

Procedure

Land Use Certification

Acquisitions & Tenements (Business Process Owner)


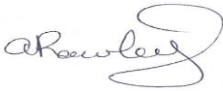



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INTRODUCTION

PURPOSE

This procedure details the requirements of Fortescue's Land Management System (LMS) as it relates to land use and the associated certification process.

Following this Land Use Certification Procedure (Procedure) ensures that the appropriate approvals have been obtained for all proposed activities before the activities commence and any related obligations can be effectively managed.

This is critical for protecting Fortescue's licence to operate

Fortescue's land use certification process is managed in the LMS InfoScope software with an embedded web-map (Fortescue Maps), which is integrated with Fortescue GIS.

The Procedure:

- defines when a Land Use Certificate (LUC) is required and what type;
- details the steps and associated guidelines for obtaining and managing LUCs (at a high-level);
- provides business justifications for key requirements; and
- defines key roles and responsibilities.

The Procedure does not provide full details of how the LUC process is managed in InfoScope and Fortescue Maps. Detailed technical and systems training and guidance, such as *Quick Reference Guides* (QRGs) for each process, are also available on the Fortescue Hub.

BACKGROUND

In June 2017, Fortescue upgraded its system for managing land use, to achieve better protection of our licence to operate through improved transparency and accountability. The key changes that were implemented were:

- Ground Disturbance Permits (GDPs) were phased out and replaced by LUCs;
- Retirement of the GDP module of the Business Management System (BMS);
- Management of the LUC process commenced in the InfoScope Land Management System (LMS);

- The scope for managing land use was increased - LUCs are required to cover more work types, i.e. not just ground disturbance activities;
- An increased auditing and enforcement function of LUC close-outs was developed to improve accountability and reporting; and
- Overall, a more comprehensive and efficient application, assessment and approvals process was established.

The changes were implemented following more than two (2) years of stakeholder consultation, assessment of previous and alternate systems, development and testing.

SCOPE

This procedure applies to all situations where a LUC is required, whenever a Fortescue employee, or contractor engaged to work on Fortescue's behalf, will be:

- disturbing new ground;
- redisturbing rehabilitated ground;
- changing the purpose/usage of land¹;
- increasing the previously approved capacity of an area²;
- accessing an area to conduct a Non-exempt Activity;
- conducting maintenance work that involves earth movement (including grading or digging) or relocation of fixed infrastructure; or
- rehabilitating previously disturbed ground.

Refer to Sections 1 and 2 of the procedure for full details of when a LUC is required, and if so, what type.

LEGISLATIVE & CONTRACTUAL CONTEXT

The Legislation, Agreements and Management Plans listed in Table 9 provide the broad framework of obligations within which this procedure must operate and with which it needs to comply. The endorsement and approval steps included in the LUC process ensure key areas of the Fortescue business can assess proposed activities against the relevant obligations.

Table 1: Obligations

¹ For example, an area previously cleared and used as a laydown being transitioned to be a fuel storage area.

² For example, increased number of rooms/people at a camp, increased amount of fuel at storage location.

Legislation, Agreements, Management Plans

Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)

Aboriginal Heritage Act 1972 (WA)

Access and Commercial Agreements between Fortescue and 3rd party landholders

Agreements between Fortescue and Pastoralists

Agriculture and Related Resources Protection Act 1976 (WA)

Conservation and Land Management Act 1984 (WA)

Cultural Heritage Management Plans

Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act)

Environmental Management Plans

Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (WA)

Environmental Protection Act 1986 (WA) (EP Act)

Environmental Protection Regulations 1987 (WA)

Heritage, Land Access, Land Use and Project Area Agreements between Fortescue and Aboriginal stakeholders

Iron Ore (FMG Chichester Pty Ltd) Agreement Act 2006 (WA)

Mines Safety and Inspection Regulations 1995 (WA)

Mining Act 1978 (WA)

Railway and Port (The Pilbara Infrastructure Pty Ltd) Agreement Act 2004 (WA)

Rights in Water and Irrigation Act 1914 (WA)

Soil and Land Conservation Act 1945 (WA)

Wildlife Conservation Act 1950 (WA)

KEY ROLES AND DEFINITIONS

KEY ROLES

To ensure the integrity and effectiveness of the LUC process is maintained, there are a number of key roles with specific responsibilities, as listed in Table 1.

Table 2: Key Accountabilities

Role	Responsibility	Accountable Person(s)
Applicant	The person responsible for oversight, facilitation and/or conduct of an eligible activity. Works together with the Secondary Contact(s) and On-site Responsible Person(s) (optional) to manage all LUC activity.	Fortescue employees with appropriate level of authority to oversee activities.
Application Owner	The person responsible for ensuring the software application used to deliver the LUC business process (InfoScope) continues to meet business requirements, and if it does not the Application Owner will sponsor the required enhancement(s).	Acquisitions & Tenements Manager.
Approver	The person responsible for conducting an assessment of whether a LUC application has any constraints or obligations relating to their business unit. For example: a Tenure Approver conducts an assessment of potential tenement constraints and obligations; an Environment Approver conducts an assessment of potential environmental constraints and obligations; etc.	Nominated Fortescue employees from the Tenure, Government & CSR, Environment, Heritage, Pastoral Access and Water Management teams. The persons nominated as Approvers representing each team are at the discretion of the team managers or group managers (Manager Acquisitions & Tenements; Manager Government & CSR; Site HSES Managers; Manager Exploration; Manager Heritage; Manager Pastoral Access; Manager Long Term Planning & Hydrology).
Business Process Owner	The person responsible for ensuring the LUC process and associated system(s) continue to meet Fortescue business requirements – driving enhancements where required.	Acquisitions & Tenements Manager.

Role	Responsibility	Accountable Person(s)
Endorser	<p>The person responsible for conducting a first-pass assessment of whether a Ground Disturbing LUC application is as per the expected mining, exploration or development plan.</p> <p>Both a Primary Endorser and Backup Endorser are required to be nominated for each Activity Area to avoid an individual person becoming a 'bottleneck'.</p>	<p>Nominated Fortescue employees from Mine Planning, Mining Operations and Exploration teams.</p> <p>The persons nominated as Primary & Backup Endorser are at the discretion of each site General Manager.</p> <p>The Primary Endorser role for an operations area is generally filled by Manager Operations Planning (or a nominated direct report).</p> <p>The Primary Endorser role for an exploration area is generally filled by Manager Exploration (or a nominated direct report).</p>
Endorser & Approver Teams	Those responsible for the development and maintenance of internal team/departmental processes for assessing LUCs.	<p>Approver Teams: nominated Fortescue employees from Mine Planning, Mining Operations and Exploration teams.</p> <p>Approver Teams: nominated Fortescue employees from the Tenure, Government & CSR, Environment, Heritage, Pastoral Access and Water Management teams.</p>
Interested Parties	<p>Persons who inform the LMS Application Specialist that they have an interest in being informed/alerted about LUCs of certain types or in certain areas.</p> <p>Being included as an 'Interested Party' will trigger email notifications to you when certain LUC processes occur.</p>	Any Fortescue employee who self nominates
Land Use Advisor(s)	<p>Persons within the business who have authority to provide high level advice on the LUC process.</p> <p>LUAs are the only people who can provide advice that a LUC is not required for a particular activity, if there is uncertainty after reading this procedure (advice should be obtained in writing).</p> <p>LUAs are also the only people who can provide approval, in emergency or urgent situations, that an activity can proceed in non-compliance with the LUC Procedure (i.e. approval to commence works before a LUC has been processed in InfoScope).</p>	<ol style="list-style-type: none"> 1. Acting Manager Heritage (Aaron Rowley) 2. Senior Advisor Environment (Zena Harman) – delegated authority of Group Manager Environment 3. Senior Tenement Specialist Projects & Access (Nerida O'Brien) – delegated authority of Manager Acquisitions & Tenements 4. Senior Government & CSR Specialist (Nerolie Nikolic) – delegated authority of Manager Government & CSR
LMS Application Specialist		

Role	Responsibility	Accountable Person(s)
On-site Responsible Person	<p>The person responsible for oversight, facilitation or conduct of an eligible activity at a site-level.</p> <p>The Applicant and the On-site Responsible Person may be one and the same.</p>	Fortescue employees or contractors with appropriate level of authority to oversee activities.
Proxies	<p>To ensure sufficient people have capacity to draft, edit, review and manage a LUC and the associated activities, once a LUC is created by an Applicant, a number of roles can act as proxies:</p> <ul style="list-style-type: none"> • Secondary Contact(s) • On-site Responsible Person(s) • Responsible Team members. <p>Collectively, these people are responsible.</p>	Refer to details provided for Secondary Contact, On-site Responsible Person, and Responsible Team.
Responsible Team	<p>The team of people responsible for oversight, facilitation or conduct of a LUC activity.</p> <p>Teams are not extracted from SAP or Org Charts, but setup in InfoScope through discussion with the LMS Application Specialist.</p> <p>Nominating a Responsible Team may assist in searching for and managing LUCs for your work area.</p>	Groups of Fortescue employees nominated/setup as Teams in InfoScope.
Secondary Contact	A person who assists or works together with the LUC Applicant to ensure the LUC is obtained and provided to the correct personnel.	Fortescue employees with appropriate level of authority to oversee activities.

DEFINITIONS

Key definitions used in the Procedure are set out in Table 2.

Table 3: Definition of Terms

Term	Definition
Activity Area	Spatially defined area where Fortescue conducts activities, either at an exploration, development or operations level (i.e. Port, Solomon, Christmas Creek, Cloudbreak, North Star, Exploration ALL).
Application Date	Date on which a LUC is submitted for assessment.
Approval Date	Date on which all required endorsements & approvals have been received, and any LUC conditions have been accepted. This is also the date at which the LUC status becomes 'Active'.
BMS	Refer to Business Management System for full definition.
Business Management System	A web-based Fortescue IT system used for tracking and managing a number of processes, including: Incidents & Events; Environmental Approvals; Environmental Obligations; Field Leadership; etc. Prior to June 2017, GDPs were also managed in BMS. BMS is available via the Fortescue Hub App Centre (https://fmgl.sharepoint.com/apps/Pages/BMS.aspx)
ELP	
ELP ID	BMS unique identifier given to individual environmental approvals records.
Estimated Disturbance	The approximate area of land to be disturbed by the proposed works. When including multiple work categories under the one Ground Disturbing LUC, the approximate amount of disturbance for each category must be provided.
Estimated Topsoil Volume	The approximate amount of topsoil to be disturbed during the proposed works.
Exempt Activity	See Procedure section 2
Expiry Date	Date on which a LUC ceases to be valid and no longer covers any proposed works. If more time is required than the initial 12 months allocated, the LUC Expiry Date can be extended in twelve month increments by applying to Extend.
FM	Fortescue Maps
Fortescue	Fortescue Metals Group Limited, and all subsidiaries and employees.

Term	Definition
Fortescue Maps	<p>A web-based Fortescue IT system providing specialised GIS web-map services.</p> <p>FM is a self-service mapping package that will allow anyone with a current Fortescue account to access certain GIS data directly from the live GIS database.</p> <p>FM is also embedded into InfoScope and provides the web-map functionality for the LUC process. For all LUC processes users should log on to InfoScope first.</p> <p>Additional information, training materials and direct access to FM are available via the Fortescue Hub App Centre (https://fmgl.sharepoint.com/apps/maps).</p>
GDP	Ground Disturbance Permit
Ground Disturbance Permit	<p>A <u>now defunct</u> certificate or permit issued to confirm that proposed ground disturbing activities had been assessed against various potential constraints and obligations.</p> <p>In June 2017, GDP were replaced by LUCs.</p>
InfoScope	<p>A web-based Fortescue IT system used for tracking and handling a number of processes, including: Land Use Certification; Tenement acquisition & management; Tenement, Pastoral, Native Title & Heritage obligations; Aboriginal heritage surveys & approvals; VTEC training & case management</p> <p>InfoScope and all training materials are available via the Fortescue Hub App Centre (https://fmgl.sharepoint.com/apps/infoscope).</p>
Land Use Certificate	A certificate or permit issued to confirm that proposed land use activities have been assessed against various potential constraints and obligations.
LUC	Land Use Certificate
LUC Area	The spatially defined location that the proposed or approved activity will take place.
LUC Breach	<p>A breach has occurred if:</p> <ul style="list-style-type: none"> • A LUC condition or conditions have not been complied with; • The LUC activity took place outside of the active LUC period (i.e. before the LUC became active or after the LUC expired, including where no LUC Application has been made); • The activity took place outside the approved LUC Areas; or • The activity conducted was not in line with the defined scope.
LUC ID	Infoscope unique identifier given to individual Land Use Certificate permit.
LUC Short Name	A brief, anecdotal title or descriptor given to a LUC to provide a useful search or reference term.
LUC Type	The category of LUC applicable to a specific activity. See Procedure section 2
Non-exempt Activity	See Procedure section 2

Term	Definition
Proposed End Date	Date the proposed works are expected to be completed; note that this can be amended following approval if plans change or works are delayed.
Proposed Start Date	Date the proposed works are expected to commence; note that this can be amended following approval if plans change or works are delayed.
Sensitivity Checks	A series of assessments conducted in Fortescue Maps which check a LUC Area and Type against numerous GIS data sets and provide feedback on possible issues.
Topsoil Storage Location	A designated area used for the purpose of storing topsoil when it is disturbed. Topsoil Storage Locations are a type of Ground Disturbing LUC activity, but must stand alone (cannot be captured with other work categories under a broader LUC).

PROCEDURE

1. WHEN A LUC IS REQUIRED

An active LUC is required whenever a Fortescue Employee, or contractor engaged to work on Fortescue's behalf, will be:

- disturbing new ground;
- rehabilitating previously disturbed ground;
- redisturbing rehabilitated ground;
- changing the purpose/usage of land³;
- increasing the previously approved capacity of an area⁴;
- accessing an area to conduct a Non-exempt Activity; or
- conducting maintenance work that involves earth movement (including grading or digging).

Along with the above description of circumstances, carefully read section 2 of this Procedure, which further clarifies the type of LUC you should obtain for the activity you are undertaking.

Refer to Attachment 1 for a decision tree which assists in assessing when a LUC is required and, if so, what type of LUC.

2. LUC TYPE SELECTION

The most appropriate LUC type should be selected based on the activity you're doing, referring to the following definitions:

- **Ground Disturbing** – disturbance of previously undisturbed ground, redisturbance of rehabilitated ground or a change in purpose/usage of land;
- **Maintenance** – upkeep of existing infrastructure or disturbance that involves earth movement (without any increase in footprint or change in purpose);
- **Rehabilitation** – rehabilitation of previously disturbed ground;
- **Access** – conduct of only non-ground disturbing, 'Non-exempt Activity'; and
- **Retrospective** – ground disturbance conducted without prior authorisation (special case which applies to emergency situations only – e.g. fire breaks).

³ For example, an area previously cleared and used as a laydown being transitioned to be a fuel storage area.

⁴ For example, increased number of rooms/people at a camp, increased amount of fuel at storage location.

'Exempt Activities' are those using existing tracks and roads to access active mining, rail and port operations (e.g. offices, OPF, conveyors, rail, port.), or exploration camps, to conduct **only non-ground disturbing**, routine operational activities. This includes:

- Travelling to and from established operations and office facilities;
- Transport of materials (e.g. extracted ore, waste, tailings etc) via existing mine operations road network; and
- Routine maintenance of processing and non-processing infrastructure in operations areas.

'Non-exempt Activities' are those not covered by the previous definition, and include:

- Heritage, environmental and hydrological surveys, studies and monitoring;
- Non-ground disturbing/low impact geological investigations (e.g. gravity survey, rock-chipping/sampling, etc);
- Accessing areas that require travel off existing tracks/roads; and
- Maintenance of fixed infrastructure outside of operations area.

Refer to Attachment 1 for a decision tree which assists in assessing when a LUC is required

If, after reading Procedure sections 1 and 2 along with the Definitions section, and following the decision tree in Attachment 1, you require further clarification of:

- a) whether a LUC is required for the activity you will be involved in, or
- b) the most appropriate LUC type for your activity,

you should contact an LUA to discuss. Only Fortescue employees who are designated LUAs have the authority to provide confirmation that an activity can proceed without a LUC. Such approval to proceed should be obtained in writing (via email LUAs@fmgl.com.au) to ensure transparency and accountability.

and, if so, what type of LUC.

3. LUC TRAINING AND GENERAL SUPPORT

To ensure you understand when this procedure might apply; your role and responsibilities as an Applicant/Proxy, Endorser or Approver; and how to use the InfoScope and Fortescue Maps systems to implement the LUC process, it is advisable to complete the LUC training. Training can be booked by contacting the LMS Application Specialist.

A copy of this procedure, along with other support and training materials, such as *Quick Reference Guides* (QRGs) for each process, can be accessed on the Fortescue Hub, via:

- the Land Management page (<https://fmgl.sharepoint.com/development/Pages/LandManagement.aspx>); or
- the InfoScope Support page in the App Centre (<https://fmgl.sharepoint.com/apps/infoscope>).

A central mailbox is also monitored by the LMS Application Specialist to assist or redirect general support enquiries (LUCsupport@fmgl.com.au).

To be able to fulfil the role of Applicant/Proxy, Endorser or Approver in the LUC process you will also need to be granted the relevant security permissions in InfoScope. To request access and the associated permissions users should complete an *InfoScope User Access Form*, available on the InfoScope support page via the App Centre on the Fortescue Hub. Completed forms should be submitted to the IT Service Desk for processing. Disturbance

4. STANDARD LUC PROCESSES

The standard LUC process in Table 4 is to be followed for all eligible works that are not already covered by an active LUC.

Table 4: Standard LUC Process

Role	Steps (Tasks)	Refer Guideline
Applicant	1. Create and submit a LUC	Section 7
Endorser(s)	2. Assess and endorse the LUC (<i>Ground Disturbing LUCs only</i>)	Section 8
Approver(s)	3. Assess and approve the LUC (perhaps with conditions)	Section 9
Applicant and/or Proxies	4. Assess and accept conditions of the LUC	Section 10
Applicant and/or Proxies	5. Receive active LUC and proceed with approved activity in line with scope and conditions	Section 11
Applicant and/or Proxies	6. Assess and validate clearing classification of aerial data (<i>Ground Disturbing & Retrospective LUCs within flyover areas only</i>)	Section 12
Applicant and/or	7. Complete approved activity and close out LUC	Section 13

Proxies		
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Refer to Attachment 2 for a workflow map of the Standard LUC process.

5. OPTIONAL LUC PROCESSES

In addition to the standard LUC steps, there are a number of optional steps included in Table 5, which may occur depending on:

- the edits made to a LUC during the drafting and assessment stages;
- the outcome of assessments conducted by Endorsers and Approvers (before a LUC becomes active); or
- how your approved activities progress following the issue of an active LUC.

Table 5: Optional LUC Steps

Role	Steps (Tasks)	Refer Guideline
Applicant and/or Proxies	Edit or Amend the LUC	Section 14
Applicant and/or Proxies	Withdraw the LUC	Section 15
Applicant and/or Proxies	Cancel the LUC	Section 16
Applicant and/or Proxies	Extend the LUC	Section 17
New Applicant	Clone a LUC	Section 18
Endorser(s) or Approver(s)	Return the LUC to the Applicant for review or amendment	Section 19

6. LUC STATUS OVERVIEW

As a LUC progresses from initial drafting through to close-out, it will change status to clearly indicate the stage it has reached. Table 6 lists the various statuses a LUC can have and the associated definitions.

Table 6: LUC Statuses

Status	Definition
Draft	A LUC application has commenced, but is yet to be submitted OR a returned LUC application has been reverted to draft whilst amendments are made.
Pending	A LUC application has been submitted / resubmitted and is awaiting endorsement / approval.

Returned	An Endorser or Approver has returned a LUC to the Applicant, following assessment, requesting review or changes.
Conditional	A LUC application has been endorsed (if applicable) and approved and is waiting for the Applicant to review and accept any conditions.
Active	A LUC has been issued following endorsement (if applicable) and approval, and conditions have been accepted.
Withdrawn	A LUC has been retracted before becoming active (i.e. no longer required).
Expired	A LUC is no longer active (expiry date has passed), but close-out is not yet complete ⁵
Cancelled	A LUC was active, but after no work being conducted, was no longer required. IMPORTANT NOTE: If any work is conducted under a LUC, it must be closed-out, not cancelled.
Completed	LUC is no longer active and close-out has been completed.

7. SENSITIVITY CHECKS OVERVIEW

A key part of the improved LUC process is the capability to assess a proposed LUC Area against current GIS data. This is achieved in the embedded web-map Fortescue Maps, which is integrated with Fortescue GIS.

When a proposed LUC Area is assessed a comprehensive set of GIS data sets are checked and results are provided based on the potential sensitivity of the data. The level of sensitivity of data sets can vary depending on the potential for the intersecting data to constrain the LUC activity. For example:

- an Access LUC is likely to result in less warnings and lower warning levels than a Ground Disturbing LUC in the same area, because of the low impact nature of activities conducted under an Access LUC;
- intersection with a Heritage Place may present a higher level of warning compared to intersection with a Heritage Place Buffer; and
- intersection with an Environmental Restriction Zone may present a higher level of warning compared to intersection with an area of Introduced Flora.

A full list of sensitivity checks and their resulting warnings is maintained by the LMS Application Specialist, in consultation with the GIS team; however, the level of sensitivity of various data sets is based on advice from the relevant business unit.

The results provided through the sensitivity check process provide valuable information on potential constraints which may affect a LUC, enabling the Applicant, Endorser and Approvers to complete the LUC process accurately and efficiently.

⁵ A Retrospective LUC will proceed straight to the status 'Expired' once submitted, as the work conducted has already occurred.

The sensitivity checks run at three (3) stages during the standard LUC Process:

- When an Applicant defines the LUC Area during the drafting and submission process;
- When an Endorser - assessed the LUC Area; and
- When an Approver - assesses the LUC Area.

Most of the checks provide information to guide the application and assessment stages, and will not stop a LUC application from progressing. There are some results which will prevent a LUC from receiving approval by the relevant Approver group; however, these results will also not prevent a LUC application from being submitted.⁶ It may simply mean that further approvals or actions must be completed by the Approver group before the data can be updated and the LUC can proceed. This prevents human error from occurring in relation to certain high sensitivity matters.

8. LAND USE ADVISORS

A number of roles/people in the business have been delegated responsibility as Land Use Advisors (LUAs). The LUAs work as a team to ensure the LUC process aligns with business requirements and that clear and consistent advice is available to employees and contractors regarding the LUC process. The current LUAs are:

- Acting Manager Heritage (Aaron Rowley);
- Senior Advisor Environment (Zena Harman) – delegated authority of Group Manager Environment;
- Senior Tenement Specialist Projects & Access (Nerida O'Brien) – delegated authority of Manager Acquisitions & Tenements; and
- Senior Government & CSR Specialist (Nerolie Nikolic) – delegated authority of Manager Government & CSR.

The LUAs come from different business units, but are responsible for representing the full spectrum of business needs (i.e. not only representing their business unit). Collectively the LUAs have a soft reporting line to the LUC Business Process Owner, and work together with the LMS Application Specialist to ensure procedural requirements and software functionality align.

In addition to providing general advice on procedural matters (e.g. what type of LUC to apply for, what level of detail is required for certain works) there are two key business risks which are managed by the LUAs:

⁶ For example, a Ground Disturbing LUC that intersects with a Heritage Place can be submitted, but cannot be approved by a Heritage Approver until the conflict is resolved. This may require further survey, consultation or approval to be completed to enable Heritage Place GIS data to be updated, thereby removing the constraint and allowing approval to proceed.

- LUAs are the only people who can provide advice that a LUC is not required for a particular activity; and
- LUAs are the only people who can provide approval, in emergency or urgent situations, that an activity can proceed in non-compliance with the LUC Procedure (i.e. approval to commence works before a LUC has been approved in InfoScope).

In either of the above situations approval to proceed should be obtained in writing (via email) to ensure transparency and accountability.

9. CREATING AND SUBMITTING A LUC

9.1. LUC Drafting Overview

To create a new LUC a Fortescue employee must have the correct security permissions in InfoScope, as a potential LUC Applicant. Once a new LUC has been created, only the people nominated as the Applicant, Secondary Contact(s) or On-site Responsible Person(s) can edit that LUC.

The steps involved in creating a LUC are set out in Table 7.

Table 7: LUC Creation and Submission

Steps (Tasks)	Notes
1. Create a new draft LUC in InfoScope and enter the relevant details.	Type and level of detail to be entered will vary depending on the proposed activity and LUC type.
2. Spatially define the LUC Area in the web-map.	There are a number of options for doing this, e.g. using the map drawing tools or uploading spatial data.
3. Assess the results of the Sensitivity Checks and decide whether any amendments are required to the application.	Refer to Section 7 (<i>Sensitivity Checks Overview</i>) and 9.5 (<i>Reviewing Sensitivity Checks</i>) for more information.
4. Submit the LUC application for assessment.	Ground Disturbing LUCs require Endorsement and Approvals; other LUC types only require Approvals.

For detailed technical instructions on creating and submitting a LUC in the LMS, refer to the following QRGs:

- Enter Details for Ground Disturbing LUC/Retrospective LUC/Access, Rehabilitation or Maintenance LUC; and
- Define Work Area.

9.2. Roles & Responsibilities

The person who is responsible for overseeing or facilitating an eligible land use activity should apply for a LUC, and be the nominated LUC Applicant. At least one Secondary Contact should be nominated for a LUC application to ensure enquiries can be dealt with effectively. In most cases the Secondary Contact will be an Applicant's 'back-to-back' and/or a person in the same reporting line (a supervisor or a direct report).

In addition, if appropriate and/or different to the Applicant and Secondary Contact(s), On-site Responsible Person(s) can be nominated. The On-site Responsible Person(s) are those with the appropriate authority to oversee or facilitate the conduct and completion of the LUC activity, once the LUC becomes active.

Note that if an On-site Responsible Person is nominated, they will be allocated the task of reviewing and accepting the LUC conditions before a LUC is issued. They will also be allocated responsibility for aerial validation and close out tasks, though they can redirect such tasks back to the Applicant or Secondary Contact(s) if it is appropriate to do so.

LUC Applicants, Secondary Contact(s) and On-site Responsible Person(s) are jointly responsible for ensuring the LUC accurately reflects the proposed activities and the activities proceed in line with LUC conditions.

9.3. Defining a LUC Scope of Works


The information requested and the level of detail required for a LUC differs somewhat based on the LUC type. For example, an Applicant will only be asked to provide Estimated Disturbance figures for Ground Disturbing and Retrospective LUCs, as all other LUC types should not have associated disturbance.

The information requested during the drafting and application process is used to ensure Endorsers and Approvers have sufficient and appropriate information to complete their assessment, and to ensure Fortescue can meet statutory and contractual reporting obligations.

9.3.1. Work Categorisation

Applicants will be requested to select Work Categories and Sub-categories from pre-defined lists, to define the proposed scope at a high level. In some cases (Ground Disturbing and Retrospective LUCs) the categorisation aligns with that defined by the relevant government department; hence, it is important to ensure you use the categorisation that matches the government definition for the activity.

If an Applicant cannot find a category/sub-category that is appropriate to the proposed scope of works, they should contact the LMS Application Specialist, via an IT Service Desk Request, to discuss. The LMS Application Specialist will facilitate a discussion with the Business Process Owner and LUAs, and additional categorisation will be incorporated if required.

A list of Work Categories & Sub-Categories, along with their definitions, can be viewed by clicking on the 'info tool' button  adjacent to the Work Category field on any LUC record in InfoScope.

9.3.2. Topsoil Management

Ground Disturbing and Retrospective LUC applications will be required to provide details relating to the management of topsoil, including an Estimated Topsoil Volume to be moved and proposed Topsoil Storage Location(s).

Topsoil Storage Locations must also be covered by active LUCs specific to that Work Category (purpose). Applicants can search for active Topsoil Storage Locations in a number of ways to assist in confirming the most appropriate and efficient option(s). Refer to the Topsoil Storage QRG for technical details of the options for finding locations.

LUC Applicants will be asked to nominate one or more LUC IDs (which correspond to active Topsoil Storage LUCs) as the proposed Topsoil Storage Location. If an Applicant is proposing to use a Topsoil Storage Location which is not currently covered by an active LUC, that Topsoil Storage LUC must be created and approved before the other LUC application can be submitted.

An exception to the above-mentioned situation applies when you are intending to retain disturbed topsoil at the clearing location (i.e. pushed temporarily to the edge of the cleared area), rather than relocate it to a Topsoil Storage location. For details of how to reflect this in the LMS, refer to the Topsoil Storage QRG.

9.3.3. Supplementary Questions

LUC Applicants may also be asked some supplementary questions about the proposed scope of works (i.e. about infrastructure construction, underground services or travel methods) which enable correct and comprehensive workflow and reporting requirements to be achieved.

9.4. Defining a LUC Area

The LUC Area is the spatially defined location where the proposed activity will take place. A LUC Area may vary in size and specificity depending on a number of factors, including:

- the LUC type and proposed activity; and
- the degree of detail which is known about the proposed activity (scope of works) at the point of application.

It may be appropriate for a LUC Area to be larger than the exact area of the proposed activity, however Applicants should ensure they provide sufficient level of detail to enable assessment to be effectively conducted and a reasonable level of accountability to be achieved. Submitting a LUC Application over a large LUC Area, with limited details of proposed work, has a greater potential of being returned by an Endorser or Approver, who may require more information.

As a general guide, the greater potential a particular activity has for constraints and obligations, the more specific the Applicant will need to be to enable effective assessment.⁷

9.5. Reviewing Sensitivity Checks

Refer to Section 7 (*Sensitivity Checks Overview*) for general information about the purpose of Sensitivity Checks.

During the LUC drafting process, the Sensitivity Checks process will run in the FM web-map once a LUC Area has been defined. The results show potential constraints that spatially relate to the LUC Area and are provided to assist Applicants in forecasting whether:

- a LUC scope or Area may need to be amended;
- a LUC application may be delayed whilst further studies/surveys/approvals/permits /licences are obtained; and/or
- conditions may be applied by an Approver and, if so, what type.

After reviewing the results of the Sensitivity Checks, an Applicant may choose to make changes before submission, (e.g. amend the LUC Area to avoid a Priority Flora Area), or submit the LUC without changes and await assessment by the Endorser(s)/Approvers.

If an Endorser/Approver proposes that an amendment is required based on the results of the Sensitivity Checks, they may return the LUC application to the Applicant for review and potential amendment. Endorsers/Approvers do not have the capacity to make direct changes to the LUC details or LUC Area; this must be done by the Applicant.

10. ENDORSING A LUC

The endorsement process only applies to Ground Disturbing LUCs.

LUC endorsement allows the person(s) responsible for managing a particular site (Activity Area) to conduct a high-level assessment of whether the proposed activity is in line with their expectations.

The Endorsers for a LUC are selected based on the spatially intersecting Activity Areas; however, only certain Activity Areas in InfoScope are used to assign Endorsers. The Activity Areas which currently meet that criteria are:

- Christmas Creek Project;
- Cloudbreak Project;
- Exploration (ALL) Project;
- Hamersley Rail Infrastructure;

⁷ For example, a Ground Disturbing LUC Area will likely need to be more refined/specific than an Access LUC Area because of the greater potential constraints and obligations.

- Herb Elliott Port Infrastructure;
- Mainline Rail Infrastructure;
- North Star Project; and
- Solomon Project.

If a LUC Area intersects with multiple Activity Areas, multiple Endorsers will assess.

10.1. Endorsement Overview

An overview of the endorsement processes for a LUC and the related QRGs which provide the technical instructions, is set out in Table 8. Each endorsement team is responsible for developing and maintaining internal procedures or guidelines about how they assess LUCs against the legislative and procedural obligations for their area.⁸

Table 8: LUC Endorsement Process

Steps (Tasks)	Notes
1. Submitted Ground Disturbing LUC is ready for review.	
2. Endorser assesses the LUC details in InfoScope.	
3. Endorser continues assessment of the LUC in the web-map.	Conditional mark-ups can be added in the map.
4. Endorser can EITHER: <ul style="list-style-type: none"> ➤ Endorse the LUC; or ➤ Refer the LUC back to the Applicant for review/amendment. 	Endorsing a LUC means it will proceed to Approvers for assessment. Remedy mark-ups should be added in the map if referring back. Refer to Section 10.5 for more details on the process of returning a LUC.

For detailed technical instructions on completing the endorsement process in the LMS, refer to the following QRGs:

- Endorse LUC;
- View Sensitivity Checks;
- Add Conditional Markup; and
- Add Remedy Markup (Return LUC).

10.2. Endorsement Timeframes

⁸ For example, some operations areas elect to use a spatial check against the “MODE” (approved clearing boundary) to guide the management of ground clearing limits.

Endorsers are allocated three (3) business days to complete a LUC endorsement assessment (i.e. review and endorse, or review and return to the Applicant). If an endorsement assessment is not completed within the allocated time, the task will display as overdue and the task escalation process will be initiated.

10.3. Reviewing Sensitivity Checks

Refer to Section 7 (*Sensitivity Checks Overview*) for general information about the purpose of Sensitivity Checks.

During the LUC endorsement process, the Sensitivity Checks process will run in the web-map, providing results of any potential constraints that spatially relate to the LUC Area. The results are provided to assist Endorsers in assessing whether:

- a proposed LUC activity should proceed; or
- a LUC scope or Area needs to be amended.

The level of warning and the data sets that are checked during the Sensitivity Checks are managed by GIS, as directed by each Approvals Team.

If an Endorser believes there is an issue with the Sensitivity Checks, or wishes to add additional checks to assist in the completion of their assessment, this should be discussed with the LMS Application Specialist.

If an Endorser recommends, after review of the Sensitivity Checks, that the LUC Area should be amended, this can be done through annotations on the web-map (remedy mark-ups). Endorsers do not have the capacity to directly make changes to the LUC details or LUC Area; this must be done by the Applicant.

10.4. Conditional & Remedy Mark-ups

When an Endorser is assessing a LUC in the web-map, there are two (2) types of annotations which can be made for the reference of the Applicant or Proxies:

- Conditional Mark-ups; and
- Remedy Mark-ups.

Adding a Conditional Mark-up to the web-map means that the LUC is going to receive endorsement, but there is a condition to be applied to the endorsement. If an Endorser creates a Conditional Mark-up it will appear on the LUC once it is issued, as a reference for the Applicant or Proxies.

Adding a Remedy Mark-up to the web-map means that an amendment is proposed to the LUC before it can be endorsed. For example, the LUC Area may need to be shifted to another location based on a competing priority in the mine plan. This can be annotated on the web-map by the Endorser before the LUC is returned to the Applicant for review.

10.5. Returning a LUC

If an Endorser refers a LUC back to the Applicant for amendments to be made, they should provide context and clarification of this decision by adding a Remedy Mark-up to the map.

Referring a LUC back changes the LUC status to 'Returned'.

If there are multiple Endorsers for a LUC and one Endorser refers the LUC back to the Applicant, all other Endorser workflows will stop to avoid unnecessary work being conducted.

11. APPROVING A LUC

The Approvers required to assess a LUC may differ based on the LUC type and location. The full list of potential Approvers, which correspond to Fortescue business units who will assess a LUC against known obligations and constraints, are:

- Tenure;
- State Agreement;
- Environment;
- Heritage;
- Pastoral Access; and
- Water Infrastructure.

11.1. Approval Overview

An overview of the approval processes for a LUC, and the related QRGs which provide the technical instructions, is set out in Table 9. Each approval group or team is responsible for developing and maintaining internal departmental procedures or guidelines about how they assess LUCs against the legislative, contractual and procedural obligations for their approval area. This is important for ensuring consistency.

Table 9: LUC Approval Process

Steps (Tasks)	Notes
1. Submitted LUC is ready for review.	For Ground Disturbing LUCs, Endorsement must have already been received.
2. Approver assesses the LUC details in InfoScope.	
3. Approver continues assessment of the LUC in the web-map.	Conditional mark-ups can be added in the map.
Refer to Section 11.7 (Tenure Approval) and Section 11.9 (Environment Approval) for details of an additional step specific to those business units.	

<p>4. Approver can EITHER:</p> <ul style="list-style-type: none"> ➤ Approve the LUC with no conditions; or ➤ Approve the LUC with conditions; or ➤ Refer the LUC back to the Applicant for review/amendment. 	<p>Remedy mark-ups should be added in the map if referring back.</p> <p>Refer to Section 11.5 for more details on the process of returning a LUC.</p>
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For detailed technical instructions on completing the approval process in the LMS, refer to the following QRGs:

- Approve LUC – Assess in Map;
- View Sensitivity Checks;
- Approve LUC – Set Conditions;
- Add Conditional Markup; and
- Add Remedy Markup (Return LUC).

11.2. Approval Timeframes

Approvers are allocated three (3) business days to complete a LUC approval assessment (i.e. review and approve, or review and return to the Applicant). If an approval assessment is not completed within the allocated time, the task will display as overdue and the task escalation process will be initiated.

11.3. Reviewing Sensitivity Checks

Refer to Section 7 (*Sensitivity Checks Overview*) for general information about the purpose of Sensitivity Checks.

During the LUC approval process, the Sensitivity Checks process will run in the web-map, providing results of any potential constraints that spatially relate to the LUC Area. The results are provided to assist Approvers in assessing whether:

- a LUC scope or Area needs to be amended;
- a LUC requires a further study/survey/approval/permit/licence to be obtained before the activity can proceed;
- certain conditions need to be applied to a LUC as part of the LUC approval process; and/or
- an error or omission in the GIS or obligations data needs to be corrected⁹.

⁹ If a particular sensitivity warning appears due to an error or omission in the GIS or other data (BMS or InfoScope obligations), Approvers are responsible for correcting this issue, not simply disregarding the

The level of warning and the data sets that are checked during the Sensitivity Checks are managed by GIS, as directed by each Approvals Team. If an Approver and Approvals Team believes the Sensitivity Checks for their business unit need to be adjusted, this should be discussed with the LMS Application Specialist.

If an Approver recommends that the results of Sensitivity Checks be used to amend the LUC Area (e.g. an intersecting Heritage Place needs to be cut out of the LUC Area), this can be done through annotations on the web-map (Remedy Mark-ups). Approvers do not have the capacity to make changes to the LUC details or LUC Area; this must be done by the Applicant.

11.4. Conditional & Remedy Mark-ups

When an Approver is assessing a LUC in the web-map, there are two (2) types of annotations which can be made for the reference of the Applicant/Secondary Contact(s)/On-site Responsible Person(s):

- Conditional Mark-ups; and
- Remedy Mark-ups.

Adding a Conditional Mark-up to the web-map means that the LUC is going to receive approval, but there are conditions which require further explanation in a spatial context. For example, if no amendments are required to the LUC, but the Heritage Approval will include a condition regarding the installation of protective bunting in a nominated location before clearing commences, the proposed location of the bunting can be drawn as an annotation on the web-map as a Conditional Mark-up.

If an Approver creates a Conditional Mark-up it will appear on the LUC once it is issued, as a reference for the the Applicant/Secondary Contact(s)/On-site Responsible Person(s).

Adding a Remedy Mark-up to the web-map means that an amendment is proposed to the LUC before it can be approved. For example, a section of the LUC Area may need to be excised because it intersects with an area of protected flora. This can be annotated on the web-map by the Environment Approver before the LUC is returned to the Applicant for review.

11.5. Returning a LUC

If an Approver refers a LUC back to the Applicant for suggested amendments to be considered, the Approver should provide context and clarification of this decision by adding a Remedy Mark-up to the map.

Referring a LUC back to the Applicant changes the LUC status to 'Returned'.

If one Approver refers the LUC back to the Applicant, all other Approver workflows will stop to avoid unnecessary work being conducted.

warning. If an Approver is not the custodian/person responsible for the relevant data set, they should communicate with the relevant custodian to alert them to the issue.

11.6. Approval Conditions

When reviewing a LUC, Approvers may deem it appropriate to propose conditions when providing approval, to ensure the activities are conducted in accordance with particular obligations.

There are three (3) potential ways of assigning conditions to a LUC during the approval process¹⁰:

1. Selecting the commonly used conditions for your Approval area;
2. Manually drafting an ad-hoc condition; or
3. Selecting the obligations which have been imported from corresponding Tenement Obligations or Environmental Obligations.

It is critical that Approvers ensure only relevant conditions are selected or applied to a LUC, to avoid creating an unmanageable or seemingly redundant task for LUC holders.

11.7. Tenure Approval

Assessment by a Tenure Approver is always required. In addition to the standard approval process, Tenure Approvers are also responsible for selecting which tenement(s) relate to a LUC application. For example, if there are overlapping tenements (e.g. an Exploration licence and a Miscellaneous licence) the tenement which is relevant to the proposed LUC activity should be selected.

This process is important for future compliance reporting and ensures only the Tenement Obligations which potentially relate to the LUC are pulled across for possible selection as LUC Approval Conditions.

11.8. State Agreement Approval

Assessment by a State Agreement Approver is only required when a LUC Area spatially intersects with the State Agreement data set managed in GIS.

11.9. Environment Approval

Assessment by an Environment Approver is always required. To enable a more automated process for assessing potential applicable Environmental Approvals and associated obligations, the LMS is integrated with sections of BMS and GIS. Environmental Approvals are read from BMS, referencing the associated ELP ID, and cross referenced against spatial data held by GIS. The integrity and accuracy of the source data should be managed by the Environment team to ensure that the full value can be gained from the integration between the systems.

¹⁰ Options 1 and 2 are always available, whereas option 3 may only be available if there are centrally managed obligations in BMS or InfoScope which relate to the LUC Area.

In addition to the standard approval process, Environment Approvers are also responsible for selecting which Environmental Approval(s) relate to a LUC application. For example, if there are multiple intersecting approvals (e.g. a Program of Works Approval, an EP Act Part IV Approval and an EPBC Act approval) only the approvals which are relevant to the proposed LUC activity should be selected.

This process is important for future compliance reporting and ensures only the Environmental Obligations for the selected approval are available for selection as LUC Approval Conditions.

11.10. Heritage Approval

Assessment by a Heritage Approver is always required; however, the individual/team allocated the approver task vary based on the native title area the LUC Area intersects with.

11.11. Pastoral Access Approval

Assessment by a Pastoral Access Approver is always required.

11.12. Water Infrastructure Approval

Assessment by a Water Infrastructure Approver is always required.

12. REVIEWING, AMENDING AND ACCEPTING CONDITIONS

Following Endorsement(s) (if applicable) and Approvals have been received for a LUC, the status is set to 'Conditional' and the Applicant and Proxies are notified. The LUC will not become 'Active' until any assigned Approval Conditions have been reviewed and accepted.

If an On-site Responsible Person is nominated on a LUC application, they are responsible for reviewing and accepting the Approval Conditions. If no On-site Responsible Person is nominated this is the Applicant's or Secondary Contact's responsibility.

Applicants/Proxies should be sure to complete a thorough review of Approval Conditions before accepting, as they are accountable for complying. If a condition is unclear, seems unnecessary or contradicts/conflicts with another condition, this should be queried.

Any concerns with Approval Conditions should be discussed with the relevant Approver during the review period. If agreed, amendments to conditions can be made by Approvers using the 'Amend Conditions' function on the LUC Approval. This can only be done whilst the LUC status is 'Conditional'. Once the conditions have been accepted and the LUC is active, no further changes can be made.

A LUC maintains the status of 'Conditional' for 30 days, after which it will expire; hence, Applicant/Proxies should ensure they review and accept the conditions in this period.

The process for assessing and accepting LUC Conditions is set out in Table 10.

Table 10: Assessing and Accepting LUC Conditions

Steps (Tasks)	Notes
1. Applicant/Secondary Contact/On-site Responsible Person receives notification that LUC is Endorsed and Approved and is ready for review.	LUC status is set to 'Conditional'
2. Applicant/Secondary Contact/On-site Responsible Person reviews the LUC Approval Conditions and accepts.	30 days to complete review and accept.
3. The LUC become 'Active' and is issued, along with associated data package.	

For detailed technical instructions on reviewing, amending and accepting LUC conditions in the LMS, refer to the following QRGs:

- Apply for a LUC – Accept Conditions; and
- Approve LUC – Amend Approval.

13. LUC ACTIVATION & CERTIFICATE

Once a LUC becomes 'Active' it will be issued for use and the following actions occur:

- the Expiry Date is set for twelve (12) months from the Approval Date (the date it became 'Active');¹¹
- the LUC itself (the certificate) is generated in PDF format and attached as a Document in InfoScope;
- a zip file containing maps and spatial data (.shp, .dxf and .kml) is generated and attached as a Document in InfoScope; and
- an email is generated notifying the Applicant, Secondary Contact(s), On-site Responsible Person(s) and any Interested Parties that the LUC has been issued.

The initial period of certificate activity (12 months) is automatically assigned for all LUC types except Retrospective LUCs. It is possible for the LUC Expiry Date to be later or earlier than the Proposed End Date of the activity, meaning you may either be able to:

- Close out the LUC earlier than the Expiry Date, once the scope is complete; or
- Apply to Extend the LUC before the Expiry Date passes, so the approved scope can continue.

Refer to Section 15 (*LUC Close Out*) for details of how to proceed with closing a LUC once the scope is complete.

Refer to Section 19 (*Extending a LUC*) for details of how to proceed if you require more than twelve (12) months to complete the activities.

¹¹ For all LUC types except Retrospective.

For detailed technical instructions on the LUC Activation process in the LMS, refer to the following QRGs:

- Apply for a LUC – Accept Conditions; and
- View Certificates and Attachments.

13.1. The Certificate

The LUC itself (the Certificate) contains all the information critical to the assessment outcome and should be reviewed closely by the Applicant/Proxy. It will include the following crucial details:

- LUC ID and Short Name;
- key dates (Approval Date, Expiry Date, Proposed Start Date, Proposed End Date);
- key contacts, roles and details;
- summary of scope of works;
- standard conditions;
- LUC Area overview map;
- Endorsement details;
- Approval details, including any Approval Conditions; and
- If Conditional Mark-ups have been used by an Endorser/Approver, a map showing those annotations will be displayed.

If an Applicant or Proxy is unclear about any of the details or conditions displayed on the Certificate, they should contact the relevant Endorser/Approver that corresponds to that section. If in doubt about who to contact, please discuss with an LUA.

14. AERIAL VALIDATION

The aerial validation process only applies to Ground Disturbing and Retrospective LUCs within areas for which Fortescue obtains aerial flyover data.

Following the receipt of aerial flyover data in key operations areas (i.e. Port, Rail, Cloudbreak, Christmas Creek, Solomon, North Star) the GIS team complete a digitisation process to capture all new disturbance and attribute to the relevant Mining Rehabilitation Fund (MRF) category. The digitised data is then compared with LUC Areas and activities, and LUC Applicants or On-site Responsible Persons will be required to validate portions of data which may relate to their LUC.

During the Aerial Validation process the Applicant or Proxies will also be provided with an opportunity to update the remaining estimated disturbance proposed to occur under their LUC.

This process ensures Fortescue can more accurately track progress and report against certain obligations associated with ground disturbance.

For detailed technical instructions on completing the aerial validation process in the LMS, refer to the Conduct Aerial Validation QRG.

15. LUC CLOSE-OUT

A LUC should be closed-out by the Applicant or Proxies once the approved activities have been completed and/or no further activity is proposed under that LUC. The process for LUC Close-out is set out in Table 11.

Table 11: LUC Close-out Process

Steps (Tasks)	Notes
1. Confirm the actual start and end dates for the activities conducted	
2. Confirm whether LUC approval conditions were complied with	
3. If there was a LUC Breach provide a BMS incident number	See "LUC Breach" in the Definitions section for more details.
4. If required (only applied to certain LUCs) confirm / upload 'as built' data	

For detailed technical instructions on completing the close-out process in the LMS, refer to the Close LUC QRG.

16. AMENDING A LUC

Once initiated, an individual LUC can only be amended in InfoScope by the Applicant or Proxies; this ensures transparency and accountability.

16.1. Amendments During Drafting

Most details of a LUC can still be amended up to the point of becoming Active, at three (3) key stages of drafting:

- During initial drafting stages, before submission (i.e. draft LUCs can be saved at key points and Applicants can complete an application over numerous sittings);
- After being submitted, an Applicant or Proxy realises an error has been made or a change is required and chooses to amend;¹² or
- After being submitted, an Endorser/Approver refers a LUC back to the Applicant for review and the Applicant elects to make a change.

16.2. Amendments Post Activation

¹² Amending a LUC application after it is submitted will stop any endorsement/approval workflows which have triggered. Endorser/Approver workflows will trigger again once the amended LUC is resubmitted.

After a LUC has been approved and becomes Active, edits can still be made to the following fields:

- Applicant;
- Secondary Contact(s);
- On-site Responsible Person(s);
- Responsible Team;
- Proposed Start Date and End Date; and
- LUC Short Name.

Note that InfoScope maintains a record of all previous field entries and the user responsible for making edits, so historical information is available if required for reporting and compliance purposes.

For detailed technical instructions on amending a LUC in the LMS, refer to the Edit Active LUC QRG.

17. WITHDRAWING A LUC

A LUC application can be withdrawn by the Applicant or Proxies at any time during the drafting and assessment process. An Applicant/Proxy might withdraw a LUC application because plans have changed and the proposed works are no longer proceeding, or alternate plans enable multiple scopes (previously proposed under multiple LUCs) to be managed under one LUC (i.e. scopes can be combined and a LUC becomes defunct).

Once a LUC becomes Active and is issued for use, it can no longer be withdrawn and any changes to plans should be managed either by:

- Cancelling a LUC if no work has commenced (refer to Procedure section 18); or
- Closing out the LUC (refer to Procedure section 15) and applying for an alternate LUC.

For detailed technical instructions on withdrawing a LUC in the LMS, refer to the Withdraw LUC QRG.

18. CANCELLING A LUC

A LUC can be cancelled by an Applicant/Proxy at any time while it is still Active, but only if no work has been conducted under that LUC.

If any work has been conducted under a LUC it cannot be cancelled and must be closed-out to confirm the outcome of the work conducted (even if only a portion of the scope was complete). This is important for compliance and reporting reasons.

For detailed technical instructions on cancelling a LUC in the LMS, refer to the Cancel LUC QRG.

19. EXTENDING A LUC

When a LUC is issued it becomes Active for an initial period of twelve (12) months (refer to Section 11 for details). If the LUC is required for more than twelve (12) months (i.e. the scope of works will take longer), it can be extended. Each time a LUC is extended, it becomes active for a further twelve (12) month period. A LUC can be extended for an indefinite number of twelve (12) month intervals; however, assessment by Approvers is conducted each time. LUC extensions do not require assessment by Endorsers.

There may be circumstances when it is not possible to approve an extension request.¹³ If this occurs an Approver will provide details and discuss options for an alternate LUC with the Applicant/Proxy.

If a LUC is to be extended, this must be completed prior to the Expiry Date. To help Applicants/Proxies not to overlook the opportunity to extend, a reminder will be distributed 30 days before the Expiry Date.

For detailed technical instructions on extending a LUC in the LMS, refer to the following QRGs:

- Apply for Extension; and
- Approve Extension.

20. CLONING A LUC

A LUC can be copied or 'cloned' in InfoScope to assist with streamlining the drafting process (i.e. to save having to re-enter the same details again if a new LUC application is similar to another already in the system). When a LUC is cloned, the following information is maintained in the cloned version:

- LUC Type;
- Secondary Contact(s), On-Site Responsible Person(s), Responsible Team;
- Proposed Start Date & End Date;
- LUC Short Name;
- Work categorisation details and Detailed Scope of Works text;
- Topsoil management information;
- Answers to supplementary questions; and

¹³ This could be for many reasons, including: changes to legislation/regulations/standards; approval conditions or obligations have changed; alternate or new approvals must be obtained; a previously unknown constraint has arisen.

- spatially defined LUC Area.

Using the clone functionality may be useful when:

- creating a LUC which is similar to another one you've created previously;
- creating a new LUC type over the same LUC Area as another LUC;¹⁴ or
- where a newly disturbed area is to be added to an existing maintenance LUC, so that one LUC can continue to be used to cover that activity (e.g. a site road maintenance network);¹⁵.

For detailed technical instructions on cloning a LUC in the LMS, refer to the Clone LUC QRG.

21. RETURNING A LUC

During an assessment by an Endorser or Approver it is possible for them to refer the LUC back to the Applicant for suggested amendments to be considered. Endorsers/Approvers should provide context and clarification of their decision by adding a Remedy Mark-up to the map, which can then be reviewed by the Applicant before any changes are made.

Referring a LUC back to an Applicant changes the LUC status to 'Returned'.

In addition, referring a LUC back stops any open Endorser/Approver workflows and avoids unnecessary work being conducted. After the Applicant has reviewed, potentially amended the LUC, and resubmitted the application, new workflows will be triggered.

For detailed technical instructions on returning a LUC in the LMS, refer to the Add Remedy Markup (Return LUC) QRG.

MONITORING AND REVIEW

This Procedure will be reviewed according to the schedule set out in Table 12.

Table 12: Programmes and Schedules

Monitor (Audit) and Review	Frequency	Responsibility
Procedure Review	Annually (or as required following system changes)	LUAs & LMS Application Specialist

DOCUMENTATION AND RECORDS MANAGEMENT

¹⁴ For example, an Applicant could clone a Ground Disturbing LUC which was approved for a drilling program, then adjust the type to Rehabilitation to cover the rehab work over that same LUC Area.

¹⁵ The Applicant could clone the existing LUC, add the newly disturbed area to the overall LUC Area, get approvals, then close-out the previous version which has now been superseded.

This Procedure and all supporting documents shall be maintained as controlled documents in Fortescue's Document Management System and in accordance with Fortescue Document Control Procedure.

Subject Matter Expert is responsible to ensure all records as described above are forwarded to Fortescue Document Control Department for retention and archiving in accordance with the Fortescue Records Retention Manual.

RELATED PUBLICATIONS

The following documents should be read in conjunction with this procedure:

Table 13: Policy, Flowchart, Work Instructions, Forms (Templates)

Document Number	Title of Document
N/A	Quick Reference Guides (QRGs) available on the InfoScope support page, via the App Centre on Fortescue Hub

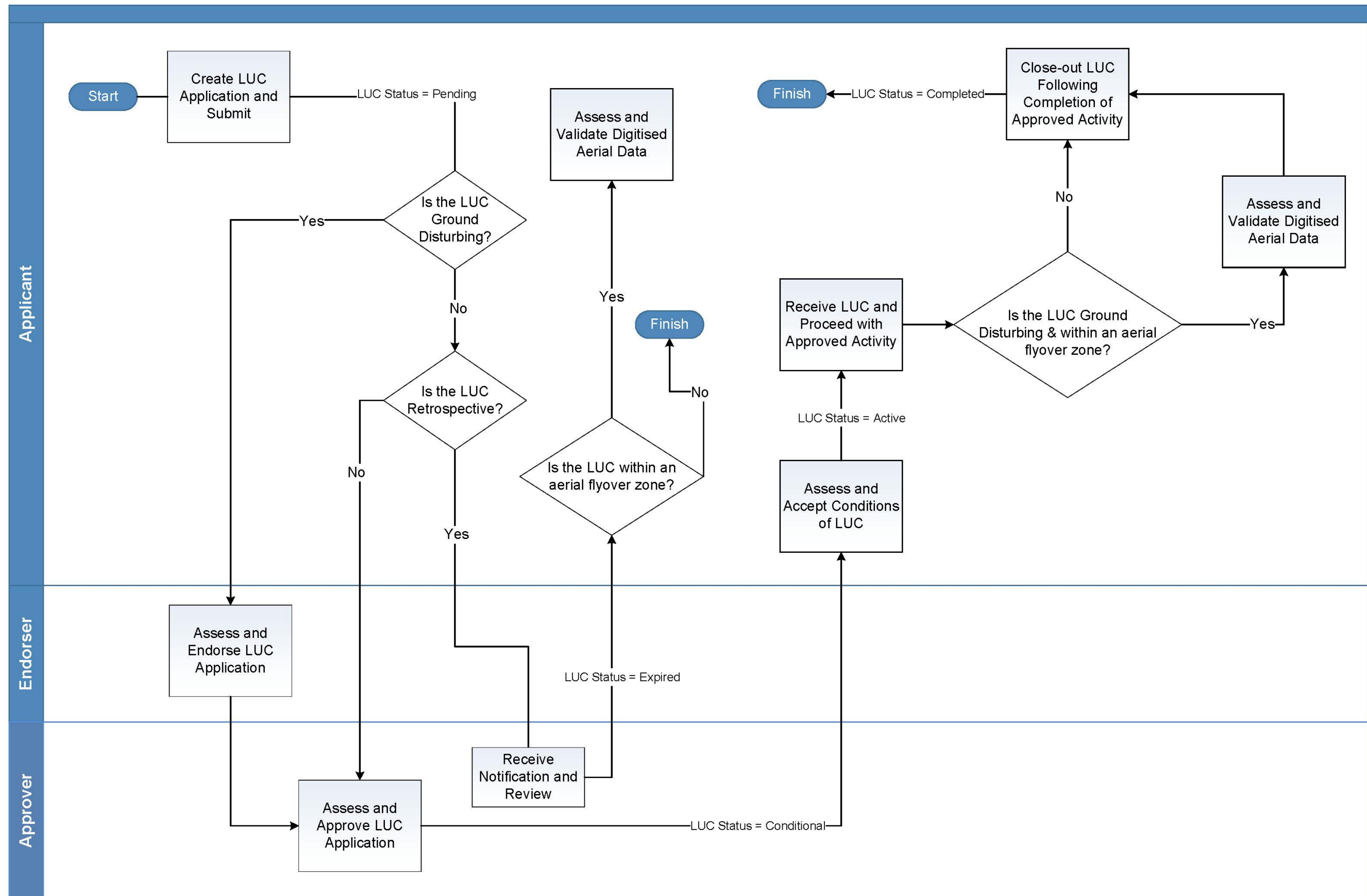
Attachment 1: Decision Table – When is a LUC required?



ACTIVITY	LUC TYPE REQUIRED	NOTES
Exempt Activities	None Required	See Section 2 LUC Type Selection for definition
Environmental Monitoring & Heritage Compliance Activities	Access LUC	
Surveys, Mapping, Gridding & Ground-Truthing Activities	Access LUC	
Rehabilitation	Rehabilitation LUC	
Ground disturbance that occurred in the past due to an emergency	Retrospective LUC	BMS Incident No. is required E.g. clearing for emergency firebreak
Disturbance of previously undisturbed ground	Ground Disturbing LUC	
Changes to the use/purpose of the land	Ground Disturbing LUC	Top soil storage locations need their own LUC i.e. cannot be combined with other Activities
Disturbance of rehabilitated areas	Ground Disturbing LUC	
Conducting maintenance work that involves earth movement but does not increase the disturbance footprint	Maintenance LUC	For example - maintenance of a firebreak around camp - maintenance of existing roads

Attachment 2: Standard LUC Process Flowchart





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