

# Notification of other matters (including reportable events)

February 2019

This form is not required for opal mines.

Notification is also not required for mining or petroleum operations that only involve exploration for minerals or petroleum by non-mechanical means - see later in this form for more information.

## About this form

Clause 129 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 (the Regulation) sets out requirements on the operator of the mine or petroleum site to notify the 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 clause 128 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. Reference in this document to 'coal mine' does not include such exploration mines. Coal mines at which only exploration for minerals takes place should still complete the sections for 'all mines or petroleum sites' (that is, sections 1, 2 and 5).

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 clause 129 of the Regulation.

## When to notify

The operator of the mine or petroleum site must notify the regulator of these events no later than one month **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.

## Mining operations or petroleum operations associated with exploration

Some exploration activities are considered to be non-mechanical exploration. It is not necessary to notify the regulator of non-mechanical exploration.

Non-mechanical exploration means exploring for minerals or petroleum (other than by mechanical means that disturb the ground) and includes the following:

- geological mapping

- sampling and coring using hand-held equipment
- geophysical surveying (but not seismic surveying) and borehole logging
- access by vehicle (but not if access requires the construction of an access way such as a track or road)
- shallow reconnaissance drilling involving no more than minimal site preparation
- minor excavations (but not costeaning or bulk sampling).

Exploration by mechanical means that disturb the ground must be notified at least one month prior to that commencement (i.e. as if it were a new mine or petroleum site). Exploring for minerals or petroleum by mechanical means that disturb the ground includes:

- drilling (other than the use of hand held augurs for sampling and coring or shallow reconnaissance drilling involving no more than minimal site preparation)
- seismic surveying
- costeaning or bulk sampling
- construction of access ways or roads.

## Changes to the drilling program

Operators may submit a single notification for a series of drilling activities. However, if there are changes to the planned drilling program such that the submitted notification is not accurate, a new notification must be submitted.



# 1. All mines and petroleum sites

## 1.1. Details of operator and mine or petroleum site

Name of mine or petroleum site operator	McLennan Earthmoving Pty Limited		
ACN if a company or ABN	055 186 797		
Name of mine or petroleum site	Duncans Quarry		
Site address	3281 Gwydir Highway Jackadgery NSW 2460		
Postal address	PO Box 7		
Suburb	South Grafton	Postcode	2460

## 1.2. What are you notifying?

<input type="checkbox"/>	<p>Commencement of mining or petroleum operations (mark one of the following)</p> <p><input type="checkbox"/> commencement of mining operations (a new mine) <b>Date:</b></p> <p><input type="checkbox"/> commencement of petroleum operations (a new petroleum site) <b>Date:</b></p> <p><input type="checkbox"/> commencement of mining operations, intended to operate on an intermittent basis <b>Date:</b></p> <p><input type="checkbox"/> commencement of mining operations other than non-mechanical exploration <b>Date:</b></p> <p>For mines other than coal mines, must complete sections 2, 3 and 5.                      For coal mines must complete sections 2, 4 and 5.                      For petroleum sites, complete section 2 and 5.</p>
<input type="checkbox"/>	<p>Significant interruption to, or suspension of, mining activities</p> <p><i>(please describe the reasons for the interruption or suspension of mining activities as well as any operations that are continuing at the mine such as care and maintenance. Attach additional information if required)</i></p> <p>Complete section 5.</p>
<input type="checkbox"/>	<p>Recommencement of normal mining operations</p> <p>Complete section 5.</p>
<input type="checkbox"/>	<p>Commencement of intermittent mining operations (that is, an existing mine that will now be operating on an intermittent basis) <i>(Use the first box to notify the commencement of a new mine that will operate on an intermittent basis)</i></p> <p>Complete section 5.</p>
<input type="checkbox"/>	<p>Connection of an electricity supply to the mine <i>(Notification is not required if a person is nominated to exercise the statutory functions of electrical engineering manager or electrical engineer at the mine)</i></p> <p>Complete section 5.</p>

<input type="checkbox"/>	Closure of the mine. When will the mine close? Complete section 5.
<input type="checkbox"/>	Updated details for a coal mine Complete sections 2 and 4 (where relevant), and section 5.
<input type="checkbox"/>	Connection of an electricity supply to the petroleum site Complete section 5.
<input checked="" type="checkbox"/>	Proposed material change to any information provided under clause 129(4)(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.

## 2. 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
- mining operations other than non-mechanical exploration (see below).

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.

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	<input type="checkbox"/>	Underground extraction	<input type="checkbox"/>	Both underground and surface extraction	<input type="checkbox"/>
GPS co-ordinates of the area covered by the mine or petroleum site.						
If the mining or petroleum operations include exploration involving drilling, list the proposed co-ordinates of the drill holes or proposed wells (attach additional information if required).						



Provide details of the scope, character and location of the mining or petroleum operations at the mine or petroleum site.	<i>(Include a general description of the type of mine or petroleum, anticipated quantities to be extracted and methods of extraction)</i>
What minerals or petroleum are sought, extracted or otherwise dealt with at the mine or petroleum site?	<input type="checkbox"/> Coal <input type="checkbox"/> Other mineral <input type="checkbox"/> Petroleum If coal, complete section 4. If other minerals, complete section 3. If petroleum, complete section 5.

### 3. Mines other than coal mines

#### 3.1. Notifying of persons exercising statutory functions or material changes to previous information

What are you notifying?	
Select from the options below and follow the instructions:	
<input type="checkbox"/>	Notification of persons holding key statutory positions at commencement of mining operations
<input checked="" type="checkbox"/>	Notification of proposed material change to any information provided at commencement of mining operations under clause 129(4)(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

Provide the details of the person holding the following key statutory positions:

<input type="checkbox"/> Mining engineering manager (underground only)		<input type="checkbox"/> Quarry manager (surface only)	
First name		Last name	
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Competency to exercise this function			
Email address			
Office telephone		Mobile	

<input checked="" type="checkbox"/> Electrical engineer (only required if total connected power at the mine >1000kW or if high voltage is used)			
First name	Chris	Last name	Harris
Salutation	<input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		

<input type="checkbox"/>	Ground or strata failure
<input type="checkbox"/>	Inundation or inrush of any substance
<input type="checkbox"/>	Mine shafts and winding systems
<input type="checkbox"/>	Roads or other vehicle operating areas
<input type="checkbox"/>	Air quality or dust or other airborne contaminants
<input type="checkbox"/>	Fire or explosion
<input type="checkbox"/>	Gas outbursts
<input type="checkbox"/>	Spontaneous combustion
<input type="checkbox"/>	Subsidence
<input type="checkbox"/>	Another principal hazard identified by the mine operator. Describe:

### 4.3. Details of people within the management structure that have responsibility for the management of work health and safety at the mine

Provide the details of the person holding the following key statutory positions:

Mining engineering manager (for surface coal mines only required if extraction occurs at the mine)

First name		Last name	
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Email address			
Competency to exercise this function			
Office telephone		Mobile	
Date nomination commences		Date nomination ceases if temporary change	

Electrical engineering manager (*underground*) or electrical engineer (*surface*)

First name		Last name	
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Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Email address			
Competency to exercise this function			
Office telephone		Mobile	
Date nomination commences		Date nomination ceases if temporary change	

Mechanical engineering manager (underground) or mechanical engineer (*surface*)

First name		Last name	
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Email address			
Competency to exercise this function			
Office telephone		Mobile	
Date nomination commences		Date nomination ceases if temporary change	

Ventilation officer (*underground only*)

First name		Last name	
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Email address			
Competency to exercise this function			
Office telephone		Mobile	
Date nomination commences		Date nomination ceases if temporary change	

## 4.4. Other positions within the management structure that have responsibility for the management of work health and safety at the mine



Include other statutory position holders not already listed in section 4.3 (attach additional information in there is insufficient space).

Name			
Position			
Email address			
Postal address			
Suburb		Postcode	
Telephone		Mobile	
Date nomination commences		Date nomination ceases if temporary change	

Name			
Position			
Email address			
Postal address			
Suburb		Postcode	
Telephone		Mobile	
Date nomination commences		Date nomination ceases if temporary change	



Competency to exercise this function	Registered on the National Engineering Register NER.		
Email address	c.harris@brs-electrical.com.au		
Office telephone	(07) 3258 1002	Mobile	0402 374 764

GO TO SECTION 5

## 4. Coal mines

### 4.1. Notifying 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.

What are you notifying?	
Select from the options below and follow the instructions:	
<input type="checkbox"/>	Notification of the commencement of mining operations ( <i>complete all fields in Sections 2, 4 and 5</i> ).
<input type="checkbox"/>	Updating information since previous notification of commencement. Select all that apply:
<input type="checkbox"/>	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 ( <i>complete any field in section 4.3-4.4 where the information requires updating, and section 5</i> ).
<input type="checkbox"/>	Changes to the principal hazards at the mine ( <i>complete any field in section 4.2 where the information requires updating and section 4</i> ).
<input type="checkbox"/>	Changes to the outline of the contents of the safety management system for the mine ( <i>complete section 5</i> ).
<input type="checkbox"/>	Changes to the outline of each principal hazard management plan and principal control plan ( <i>complete any field in section 4.2 where the information requires updating, and section 5</i> ).

### 4.2. Additional details about the mining operations

What are the principal hazards anticipated in the conduct of mining operations? Tick all that apply.



## 5. All mines and petroleum sites

### 5.1. Attachments

List any attachments that form part of this notification (*the three 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*).

<input type="checkbox"/>	An outline of the contents of the safety management system for the mine.
<input type="checkbox"/>	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:
<input type="checkbox"/>	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:

### 5.2. Background information if recommencing mining operations

<input type="checkbox"/>	Are you recommencing following a significant interruption to mining activities? <input type="checkbox"/> Yes <input type="checkbox"/> No. (If yes, describe the cause of the significant interruption):
<input type="checkbox"/>	Are you recommencing following a suspension of mining activities.? <input type="checkbox"/> Yes <input type="checkbox"/> No. (If yes, state the reason for suspension):

### 5.3. 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*.

Name	Justine Webber
Position/title	Safety & Compliance Coordinator

Email address	justine.webber@mclennanearthmoving.com.au		
Postal address	PO Box 7		
Suburb	South Grafton	Postcode	2460
Telephone	02 66434100	Mobile	0427 662 432
Signature		Date	15/02/2019

## Submitting the form

Email: [cau@planning.nsw.gov.au](mailto:cau@planning.nsw.gov.au)

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

This form may not be submitted to other offices of NSW Department of Planning and Environment.

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

### Privacy statement:

Information from this form is collected for the purpose of regulating work health and safety in mines and petroleum sites and the administration and enforcement of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Mining Act 1992*, *Petroleum (Onshore) Act 1991*, *Explosives Act 2003*, and *Radiation Control Act 1990*. The supply of this information is required by law. Information will be stored and managed in accordance with provisions under the *Privacy and Personal Information Protection Act 1998*. It will not be given to any other third party except as authorised by law. You may access or correct your personal information by contacting Public Access to Information & Privacy Unit on 1300 305 695 or [patiunit@planning.nsw.gov.au](mailto:patiunit@planning.nsw.gov.au). Further information regarding privacy can be obtained from the NSW Department of Planning and Environment website at <http://www.planning.nsw.gov.au/Privacy>.

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This publication provides a general summary of some of the provisions under the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2017*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014* (WHS laws) as interpreted by the Department of Planning and Environment at the time of writing (February 2019). Compliance with the WHS laws is a legal requirement. This publication does not provide or purport to provide legal advice. Users are reminded of the need to ensure that the information upon which they rely is up to date by checking the currency of the information at the NSW Department of Planning and Environment website or with the user's independent legal advisor.

PUB16/37