

Guideline

Consultation draft – Revised annual report redaction guide

[Guide to requesting redaction of personal, commercially sensitive, or proprietary information under the Annual report release policy](#)

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For further information about this policy or any of the supporting material cited in this document, please contact MEG via email: redaction@regional.nsw.gov.au

Table 1: Website links for further information

Subject	Website links
Key contacts	https://meg.resourcesregulator.nsw.gov.au/contact

Subject	Website links
Exploration reporting	https://meg.resourcesregulator.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting
Redaction	Email: redaction@regional.nsw.gov.au

Annual report redaction guide

Overview

This guide provides information about what is considered to be proprietary or sensitive information for the purposes of the redaction provisions of the Annual report release policy.

More information on the release of annual reports and affected authorities can be found in Mining, Exploration and Geoscience (MEG) within the Department of Regional NSW’s Annual report release policy, which should be read in conjunction with this guide.

Authority holder - steps to redaction

Table 2 outlines the steps authority holders should follow where they wish to redact a report. Information eligible for redaction is outlined in Appendix 1 and Appendix 2.

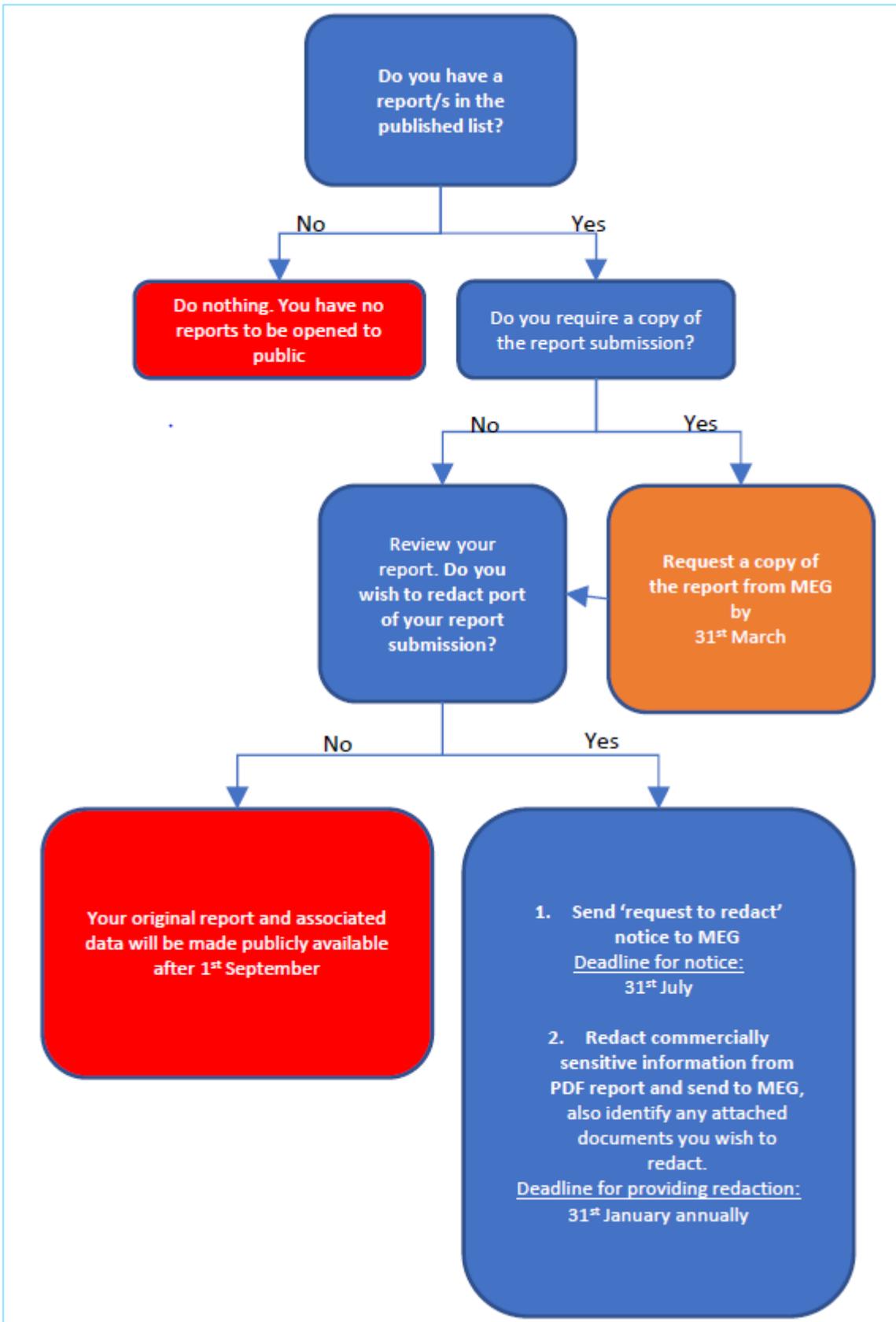
Authority holders may use the decision tree outlined in Figure 1 to guide them.

Table 2 Steps to supply a redacted report

Step	Activity	Additional instruction	Decision: Action
1	<p>Review the list of reports, published annually, eligible to be released and determine if you have report/s due for release.</p> <p>Note: A list of annual reports due for release will be published on the MEG webpage on 1 February each year.</p>		<p>Yes: I have report/s listed – move to Step 2.</p> <hr/> <p>No: I have no reports listed – do nothing until the next annual release date.</p>
2	<p>Do I have a copy of the annual report with associated data?</p>	<p>See Appendix 4 ‘How to request a copy of historical reports’</p>	<p>Yes: I have a copy of the report and data – move to Step 3.</p> <hr/> <p>No: I do not have a copy of the report or data. Request a copy of the report/data from MEG before the deadline specified in Table 2 or Table 3.</p>
3	<p>Do you wish to redact any part of the report?</p>		<p>Yes: send a ‘request to redact notice’ to MEG, then move to Step 4</p>

Step	Activity	Additional instruction	Decision: Action
		See Appendix 4 'How to request to redact a report'	No: you do not need to do anything further. Your report will be made publicly available.
4	Redact the report and re-submit the redacted report to MEG.	<p>See Appendix 1 Exploration Reporting Guidelines – items eligible for redaction</p> <p>See Appendix 2 Annual Report Release – Data confidentiality period</p> <p>See Appendix 4 'How to re-submit a redacted report'.</p>	Redact the report (the report will be in a PDF format) and submit the redacted report through Titles Management System. Also redact and provide any attachments in the report that you wish to redact

Figure 1 Authority holder decision tree



Appendix 1 Exploration reporting guidelines – items eligible for redaction

Table 3 outlines information included in reports that is eligible for redaction. The table refers to previous exploration reporting guidelines to enable authority holders to cross-reference to the relevant guideline required and section of the report; for example, if your report was submitted in 2013, the 2012 guideline should be used. Interim reports (6 monthly) will not be released under the Annual report release policy.

Table 2: Details of report text and data that may be redacted

Exploration Reporting Guide Year	Annual report section	Text that may be redacted Note: where this information appears in a different section of the report, this information may still be redacted.
2016	Background	Personal information or contact details.
	Exploration completed in reporting period	Any text describing in-house developed methodologies or interpretations of results of exploration activities.
		Any text describing in-house developed methodologies or interpretations of results of external studies.
	Current and proposed exploration activity and expenditure table	Tables.
	Results and discussion	Any text describing interpretations of results.
		Plans and sections generated to illustrate interpretation of exploration results, significance of results, geological models.
	Additional requirements assessment leases	Details of metallurgical/washery/processing studies.
		Details of economic modelling or feasibility studies.
		Details of marketing studies.

Exploration Reporting Guide Year	Annual report section	Text that may be redacted
		<p>Note: where this information appears in a different section of the report, this information may still be redacted.</p>
		Any other assessment activities.
	Additional requirements for mining authorities (if applicable)	Production statistics for the reporting period including the amount of material mined and the amount of ore shipped.
		Description of current mining operations.
		Description of any assessment activities carried out in the reporting period.
		Summary of geological findings including the main results of activities conducted in the mine, such as geological, structural mapping and petrological and mineralogical studies. Information on stratigraphy, distribution and controls of mineralisation, alteration features, etc.
2012	Background	Personal information or contact details.
	Exploration Completed in reporting period	<p>Results/Discussion section which should include plans, section and data generated to illustrate the exploration results, any interpretation of results and significance of results, geological models.</p> <p>Conclusions reached and recommendations.</p>
	Current and proposed exploration activity and expenditure table	Tables.
	Additional requirements assessment leases	Details of metallurgical/washery/processing studies.
		Details of economic modelling or feasibility studies.

Exploration Reporting Guide Year	Annual report section	Text that may be redacted Note: where this information appears in a different section of the report, this information may still be redacted.
		<p>Details of marketing studies.</p> <hr/> <p>Any other assessment activities.</p> <hr/> <p>Additional information for mining authorities (if applicable)</p> <p>Production statistics for the reporting period including the amount of material mined and amount of ore shipped.</p> <hr/> <p>Description of current mining operations.</p> <hr/> <p>Description of assessment activities.</p> <hr/> <p>Summary of geological findings including the main results of activities conducted in the mine such as geological and structural mapping and petrological and mineralogical studies. Information on stratigraphy, distribution and controls of mineralisation, alteration features etc.</p> <hr/> <p>External studies.</p>
2012	<p>Geophysical Survey Result Reports</p> <p>Background</p> <p>Exploration Completed - Results</p>	<p>Personal information or contact details.</p> <hr/> <p>Plans and profiles generated to illustrate the geophysical results, interpretation and conclusion.</p> <p>Interpretive results describing the outcomes and exploration impact of a geophysical survey.</p>
2001	Main Body Text	<p>Interpretation and conclusions of results.</p> <hr/> <p>Sections.</p>

Exploration Reporting Guide Year	Annual report section	Text that may be redacted
	Current and proposed exploration activity and expenditure table	Tables.
1994	Summary or abstract	Exploration Methods used.
		Results and conclusion.

Appendix 2 Annual report release – data confidentiality period

Data eligible for redaction is outlined in Table 4. The table sets out examples of data types and associated confidentiality periods.

* Data may be disclosed once 5 years have passed since the lodgement of the report **or** once the authority to which the report relates ceases to be in force.

Table 4 Data guide – confidentiality period

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
Review and compilation activities	Geological interpretation, target generation and prioritisation	Initial geological model and exploration rationale used as basis of exploration	✓	
		New interpreted geological modelling based on exploration results used for ongoing exploration targeting		✓
	Modelling – 2D and 3D	Interpreted geological units, plans and sections including for lithology, structure, mineralisation, alteration, raw and clean quality etc. This includes all details of interpreted depths and thicknesses, modelling parameters, interpolation methods etc.		✓
Work on historical datasets	Digitisation of historical datasets	Raw compiled mapping, surface sampling and drilling data including site information, sample type and purpose, assay results, geological unit etc digitised from historical maps and other files	✓	
		Interpreted geological units, other point, linear and polygonal features, anomalies etc interpreted from digitised historical datasets		✓

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
	Resurveying of historical collars, re-assaying and relogging of historical drill core and sample pulps	<p>Raw compiled drilling data collected from resurveying historical collars including borehole name, coordinates, RL, total depth, datums, projections, dip and azimuth.</p> <p>Raw compiled sample details including sample name, borehole name, sample type and description, sample purpose and method, depth from and to, sample date, duplicate details etc and sampling results including laboratory details, sample preparation, analytical methods, detection limits, original laboratory certificates, details of laboratory and field duplicates, standards and blanks from resampled drill core or sample pulps (from drill core or surface samples).</p> <p>Observed compiled colour, rock type, weathering, bedding, alteration, weathering, mineralisation, veining, dictionary etc. from relogging of historical drill core or surface samples</p> <hr/> <p>Interpreted geological units, other point, linear and polygonal features, anomalies etc interpreted from resurveying and re-assaying of historical drill core and sample pulps</p>	✓	✓
Mapping	Field, geophysical and photogeological mapping	<p>Observed field site information including coordinates, geology, structure, stratigraphy, alteration, mineralisation, mineralogy, weathering geophysical characteristics etc at observation points, and along line and polygon traverses. This includes strike and dip measurements.</p> <hr/> <p>Interpreted geological units, other point, linear and polygonal features</p>	✓	✓

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
Surface samples - Field samples including rock chips, soil samples, stream sediment samples, etc.	Sample details	Observed sample site name, sample date, sample type and description, sample purpose, field duplicate details, coordinates, RL, datums, projections	✓	
	Sample geochemistry	Raw sampling results including laboratory details, sample preparation, analytical methods, detection limits, original laboratory certificates, details of laboratory and field duplicates, standards and blanks. This includes XRF details and all other portable analysis techniques.	✓	
	Geological logging	Observed colour, rock type, weathering, bedding, alteration, weathering, mineralisation, veining, structures, geological dictionaries etc.	✓	
	Rock properties	Raw rock properties such as magnetic susceptibility, density etc.	✓	
Drilling	Borehole locations	Borehole name, coordinates, RL, total depth, datums, projections, dip and azimuth	✓	
	Rehabilitation status	Details on rehab of borehole including but not limited to cementing, backfilling, capping, type/length of casing left in borehole, any objects left in borehole etc.	✓	
	Borehole metadata	Location accuracy, drilling company name, start / finish dates	✓	
	Downhole surveys	Inclination, azimuth, survey type, surveying company name, survey unique identifier, survey instrument, maximum deviation from vertical, survey computation method, distance and direction of deviation data etc.	✓	

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
	Geological logging	Observed colour, rock type, weathering, bedding, alteration, weathering, mineralisation, veining, structures, geological dictionaries etc.	✓	
	Geophysical and wireline logging	Raw downhole geophysical data such as magnetic susceptibility, density, resistivity, sonic logging, Acoustic Televiewer or Optical Televiewer data etc.	✓	
		Interpreted geological units, other point, linear and polygonal features and interpretation reports from downhole geophysical surveys		✓
	Geotechnical logging and sampling	Observed defects, strengths, surfaces, UCS, point load, slaking etc.	✓	
	Hyperspectral logging	Raw reflectance data and mineralogical data, along with metadata including data acquisition tool, NVCL reference etc	✓	
	Formation depths	Observed Formation names, depths	✓	
	Seam/ore details	Observed depths, thicknesses	✓	
	Sample details	Observed sample name, borehole name, sample type and description, sample purpose and method, depth from and to, sample date, duplicate details etc. This excludes Group 9/9A (coal) sample details.	✓	

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
	Sample geochemistry	Raw sampling results including laboratory details, sample preparation, analytical methods, detection limits, analysis dates, original laboratory certificates, details of laboratory and field duplicates, standards and blanks. This includes XRF details and all other portable analysis techniques. This excludes Group 9/9A (coal) sample geochemistry.	✓	
	Coal quality analytical data (Group 9/9A authorities only)	Raw sampling results including sample details, laboratory details, sample preparation, analytical methods, detection limits, analysis dates, original laboratory certificates, analysis, metallurgical properties, washability, composites and reflectance.		✓
	Core and chip photos	Raw photos of drill core and drill chips	✓	
	Water observations	Observed water level and flow data, including borehole name, location, depth, observation date	✓	
	Other sampling such as hydrogeochemistry etc	Raw sampling results including laboratory details, sample preparation, analytical methods, detection limits, analysis dates, original laboratory certificates, details of laboratory and field duplicates, standards and blanks	✓	
Geophysical surveys (non-seismic)	Includes all airborne and ground surveys for magnetics,	Raw data and metadata from surveys, including grids, images, survey outlines, acquisition report and final line data provided by geophysical contractor	✓	

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
	gravity, hyperspectral etc.	Processed survey data and processing reports and imagery created from basic processing	✓	
		Interpreted geological units, other point, linear and polygonal features		✓
Remote sensing	Includes satellite, LiDAR, multispectral, hyperspectral etc.	Raw data and metadata from surveys, including grids, images, survey outlines, acquisition reports and final line data provided by geophysical contractor	✓	
		Processed survey data and processing reports and imagery created from basic processing	✓	
		Outcomes of interpretations including interpreted geological units, soils, vegetation etc and other point, linear and polygonal features		✓
Seismic surveys	2D and 3D seismic	Raw data and metadata from surveys, lines, bin grids survey outlines, acquisition report and final data provided by contractor etc.	✓	
		Processed survey data and processing report and imagery created from basic processing	✓	
		Interpreted geological units, other point, linear and polygonal features		✓
Resource and reserve estimates	Resource and reserve statement	Resource and/or reserves estimate to include the full resource and reserve statement and a summary of the following factors*: <ul style="list-style-type: none"> geology and geological interpretation 	✓	

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
		<ul style="list-style-type: none"> • sampling and sub-sampling techniques • drilling techniques • criteria used for classification, including drill and data spacing and distribution • sample analysis method • estimation methodology • cut-off grade/s including basis for cut-off grade/s • mining and metallurgical methods and parameters and other material modifying factors considered. 		
	Resource and reserve modelling	Interpreted wireframes, cross sections, grids etc used to determine resource and/or reserve estimate		✓
	Resource and Reserve report	Full resource and reserve reports		✓
Metallurgical/washer y/processing studies	All studies related to mineral and other processing	All raw data and reports from processing studies including from ore characterisation, beneficiation, bulk sampling, washability studies etc.		✓
Economic modelling/feasibility studies	All studies related to economic modelling/feasibility	All raw data and reports from economic modelling and feasibility studies, this includes concept studies, pre-feasibility studies, bankability studies etc		✓
Mining operations and production	Current mining operations	Summary of mining operations		✓

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
statistics (if applicable)	Production statistics	Raw annual production statistics including amount of material mined and amount of ore shipped, concentrate and washed product shipped		✓
Geology findings in the mine (if applicable)	Geological mapping of faces and other areas throughout the mine area	Observed field site information including coordinates, geology, structure, stratigraphy, alteration, mineralisation, mineralogy, weathering geophysical characteristics etc at observation points, and along line and polygon traverses. This includes strike and dip measurements.	✓	
		Interpreted geological units, other point, linear and polygonal features		✓
Other activities	Rock property studies	All data and reports	✓	
	Petrographic studies	All data and reports	✓	
	Petrophysical studies	All data and reports	✓	
	Geotechnical surveys	All data and reports (Note – Drillhole geotechnical logging and sampling is covered under ‘Drilling’)		✓
	Gas testing	All data and reports	✓	
Maps	Main report maps	Location maps, geological maps, surface sample location maps, drilling location maps, geophysical survey maps etc required in main report sections. Maps to include significant results and imagery from basic processing where relevant.	✓	

Data Category	Data Item	Details	Able to be released after 5 years*	Confidential for life of authority
	Proposed exploration map	Map of proposed exploration activities and/or mining activities for the next reporting period.		✓

Appendix 3 Glossary

Table 3: Glossary of key terms in this guide.

Abbreviation	Description
Annual report	Annual exploration report including associated data submitted together with the report.
Assessment Lease	Assessment lease (AL), assessment (mineral owner) lease (A(MO)L)
Baseline geological data - Group 9/9A	Borehole locations, rehabilitation status, borehole metadata, downhole surveys, geological logging, geophysical and wireline logging, geotechnical logging and sampling, formation depths, seam details, core and chip photos, water observations, and other sampling such as hydrogeochemistry etc.
Commercially sensitive	Commercially sensitive and/or proprietary information that is not already publicly available through other means.
Confidentiality condition	Some old authorities previously had a confidentiality period written into their licence conditions. These conditions have been removed from all current Mining Leases.
DIGS	Mining, Exploration and Geoscience's publicly accessible online collection of reports, publications, and data
Exploration licence	Authorisation (Auth), exploration licence (EL), exploration (prospecting) licence (EPL), exploration (mineral owner) licences (E(MO)L)
Flow on authority	For the purposes of this policy, a flow on is where an application for a new authority has been lodged or granted over the same ground (or part thereof), of a current authority and the ownership is retained for that subsequent new authority, even though the authority type may change. e.g., MLA/ML lodged/granted over a previous EL or AL, an ALA/AL lodged/granted over previous EL, or a consolidated EL granted over previously separate ELs.
MEG	Mining, Exploration and Geoscience
Mining lease	Mining lease means a mining lease granted under Part 5 of the Mining Act and includes a consolidated mining lease.
Mineral Group	Mineral Group as defined in Schedule 2 of the Mining Regulation 2016
Personal information	Personal information means information or an opinion (including information or an opinion forming part of a database and whether recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion (Privacy and Personal Information Protection Act, 1998).

Abbreviation	Description
Published list of reports	The list of reports that have been lodged for more than 5 years. This list will be published on the MEG webpage in accordance with the dates in this document.
TMS	Titles Management System

Appendix 4 Technical guidance – How to

How to request a copy of historical reports

Authority holders may request a copy of a historical report submission if they cannot locate it in their own records. GSNSW will only accept requests for a two-month period following publishing of the list of reports eligible for release. Requests for a historical report should be sent to redaction@regional.nsw.gov.au with the subject ‘**Report request**’.

The email should include an attached file of the eligible historical reports requested. The steps to create the file to attach are:

1. Download the MS Excel file of the eligible historical reports
2. Filter the spreadsheet to select the reports you require a copy of
3. Select ‘Yes’ In the first column labelled ‘Report request’ for the reports required
4. Resave the downloaded MS Excel file with the following file name convention a. Report request ‘Titleholder name’.xls

All authority holders should ensure that their contact details are correct in the Titles Administration System (TAS) before requesting any reports as only authorised person may receive a copy of any report. For any changes contact titles@regional.nsw.gov.au.

Once your request has been processed by MEG, you will receive an email from MEG sharing the documents in the report with you, see Figure 2. Only the person who is authorised to receive this information will be able to open the link and a verification code will be sent to you separately, see Figures 3 to 5. The authorised person will then have access to the files submitted in the report and may download those required, see Figure 5.

Figure 2. An email will be sent advising that historical reports have been shared.

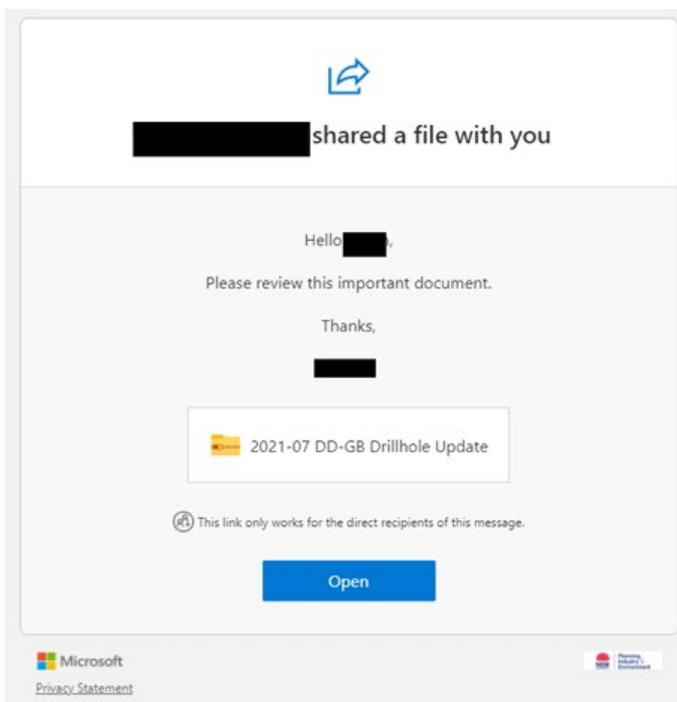


Figure 3. After receiving the verification code, it needs to be downloaded.

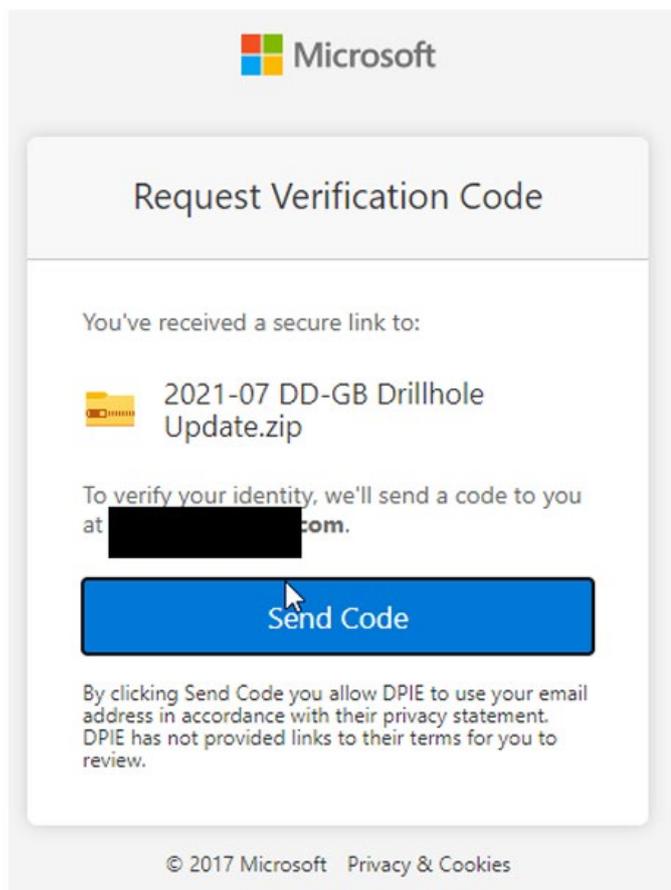


Figure 4: To access any shared historical documents a verification code will also be sent.

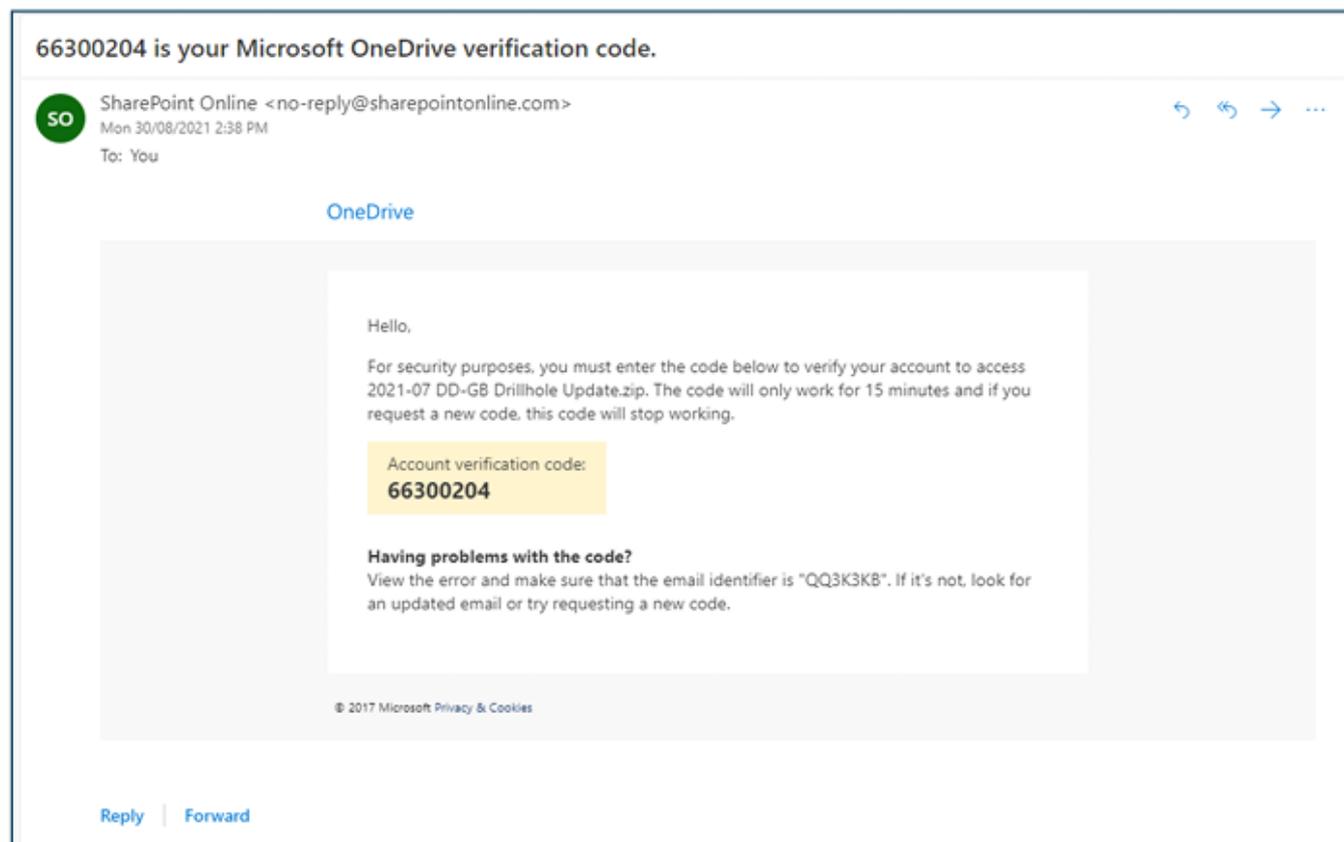
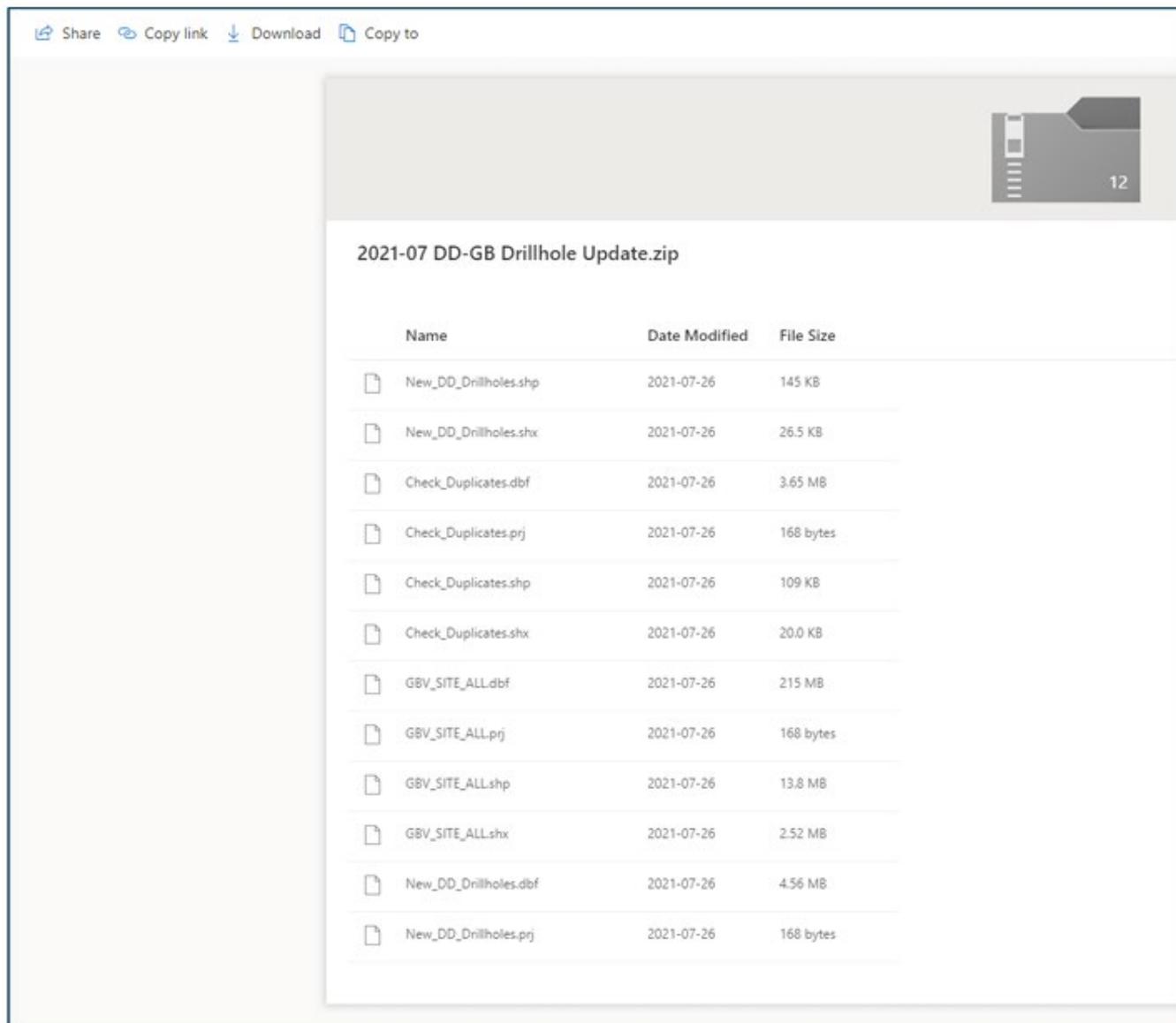


Figure 5: When the verification process is complete the historical reports can be downloaded.



How to request to redact a report

Authority holders may request to redact parts of a historical report. Requests for a historical report should be sent to redaction@regional.nsw.gov.au with the subject '**Redaction request**'.

The email should include an attached file of the reports subject to redaction. The steps to create the file to attach are:

1. Download the MS Excel file for Redaction requests
2. Filter the spreadsheet to select the reports you will request to redact
3. Select 'Yes' In the first column labelled 'Redaction request' for the reports required
4. Resave the downloaded MS Excel file with the following file name convention: Redaction request 'Titleholder Name'.xls

Once a request to redact is received by GSNSW you will receive an automated request receipt and you may proceed with your redaction process. Your request to redact will be assessed once GSNSW receives your redacted report.

Authority holders that have requested to redact reports and/or data will have until 1 October 2024 for the second release, or in the case of annual releases 1 February the following year, to provide a redacted report with associated data to MEG noting the reasons for redaction.

The redacted report will be reviewed by GSNSW, and the authority holder will be notified of the result of the assessment within 3 months of submitting the redacted report

All authority holders should ensure that their contact details are correct in the Titles Administration System (TAS) before requesting any reports as only authorised person may receive a copy of any report. For any changes to contact details contact titles@regional.nsw.gov.au.

How to submit a redacted report?

Authority holders who have requested to redact parts of a historical report can submit redacted documents through [Titles Management System \(TMS\)](#).

Guidance for lodging redacted reports via TMS can be found on the MEG webpage <https://meg.resourcesregulator.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting>

The documents lodged should include:

1. the redacted report (pdf)
2. any data associated with that redacted report
3. any redacted appendices

Data

If your report had attached data, which was not originally provided in tabular format, this data set must be provided in a tabular format with the redacted report. The data must be supplied:

- a) in the current data templates found on the MEG webpage (preferred) or
- b) in your own tabular digital data format, subject to approval from MEG.

Further queries related to digital data submission, and requests for approval to provide data in your own tabular format (rather than use of MEG data template), should be directed to redaction@regional.nsw.gov.au.

Large files

Where the file size of the documents is too large to be sent via TMS please contact redaction@regionalnsw.gov.au to have an upload link supplied to you.

How to request a review of a redaction assessment?

Where an authority holder has been notified that their first redaction ('RD1') does not comply with the Annual report release policy and Annual report redaction guide and has been rejected, they have one month to supply a second redacted document ('RD2') that complies with the guidance or lodge a request for review with the Redaction Review Group.

The authority holder should submit their request for review through TMS.

The authority holder should state clearly why the rejection should be reviewed.

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