select lodgement timing  
Indicate the timing of the lodgement of this later work program as either within the lodgement window, or within 40 business days to post expiry. Select Next to continue.  
**Note:** A later work program cannot be lodged more than 100 business days before expiry of the current work program. | • Not applicable |
| Supporting documentation  
- Enter the proposed start date and proposed end date of the later work program using the calendar  
- Upload consent of all holders (mandatory).  
- Download and complete the work program template (if required)  
- Once completed, upload the work program using the upload function  
- If you don’t want to use the template, upload your own document  
- Upload the work program rationale (mandatory)  
- Upload the obligations history statement (mandatory). Select Next to continue | • Later work program  
• Any relevant supporting information |
| Pay and Submit  
The total fee for the transaction displays  
- Select the payment method  
- If you select Credit Card, the Queensland Government payment gateway opens so that you can complete the transaction  
- If you select EFT, the screen will display the EFT payment details  
- You can elect to pay now or pay later using your banking provider’s facilities to complete the electronic funds transfer to the department’s bank account  
- Upload the receipt as your proof of payment  
- If you elect to pay later, you have 60 business days to complete the payment by uploading the proof of payment document. You will receive a task in your My tasks list to remind you to complete the transaction.  
(Please note the business days to complete payment does not negate the legislation requirement of when a plan is to be lodged)  
**What happens next?**  
You will receive a receipt for the transaction by email and your request will be submitted immediately following payment | • Proof of payment to verify your application has been successfully lodged |
### What you need to do to lodge a later development plan

<table>
<thead>
<tr>
<th>Step</th>
<th>Supporting information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to MyMinesOnline, select 'Lodge an agreement, program or plan' then 'Lodge a later work plan' under the I want to… options at the right of the My dashboard tab. Information on Mining Tenure types and the relevant forms are also available to download. Enter the permit number for which this later development plan applies. Enter the full permit type and number, for example, ML10181 and click Next to continue. Review the permit summary details on the next screen to ensure that the holder details are correct and you are lodging for the correct permit. Select Next to continue. Review the permit summary details on the next screen to ensure that the holder details are correct and you are lodging for the correct permit. If you have entered the incorrect permit number, Select Back at this point to go to the previous screen and enter the correct permit number. To select multiple for this later development plan, Select Add permit and continue to select the required permits.</td>
<td>Permit numbers of permits that relate to the later development program.</td>
</tr>
<tr>
<td>Select lodgement timing</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Indicate the timing of the lodgement of this later development plan as either within the lodgement window, or within 40 business days to post expiry. Select Next to continue.</td>
<td>Later development plan.</td>
</tr>
<tr>
<td>Supporting documentation</td>
<td>Any relevant supporting information.</td>
</tr>
<tr>
<td>Enter the proposed start date and proposed end date of the later development plan using the calendar. Upload consent of all holders (mandatory). Select whether the area of the later development plan is within an area of an authority to prospect. If Yes, upload a statement addressing the CSG area. Upload the later development plan using the upload function. Click Browse and navigate to your file location. Click Open to select it. Click Upload Document to upload the document to the application. Select the document and click Delete documents if required. Select Next to continue.</td>
<td></td>
</tr>
<tr>
<td>Pay and Submit</td>
<td>Proof of payment to verify your application has been successfully lodged.</td>
</tr>
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</tr>
<tr>
<td>What happens next?</td>
<td>You will receive a receipt for the transaction by email and your request will be submitted immediately following payment.</td>
</tr>
</tbody>
</table>

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Development plans and work programs guide
Department of Natural Resources, Mines and Energy
November 2018 Version 2
More information

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Email: mines_online@dnrme.qld.gov.au
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This publication has been compiled by Compliance and Regulatory Policy of Statewide Operations, Department of Natural Resources, Mines and Energy.

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