

A guide for reporting on community consultation for coal and petroleum exploration activities in New South Wales

This guide is to assist the holders of coal and petroleum exploration licences in New South Wales in the preparation of an annual community consultation report, as detailed in the conditions of the licence.

The Annual Report should present detailed information on consultation with impacted landholders, residents, community groups and relevant government agencies. It should also outline the outcomes of the consultation, including issues identified and actions taken.

Please Note: Licence holders must have a process in place to respond to complaints and feedback. A register of complaints and feedback received must be kept, with details of actions taken in relation to any complaints or feedback also recorded. Evidence of community consultation must be retained and provided to the Department on request.

The Annual Report must contain the following sections headings:

A. Title page (1 page):

- Report title and type (i.e. Annual Community Consultation Report)
- Licence number
- Original grant date / expiry date
- The reporting period
- Project name or location
- Project operator (company doing the work) / Authority holder
- Date of report
- Author(s) including contact details and position

B. Executive summary (1 page)

A summary of consultation and outcomes achieved during the reporting period.

C. Consultation completed in reporting period

This section must include:

- A detailed summary of engagement with impacted landholders and community groups
- A detailed summary of engagement with relevant government agencies (including local councils)

D. Outcomes of consultation

This section must include:

- Issues identified during consultation and actions taken
- The outcomes of consultation

E. Proposed future consultation

This section must include:

- Details of commitments to further consultation
- Proposed future consultation

F. Enquiries and complaints received in reporting period

This section must include:

- Summary and nature of enquiries and complaints
- Summary and nature of enquiries and complaints referred from other agencies
- Action taken

Submission of reports

In accordance with the community consultation condition, an annual report must be submitted to the Department within 28 days of the anniversary of the licence being granted.

Reports can be lodged either by email or post to:

Titles Services

Postal Address: PO Box 344, Hunter Region Mail Centre, NSW 2310

Email: titles.services@industry.nsw.gov.au

Please Note: It is the Department's preference to receive reports via email.

Further information

For further information please contact Titles Services on (02)4931 6500 or titles.services@industry.nsw.gov.au

Information, including this guide, is also available on the Department's website: www.resourcesandenergy.nsw.gov.au