

Target Dates for Processing

Application Type (Stage 1 Dealings)	Current SDS / KPI	Target Date Interim Business Days	Comments	
MINERALS				
EL, AL and ML Applications*	45	51	<ul style="list-style-type: none"> • Incorporates end-to-end reporting, i.e. from submission of the application to final determination, i.e. title instrument issued. • Baseline projections only - Will be subject to review over the next 12 months. • Will be reviewed following Industry consultation. • ^Higher delegation level for approval. • Aligned target dates for transfers and part transfers. 	
EL, AL and ML Renewals	45	51		
COAL				
EL Applications	85	90^		
AL and ML Applications	45	60^		
EL, AL and ML Renewals	45	60^		
OTHER				
Approval of transfers	N/A	50		
Registration of a transfer	N/A	14		
Part transfers (as above)	N/A	50/14		

Processing Times - Mineral Applications and Renewals (Exploration Licences, Assessment Leases and Mining Leases)

Stage	Step	Days	Comment	
Check	Application received	3	Administrative process including receiving, receipting and reviewing application and data entry.	3
	Enter TAS details			
	Enter shape			
Assess	Business units provide advice	15	Assessment is undertaken by the case officer in conjunction with various business units. This step includes any statutory notifications and legislative compliance (including native title compliance). The assessment is reviewed, and a recommendation made to the decision-maker who makes a proposed decision or recommendation.	37
	Native Title compliance review (where required) e.g. RTN or proof of extinguishment	STC		
	Complete assessment	10		
	Titles Review Committee*	5*		
	Proposed decision / recommendation	4		
Determine	Finalise documents and Issue of Notice of Proposed Decision / Recommendation	3	Preparation of correspondence and draft documents. *Only as required by internal operational policy.	40
	Action required by applicant	STC	Includes accepting proposed decision/recommendation and payment of outstanding monies (security, rents, levies).	
	Manage fee and security (new applications only)	3	Confirm payment of fees and all other administrative requirements.	6 (^ 15)
	Reassessment where requested	STC		
	Final decision	3^	Reassessment where representations have been made. Progress to decision-maker for determination of the application. ^Higher delegation for final decision. - Coal ELAs - Minister. - Coal Renewals – Deputy Secretary. - (Note – Target dates for coal allow timeframe for decision at a higher level of delegation)	
Finalise	Update documents	1	Update documents and systems. Issue final documents.	5
	Update shape and TAS	3		
	Issue Title Instrument	1		
				Total 51 (^ 60)

Processing Times – Application for Transfers and Part Transfers (Coal and Minerals)

	Stage	Step	Days		
TRANSFER APPROVAL	Check	Transfer application received	3	Administrative process including receiving, receipting and reviewing application and data entry.	3
		Enter TAS details			
		Enter shape (part transfer only)			
	Assess	Business units provide advice	15	Assessment is undertaken by the case officer in conjunction with various business units. This step includes any statutory notifications and legislative compliance.	36
		Complete assessment	10		
		Titles Review Committee*	5*		
		Proposed decision / recommendation	3		
	Determine	Issue of Notice of Proposed Decision / Recommendation	3 [^]	The assessment is reviewed, and a recommendation made to the decision-maker who makes a proposed decision or recommendation.	39
				Preparation of correspondence and draft documents. *Only as required by internal operational policy. [^] Higher delegation for approval.	
		Action required by applicant	STC	Accept proposed decision, payment of outstanding monies.	
		Reassessment where requested		Reassessment where representations have been made.	
		Manage fee and security (part transfers only)	3	Confirm payment of fees and other relevant administrative requirements.	6
		Survey instructions and review of survey (Concurrent)	STC	Confirm final survey where required (part transfer).	
		Final approval decision (Decision Maker varies)	3 [^]	Progress to decision-maker for determination of the application.	
		Finalise	Update documents	1	Update documents and systems. Issue final documents.
	Update shape and TAS		3		
	Issue Transfer Approval Document (or refusal)		1		
				Total 50	
		Action required by applicant – lodgement of Application to register transfer	STC	Transferee or transferor to lodge Application to register transfer	

TRANSFER REGISTRATION	Check	Registration of application received	1	Administrative process including receiving, receipting and reviewing application and data entry.	1
	Assess	Manage fee and security, where required	4	Confirm payment of fees and all other requirements.	10
		Complete assessment	3		
	Determine	Final registration decision	3^	Progress to decision-maker for determination of the application.	
	Finalise	Update documents	1	Update documents and systems.	3
		Update TAS	1	Issue final documents.	
		Issue Transfer Registration Document / Instrument of Variation	1		
				Total 14	