

Online Services

Department of Environment and Science

User Guide – Application for a decision on the Estimated Rehabilitation Cost

- Using Online Services
- Complete an application for a decision on the Estimated Rehabilitation Cost
- Where to get help

The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Online Services.

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1. Using Online Services

If you are an existing customer and have previously transacted online

This guide will show you how to navigate through the Environmental Authorities home page to apply for an Estimated Rehabilitation Cost decision.

For more information on how to navigate around and transact on the Environmental Authorities home page, refer to the [Environmental Authorities Page](#) user guide available from the Business Queensland website.

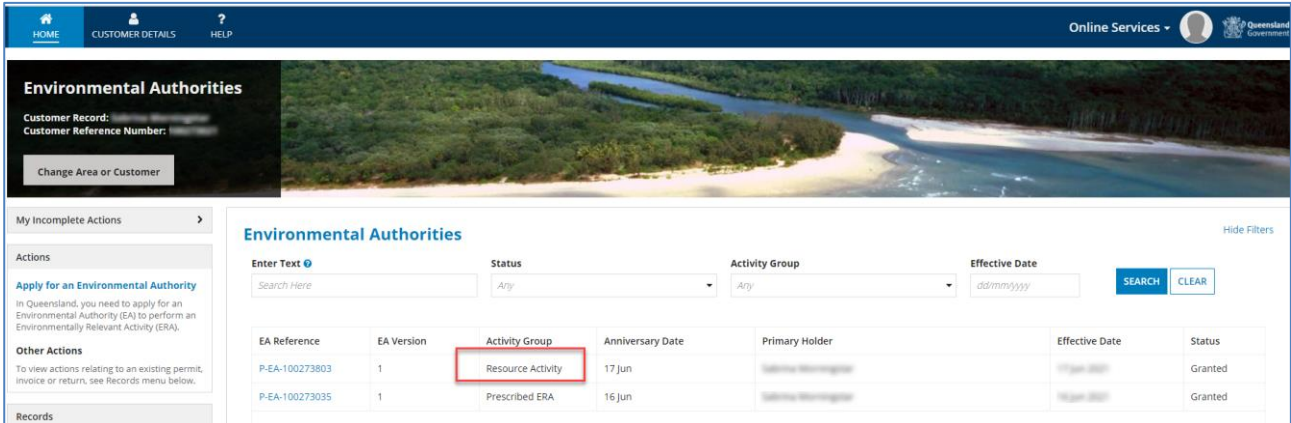
If you have not previously used Online Services

Refer to the [Getting Started](#) user guide for to register, sign in and navigate Online Services.

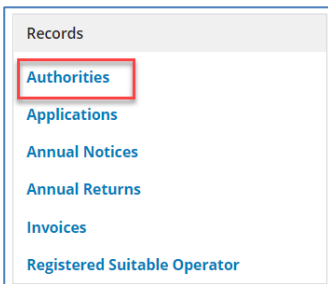
Link to Online Services: <https://www.business.qld.gov.au/running-business/environment/online-services>.

2. Application for a decision on the Estimated Rehabilitation Cost

This application is only applicable for Environmental Authorities that have a Permit Type of **Resource Activity**.



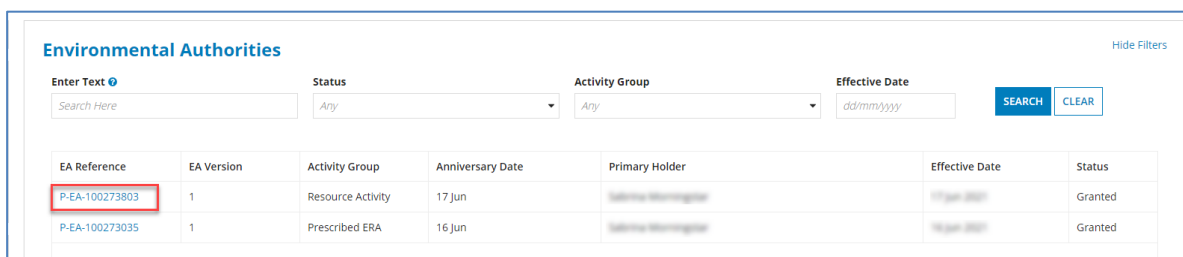
1. On the left-hand side of the screen, under the heading **Records**, click **Authorities**.



2. Click on the **EA Reference** (blue link) to select the appropriate Resource Activity Authority.

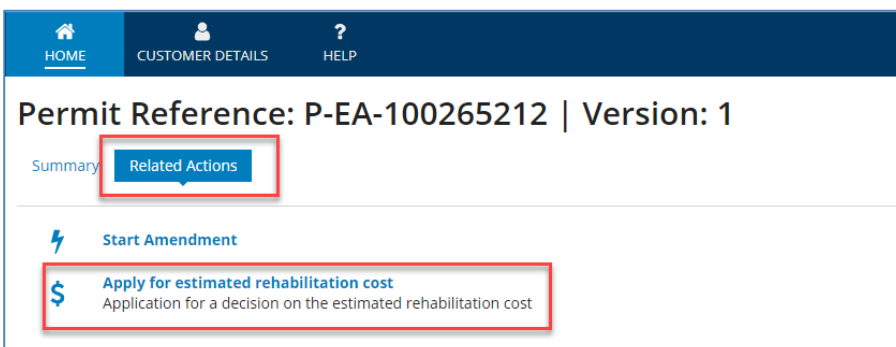


You can also search for a permit by using the search field at the top of the page. Type your search criteria, for example, part of a reference number such as 100270290, and click **SEARCH**.



3. Select **Related Actions**.

4. Click **Apply for estimated rehabilitation cost**.



- Read through the Terms and Conditions. Click on the down arrow ‘v’ on the right side of the blue bar to close and reopen the section.

Terms and Conditions >

General Information

Proposed ERC

Land to be disturbed

Documents and references

Compliance statement and declaration

ERC Application A-ERC-NEW-100273813

Pre-lodgement

This application form is the approved form that is to be used under section 298 of the *Environmental Protection Act 1994 (EP Act)* to apply to the administering authority¹ for an estimated rehabilitation cost decision for a resource authority.

Environmental authority holders for resource activities are required to use the approved methodology in the guideline 'Estimated rehabilitation cost under the *Environmental Protection Act 1994 (ESR/2018/4425)* to calculate the amount the holder considers to be an estimate of the total rehabilitation cost. The administering authority will then assess the application and decide the estimated rehabilitation cost (the ERC decision).

The ERC decision made by the administering authority will then be provided to the scheme manager, under the *Mineral and Energy Resources (Financial Provisioning) Act 2018*, who will determine the amount and form of the scheme assurance the environmental authority holder must pay.

An ERC decision must be in effect and the scheme assurance must be paid to the scheme manager before any relevant activity under the environmental authority can commence.

Note that the estimated rehabilitation cost is calculated for the environmental authority as a whole and cannot be split across tenures.

For information on estimated rehabilitation cost, including details of application requirements, supporting information to be provided and the approved methodology for how to make a calculation, please refer to the guideline 'Estimated rehabilitation cost under the *Environmental Protection Act 1994 (ESR/2018/4425)* located at www.business.qld.gov.au.

If you would like to have a pre-lodgement meeting, please fill out and lodge the form *Application for pre-lodgement services (ESR/2015/1664)* located at www.business.qld.gov.au, prior to lodging this application.

Definitions of terms used in this form v

Where there is inconsistency between the definition of terms here and the terms used in the EP Act, the terms in the EP Act apply.

<p style="margin: 0;">Eligible ERA</p> <p style="margin: 0;">An environmentally relevant activity that complies with the eligibility criteria in effect for the activity.</p>	<p style="margin: 0;">ERC Period</p> <p style="margin: 0;">For the estimated rehabilitation cost for a resource authority means.</p>	<p style="margin: 0;">Plan of operations</p> <p style="margin: 0;">For a petroleum lease, includes a plan of operations given to the administering authority for a proposed lease.</p>
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- Click **ACCEPT** to continue. This will take you to the *General Information* page.

Privacy statement

The Department of Environment and Science (the Department) is collecting the information on this form in accordance with and as authorised by sections 300 and 301 of the *Environmental Protection Act 1994 (EP Act)*.

The information will only be accessed by authorised employees within the department. Some of this information may be given to the Department of Natural Resources, Mines and Energy for the purpose of the joint regulation of mining activities. Some of this information may be provided to Queensland Treasury, the Scheme Manager under the *Mineral and Energy Resources (Financial Provisioning) Act 2018 (MERFP Act)*, or any advisors to the Scheme Manager to carry out the Scheme Manager's functions under the MERFP Act.

Pursuant to section 540 of the EP Act, the Department is required to maintain a register of certain documents and information authorised under the EP Act. A copy of this document will be kept on the public register. The register is available for inspection by members of the public who are able take extracts, or copies of the documents from the register. Documents that are required to be kept on the register are published in their entirety, unless alteration is required by the EP Act. There is no general discretion allowing the Department to withhold documents or information required to be kept on the public register. For more information on the Department's public register, search 'public register' at www.qld.gov.au. For queries about privacy matters, please email privacy@des.qld.gov.au or telephone: 13 74 68.

¹ The Department of Environment and Science is the administering authority under the *Environmental Protection Act 1994*.

² This is the publication number. The publication number can be used as a search term to find the latest version of a publication at www.qld.gov.au

CANCEL

ACCEPT

General Information

This page contains information about your application, including an Application ID and Status

General Information for A-ERC-NEW-100273813

Application ID	A-ERC-NEW-100273813	Application Action	NEW
EA Reference	P-EA-100273803	Application Stage	APPLICATION
Permit Type	RESOURCE ACTIVITY	Application Status	DRAFT
EA Effective Date	17/06/2021	Application Type	

Details for service of documentation

Please select a contact from the list below. The address for this contact will be used as a service address for sending statutory documents.

If there is an agent acting on behalf of the environmental authority holder, a letter of authorisation must be provided to the administering authority with the application. An agent could be a consultant or a contact for the environmental authority holder.

Select from your existing contacts or use the link below to add a new contact:

--Select a Value--

Details for service of documentation

7. Select an existing **Contact** from the drop-down menu.

Details for service of documentation

Please select a contact from the list below. The address for this contact will be used as a service address for sending statutory documents.

If there is an agent acting on behalf of the environmental authority holder, a letter of authorisation must be provided to the administering authority with the application. An agent could be a consultant or a contact for the environmental authority holder.

Select from your existing contacts or use the link below to add a new contact:

--Select a Value--

You can add or manage your Customer Contacts [here](#)



You will need to ensure that the contact selected has a postal address recorded so that statutory documents can be sent to this address.

8. If you wish to add a **Customer Contact**, then click on **Yes** and complete the details.

You can add or manage your Customer Contacts [here](#)

a) To add a Customer Contact, click on the link provided. This will take you to the Customer Details section for the Customer you have selected.



b) Click on **Add Contact** to add a contact.

Customer Contacts

Current Contacts

#	Name	Position	Role(s)	Email
No items available				

[+ ADD CONTACT](#)

[CANCEL](#) [SAVE CONTACT](#)

c) Complete the information (Name, Position, Main Phone number, Preferred Method of Communication and Email address).

Contact Details

Name* Fred Bloggs

Position CEO

Contact Communication Details

Main Phone* 0732112121

Preferred Method Of Communication* Phone

Phone 2

Email* fred.bloggs@email.com


Phone 3

d) Add address details by entering the address and click on **Address Look Up**.

- a. Choose the correct address
- b. If the address is not available, then click **Address not available in the look up results** and type the address manually
- c. If the postal address is the same as the physical address, then click on **Postal Address is the same as Physical Address**, or type the address in using the Look up function again.

- e) Click **Save Contact**. This will take you back to the General Information page.
- f) Select the new contact you created from the dropdown list.


9. Click on **Next** to continue.

 You can go **Back, Cancel** the application or **Save & Close** by clicking on the options at the bottom of the screen



Proposed ERC

Reason for application

10. To select the correct reason for making the application, click on the drop-down menu and select from the options available

 If you select 'New ERC decision', you will also need to provide details of the reason for a new ERC decision (e.g. partial surrender approved, or a change in operations, etc)

11. Click to indicate if your application relates to an eligible mining activity or not

 For more information on what is an eligible mining activity, click on the blue question mark .

If you selected 'Yes' (to your application relating to an eligible mining activity) complete the following section.

12. Click to indicate if you used the Schedule of Rehabilitation Costs

<p>Does this application relate to an eligible mining activity? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Have you used the Schedule of Rehabilitation Costs found in the appendix of the relevant eligibility criteria and standard conditions to calculate your ERC? ?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
---	--

 If you select Yes, upload the schedule of disturbance and Forms 5 and 6.



ERC Summary

If you selected 'No' to either of the above questions the following section will appear.

13. Complete the relevant fields on the form and upload any documentation as required.

ERC Summary

You must use the department's ERC calculator to calculate the ERC amount in accordance with the approved methodology described in the guideline 'Estimated rehabilitation costs under the Environmental Protection Act 1994' (ESR/2018/4425). You must submit a completed ERC calculator workbook in Microsoft Excel format and any third party quotes that were used to calculate the proposed ERC amount with this application. The department calculator can be found at www.business.qld.gov.au.

Operation Selection *


Mining

Petroleum

[?](#)

Project Overhead	Total Overhead
Project Management	<input type="text" value="Enter an amount"/>
Environmental Maintenance and Monitoring	<input type="text" value="Enter an amount"/>
Contingencies	<input type="text" value="Enter an amount"/>
Total Overhead	\$0.00

Upload a completed ERC calculator workbook in Microsoft Excel format, here or on the Documents and References section. Any calculator assumptions or third party quotes may also be uploaded.

File	Document Name *	Document Type
<input type="button" value="UPLOAD"/>  Drop files here	<input type="text"/>	<input type="text"/>

	Calculated Value
Domain Totals	\$0.00
Project Overhead Total	\$0.00
Proposed ERC	\$0.00

Proposed estimated rehabilitation cost

14. Complete the fields as required.

Proposed estimated rehabilitation cost

State the proposed amount and period for calculating the estimated rehabilitation cost below.

Maximum area of disturbance within ERC period *


Total estimated rehabilitation cost for the year of maximum liability within the ERC period *

Nominate a period of ERC *

I have a Plan of Operations (for petroleum activities only)

Between 1-5 years

Life of Resource Project

 Please note that the eligibility criteria in the mining ERA Standards permits a maximum area of 10ha of land to be significantly disturbed at any one time.

15. Click on **Next** to continue.

Land to be disturbed

This page will display sections depending on how you answered the question “Does this application relate to an ineligible mining activity?” on the **Reason for application** section on the **Proposed ERC** page.

16. Complete the fields as required.

Select the relevant option about supporting documents for Rehabilitation plan and upload the document if needed.

In the other information section complete below details :

17. Click on **Next** to continue.

Documents and References

This page will display the documentation you have uploaded in previous sections as well as provides the ability to upload additional documentation. If required, or indicated, you may need to submit supporting documentation with your application.

18. Review the listed files and upload additional documentation (as required).

Upload Documents for A-ERC-DER-100168580

Please upload any further documentation to support this application.

If you have uploaded any documents that are no longer required, please remove below.

File	Document Name	Document Type
1 Authorisation Letter DOCX - 162.52 KB		Application Supporting Documentation ✕
1 Authorisation Letter DOCX - 162.52 KB	ERC calc	Map ✕
UPLOAD Drop files here		



Upload supporting documents by clicking Upload, then upload the relevant document(s).

- Select the document you wish to upload from your files/computer
- Type the name of the document in the space provided.
- If you need to upload another document, then repeat this step.

19. Once all documents are uploaded, click on **Next** to continue.

Compliance Statement and Declaration

20. Please read the Compliance statement and Declaration.

21. Type in your name, position and today's date

- Terms and Conditions
- General Information
- Proposed ERC
- Land to be disturbed
- Documents and references
- Compliance statement and declaration >

Compliance statement

The compliance statement **must** be completed by, or on behalf of the environmental authority holder. Please download, complete and upload.

Please note: **It is an offence to give the administering authority information that is false, misleading or incomplete.**

Declaration

Note: If you have not told the truth in this application you may be prosecuted.

I declare that:

- I/We, being the holders identified on this application, acknowledge that all information supplied on or with this application may be disclosed publicly, subject to the provisions of the *Right to Information Act 2009* and the *Evidence Act 1977*.
- I am an authorised representative of the holder of this authority, and I am authorised to submit this application. ⓘ
- I am aware that, under section 480 of the *Environmental Protection Act 1994*, it is an offence to knowingly give information that I know is false, misleading or incomplete in any material particular.
- I am aware that, under section 480A of the *Environmental Protection Act 1994*, it is an offence to give a document that contains incomplete information in a material particular. The information provided is true and correct to the best of my knowledge.
- I am aware that failure to provide sufficient information may result in the application being refused.

Name of Signatory

Position of Signatory

Date

< BACK
CANCEL
SAVE & CLOSE
SUBMIT



For more information on authorised representatives, click on the blue question mark ⓘ.

22. When you are ready to lodge the application click **SUBMIT**.

Application Submission

Your application has now been successfully completed.

The Status has been updated to SUBMITTED.

General Information for A-ERC-DER-100168773

Application ID	A-ERC-DER-100168773	Application Action	DECISION REQUEST
EA Reference	P-EA-100166854	Application Stage	APPLICATION
Permit Type	RESOURCE ACTIVITY	Application Status	DRAFT
EA Effective Date	06/08/2021	Application Type	ESTIMATED REHABILITATION COST

● Your ERC Application A-ERC-DER-100168773 has been submitted successfully.

OK



What happens now?

Your application will now be assessed by the Department.

You will be able to monitor the progress of your application online, refer to the application status in the ERC applications table (within your authority record/related actions)

- *DRAFT*
- *SUBMITTED*
- *UNDER ASSESSMENT*
- *FINALISED*

ERC applications

ERC Application Reference	Decision Date	Lodged On	Application Status
A-ERC-DER-100168773		11 Aug 2021	Submitted
A-ERC-DER-100168580			Draft
A-ERC-DER-100166991		06 Aug 2021	Submitted

If your application is successful, a Decision Notice will be issued in Online Services – refer to the Documents tab of the Application and Authority record.

3. Want more information or need help?

Click [HERE](#) to learn more about Online Services.

For more information on new licences, please contact the Permits and Licensing team:

General Enquiries: 1300 130 372 (option 4)

Email: palm@des.qld.gov.au

Technical Support: 1300 130 372 (option 6)

Email: digital@des.qld.gov.au