

Meeting minutes Estimated Rehabilitation Costs Working Group

Details

Subject	Meeting 1
Date and location	16 July 2020, Teams
Timing	1:00PM-2:00PM
Distribution	Working group and Director Compliance Operations & Support/Enforcement Services


Present

Name	Job title	Position/representation
s.73 irrelevant information	Act/Team Leader, Compliance Support	Secretariat / Project Support / Chair
	Principal Environmental Officer	Member
	Manager Minerals	Member
	Team Leader (Compliance), Compliance and Customer Service Centre, Cairns	Member
	Director Compliance, Townsville	Member
	Manager, Coal and Central Compliance	Member
	Manager, Environmental Services, Business Centre Coal Emerald	Member
	A/Manager (Compliance), Energy Extractive and Southwest	Member

Apologies

Name	Job title	Position/representation
s.73 irrelevant information	Manager, Environmental Services, Business Centre Coal Emerald	Member
	Compliance Delivery Manager, Coal and Central Compliance	Member

Items

Item #	Discussion	Action	Responsible
1.	<p>Update on Strategic ACP Still in progress, awaiting 'deep dive' brief with Minister. BN is in progress to DDG</p>	N/A	
2.	<p>Working Group Terms of Reference <u>Decision:</u> WG endorsed inclusion of developing a business process for sites with no ERC in effect or period ended to be included 'in scope'.</p> <p><u>Decision:</u> Legislative amendments and IT changes should still be considerations of the WG and could result in recommendations.</p> <p><u>Decision:</u> Outstanding payments for EAs yet to transition to the Financial Provisioning Scheme should also not be out of scope (upon commencement they all had an ERC deemed).</p> <p>Clarify that this WG is not responsible for 'dealing' with the backlog but rather developing strategies and assisting with the implementation across the business.</p>	ToR updated to reflect discussion, to be tabled at next meeting for final endorsement by WG	s.73 irrelevant completed, updated version is in Teams file)
3.	<p>Discussion on how to approach 2 components: Backlog and BAU outstanding payments</p> <p>Backlog spreadsheet needs to be QA'd, there may be some missing; need to ensure we understand what the outstanding amounts reflect (total ERC or contribution).</p> <p>Some validation work has been done on the older spreadsheet from FAIR 9th June (i.e. which business centre) but not on the latest one dated 5th July. There is concern that the process for identifying which sites belong to which industry/business centre is manual and time consuming and this will need to be addressed, there is currently no one responsible for this. Suggestion was to engage with CRT for assistance with BUA going forward.</p> <p>We need a better understanding of the data so that outstanding ERC can be prioritized based on key data fields (i.e. ERC amount (i.e. <\$2500), due date, status of EA, status of mining lease, etc...). Ideally also need a tenure renewal date which is currently not in the data.</p> <p><u>Decision:</u> Spreadsheets for validation will be sent to Business Centre reps on WG after reconciliation between the two datasets has been completed.</p> <p><u>Decision:</u> outstanding payments from 6th July onward are not considered backlog.</p> <p>ERC plan of ops spreadsheet for site specifics (data may be missing due to Connect issues unresolved so those not on backlog spreadsheet will still be identified and resolved)</p> <p>There is a need to understand the scheme manager debt process – 30/60/90 day Dunning letters, how and when sent? When data is requested (i.e the 'backlog spreadsheet') it is a reporting date range snapshot from FAIR and it is not related to their debt process. Whereas automated messaging has been developed in Connect to reflect ERC not paid as of midnight on due date (when we get the first INT message).</p>	<p>(a) Reconciliation of data and distribution to WG (ASAP)</p> <p>(b) data validation (aim for next meeting scheduled for 29 July)</p> <p>(c) Gain better understanding of scheme managers debt management process 30/60/90 day dunning letters, etc...and invite to next WG meeting</p>	<p>(a) s.73 irrelevant info</p> <p>(b) Business centre Reps in WG</p> <p>(c) s.73 irrelevant to liaise with scheme manager rep's (completed see email):  Initial response to Qns from Scheme Ma</p> <p>(d) s.73 irrelevant to invite to next meeting</p>

<p><u>Decision:</u> invite scheme manager reps to next meeting for them to present their process.</p> <p>Operating in contravention on s.297 – WG needs to establish business rules around ow we want to approach this issue (i.e. considering a big site specific operation with ERC non-payment at 90 days...)</p> <p>We need to identify a person in DES to be the receiver of the information and do any validation / add more data if we can't get additional fields such as tenure status from scheme manager reporting.</p>		
<p>4. Project Key tasks / milestones / dates / responsibility</p> <p>Need a better picture of the data first to determine how big the task will be.</p> <p><u>Decision:</u> Allocate an additional hour to next meeting to start progressing some business rules and map out project plan.</p>	Update meeting	s.73 irrj - completed
<p>5. Backlog spreadsheet as of 30 June discussion (see item 3)</p>		

Next meeting

Date	Wednesday 29 July 2020
Time	12:30 PM – 2:30
Location	Teams

From: s.73 irrelevant informā
Sent: Thursday, 16 July 2020 12:28 PM
To: s.73 irrelevant information
Cc:
Subject: RE: [EXTERNAL] IDEA Meeting matters, Tuesday 21 July, DES ERC Compliance Working Group

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks s.73 irrelevā
s.73 irrelevā please note s.73 irrelevā responses below.
See you Tuesday.



s.73 irrelevant informati
Principal Environmental Officer
Regional and Regulation Support | Operational Support
Environmental Services and Regulation
Department of Environment and Science

Monday - Thursday

s.73 irrelevant information @des.qld.gov.au

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From: s.73 irrelevant information@treasury.qld.gov.au>
Sent: Thursday, 16 July 2020 11:54 AM
To: s.73 irrelevant information
Cc:
Subject: RE: [EXTERNAL] IDEA Meeting matters, Tuesday 21 July, DES ERC Compliance Working Group

OFFICIAL

Hi s.73 irrelevā

Thanks for the below email. I think it would be good to have s.73 irrelevā attend the next IDEA meeting, s.73 irrelevā could you please make it the first agenda item so that s.73 irrelevā can leave after presenting to her item.

I have provided answers to your questions in blue and would be happy to meet with the team to discuss anything else that may be required.

Regards

s.73 irrelevant in

Manager Operations
Financial Provisioning Scheme

Queensland Treasury
Level 25, 1 William Street
Phone: s.73 irrelevant informā

Mobile: [s.73 irrelevant info]

Email: [s.73 irrelevant info]@treasury.qld.gov.au

Web: www.treasury.qld.gov.au

Please provide feedback through our [one-minute survey](#).



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From: [s.73 irrelevant information]@des.qld.gov.au>

Sent: Thursday, 16 July 2020 9:34 AM

To: [s.73 irrelevant information]@treasury.qld.gov.au>

Cc: [s.73 irrelevant information]@des.qld.gov.au>; [s.73 irrelevant information]@treasury.qld.gov.au>

Subject: [EXTERNAL] IDEA Meeting matters, Tuesday 21 July, DES ERC Compliance Working Group

Hi [s.73 irre]

As we are progressing with the ERC Compliance Working Group and developing a business process for responding to outstanding payments. However, the working group has collectively come up with a couple of information gaps and we were hoping the SM Office can clarify some of this missing information for us.

- DES wants to be sure that the people being engaged with are the right person/legal entity for the compliance issue/matter and that both DES and SM are talking to that same correct person/entity. What contact data are you using? Is it solely Connect or does the SM have another database/contact list that could possibly result in the two departments talking to different people about the same outstanding payment? **No, we use Connect data for contact details and 99% of the time the DES primary holder is the same as the QT relevant holder.**
- When the surety amount is set, and form determined, how long do they have to pay? (I think this is 30 BD but confirmation for the group is required) **35 business day for provision of surety, they determine the form out of the approved 3 as advised by SM guidelines "forms of surety"**
- What engagements occur between the SM Officers and the person/legal entity after that, when they don't pay (e.g., written / verbal etc. – is there a procedure)? **This is emerging presently, there is no written procedure as such. [s.73 irre] has started calling EA Holders to follow them up, primarily from risk category allocation, not so much for the <\$100k and pre-commencement.**
- When exactly does the SM Office send out overdue payment notices (e.g., 30 BD overdue, 31 BD overdue, between 5-10 BD after overdue? And then again at 60 BD overdue and 90 BD overdue)? **No set procedure yet, we have reliance on the DES compliance actions.**
- How are these sent (e.g., email, snail mail)? **As above.**
- Is the SM Office able to provide some examples/templates of the outstanding payment correspondence that is sent so we can understand the language and content and scope of the advice statement? (We want consistent and holistic messaging to the person/entity that accurately reflects obligations and offences under the EP Act and MERFP Act and also want to ensure any compliance response/strategy is built correctly from the start) **As above.**
- In relation to the overdue payments list, is there the ability for FAIR to report on the tenure numbers and the tenure expiry for each of the line items? (I Don't think FAIR Can see this info but confirmation for the group is required). **We can see tenure numbers but not expiry. It would be a manual lookup and entry to provide tenure numbers, so not really something I would be looking to complete.**

I would also like if possible, for [s.73 irre] to add an agenda item for Tuesday for the DES ERC Compliance Working Group and extend a guest appearance for that agenda item to the project lead, [s.73 irrelevant information]@des.qld.gov.au) so

she can meet you all and give a little 101 on the project and its draft ToR. s.73 irre works in our Strategic Compliance Team, same division as me but within Enforcement Services Unit.

In relation to all those questions above, would you like me to send them to the general FPS email for response by one of your team? Alternative options include talking through them this Tuesday or scheduling a dedicated meeting where we can talk it all through with members of the DES ERC Compliance Working Group? This last option may be more production and effective as questions can be raised with you / your team directly during that time.



s.73 irrelevant informa

Principal Environmental Officer
Regional and Regulation Support | Operational Support
Environmental Services and Regulation
Department of Environment and Science

Monday - Thursday

s.73 irrelevant information @des.qld.gov.au

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