Operational Performance Report - Mining Management Plan Structure Guide for Mining Operations

The **Operational Performance Report – Mining Management Plan** (referred to throughout this document as the OPR) is required annually in years 2, 3 and 4 after the submission and approval of a full Mining Management Plan (MMP) (see table 1 below). The OPR content is incorporated into the full MMP every fourth year as set out below and hence is not required as a separate document when the full MMP is submitted. Where activities change from the approved full MMP, these must be detailed as an amendment to the MMP. Amendments must be clearly identified for ease of assessment. This document can also be used as a template to prepare the OPR.

The OPR must be consistent with the approved MMP to which it relates. All high risk issues identified in the approved MMP must be included and performance against identified performance criteria, trigger levels, objectives and targets must be discussed to demonstrate that the management systems on site are minimising impacts to the environment.

Where monitoring shows impacts have increased, corrective actions and improvements must be identified.

Table 1:	
Year (from first full MMP from implementation of this process)	**Report Required**
1	Full MMP (**MMP**)
2	OPR
3	OPR
4	OPR
5	**MMP**
6	OPR
7	OPR
8	OPR
9	**MMP**
10	OPR
11	OPR
..	etc

The document contains instructions and some examples of environmental management issues for consideration. The operator must assess environmental issues relevant to the site and develop appropriate controls to manage the potential impacts.

While this document attempts to provide a framework for the operator to capture the majority of information required for an acceptable OPR, an operator may be required to provide additional information to the department for the purpose of assessment of compliance against the OPR.

- A person must not knowingly provide information to the department that is false or misleading (Part 9, Section 72, MMA).
- All commitments must be specific and auditable with measurable outcomes and clear timeframes.
- Use the terms 'will' and 'must', rather than 'should' or 'may' when committing to carry out management actions.
- Do not use ambiguous terminology such as 'where possible', 'as required', 'to the greatest extent possible' without further explanation.
- Clearly explain any technical terms or acronyms used, and/or define them in a glossary.

Notes

- Presenting summary information in tables, where appropriate, is encouraged.
- Datums to be used are MGA94 or GDA 94 (expressed in decimal degrees) with elevations to be based on AHD.
- All plans, images , diagrams should have north points, legends, scales and scale bars where relevant
- The document should be submitted electronically with Optical Character Recognition (OCR) and this will be deemed the official version of the OPR.

Operational Performance Report Checklist

The Operational Performance Report Checklist must be completed. Cross reference page numbers from the plan and provide comments or reasons for No (N) answers. If 'No' is answered to any of the sections below without adequate reason the department may reject the plan and require re-submission.

Y/N	Page	Requirement	Department's Comment
		Introduction: Have contact details been updated?	
		Has the Operator confirmed in writing that the operational activities and disturbances are consistent with the previously approved MMP?	
		Operational Activities: Have changes in activities been described?	
		Environmental Performance: Has performance against all the Environmental Management Plan's (EMP) identified in the full MMP been detailed?	
		Is a discussion analysis and interpretation of data included?	
		Have graphs showing performance against trigger levels or benchmarks been included?	
		Have changes made to monitoring programs been identified and detailed?	
		Have non-conformances been identified?	
		Have corrective actions taken and improvements made been detailed?	
		Water Management: Have information or knowledge gaps been identified and described for water management?	
		Are there comprehensive details (including scopes of work) on actions proposed to be taken to respond to any identified information or knowledge gaps?	
		Have hazards been identified that could result from activities related to the operation and rank the associated risks of impacts to both surface and groundwater?	
		Are all strategies and actions that will be undertaken to manage any risks identified included?	
		Has the water monitoring program been detailed?	
		Has all monitoring data been included?	
		Has an interpretation of data by a suitably qualified person been included?	
		Has a discussion of trends over time been detailed?	
		Have details of remedial/corrective strategies and scopes of work been included?	
		Have proposed actions been detailed?	
		Incident Reporting: Have environmental incidents been detailed?	

Operational Performance Report 20XX

(For MMP 20XX-20XX)

Include the following details on title page:
- Operator name
- Project name
- Authorisation Number
- OPR reporting year
- Approved MMP reporting period
- Date
- Document Distribution List

The OPR must be endorsed by a senior representative of the company who has the appropriate level of delegation.

	Author	**Reviewed by**	**Approved by**
Date			
Name			
Signature			

I ………………. (name of approving person) .... (position title) declare that to the best of my knowledge the information contained in this mining management plan is true and correct and commit to undertake the works detailed in this plan in accordance with all the relevant Local, Northern Territory and Commonwealth Government legislation.

SIGNATURE: ……………………..
DATE:………………..

1 Introduction

1.1 Operator Details

Identify the project proponent and contact details.

Provide a brief description of the project.

Identify previously approved MMPs and amendments.

The operator must confirm in writing, that operational activities and disturbances are consistent with the previously approved MMP. Any changes to operations, as approved, must be addressed in an amendment or full MMP.

2 Operational Activities

This section must detail any changes or amendments to the activities approved in the four year full MMP. This may include changes to mining or processing as well as changes to management of waste rock dumps and tailings storage facilities and ponds.

If changes to activities are significant (eg variations in production, change in location or additional disturbance, changes in chemical characterisation, etc.) the operator will be required to submit an amendment to the MMP which includes an assessment of the associated risks and additional management strategies for these.

2.1 Performance against MMP

This section must summarise the performance of the operational activities against the approved MMP from the previous reporting period and identify any non-compliance issues that may have arisen.

Tables of comparison of mining and processing activity in the reporting period against what was proposed must be included.

3 Environmental Management

3.0 Environmental Performance

For all the Environmental Management Plan's (EMP) identified in the full MMP, performance against objectives and targets listed must be detailed. Provide a discussion of the level of compliance to the EMP stated objectives and progress towards meeting targets. Provide updated targets for the oncoming reporting period. The **Water Management Plan** must be addressed fully in **Section 4** below.

Data and statistics of the reporting periods monitoring programs must be analysed with a **discussion and interpretation of results**. The findings need to be assessed against trends, trigger levels or benchmarks to determine the effectiveness of control strategies and whether the targets are being met.

Inclusion of graphs showing performance against trigger levels or benchmarks must be used to assist this process.

Provide a discussion on any changes made to monitoring programs or techniques used and an explanation for the changes.

Discuss any non-conformances which occurred during the reporting period, corrective actions taken and improvements made.

Where interpretation of the monitoring data or other observations have detected the potential for, or actual adverse trends in performance or impacts, detail what remedial/corrective strategies and actions will be implemented. Include scopes of work where appropriate together with a commitment to an implementation timetable and additional monitoring program to assess the performance of the actions.

4 Water Management

This section should cover all surface and groundwater located both on the mine lease and in the receiving environment both up and down gradient of the lease. In addition, it should cover all interactions of those waters with activities related to the operation of the mine and its infrastructure and how those interactions influence water quality and quantity and timing.

As required in the responses to the sections following, appropriately sized and scaled plans are to be provided. It is the operator's responsibility to insure that any imagery used is up to date and reflects the current surface conditions of the site including all infrastructure.

4.1 Current conditions

A water balance with a representation of flows and volumes must be included.

4.2 Information/Knowledge Gaps

4.2.1 Identification of Information/knowledge gaps

Identify and clearly describe any information or knowledge gaps that were identified.

4.2.2 Filling Information/Knowledge Gaps

Provide comprehensive details (including scopes of work) on actions proposed to be taken to respond to any identified information or knowledge gaps. A commitment to a time line is also required including regular progress reporting on longer timescale programs.

Where the process of identifying information and/or knowledge gaps has identified areas where there may be significant risk to the environment, propose interim management strategies until the information gathering process is completed.

4.2.3 Water Account

A water account based on the Minerals Council of Australia Water Accounting Framework is to be provided for the reporting period.

4.3 Risk Management

4.3.1 Identify Hazards and Rank Risks

Identify hazards that could result from activities related to the operation and rank the associated risks of impacts to both surface and groundwater. Consideration MUST be given to both potential short and long-term impacts, including mine closure. Provide a commitment including details, to a regular risk assessment process that ensures that any changes to the operation are identified and assessed.

4.3.2 Actions and Strategies in Response to Identified Risks

Describe in detail strategies and actions that will be undertaken to manage any risks identified in the risk assessment process. This is to include a commitment to an implementation timetable.

4.4 Monitoring

4.4.1 Monitoring Program

Detail the surface and ground water monitoring program that will be implemented to demonstrate that;

  (a) impacts identified (if any) are within predicted and acceptable/agreed limits, and
  (b) management strategies and actions are producing the required outcomes.

Before operations commence, the operator should ensure a comprehensive baseline data set has been collected over multiple seasons and years. Should operations have already commenced then the operator should ensure all available literature is researched and data collated for a baseline. Additional monitoring points should also be established outside the area of influence from the mine lease to continue to update background water quality information.

4.4.2 Data Review and Interpretation.

In addition to providing all raw data to the Primary Industry and Resources (DPIR) on an agreed reporting period and in an agreed format, provide a comprehensive interpretation of the raw data by an appropriately qualified person. The interpretation shall include discussion of trends over time and performance against (a) and (b) above.

The review shall also include any modifications or changes proposed to the monitoring program with justifications for approval by the DPIR.

4.5 Management

4.5.1 Remedial or Corrective Management Actions

Where interpretation of the monitoring data or other observations have detected the potential for or actual adverse trends in performance or impacts, detail what remedial/corrective strategies and actions will be implemented. Include scopes of work where appropriate together with a commitment to an implementation timetable and additional monitoring program to assess the performance of the actions.

4.6 Actions Proposed Over the Reporting Period and their Potential to Impact on Water Quality

Provide details of any action planned or anticipated to be taken on the site over the forward reporting period including commitments to provide the department with an amendment to the Water Management section if and when they occur.

5 Incident Reporting

Provide details of environmental incidents <u>reported</u> or <u>recorded</u> during the previous reporting period. Include:

- reporting of identified hazards
- reporting of accidents/incidents and system failures
- determining the true cause
- checklists for investigations
- corrective actions taken
- preventative actions implemented

6 Appendices/Attachments

Diagrams

Figures, maps, plans or diagrams may be included throughout the above Sections or referenced to here as a separate group of supporting information. This information will be used by the Department in the security calculation process. Other information for this process will be included elsewhere in the OPR. Maps and plans should be legible and of suitable quality to identify required detail. All plans, images, diagrams should have north points, legends, scales and scale bars where relevant

Other Supporting Information

Abbreviations

References