Communicating to the Resources Regulator through the "Regulator Portal"

NSW Resources Regulator

Small Mines Safety Roadshow

February – April 2022

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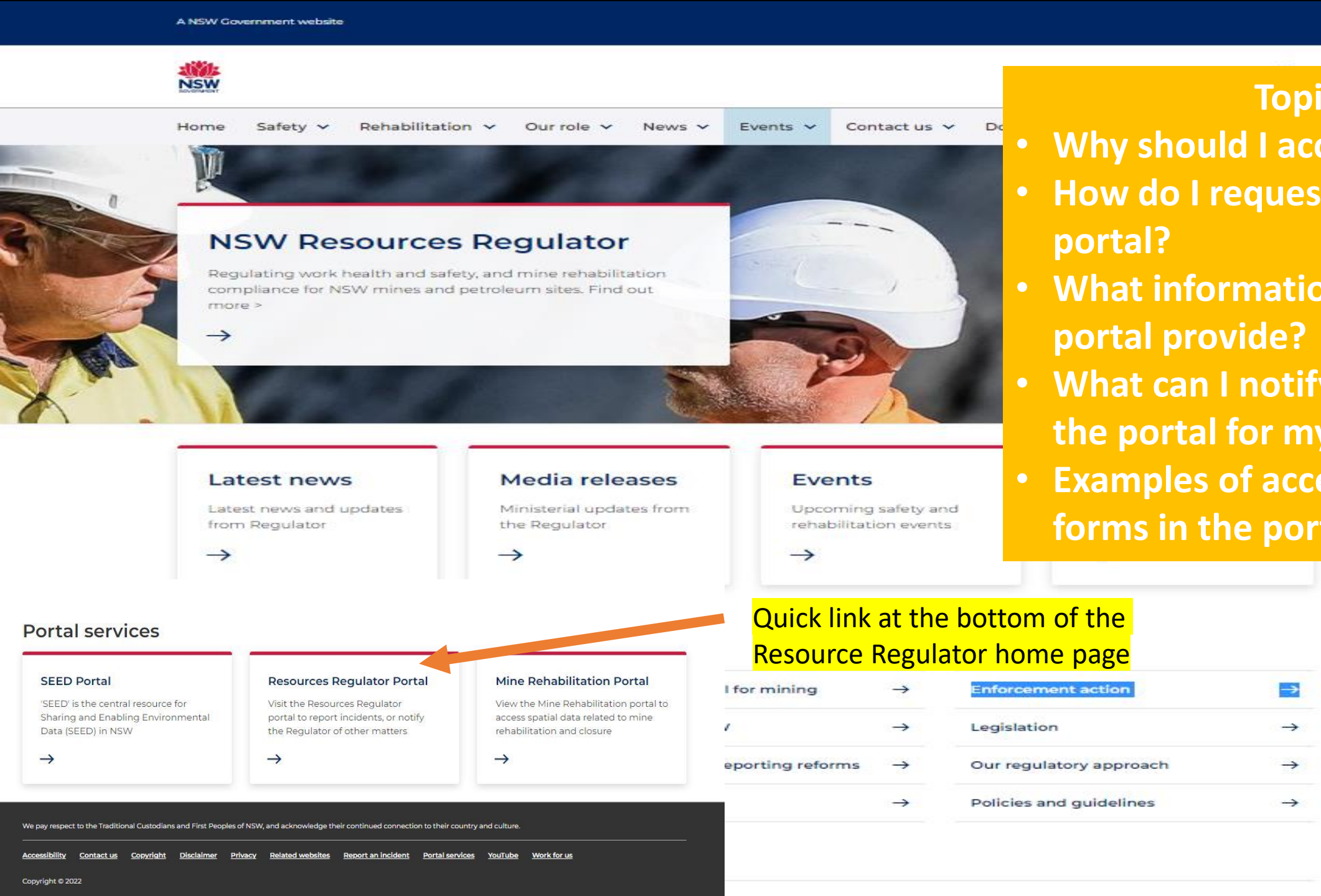


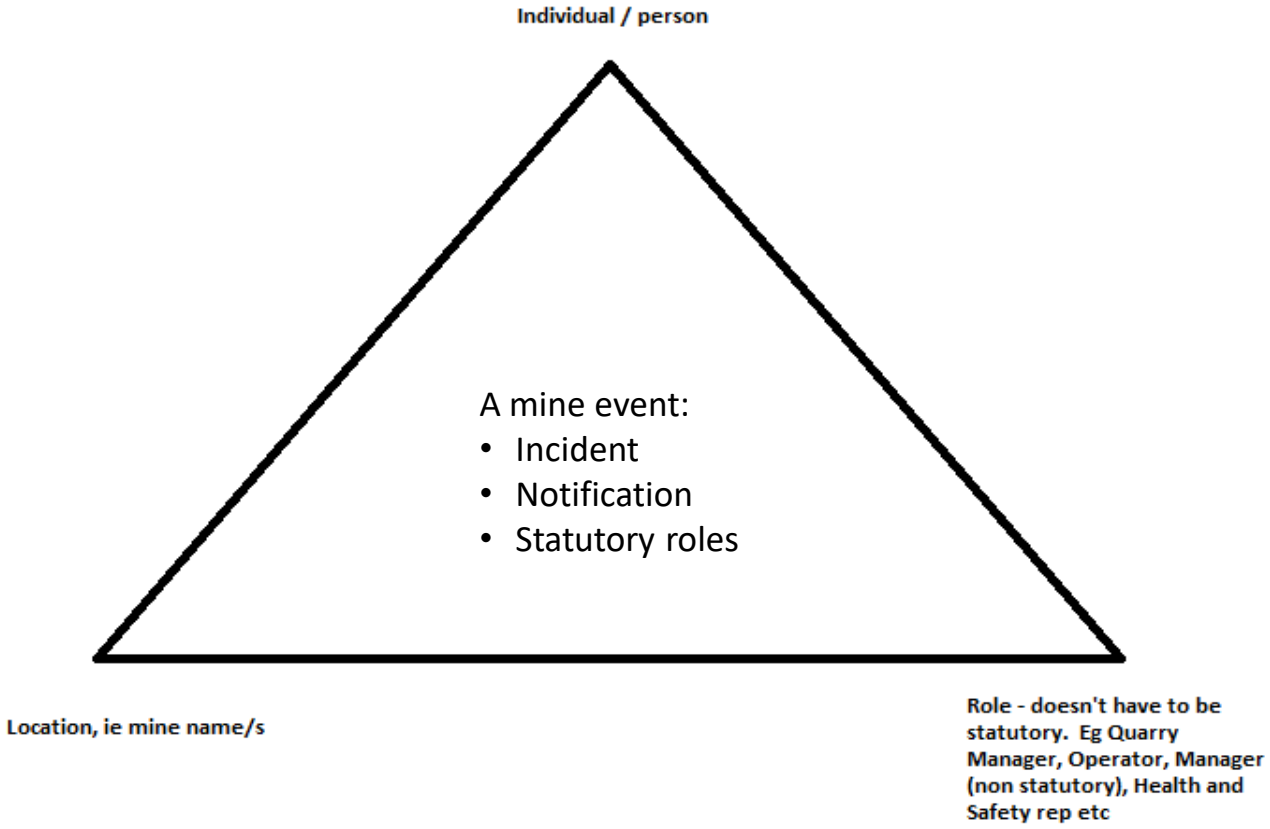
Topics

- Why should I access the portal?
- How do I request access to the portal?
- What information does the portal provide?
- What can I notify / request in the portal for my quarry?
- Examples of accessing webpage forms in the portal

Quick link at the bottom of the Resource Regulator home page

Why should I access the portal?

The portal retrieves information from the Regulator's database on a relationship between mines - people - roles



The portal provides:

- Web-based communication pathway to information about your mine held by the Regulator being notices, notifications, WHS reports and statutory roles.
- A history of events and regulatory submissions.
- Access to and submission of forms required by legislation and the Regulator, removing the need for hardcopy/paper forms.
- Access to and submission of applications for Practicing Certificates and Certificate of competency examinations.

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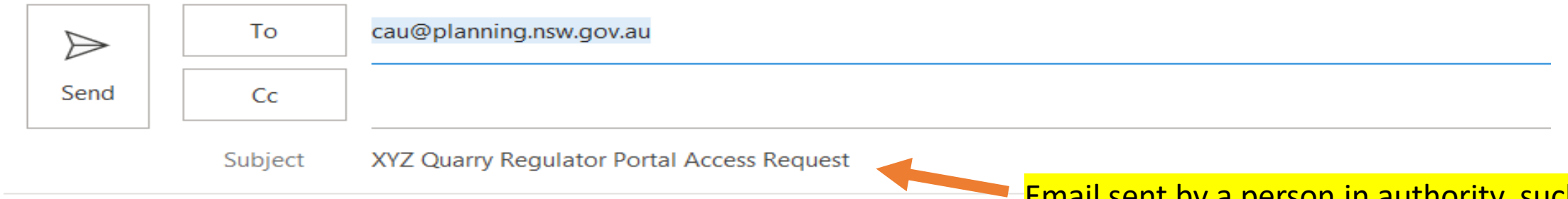
How do I request access to the portal?



Email sent by a person in authority, such as the Director of a company, or a statutory position holder

Name of person to receive administration status. Repeat list for additional administration users

The email will be the account USER ID when logging in to the account and must be unique to the person

Mine name as specified on the Nomination of operator form.

Note: "Admin' users in the portal can provide portal access to other workers

How do I request access to the portal?

A user account has been created for you on the Resources Regulator Portal

RR Resources Regulator <nswresourcesregulator@service-now.com>
To email address of user ; RRD OCI Central Assessment Unit Mailbox

Your nominated email address from the email request information will be your USER ID

Dear First name of user

A new user account for the Resources Regulator Portal has been created for you. Your access details are as follows:

User ID: email address of user

Password: Tdlfq728eqb

The Regulator portal address is https://nswresourcesregulator.service-now.com/regulator

If you believe you have received this email in error please contact the Resources Regulator on 1300 814 609.

Regards,

Resources Regulator
516 High Street | Maitland NSW 2320
PO Box 344 HRMC NSW 2310
Telephone: 1300 814 609

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Unsubscribe | Notification Preferences

Ref:MSG0476548_LnfmkaKljAtaukWjuSBP

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What information does the portal provide?

(Portal dashboard or home page when logged in)

Mine worker's portal gives you access to your certificate records

Operators portal is the main one to use

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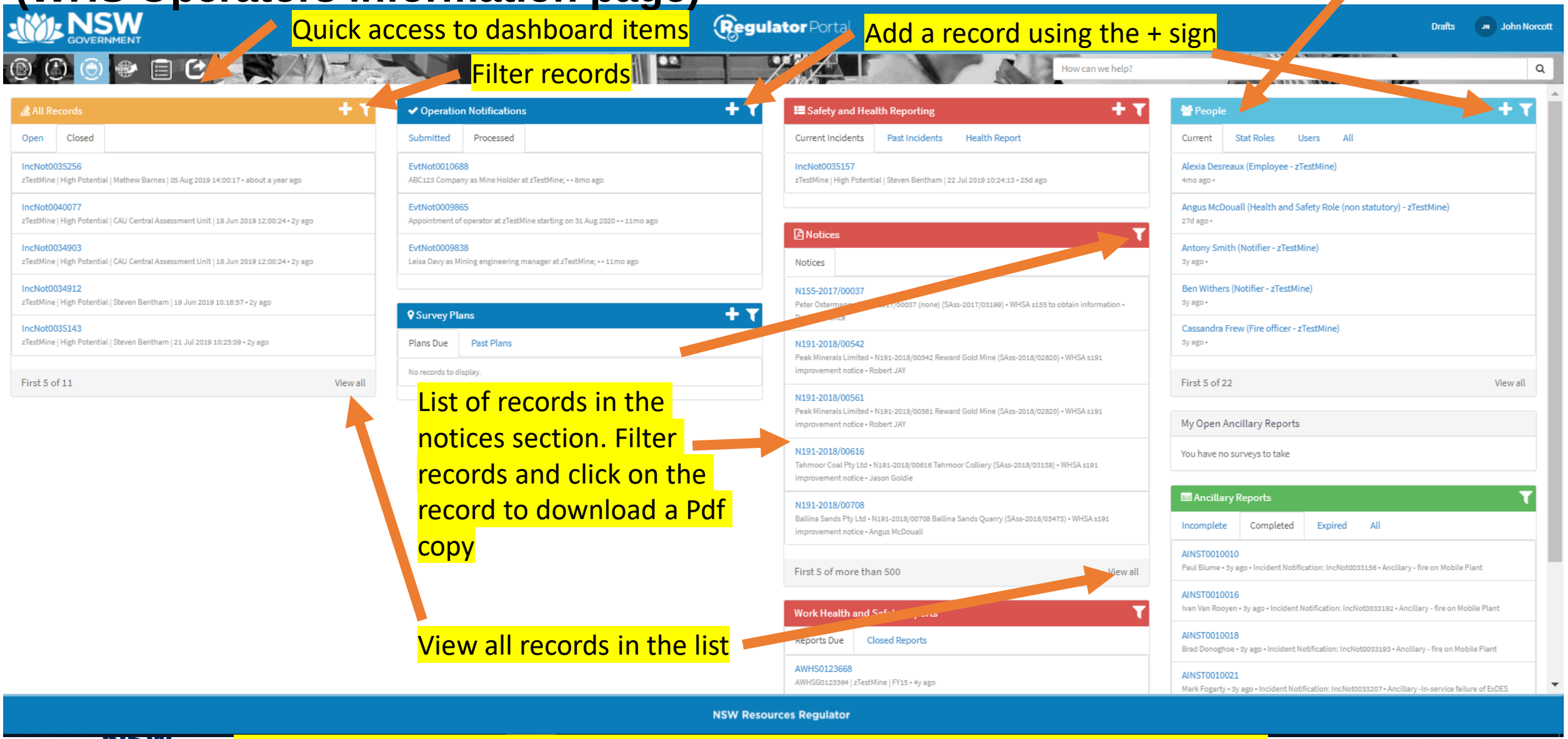
This is the mine dashboard webpage once you have logged in

What information does the portal provide?

(WHS Operators information page)



List of records in the notices section. Filter records and click on the record to download a Pdf copy

View all records in the list

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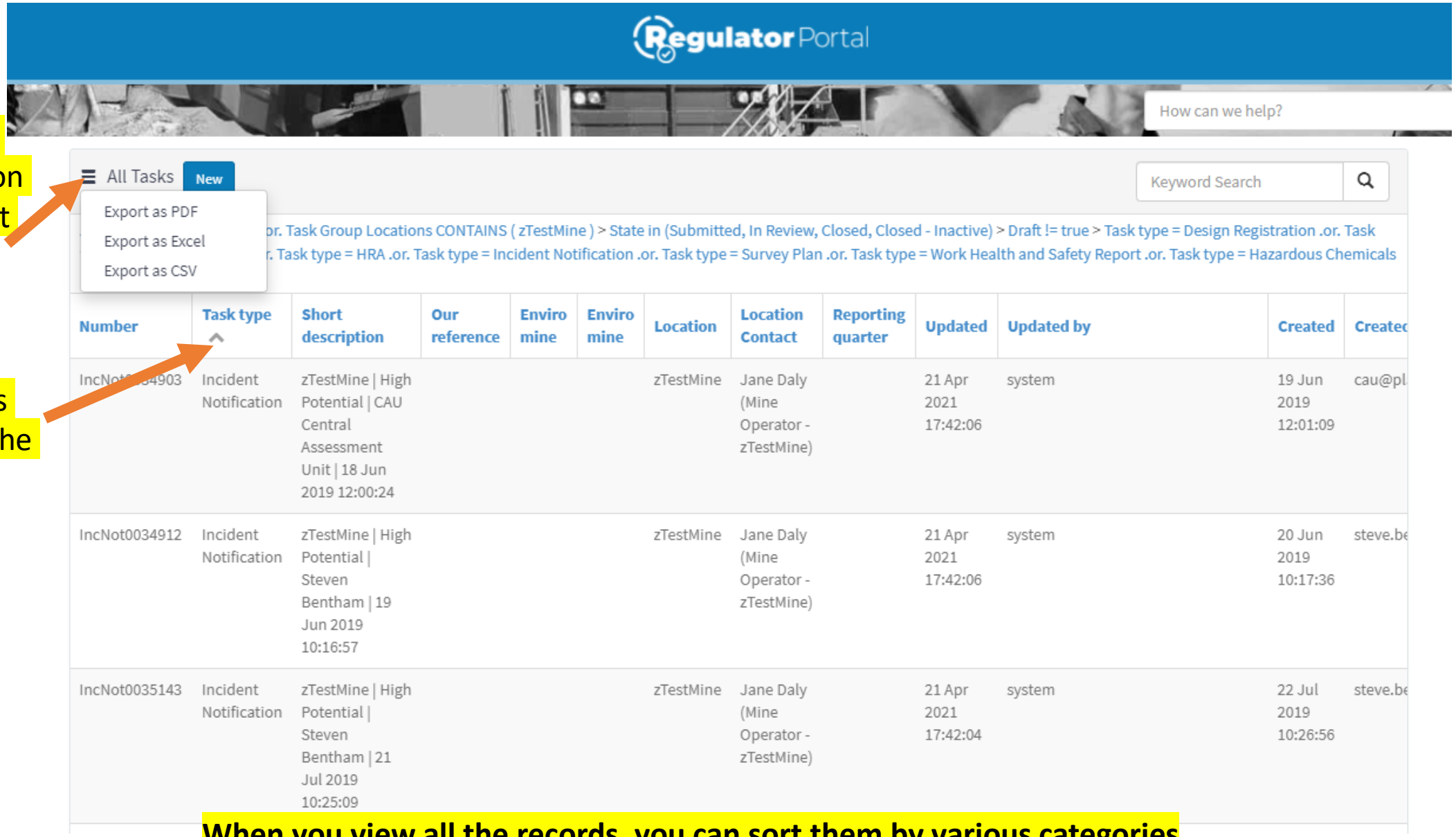
This is the main page for mine operators containing information about your mine(s)

What information does the portal provide?

(WHS Operators information page)

You can export the record list or click on a record and export to Pdf.

Click on the various categories to sort the records



When you <u>view all</u> the records, you can sort them by various categories

Summary - What can I notify / request in the portal for my quarry?

Safety and health reporting	• Clause 128 High potential incidents (including dust exceedance) • Clause 128 Injury or illness of a "person" for a continuous period of 7 days where they cannot perform their usual work (LTI) (clause 13 of Schedule 9) • Adverse health monitoring report for worker (WHS Regulations) Cannot report serious injury or illness (clause 178) or dangerous incidents (clause 179)
Annual mine safety report (previously mine quarterly report)	Clause 130 Work health and safety reports and Schedule 9 of the regulations
Ancillary reports	Clause 131 Ancillary reports (mobile plant fire)
Operation notifications	• Clause 7 Notification of mine operator • Clause 129 Notification of other matters (mine commencement, suspension and closure, connection of electrical supply. • Clause 348 (WHS) notify hazardous chemicals where Schedule 11 quantities are to be exceeded
People (Administration "users" only)	• Clause 129 (4g) persons nominated to exercise key statutory functions. • Clause 8(1) of the Quarry Manager Instrument of Exemption 2015 (temporary competent person) • Clause 14 (div) Site contacts in the management structure. • Nomination of portal "users".
Certification of competency	• Submit an application for a certificate of competency for key statutory function. • Register to sit an examination for a certificate of competency. • Request a review of an examination outcome. • Enquire or request a reissue of a certificate. • Submit an application for or change a practising certificate. • Apply for a practising certificate through mutual recognition.
Resource Regulator reviews	• Part 11.1 of the WHS Regulation and clause 175 Reviewable decisions - Apply for an internal review of WHS decisions in relation to the mine.

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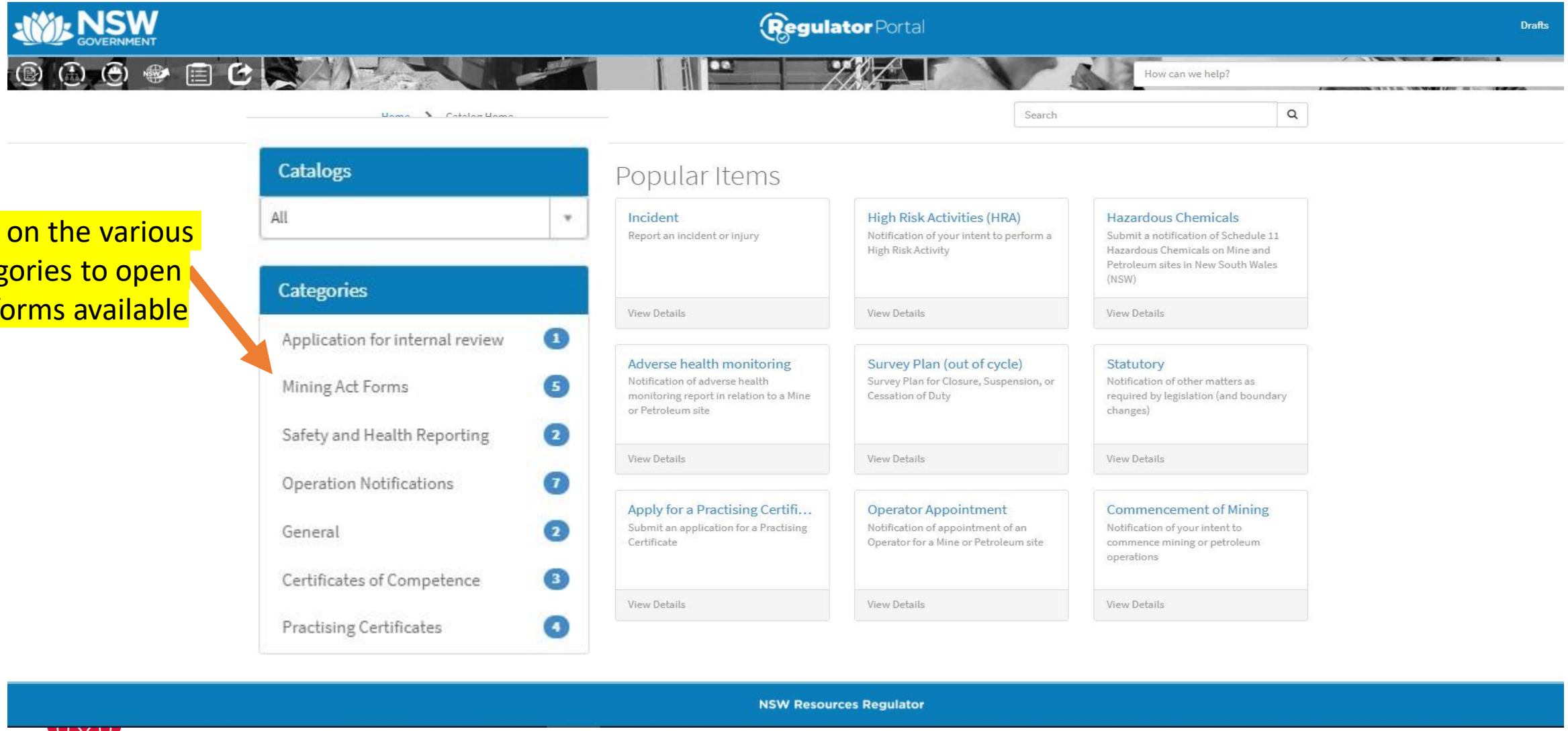
Summary - What can I notify / request in the portal for my quarry?

Click on the various categories to open the forms available



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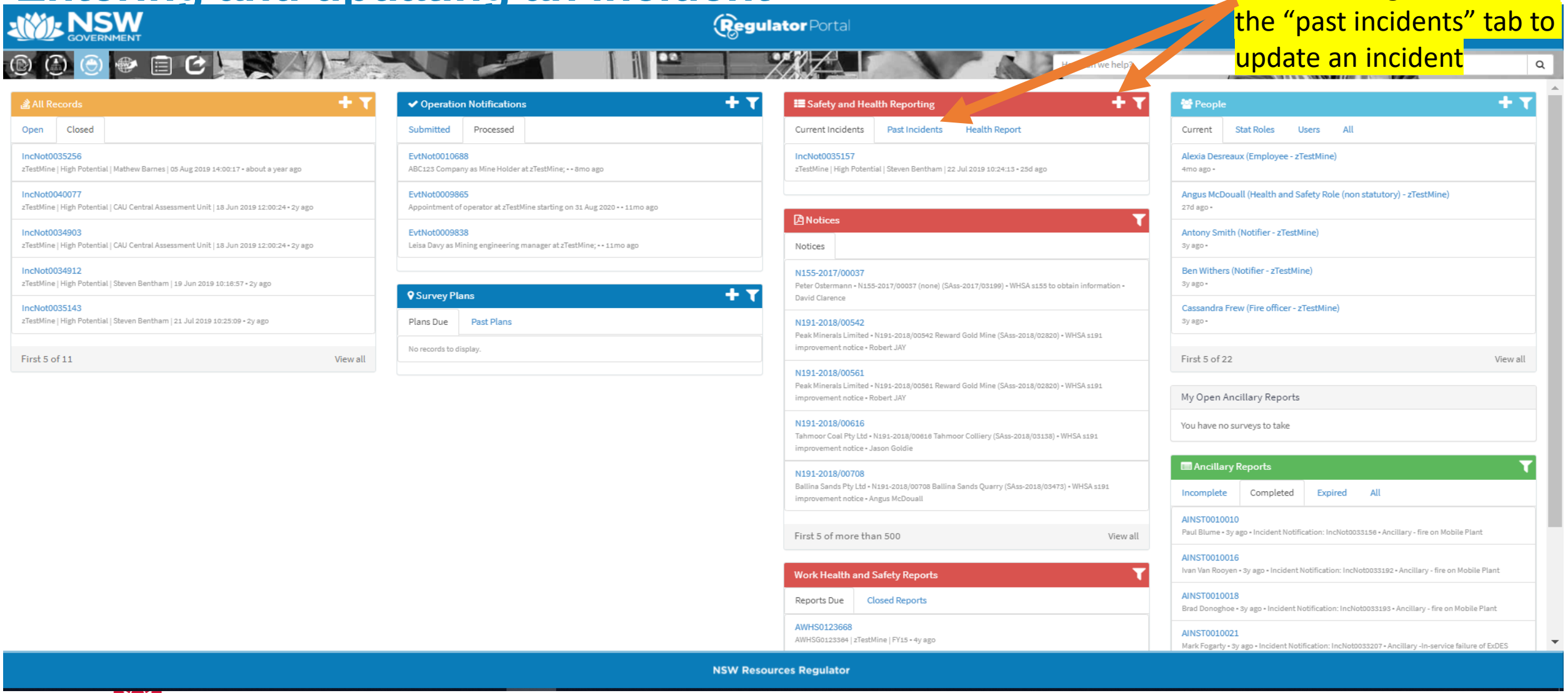
When you click the +sign for "All records" this webpage is opened

Examples of accessing webpage forms in the portal - Entering and updating an incident



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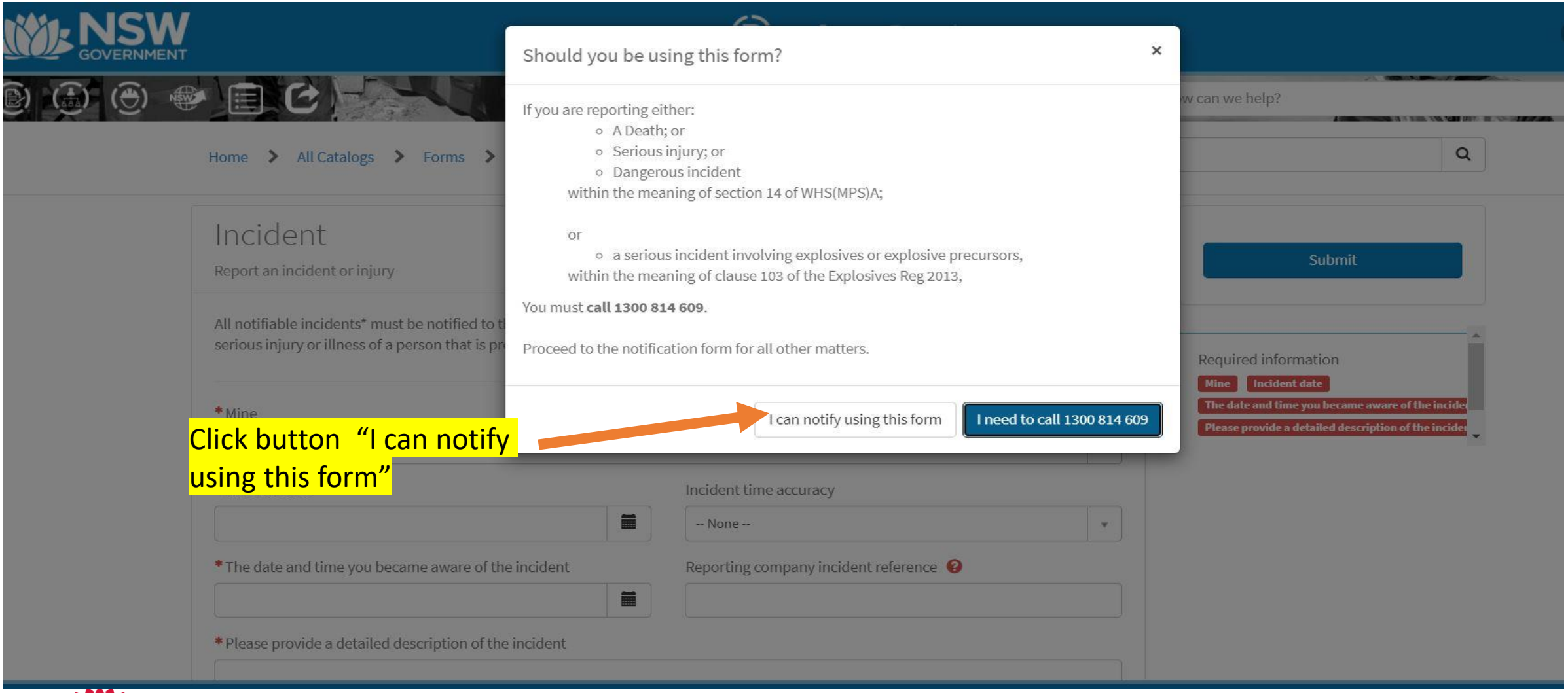
Examples of accessing webpage forms in the portal – Entering an incident



Click button "I can notify using this form"

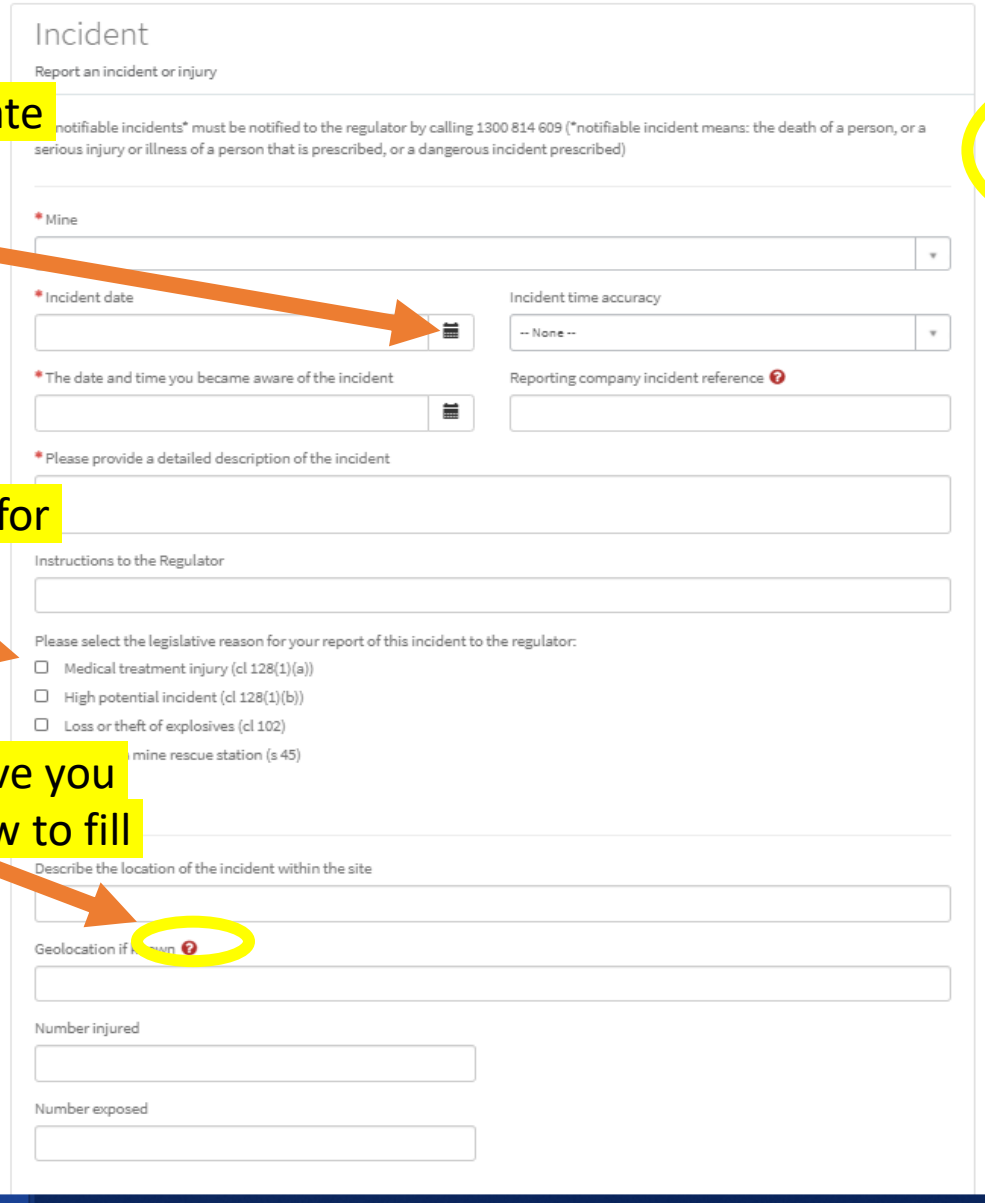
You are reminded, dangerous incidents and serious injures CANNOT be reported this way

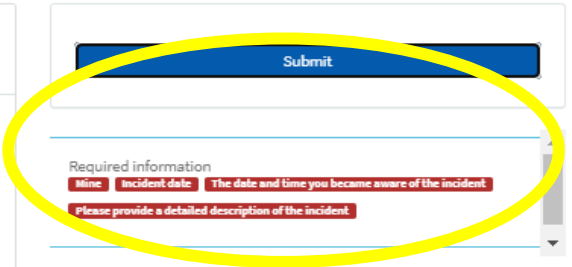
Examples of accessing webpage forms in the portal –
Entering an incident

Use calendar for date and time

Legislative reason for your report

A ? Symbol will give you some hints on how to fill in the field





Mandatory information before submitting. These are:
1 Mine name
2 Incident date
3 Date and time you became aware of the incident
4. Detailed description of incident

When you enter data in the fields these prompts will disappear.

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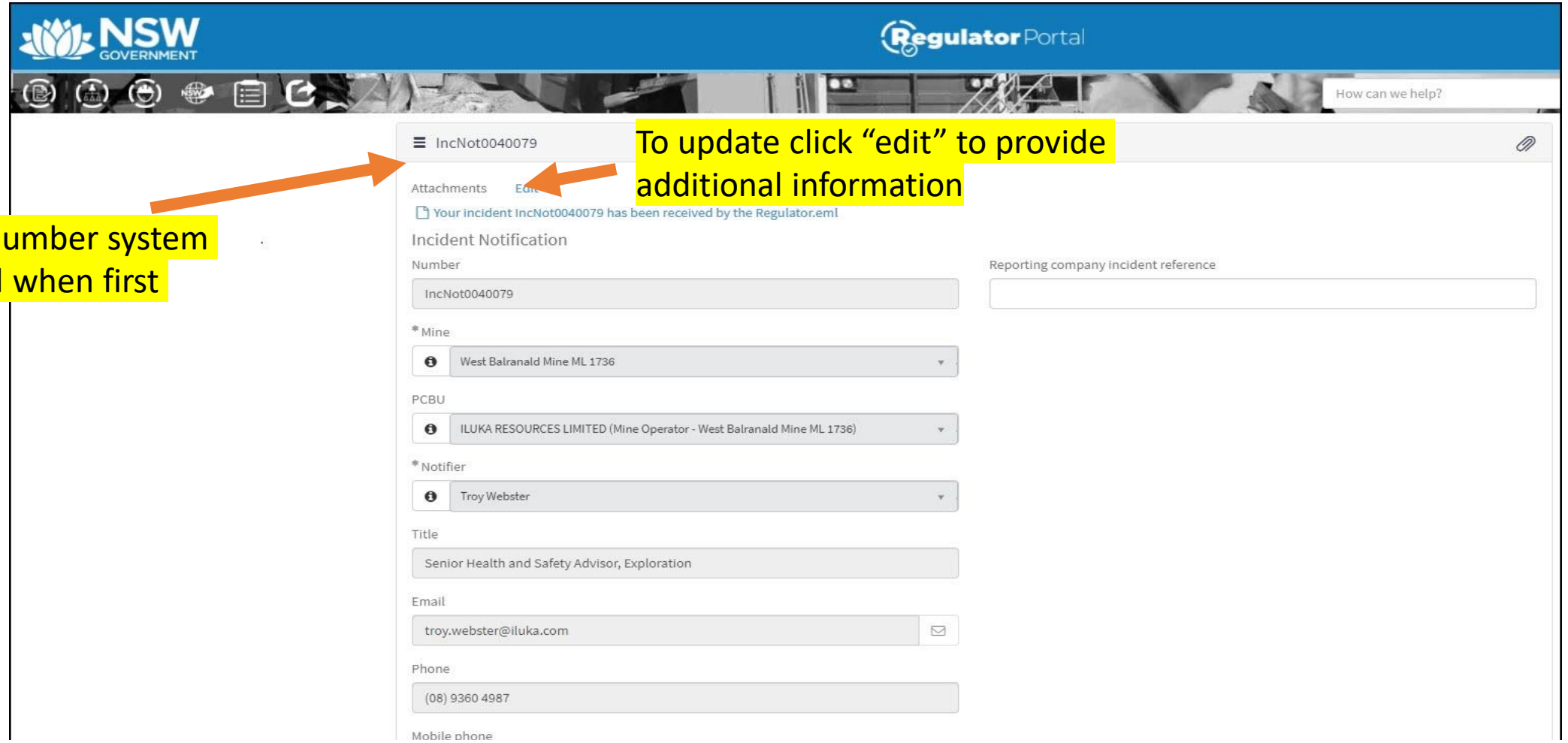
Example of accessing webpage forms in the portal – Updating an incident



Incident number system generated when first reported.

When finished click the “Save” button at the bottom of the form

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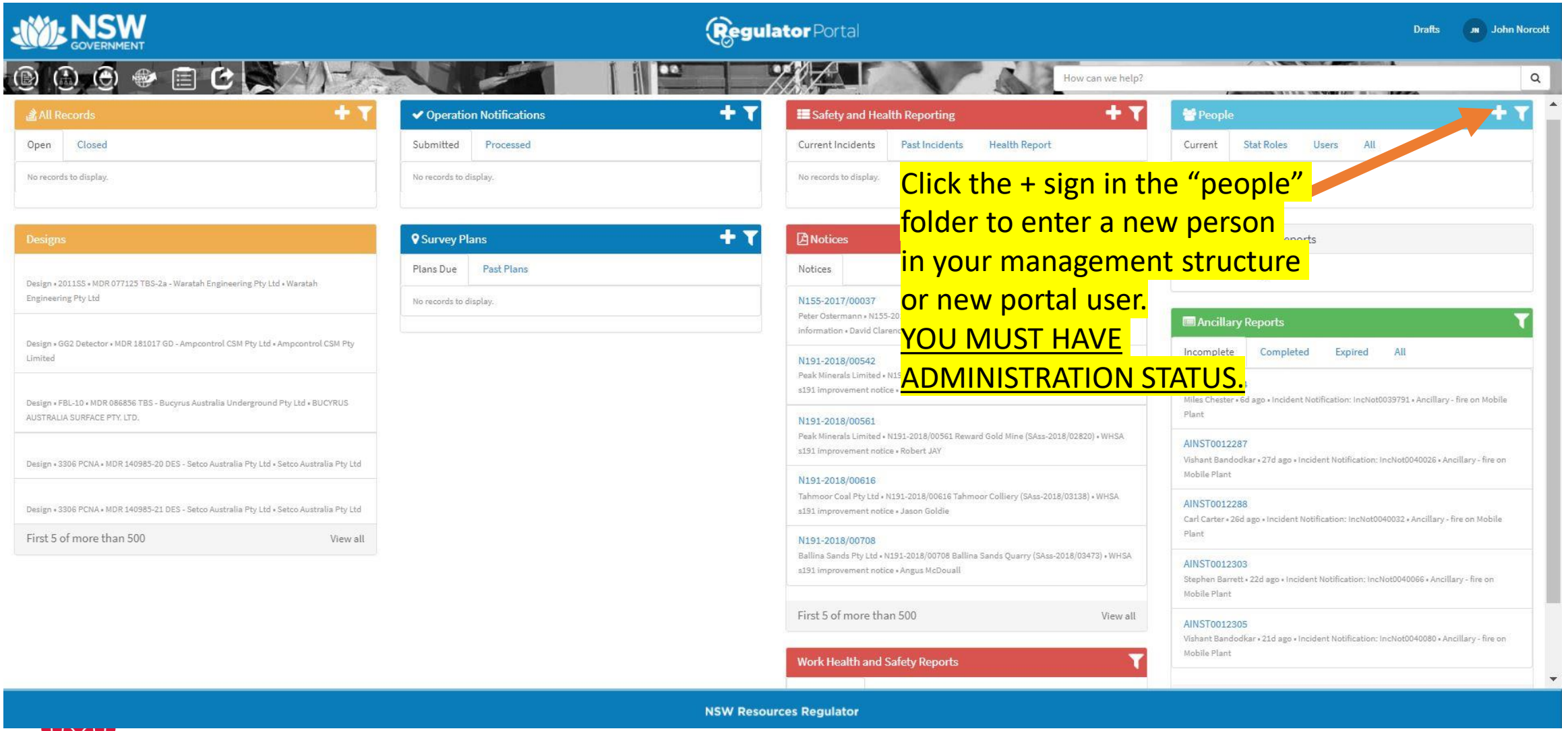
Example of accessing webpage forms in the portal – Notifying appointment of a quarry manager or temporary manager



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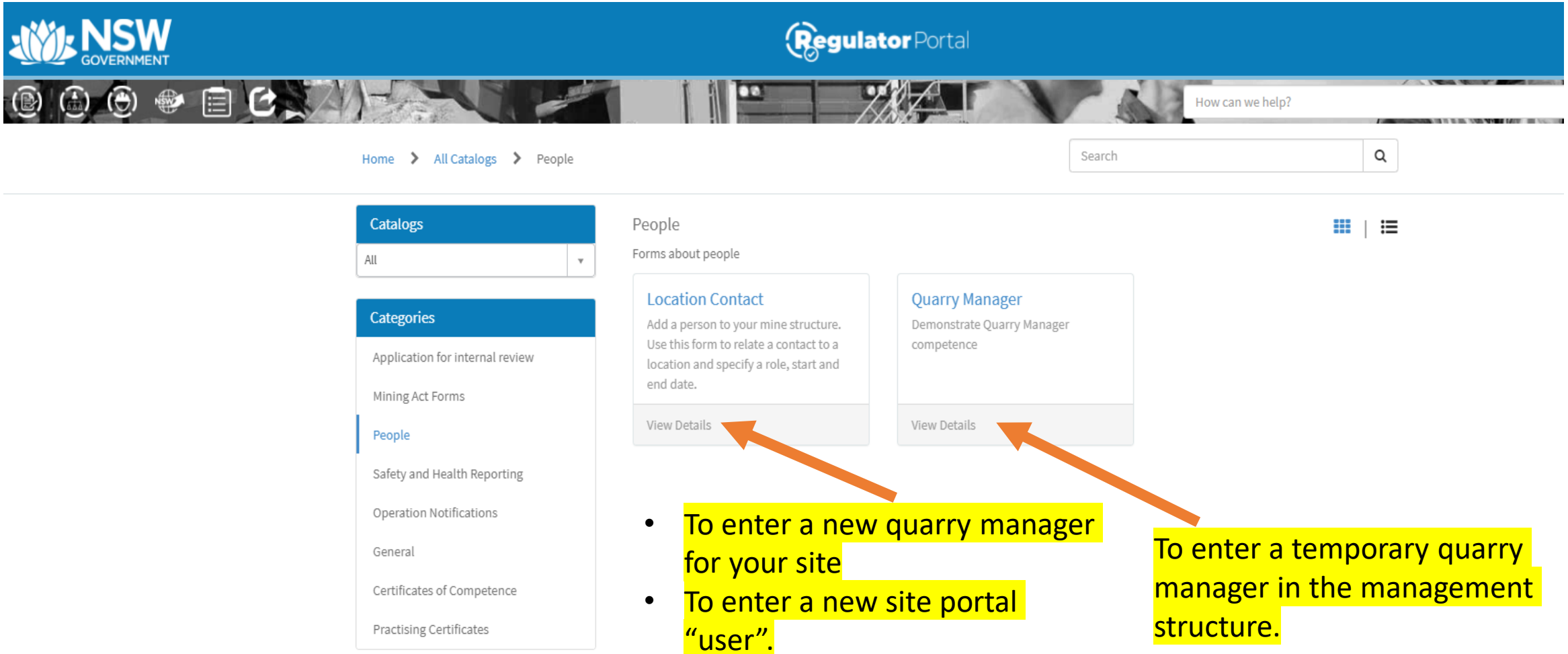
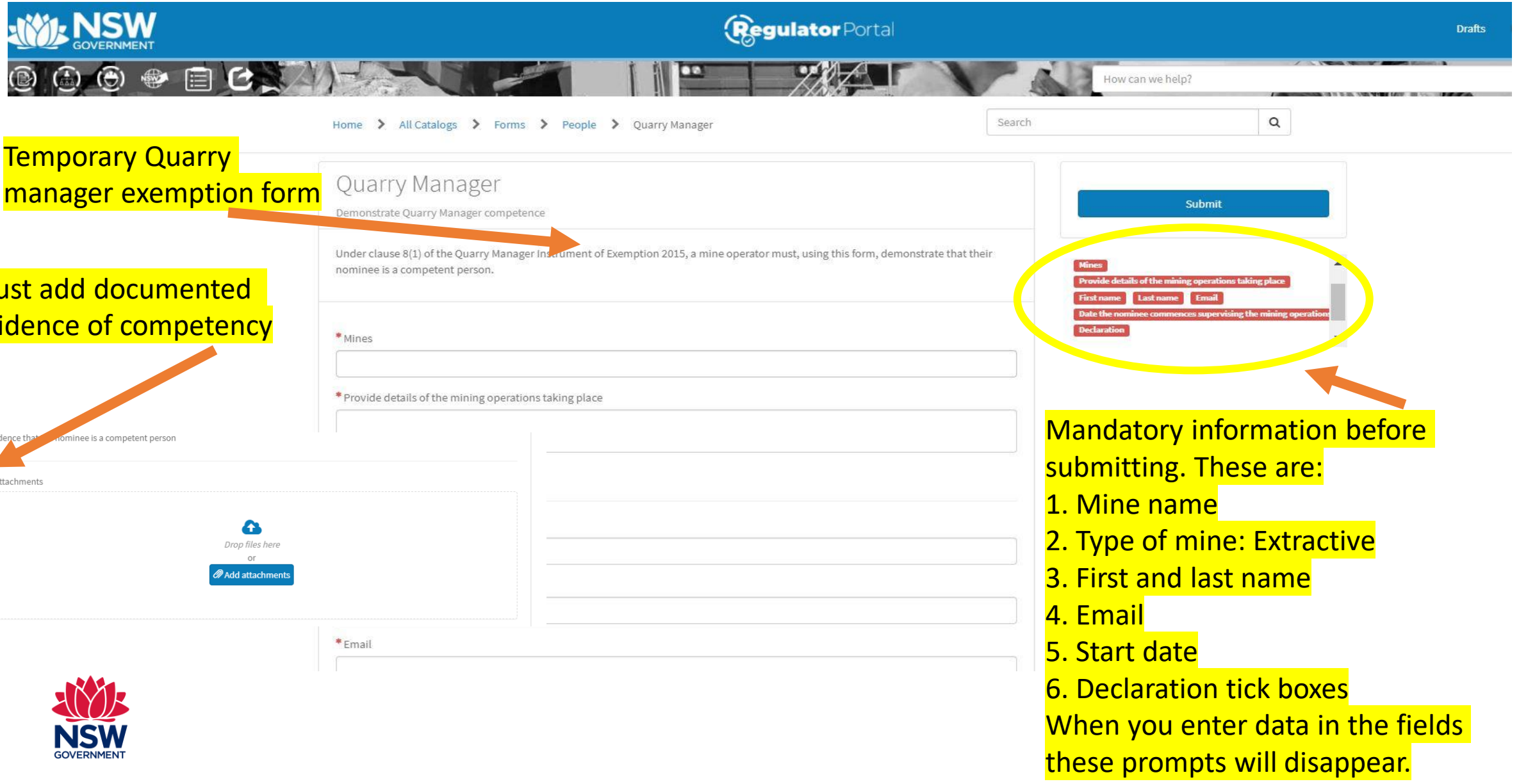
Example of accessing webpage forms in the portal – Notifying appointment of a temporary manager or portal user



- To enter a new quarry manager for your site
- To enter a new site portal "user".

To enter a temporary quarry manager in the management structure.

Example of accessing webpage forms in the portal – Notifying appointment of a temporary manager

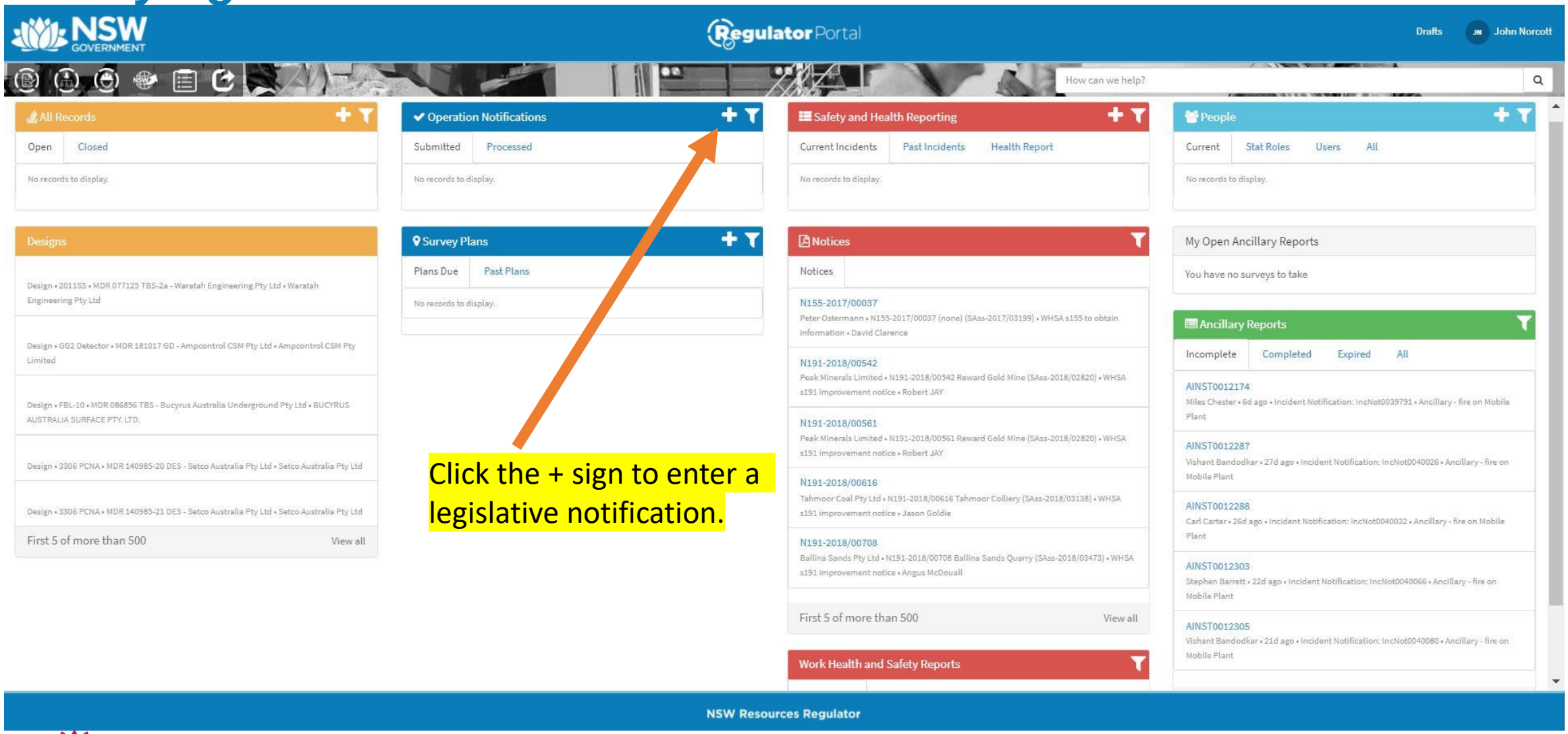


Mandatory information before submitting. These are:

1. Mine name
2. Type of mine: Extractive
3. First and last name
4. Email
5. Start date
6. Declaration tick boxes

When you enter data in the fields these prompts will disappear.

Example of accessing webpage forms in the portal – Notifying other matters under clause 129



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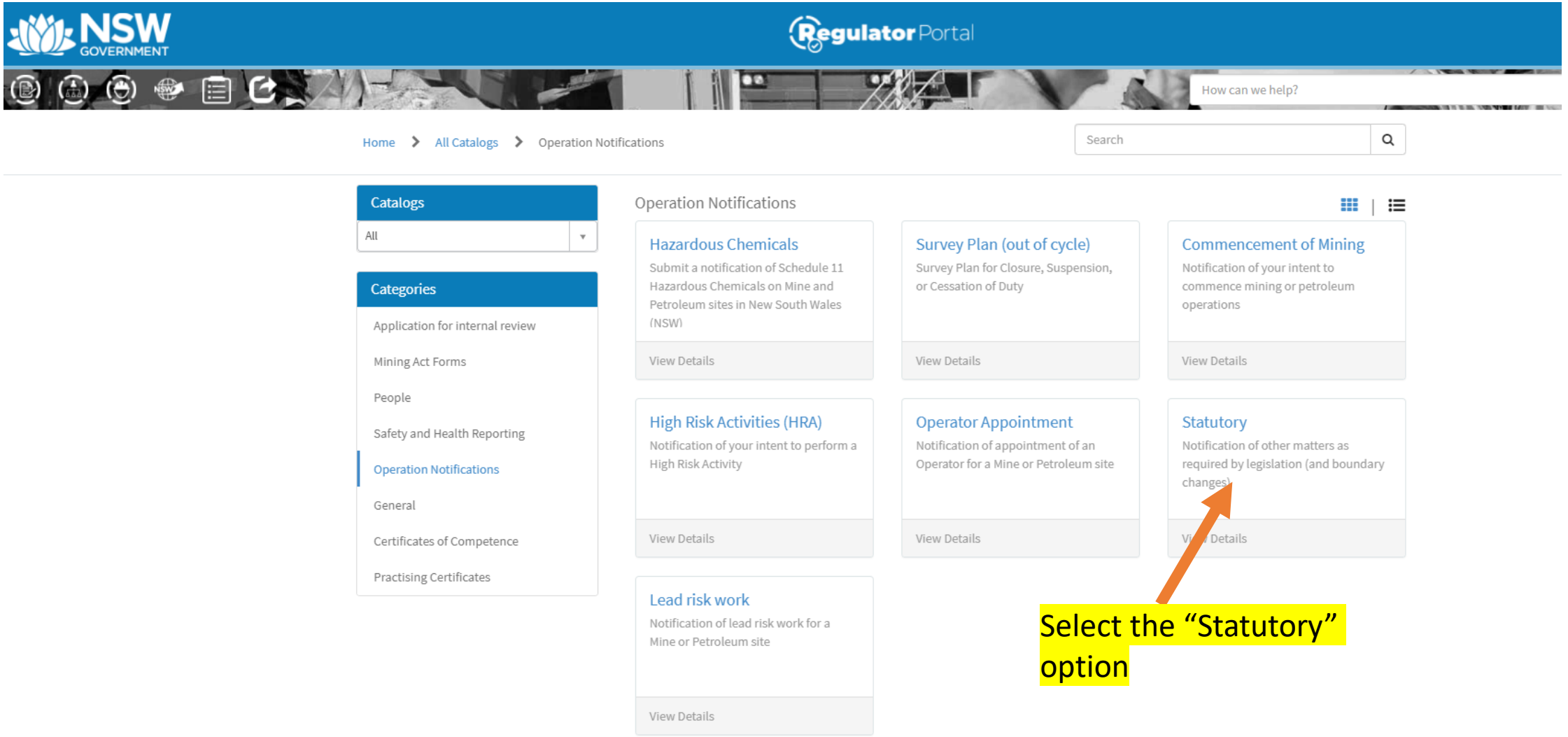
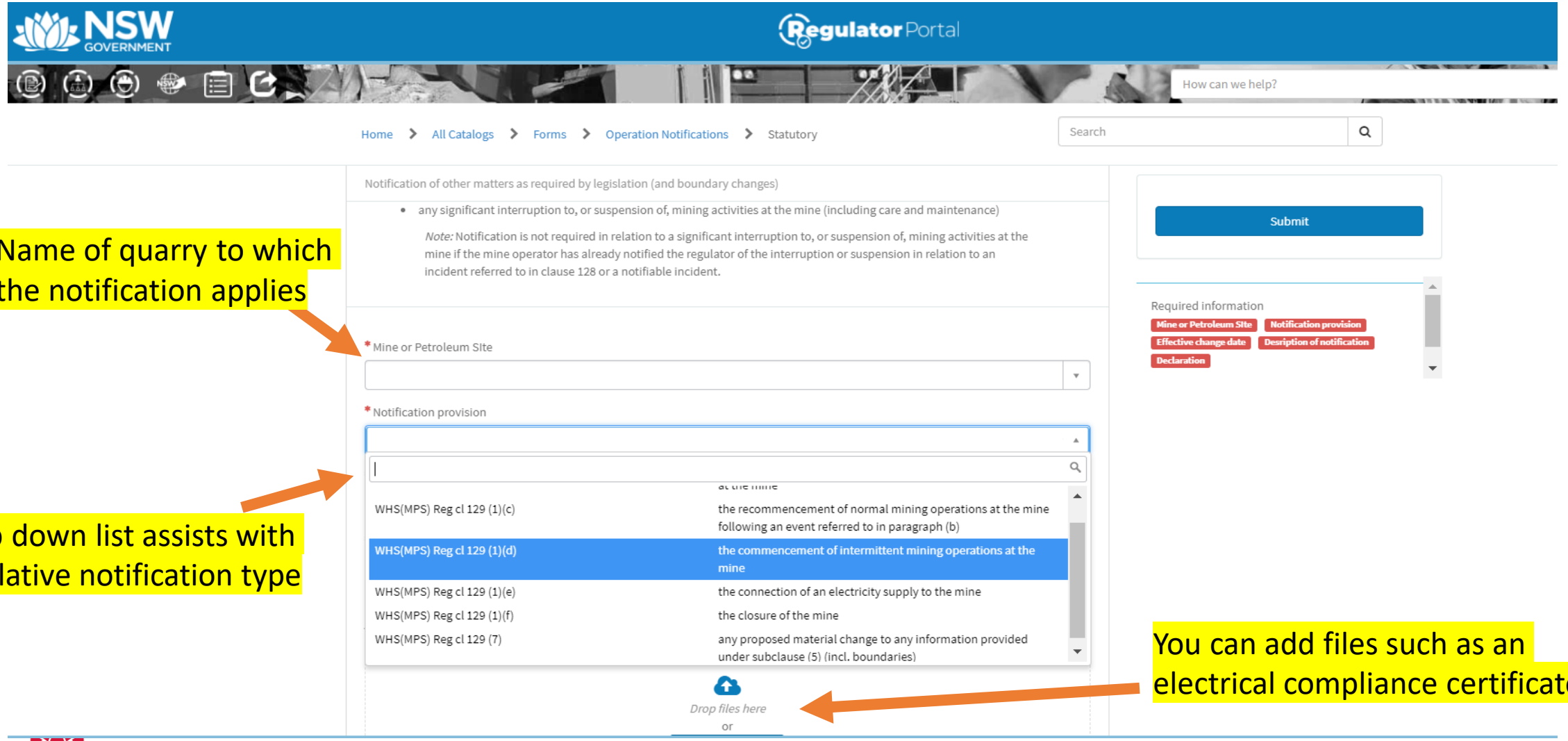
Example of accessing webpage forms in the portal – Notifying other matters under clause 129



Example of webpage forms in the portal – Notifying other matters under clause 129



Name of quarry to which the notification applies

Drop down list assists with legislative notification type

You can add files such as an electrical compliance certificate

For a large number of mines it may be better to submit a paper-based form as you need to repeat this notification for each mine.

NSW Resources Regulator

If you have any problems with using the Regulator Portal please contact:

Email: CAU@planning.nsw.gov.au
Subject: Resource Regulator Portal

If Urgent
Phone: 1300 814 609 option # 2 & 4 to speak to a Resource Regulator Officer.

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