December 2022

Notification of other matters (including reportable events)

# *Work Health and Safety (Mines and Petroleum Sites) legislation*

This form is not required for opal mines.

For mines or petroleum sites where the only activity being undertaken is exploration, you may complete and submit the **Notification of other matters (including reportable events) for exploration only** form.

About this form

Section 125 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 sets out requirements on the operator of the mine or petroleum site to notify the Resources Regulator of certain events referred to as ‘reportable events’.

In respect of a mine, these are:

* commencement of mining operations at the mine
* any significant interruption to, or suspension of, mining activities at the mine (including care and maintenance). **Note**: Notification is not required in relation to a significant interruption to, or suspension of, mining activities at the mine if the mine operator has already notified the Regulator of the interruption or suspension in relation to an incident referred to in section 124 or a notifiable incident.
* recommencement of normal mining operations at the mine following any significant interruption or suspension of mining operations
* commencement of intermittent mining operations at the mine
* the connection of an electricity supply to the mine (but not if a person is nominated to exercise the statutory functions of electrical engineering manager or electrical engineer at the mine)
* closure of the mine.

In respect of a petroleum site, these are:

* commencement of petroleum operations at the petroleum site
* the connection of an electricity supply to the petroleum site.

The operator of a mine must also give notice of any proposed material change to the identification details of people nominated to exercise statutory functions at the mine and the competency of those people to exercise those functions.

There are additional reporting obligations on the mine operator of a coal mine, however these additional requirements do not apply to a coal mine at which no mining activity takes place other than exploring for minerals. For coal mines where the only activity being undertaken is exploration, you may complete and submit the **Notification of other matters (including reportable events) for Exploration only** form.

The operator of a **coal mine** must also give notice of any proposed material change to any information provided in relation to commencement of operations including:

* changes to the positions or contact details of people within the management structure that have responsibility for the management of work health and safety at the mine
* the principal hazards at the mine
* the outline of the contents of the safety management system for the mine
* the outline of each principal hazard management plan and principal control plan.

Penalties apply if the operator of a mine or petroleum site does not comply with section 125 of the Regulation.

When to notify

The operator of the mine or petroleum site must notify the Regulator of these events **before** the event occurs except:

* if the operator of the mine or petroleum site did not intend for the event to occur and could not have foreseen the event occurring, in this case notice must be given **as soon as practicable** after the event occurs
* in respect of the recommencement of normal mining operations at the mine following significant interruption to, or suspension of, mining activities, in which case notice must be given **as soon as is reasonably practicable** after the mine operator becomes aware that the mining operations are to recommence
* in relation to a coal mine providing updated details, in which case notice must be given **as soon as is reasonably practicable** after the mine operator becomes aware that the change is proposed to occur.

1. All mines and petroleum sites

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| --- | --- | --- | --- |
| **Details of operator and mine or petroleum site** | | | |
| Name of mine or petroleum site operator |  | | |
| ACN is a company |  | | |
| Name of mine or petroleum site |  | | |
| Site address |  | | |
| Postal address |  | | |
| Suburb |  | Postcode |  |

|  |  |
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| **What are you notifying?** | |
|  | Commencement of mining or petroleum operations (mark one of the following)  commencement of mining operations (a new mine) Date:  commencement of petroleum operations (a new petroleum site) Date:  commencement of mining operations intended to operate on an intermittent basis  Date:  For mines other than coal mines, complete sections 2, 3 and 5.  For coal mines, complete sections 2, 4 and 5.  For petroleum sites, complete sections 2 and 5. |
|  | Significant interruption to, or suspension of, mining activities  (Please describe the reasons for the interruption or suspension of mining activities as well as any operations that are continuing at the mine. Attach additional information if required.)  Complete section 5. |
|  | Recommencement of normal mining operations  Complete section 5. |
|  | Commencement of intermittent mining operations. That is, an existing mine that will now be operating on an intermittent basis. (Use the first box to notify the commencement of a new mine that will operate on an intermittent basis.)  Complete section 5. |
|  | Connection of an electricity supply to the mine. (Notification is not required if a person is nominated to exercise the statutory functions of electrical engineering manager or electrical engineer at the mine.)  Complete section 5. |
|  | Closure of the mine. When will the mine close?  Complete section 5. |
|  | Updated details for a coal mine  Complete sections 2 and 4 (where relevant), and section 5. |
|  | Connection of an electricity supply to the petroleum site  Complete section 5. |
|  | Proposed material change to any information provided under section 125(3)(g) regarding the identification details of the persons nominated to exercise key statutory functions at the mine and the competency of those persons to exercise those functions.  Mines other than coal mines are to complete section 3.  Coal mines are to complete section 4. |

1. Details of new mining or petroleum operations

This section of the form must be completed before the commencement of:

* mining or petroleum operations at a new mine or new petroleum site
* mining operations at a new mine intended to operate on an intermittent basis.

This section of the form must also be completed by coal mines when updating information previously supplied. If notifying the Regulator of any proposed material change to information previously supplied sections 2 and 4 must be completed, but any fields where the information has not changed may be left blank.

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| **Details of new mining or petroleum operations** | | | | | | |
| Proposed date of commencing mining or petroleum operations. |  | | | | | |
| Date of intended conclusion of mining or petroleum operations. |  | | | | | |
| For mines, indicate whether the mine involves underground extraction by ticking next to the option that best describes the proposed operations. | Surface extraction or surface operations only |  | Underground extraction |  | Both underground and surface extraction |  |
| GPS co-ordinates of the area covered by the mine or petroleum site. |  | | | | | |
| Provide details of the scope, character and location of the mining or petroleum operations at the mine or petroleum site. | Include a general description of the type of mine or petroleum, commodities to be mined, anticipated quantities to be extracted and methods of extraction:    Tick which applies:  Borrow pit  Dredging  Opal mining (all types)  Open cut  Petroleum pilot  Petroleum drilling  Processing  Underground | | | | | |
| What minerals or petroleum are sought, extracted or otherwise dealt with at the mine or petroleum site? | Coal  Other mineral or quarry product  Petroleum  If coal, complete section 4.  If other minerals or quarry product, complete section 3.  If petroleum, complete section 5. | | | | | |

1. Mines other than coal mines
   1. Notification of people exercising statutory functions or material changes to previous information

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| **What are you notifying?** | |
|  | Notification of people holding key statutory positions at commencement of mining operations |
|  | Notification of proposed material change to any information provided at commencement of mining operations under section 125(3)(g) regarding the identification details of the people nominated to exercise key statutory functions at the mine and the competency of those people to exercise those functions |

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| **Provide the details of the person holding the following key statutory position:** | | | |
| Mining engineering manager (underground only) OR  Quarry manager (surface only) | | | |
| First name |  | Last name |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | |
| Email address |  | | |
| Office telephone |  | Mobile |  |
| Practising certificate or production manager permit number |  | | |
| Date nomination commences |  | Date nomination ceases (if temporary change) |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | |

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| **Provide the details of the person holding the following key statutory position** | | | |
| Electrical engineer (only required if total connected power at the mine >1000 kW or if high voltage is used) | | | |
| First name |  | Last name |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | |
| Email address |  | | |
| Office telephone |  | Mobile |  |
| Practising certificate number |  | | |
| Date nomination commences |  | Date nomination ceases (if temporary change) |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | |

**Go to section 5.**

1. Coal mines
   1. Notification of commencement of mining operations or material changes to previous information.

**Note:** In addition to notifying the Regulator of the proposed commencement of mining operations, the mine operator of a coal mine must also notify the Regulator of any proposed material change to any information provided in the notification of commencement. This must occur as soon as reasonably practicable after the mine operator becomes aware that the change is proposed to occur. This form must be used to give such notification to the Regulator.

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| **What are you notifying? Select from the options and follow the instructions** | | |
|  | Notification of the commencement of mining operations (complete all fields in sections 2, 4 and 5). | |
|  | Updating information since previous notification of commencement. Select all that apply: | |
|  | Changes (including temporary changes) to the positions or contact details of people within the management structure that have responsibility for the management of work health and safety at the mine (complete any field in section 4.3–4.4 where the information requires updating, and section 5). |
|  | Changes to the principal hazards at the mine (complete any field in section 4.2 where the information requires updating and section 4). |
|  | Changes to the outline of the contents of the safety management system for the mine (complete section 5). |
|  | Changes to the outline of each principal hazard management plan and principal control plan (complete any field in section 4.2 where the information requires updating, and section 5). |

* 1. Additional details about the mining operations

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| --- | --- |
| **Anticipated principal hazards. Tick all that apply.** | |
|  | Ground or strata failure |
|  | Inundation or inrush of any substance |
|  | Mine shafts and winding systems |
|  | Roads or other vehicle operating areas |
|  | Air quality or dust or other airborne contaminants |
|  | Fire or explosion |
|  | Gas outbursts |
|  | Spontaneous combustion |
|  | Subsidence |
|  | Another principal hazard identified by the mine operator.  Describe: |

* 1. Details of people within the management structure who have responsibility for the management of work health and safety at the mine

|  |  |  |  |
| --- | --- | --- | --- |
| Mining engineering manager (for surface coal mines, only required if extraction occurs at the mine) | | | |
| First name |  | Last name |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | |
| Email address |  | | |
| Office telephone |  | Mobile |  |
| Practising certificate number |  | | |
| Date nomination commences |  | Date nomination ceases (if temporary change) |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | |

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| **Electrical engineering manager (underground) or electrical engineer (surface)** | | | |
| First name |  | Last name |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | |
| Email address |  | | |
| Office telephone |  | Mobile |  |
| Practising certificate number |  | | |
| Date nomination commences |  | Date nomination ceases (if temporary change) |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | |

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| **Mechanical engineering manager (underground) or mechanical engineer (surface)** | | | |
| First name |  | Last name |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | |
| Email address |  | | |
| Office telephone |  | Mobile |  |
| Practising certificate number |  | | |
| Date nomination commences |  | Date nomination ceases (if temporary change) |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | |

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| **Ventilation officer (underground only)** | | | |
| First name |  | Last name |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | |
| Email address |  | | |
| Office telephone |  | Mobile |  |
| Practising certificate number |  | | |
| Date nomination commences |  | Date nomination ceases (if temporary change) |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | |

* 1. Other positions within the management structure with responsibility for work health and safety at the mine

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| --- | --- | --- | --- | --- |
| Position: | | | | |
| First name |  | Last name | |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | | |
| Email address |  | | | |
| Office telephone |  | Mobile | |  |
| Postal address |  | | | |
| Suburb |  | | Postcode |  |
| Date nomination commences |  | Date nomination ceases (if temporary change) | |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position: | | | | |
| First name |  | Last name | |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other: | | | |
| Email address |  | | | |
| Office telephone |  | Mobile | |  |
| Postal address |  | | | |
| Suburb |  | | Postcode |  |
| Date nomination commences |  | Date nomination ceases (if temporary change) | |  |
| Is access required to the Regulator Portal?  (Notifying incidents, lodge HRAs etc) | Yes (If temporary complete dates above)  No | | | |

1. All mines and petroleum sites
   1. Attachments

List any attachments that form part of this notification (the 3 listed below must be attached by coal mines when notifying of the commencement of new mining operations, or when updating the information in those documents).

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| **Attachments** | |
|  | An outline of the contents of the safety management system for the mine. |
|  | An outline of each principal hazard management plan (including a list of any code, standard or guidelines referred to in any such plan).  List the plans attached: |
|  | An outline of each principal control plan (including a list of any code, standard or guidelines referred to in any such plan).  List the plans attached: |

* 1. Background information if recommencing mining operations

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| --- | --- |
| **Background** | |
|  | Are you recommencing following a significant interruption to mining activities?  Yes  No (If yes, describe the cause of the significant interruption): |
|  | Are you recommencing following a suspension of mining activities?  Yes  No (If yes, state the reason for suspension): |

* 1. Declaration

I declare that:

* I have authority from the mine operator/petroleum site operator to complete and submit this form on their behalf
* to the best of my knowledge, the information provided in this form, and any attachment to this form, is true and correct in every detail.

Note: Giving false or misleading information is a serious offence under section 268 of the *Work Health and Safety Act 2011*, and Part 5A of the *Crimes Act 1900*.

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| **Contact details** | | | | |
| Name |  | | | |
| Position/title |  | | | |
| Email address |  | | | |
| Telephone |  | Mobile |  | |
| Postal address |  | | | |
| Suburb |  | Postcode | |  |
| Signature |  | Date | |  |

Submitting the form

Email this form to [cau@regional.nsw.gov.au](mailto:cau@regional.nsw.gov.au) (or other email address as applicable)

Mail: Central Assessment Unit, NSW Resources Regulator, PO Box 344, HRMC, 2310.

Coal mines must provide a copy of this notification, including attachments, to an Industry Safety and Health Representative.

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