March 2023

Providing subsidence monitoring data

# About this form

This form is only required to be completed by the mine operator of an underground coal mine.

Section 70(2)(d) of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 requires the mine operator of an underground coal mine to provide all subsidence monitoring data to the Resources Regulator in the approved way and form and at the times required by the Regulator.

Types of subsidence monitoring data

You must submit the following types of subsidence monitoring data to the Regulator:

**Type A:** All two dimensional and three-dimensional survey data from survey grids installed in relation to longwalls, shortwalls or miniwalls.

**Type B:** All other types of subsidence monitoring data.

When to submit the subsidence monitoring data

At a minimum, you must submit subsidence monitoring data to the Regulator at the following intervals:

|  |  |  |
| --- | --- | --- |
| No | Frequency at which the mine operator obtains subsidence monitoring data from monitoring activities  | When to submit the data to the Regulator |
| 1 | Data obtained from monitoring activities conducted at or higher than a fortnightly frequency | Within 2 business days of completion of each monitoring activity  |
| 2 | Data obtained from monitoring activities conducted less frequently than on a fortnightly basis | Within 10 business days of completion of each monitoring activity  |

How to submit the subsidence monitoring data to the regulator

### Subsidence data portal (for Type A data)

You must submit Type A data via the NSW Resources Regulator Data Submission Portal at <https://ssims.resourcesregulator.nsw.gov.au>. You must complete all the required fields in the portal. As the information requested in this form is incorporated into the portal, you do not need to complete this form separately.

For guidance on using the portal, and to obtain password and username (for access to the portal), you should email subsidence.monitoring@regional.nsw.gov.au

### Email or file transfer (for Type B data)

You must email subsidence.monitoring@regional.nsw.gov.au the following:

1. A completed form; and
2. Type B data (if the total size of the files is less than 25MB); or
3. File transfer details to download the Type B data (if the total size of the files is more than 25MB):
4. the web link to the data file
5. password
6. any other information that is relevant to the file transfer.

Details of the mine and mine operator

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| **Contact details** |
| Name of mine |       |
| Site address |       |
| Name of the mine operator |       |
| ACN if a company or ABN |       |

Subsidence monitoring information relating to the mine

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| **Describe the panels or areas to be mined (for example, longwall 6)** |
|       |  |

|  |
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| **Describe the void length or extent of extraction at the time of subsidence monitoring** |
|       |  |

Declaration

I declare that:

* I have authority from the mine operator to complete and submit this form on their behalf, and
* 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,
* I consent to the NSW Resources Regulator making enquiries and exchanging information with parties mentioned in this notification to verify the accuracy of the information.

**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*.

|  |
| --- |
| Declaration |
| Name of authorised person |       |
| Position/title |       |
| Contact telephone |       | Mobile       |  |
| Signature |  |
| Date |       |

Submitting the form

You must email a completed form to subsidence.monitoring@regional.nsw.gov.au together with the relevant data or file transfer details. For guidance, refer to How to submit the subsidence monitoring data.

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