



CROWN MINERALS ACT 1991
CROWN MINERALS (MINERALS OTHER THAN PETROLEUM) REGULATIONS 2007
MINERALS PROGRAMME FOR MINERALS (EXCLUDING PETROLEUM) 2013

Guidance on technical reporting

Technical reports are created by permit holders in relation to prospecting, exploration or mining activities within permits. They may relate directly to work programme obligations, or they may be the result of other activities. This introduction provides an outline of permit holder's technical reporting obligations under the Crown Minerals Act 1991 ("the **Act**") and the relevant regulations. These are summarised in Appendix 1.

All permit holders are also required to submit annual summary reports on prospecting, exploration and mining activities. These requirements are covered in a separate guideline.

LEGISLATIVE CONTEXT

A key element of the Act is the requirement of permit holders to keep records and provide them to the Crown. This is covered by section 90 of the Act, which gives NZP&M wide ranging powers and imposes obligations on permit holders, including what is paraphrased from the legislation as follows:

- (1) Each permit holder must keep detailed records and reports in respect of all prospecting, exploration, and mining activities —
 - (a) in accordance with the conditions of the permit and the regulations; and
 - (b) in a form that is readily accessible at all reasonable times.
- (2) Each permit holder must provide, in accordance with the conditions of the permit and the regulations, a copy of the records and reports required to be kept.
- (3) If requested, a permit holder must provide —
 - (a) a copy of any report made in respect of any activities under the permit
 - (b) a report on any specified aspect of the permit holder's activities under the permit.

Technical reporting requirements are set by regulation 33 of the Crown Minerals (Minerals Other than Petroleum) Regulations 2007 ("the **Regulations**") and by work programme conditions on permits. The two complement each other (see below).

APPLICABLE GUIDELINES

Technical reports and records

Regulation 33 requires permit holders to provide to NZP&M, not later than 40 working days after the anniversary of the permit's grant date, all technical reports and records of any prospecting, exploration or mining activities created in the immediately preceding permit year.

Detailed requirements for reports are set out in regulation 33 and in the accompanying schedules, particularly part 1 of schedule 4.

Regulation 33

Regulation 33 refers to technical reports and records created in relation to work programme activities. This regulation complements the reporting requirements for permit work programmes. It ensures all reports and records created, in addition to those specifically required by permit conditions, are submitted. Regulation 33 is effectively a requirement to submit all technical reports and records that are not otherwise specifically required under permit conditions.

Regulation 33 is not a requirement to report twice; it is not a requirement for an annual technical report, and is not related to annual summary reporting (which is covered in another guideline).

NZP&M interprets the requirement to report results, interpretations and records (under part 1 of schedule 4 of the regulations) to include any geological, resource and mine models created.



Regulations 35 and 38 require all Tier 1 prospecting, exploration and mining permit holders to include in Annual Summary Reports a list of all reports created in relation to the permit over a calendar year. This allows NZP&M to check reports created against regulation 33 submissions. If there are reports on that list that have not been submitted under work programme reporting or separately under regulation 33, NZP&M may request them under section 90 of the Act.

Regulation 34

Regulation 34 requires that all reports must be complete. NZP&M will apply the principles of good industry practice and the data submission standards in determining completeness.

Mineral reserves, resources and production information

Regulations 35 and 38 require Tier 1 permit holders (and Tier 2 permit holders for coal under regulation 39) to provide a summary of mineral reserves, resources and production. Section 90B of the Act allows NZP&M to publish this information.

Reporting obligations upon expiry, surrender, partial surrender, relinquishment or revocation of a permit

Regulations 40, 41 and 42 cover reporting requirements triggered upon expiry, surrender, partial surrender, relinquishment or revocation of a permit. These are summarised in Appendix 1.

Confidentiality

Information and data supplied by the permit holder under section 90 of the Act becomes public after 5 years or on expiry, surrender or revocation of the permit, whichever comes first. Under section 90B, data relating to mineral resources and production may be made public without a minimum timeframe. NZP&M will inform permit holders of that intention at least one month prior to publication.

Data related to a non-exclusive prospecting permits becomes public after 15 years.

Data submission

Data should be submitted according to the Mineral and Coal Digital Data Submission Standards 2011, available on the NZP&M website www.nzpam.govt.nz.

QAQC

Technical reports should include comments about the quality control and quality assurance (“QAQC”) used demonstrating accuracy and precision of the data.

APPENDIX 1

Summary of reporting requirements

STATUTORY OBLIGATION	WHAT IS REQUIRED	REPORTING PERIOD	DUE
Regulation 33 Section 90(2)	<p>A permit holder must supply to NZP&M any reports and records that related to prospecting, exploration, or mining activities undertaken in relation to the permit.</p> <p>All reports and records must be complete.</p> <p>Examples of reports and records include:</p> <ul style="list-style-type: none"> > geological investigations, studies, and reviews > reviews and interpretations of existing data > geochemical surveys > geophysical surveys > programmes of costeans and bulk sampling > reports relating to drilling and shaft sinking > mining feasibility studies that relate to, or include material relating to, mine design, scheduling, production, resource recovery, or economic viability. 	Permit year.	40 working days following the anniversary date of the permit.
Regulation 35,37,38 and 39 of the Crown Minerals (Minerals Other than Petroleum) Regulations 2007	<p>A permit holder must provide NZP&M a yearly update of activities being carried out on each permit</p> <p>Regulation 35: Annual summary report on prospecting and exploration activities under prospecting, exploration and Tier 1 mining permits. See part 6 of Schedule 4 of the Regulations for full details of what is required.</p> <p>Regulation 37: A report on expenditure on prospecting and exploration that occurred under the permit. See part 7 of Schedule 4 of the Regulations for full details of what is required.</p> <p>Regulation 38+39: Annual Summary Report on mining activities that have taken place under the permit. Tier 1 permits report under regulation 38 with full details of what is required under part 8 of Schedule 4 of the regulations. Tier 2 permits report under regulation 39 with full details of what is required under part 9 of Schedule 4 of the regulations.</p> <p>Under section 33C of the Act and Chapter 2 of the Minerals Programme 2013 iwi engagement reports are required for Tier 1 permits as part of Annual Summary Reports.</p> <p>The Annual Summary Report form will be sent to permit holders at the end of each year and are available anytime on the NZP&M website.</p>	<p>First year of a permit: Grant date of the permit to 31 December</p> <p>Other years: 1 January to 31 December</p> <p>Last year of a permit: 1 January to date that the permit ceases.</p>	31 March of the following year.

STATUTORY OBLIGATION	WHAT IS REQUIRED	REPORTING PERIOD	DUE
<p>Work Programme conditions and reporting Section 90(2)</p>	<p>A permit sets a minimum work programme.</p> <p>Prospecting/Exploration: the work programme is staged with certain activities and outcomes to be reached by the end of each stage. All of the activities carried out in each stage will need to be reported in a technical report as per the permit conditions.</p> <p>Mining: work programme conditions are on-going and dictate mining methods and minimum extraction rates. There may also be staged expectations and specific technical requirements. All mining permits are expected to begin mining immediately unless the work programme provides otherwise.</p>	<p>For prospecting and exploration permits period that covers the stage will be specified in Schedule 3 of the permit certificate. The staged periods will usually end on permit years.</p>	<p>Work programme conditions are due to be completed by the specified date on the permit.</p> <p>Technical reporting of these activities are due 40 working days following the specified date at the end of each stage.</p>
<p>Regulation 40,41 and 42 Section 35A, 35B and 35C and 90(4)</p>	<p>A permit holder is required to provide a relinquishment report that details all work carried out and related data of areas that cease to be subject to a permit and has not been previously reported on in a report more than five years old.</p> <p>Relinquishment: relinquishment of land following the grant of an extension of duration (section 35A, 35B+35C, regulation 42).</p> <p>Surrender/expiry: report on all work yet to be reported on under the permit (regulation 40).</p> <p>Partial surrender: following a partial surrender under section 40(1) of the Act a report on all work carried out on the surrendered area (regulation 42).</p> <p>Revocation: following the revocation of a permit under section 39 of the Act a report on all work yet to be reported on under the permit (regulation 41).</p>	<p>Commencement date of the permit to the date the area subject to a permit ceases to be subject to the permit.</p>	<p>40 working days after the area ceases to be subject to a permit.</p>

Disclaimer

This document is a guideline only and is not intended to cover every possible situation. If this guideline is inconsistent with the Act, relevant Minerals Programme or relevant regulations, the Act, Programme and regulations prevail. This guideline has no binding legal effect and should not be used as a substitute for obtaining independent legal advice.

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NZP&M is a division of the Ministry of Business, Innovation and Employment. We lead and actively manage New Zealand's petroleum and minerals portfolio ensuring the country's economic interests and assets are comprehensively protected. Our goal is to use our wider understanding of the energy and resources sector to increase national and regional prosperity via petroleum and minerals exploration and production.

As a government agency, we engage with Councils, iwi and communities about petroleum and minerals development and regulation of the industry. We manage compliance and revenue collection on behalf of the Crown and aim to maximise the return that these important industries deliver for the benefit of all New Zealanders.

We report to the New Zealand public through the Minister of Energy and Resources.