



SITE DISTURBANCE PERMIT PROCEDURE

MRL-EN-PRO-0005






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1. PURPOSE

Site disturbance for exploration and the establishment of mines and infrastructure is the most significant impact MRL is likely to have on the environment. A systematic review and assessment process ensures that site disturbance activities are compliant and consistent with statutory approvals and regulations, and impacts on the environment are minimised.

This procedure outlines the steps involved in:

- Initial planning and consultation,
- Completing the Site Disturbance Permit (SDP) application form (MRL-EN-FRM-0003),
- Assessing SDP applications,
- Complying with approved SDP applications, and
- Auditing and record keeping.

2. SCOPE

This Site Disturbance Permit Procedure applies to all personnel and contractors working for Mineral Resources Limited (MRL) companies, its subsidiary companies and all joint venture operations where MRL has substantial participation and/or management control. Activities requiring an approved SDP include:

- The removal or disturbance of vegetation, topsoil and subsoil;
- Disturbance to existing cleared areas of which MRL did not undertake the initial disturbance (e.g. maintenance/repair of existing access or exploration tracks);
- Construction of mine site infrastructure or proposed land use changes (e.g. construction of a laydown yard, Run of Mine, water treatment plant, turkeys nest etc.)
- Disturbance of rehabilitated areas.

If there is any doubt regarding the need for an SDP, the Environmental Department (ED) shall be consulted prior to commencing disturbance activities to enable a determination to be made.

3. RESPONSIBILITIES

3.1 Permit Applicant

The Permit Applicant is responsible for:

- Ensuring accurate information is provided as per Section 1 of the SDP Form.
- Ensuring all drawings, GIS files and other relevant information is provided to the ED for assessment.
- Reading and understanding the SDP and associated conditions and confirming understanding by signing Section 3 of the SDP form.
- Assisting with the general passage of permit applications through the approval process.
- Facilitating the pegging of the SDP boundary in consultation with the Surveyor.

3.2 Environment, Land Access and Heritage Departments

The Environment, Land Access and Heritage Departments are responsible for:

- Undertaking the required checks to accurately complete Section 2 of the SDP form.
- Ensuring the proposed disturbance is assessed against all relevant approvals, agreements and legal obligations.
- Communicating with the Permit Applicant about any inconsistencies or matters to be addressed.
- Applying suitable standard conditions (see **Section 8**) and special conditions to the permit that meet all approvals and other legal obligations.
- Assisting with the resolution of queries through the approval process.
- Signing Section 3 of the SDP form.
- Conducting audits and keeping records of all activities.
- Ensuring the requirements of this procedure are well understood.

3.3 Site Surveyors

Site Surveyors are responsible for:

- Obtaining the relevant geospatial data from the Permit Applicant, including the SDP boundary, Tenement boundaries, as well as exclusion zones or avoidance areas where relevant.
- Marking out the SDP boundary, tenement boundaries, exclusions/avoidance zones in accordance with the Land Clearing Procedure (MRL-EN-PRO-0004) and other relevant site specific survey procedures.
- Confirming the appropriate mark out has been completed by signing Section 4 of the SDP Form.

3.4 Site Managers

Site Managers are responsible for:

- Ensuring any activity involving site disturbance is not conducted without an approved SDP.
- Providing a review of the SDP Form to ensure it is consistent throughout and complete.
- Approving SDP applications that meet all requirements.
- Provided the appropriate staff and resources to meeting the requirements of this Procedure.

3.5 Work Area Supervisors

Work Area Supervisors are responsible for:

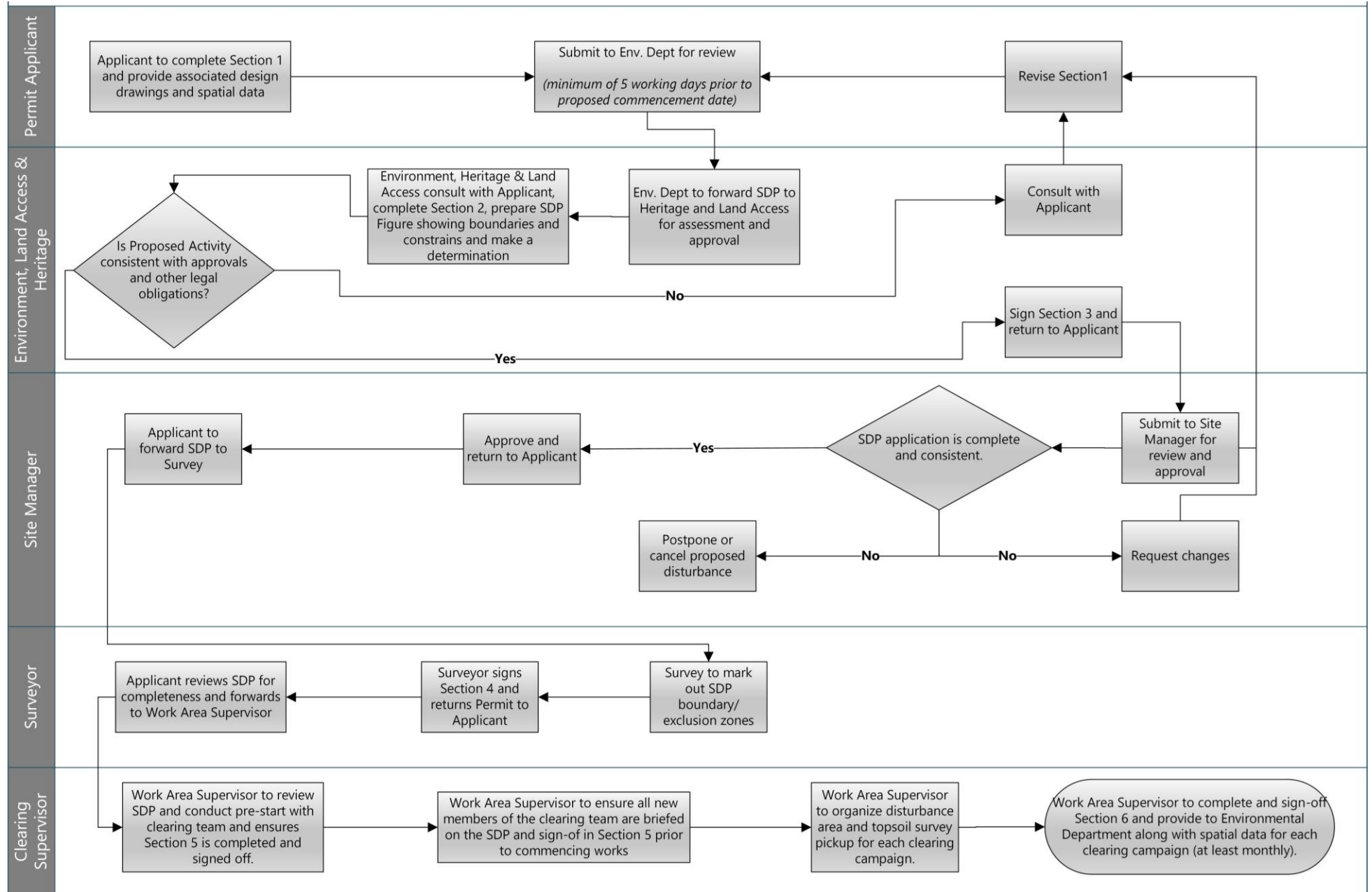
- Reading and understanding the SDP and associated conditions.
- Maintaining a complete copy of the SDP at the work area, including any associated maps and documents.
- Disseminating the information to the relevant work group members and completing Section 5 of the SDP form.
- Ensuring the work group members are aware of exclusion/avoidance zones, SDP boundary and the conditions of the SDP.
- Ensuring all work group members understand the SDP requirements and sign onto Section 5 of the SDP prior to the commencement of each shift.

3.6 Employees / Contractors and Subcontractors

Employees / Contractors and Subcontractors are responsible for:

- Reading and understanding the SDP and associated conditions.
- Participating in the Pre-start meeting and completion of the Pre-Disturbance Checklist contained in Section 5 of the SDP.
- Confirming understanding of the SDP and associated conditions by signing Section 5 of the SDP prior to the commencement of each shift.
- Undertaking work activities in accordance with the SDP, associated conditions and the relevant Job Hazard Analysis.
- Stopping works immediately and reporting unsafe acts or non-compliances with the SDP.

4. PROCESS FLOWCHART



5. PROCEDURE(S)

5.1 Site Disturbance Permit Application (Section 1) – Proposal Details

1. Applicant to consult with ED prior to completing the form to ensure there is no obvious impediment to site disturbance proceeding.
2. Fill in basic proposal information including Project / site, applicant name, company name, relevant tenements.
3. Provide a comprehensive description of the proposed activity including land clearing, infrastructure to be constructed, earthworks and / or landuse changes.
4. Include drawings / maps showing the location of all proposed disturbance and infrastructure. All associated GIS files must accompany the SDP to enable assessment by the Environment, Heritage and Land Access Departments. (*.dxf or .shp).
5. Add the total area to be disturbed (hectares), and the volume of topsoil to be recovered and stockpiled (cubic metres).
6. Ensure there is provisions for areas to stockpile vegetation, topsoil, subsoil and armouring material, and for access tracks to reach stockpile areas that are not contiguous.
7. Note that this application does not cover the potential to disturb underground services (i.e. it is not an 'Excavation Permit').
8. Submit to the ED via email. Allow at least five (5) business day for assessment.

5.2 Site Disturbance Permit application (Section 2) – Environment, Heritage & Land Access Assessment

1. ED to add SDP number and revision number and record on Site Disturbance Permit Register.
2. Check that the proposed activity is covered by the required approvals which could include but is not limited to:
 - a) *Environmental Protection Act 1986 Part IV* (Ministerial Statements)
 - b) *Environmental Protection Act 1986 Part V* (Works Approval / Licence)
 - c) *Environmental Protection Act 1986 Part IV* (NVCP)
 - d) *Mining Act 1972* (Tenement Conditions, Program of Work, Mining Proposal)
 - e) Rights in Water and Irrigation Act 1914 (Section 26D and 5C - Licence to construct a bore and abstract water)
3. ED to forward the SDP application and associated information to the Land Access and Heritage Departments to enable assessment of approvals and requirements related to:
 - a) *Aboriginal Heritage Act 1972* (Section 18);
 - b) *Native Title Act 1993*;
 - c) Third party agreements (includes third party tenement holders).
4. Identify any other environmental, Heritage or Land Access constraints to be considered. These may include important habitat trees, significant weed

populations, vegetation buffers, wildlife corridors, fauna habitat, heritage places or third party land holdings.

5. Check that sufficient buffer has been allowed between the proposed activity and site boundaries. If necessary, modify *.dxf or .shp files to allow for additional buffer (in consultation with Applicant).
6. In consultation with the Heritage and Land Access Departments apply standard and activity specific conditions appropriate to the proposed activity.
7. Environment, Heritage and Land Access Departments to sign Section 3 and return SDP application to the applicant.

5.3 Site Disturbance Permit application (Section 3) - SDP Approval

1. Environment, Heritage, Land Access and Tenure Representatives to review SDP application and sign-off authorising the SDP is able to progress to the next stage.
2. If the proposed works include the disturbance of an area subject to a Section 18 approval under the *Aboriginal Heritage Act 1972*, the Permit Applicant must ensure the General Manager - Environment, Communities, Land Access and Executive General Manager - Project Development, Project Services review and sign-off Section 3 of the SDP.
3. Applicant to review conditions, sign and forward to Site Manager.
4. Site Manager and tenement holder (for third party sites only) to review application for consistency and completeness.
5. Site Manager signs Section 3 and returns SDP application to Applicant. If application cannot be approved, consult with Applicant.

5.4 Survey Mark Out (Section 4)

1. The Permit Applicant shall provide a copy of the Approved SDP as well as all associated GIS files relevant to the permit to Site Survey to enable survey mark out.
2. Site survey shall review the SDP and mark out the SDP boundary, avoidance / exclusion zones, and any other areas of dictated by the SDP.
3. Site Survey complete Section 4 of the SDP and sign confirming the SDP has been marked out accurately and in accordance with the permit requirements.
4. Site Survey return the signed SDP to the Permit Applicant for progression to the next stage.
5. The Permit Applicant provides a copy of the signed SDP to the ED for record keeping purposes.

5.5 Complying with approved SDPs (Sections 5)

1. The Permit Applicant provides a copy of the completed SDP (Sections 3 and 4 must be signed by the relevant representatives) to the Work Area Supervisor responsible for executing the works.
2. Work Area Supervisor implementing ground disturbance must read, understand and retain a copy of the approved SDP, associated conditions and maps at the work area.
3. Work Area Supervisor must meet the pre-start requirements prior to commencement of work and ensure all relevant work group members sign onto Section 5 of the Permit.

4. It is the Work Area Supervisors responsibility to ensure all new work group members review, understand and sign on to Section 5 of the SDP.
5. The Work Area Supervisor must ensure full compliance with the Land Clearing procedure (MRL-EN-PRO-0004) which includes requirements not limited to:
 - a) Marking of boundaries
 - b) Pre-start checks with all operators
 - c) Requirements for spotters or monitors
 - d) Dealing with environmental weeds (see MRL-EN-PRO-0007)
 - e) Soil handling
 - f) Special sites to be protected or avoided

5.6 Recording Disturbance Areas and Topsoil Resources (Section 6)

1. On a monthly basis, the Work Area Supervisor shall arrange for survey to pick up disturbance boundaries (as constructed), topsoil stockpiles (location, extent and volume) and other information required by Section 6 of the SDP Form. A copy of the Section 6 as well as survey data (dxf. or .shp) shall be forwarded to the ED for record keeping and reporting.

5.7 Inspection and Auditing

1. The ED shall conduct inspections of site disturbance operations to confirm the requirements of this procedure are being met and that the appropriate documentation is available at the work front.
2. Non-compliance with SDP conditions requires an incident report (MRL-SAF-PRO-0007).

6. RECORDS

The ED shall maintain records of all site disturbance and related information, such as, on a Site Disturbance Register (MRL-EN-REG-0004) and within the GIS system.

All records will be maintained by the ED and will include:

- Copies of all approved SDPs
- A Site Disturbance Register detailing the dates, locations and eventual use of disturbed ground and location and volume of topsoil stockpiles.
- Records of inspections and audits.
- Training records.

7. REFERENCES

MRL-EN-PRO-0015	Heritage Management Procedure
MRL-SAF-PRO-0007	Incident Reporting and Classification Procedure
MRL-EN-PRO-0004	Land Clearing Procedure
MRL-EN-PRO-0007	Weed Hygiene and Control Procedure
MRL-EN-FRM-0003	Site Disturbance Permit Application Form
MRL-EN-REG-0004	Site Disturbance Register

8. LIST OF STANDARD CONDITIONS FOR SITE DISTURBANCE PERMIT APPLICATIONS

The following are standard conditions that can be directly applied or adapted for SDP applications:

- The Work Area Supervisor must maintain a copy of the approved SDP with conditions at all times.
- No works shall commence without the SDP boundary being demarcated with pegs and flagging tape.
- All site disturbance must comply with the Land Clearing procedure (MRL-EN-PRO-0004), including marking of boundaries and pre-start checks.
- All activities must comply with the Weed Hygiene and Control procedure (MRL-EN-PRO-0007), including ensuring that earthmoving equipment is free of weed seed and that existing weed populations are not inadvertently spread.
- Non-compliance with any conditions will require an incident report.