

REGULATOR PORTAL SUBMISSION OF MINE SURVEY PLANS

Access to the Regulator Portal

In order to submit mine survey plans through the Regulator Portal, the mine operator must:

- provide a Regulator Portal account to the person being assigned the task of submitting the mine survey plans
- request that the mine operator's admin user, who controls access to the Regulator Portal, creates the account for the user. For more information on access contact CAU at 1300 814 609 or via email at cau@planning.nsw.gov.au

Submission to the Regulator Portal

There are two submission workflows that can be completed in the Regulator Portal:

- regular submission (system generated task based on Gazette notice)
- out of cycle submission (user generated task)
 - cessation of duties
 - closure of operations
 - suspension of operations
 - notice by the Regulator.

Creating a regular submission

Regular submission tasks will be automatically generated by the Regulator Portal, when the task is due according to the government gazette. An email will be sent to the operator indicating this task is ready to be completed.

1. The user must log in to the Regulator Portal at the following link:
nswresourcesregulator.service-now.com/regulator
2. The task will be available in the *Survey Plans* widget as shown below.



Figure 1 Survey Plans widget with Plans due tab listing current survey plan submission tasks

3. Click into the task to complete the submission process.
4. Complete the submission form ensuring all required fields are addressed.
5. Upload all required attachments using the *Attachments* icon at the top of the page. *The Mine Survey Plan Soft Copies, Metadata statement, Administration sheet* and all *Mine Working Digital themes* are to be uploaded electronically to the Regulator Portal. Mine working digital themes are to be individually zipped with all required file extensions.



Figure 2 Attachment icon

6. Complete the declaration that the *Mine Survey Plan Soft Copy* and the *Mine working digital themes* attached to the submission have been certified by the Nominated Mining Surveyor within the attached administration sheet.
7. Submit the task. A submission email will be received by the mine operator and notifier (user completing the submission) providing receipt of the submitted files.

Creating an out of cycle submission

Out of cycle submission tasks are user generated from within the Regulator Portal and are required for the following reasons:

- cessation of duties
- closure of operations
- suspension of operations
- notice by Regulator.

1. To create an out of cycle submission, enter the Regulator Portal via nswresourcesregulator.service-now.com/regulator
2. Click on the plus symbol within the *Survey Plans* widget as shown in figure 3 below.



Figure 3 Generating out of cycle submissions step 1

3. Complete the form and click submit. This will generate a new submission task that can be populated.
4. Complete the submission form ensuring all required fields are addressed.
5. Upload all required attachments using the *Attachments* icon at the top of the page. *The Mine Survey Plan Soft Copies, Metadata statement, Administration sheet* and all *Mine Working Digital*

themes are to be uploaded electronically to the Regulator Portal. Mine working digital themes are to be individually zipped with all required file extensions.

6. Complete the declaration that the *Mine Survey Plan Soft Copy* and the *Mine working digital themes* attached to the submission have been certified by the Nominated Mining Surveyor within the attached administration sheet.
7. Submit the task. A submission email will be received by the mine operator and notifier (user completing the submission) providing receipt of the submitted files.

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