

## **Guideline**

# 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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October 2021	1.0	First published (MEG/DOC21/805626)
March 2024	2.0	Updated to reflect updated annual report release policy. The annual report redaction guide now also includes the content of the former Annual Report Release Redaction Information ('How to guide'), which was archived on 28 March 2024.

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Table 1 Links for further information.

Subject	Webpage and email
Annual report release policy and report redaction	<a href="https://meg.resourcesregulator.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting">meg.resourcesregulator.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting</a> <b>Contact:</b> <a href="mailto:redaction@regional.nsw.gov.au">redaction@regional.nsw.gov.au</a>
Titles Management System (TMS)	<a href="https://meg.resourcesregulator.nsw.gov.au/mining-and-exploration/titles-management-system">meg.resourcesregulator.nsw.gov.au/mining-and-exploration/titles-management-system</a> <b>Contact:</b> <a href="mailto:tms@regional.nsw.gov.au">tms@regional.nsw.gov.au</a> or raise a ticket using the 'Feedback' link in top right corner of the TMS dashboard.
Reporting requirements, group reporting, extensions and exemptions	<a href="https://meg.resourcesregulator.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting">https://meg.resourcesregulator.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting</a> <b>Contact:</b> Mining and Exploration Assessment (MEA) via email <a href="mailto:mining.explorationassessment@regional.nsw.gov.au">mining.explorationassessment@regional.nsw.gov.au</a>

## Supporting documentation

To support the implementation of the annual report release policy, the following documents have been updated or developed and should be read in conjunction with this redaction guide.

- The Annual Report Release Policy outlines the process for the public release of annual reports and associated data 5 or more years after lodgement. Reports associated with relinquished authorities are also covered by the policy.
- The Guideline - Lodging exploration reports, data and requests in Titles Management System (TMS) provides step-by-step guidance on lodging redacted reports in Titles management System (TMS).
- The Guideline Exploration Reporting: A guide for reporting and prospecting in NSW has been updated to reflect the latest reporting requirements, data formats, lodgement facilities, and the annual report release policy.

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# Annual report redaction guide

## Purpose

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 the annual report release policy, which should be read in conjunction with this guide.

## Overview of redaction process

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

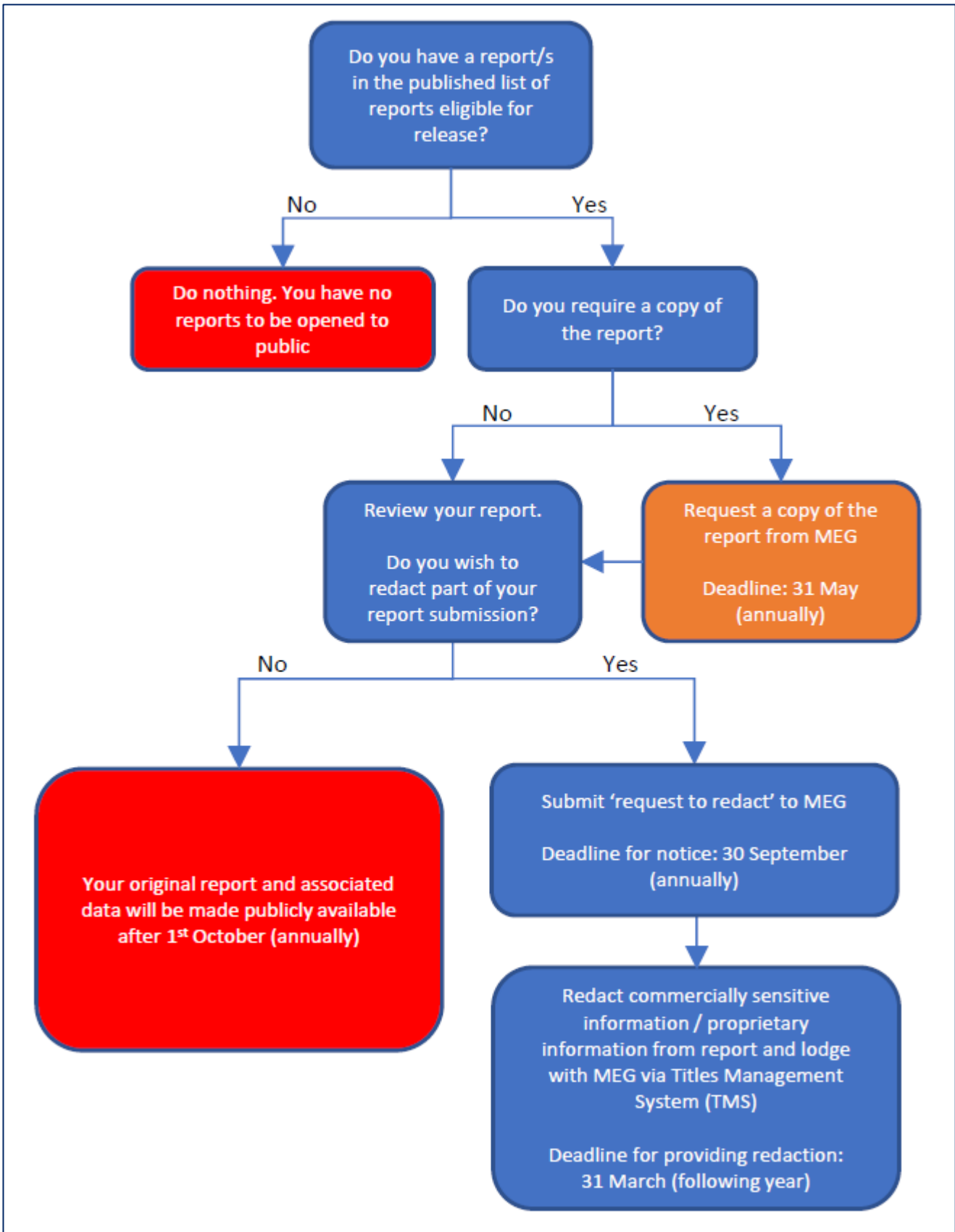
Authority holders may use the decision tree outlined in Figure 1 as guidance.

Table 2 Steps to supply a redacted report

Step	Activity	Additional instruction	Decision: Action
1	<p>Review the annual list of reports eligible to be released, published annually, and determine if you have reports due for release.</p> <p>Note: A list of annual reports due for release will be published on the MEG webpage on 31 March each year.</p>		<p><b>Yes:</b> I have report/s listed – move to <b>Step 2</b>.</p> <hr/> <p><b>No:</b> I have no reports listed – do nothing until the next annual release date.</p>
2	<p>Do you have a copy of the annual report with associated data?</p>	<p>Step 2: Request a copy of historical reports</p>	<p><b>Yes:</b> I have a copy of the report and data – move to <b>Step 3</b>.</p> <hr/> <p><b>No:</b> I do not have a copy of the report or data. Request a copy from MEG before the deadline 31 May (annually).</p>
3	<p>Do you wish to redact any part of the report?</p>	<p>Step 3: Request to redact reports</p>	<p><b>Yes:</b> send a ‘request to redact notice’ to MEG before the deadline 30 September (annually), then move to <b>Step 4</b></p>

Step	Activity	Additional instruction	Decision: Action
			<p><b>No:</b> you do not need to do anything further. Your report will be made publicly available.</p>
4	Redact the report and re-submit the redacted report to MEG.	<p>Step 4: Submit redacted reports.</p> <p>Refer to Appendix 1 and Appendix 2 for Information and data eligible for redaction</p>	<p>Redact the report (in PDF format) and submit the redacted report through Titles Management System (TMS) before the deadline of 31 March the following year. Also redact and provide any attachments in the report that you wish to redact.</p>

Figure 1 Authority holder decision tree



# Redaction process

## Step 1: Review list of reports eligible for release

Review the annually published list of reports eligible to be released and determine if you have any reports due for release.

The list of annual reports due for release in that year will be published on the [MEG webpage](#) on 31 March each year.

Requests for redaction can only be made against the **current** list of reports eligible to be released. Previous lists of reports eligible for release are still available on the MEG webpage, as this provides a listing of reports that have been made public through the annual report release policy.

## Step 2: Request a copy of historical reports

Authority holders may request a copy of a historical report if they cannot locate it in their own records.

The Geological Survey of NSW (GSNSW) will only accept requests for a two-month period following publishing of the list of reports eligible for release. Requests for historical reports must be submitted by 31 May each year.

Requests for a historical report should be sent to [redaction@regional.nsw.gov.au](mailto: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 Microsoft Excel (MS Excel) file of the reports eligible for release
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:

*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](mailto:titles@regional.nsw.gov.au).

Once your request has been processed by MEG, you will receive an email from MEG sharing the documents with you. Only the person who is authorised to receive this information will be granted access to reports.

## Step 3: Request to redact reports

Authority holders may request to redact parts of a historical report.

Requests to redact a report should be sent to [redaction@regional.nsw.gov.au](mailto:redaction@regional.nsw.gov.au) with the subject '**Redaction request**'.

Requests to redact must be submitted by 30 September each year.



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

1. Download the MS Excel file of the reports eligible for release
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.

Authority holders that have requested to redact reports and/or data will have until 31 March of 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.

## Step 4: Submit redacted reports

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

A TMS user account will be required. Guidance for setting up a TMS account, TMS general use and profile management can be found in the [Titles Management System User Guide](#).

Guidance for lodging redacted reports via TMS can be found in the [TMS Guide - Lodging geological reports, data and requests in TMS](#).

The documents lodged should include:

1. the redacted report (in .pdf format)
2. any data associated with that redacted report (data can be submitted in original format)
3. any redacted appendices.

Redacted reports and data must be submitted on an individual report basis (i.e., if a company has opted to redact multiple reports, each redacted report will need to be submitted separately as the process to upload reports via TMS is done on an individual 'RIN' basis).

Further queries related to redacted report submission and issues with lodgement should be directed to [redaction@regional.nsw.gov.au](mailto: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@regional.nsw.gov.au](mailto:redaction@regional.nsw.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 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.

## Appendix 1 Exploration reports - Items eligible for redaction

Table 3 outlines information included in annual 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 3 Details of report text that may be redacted

Exploration reporting guideline 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.
	Details of metallurgical/washery/processing studies.	

Exploration reporting guideline year	Annual report section	Text that may be redacted
	Additional requirements assessment leases	<p>Note: where this information appears in a different section of the report, this information may still be redacted.</p> <p>Details of economic modelling or feasibility studies.</p> <p>Details of marketing studies.</p> <p>Any other assessment activities.</p>
	Additional requirements for mining authorities (if applicable)	<p>Production statistics for the reporting period including the amount of material mined and the amount of ore shipped.</p> <p>Description of current mining operations.</p> <p>Description of any assessment activities carried out in the reporting period.</p> <p>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.</p>
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>

Exploration reporting guideline 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.
	Current and proposed exploration activity and expenditure table	Tables.
	Additional requirements assessment leases	<p>Details of metallurgical/washery/processing studies.</p> <p>Details of economic modelling or feasibility studies.</p> <p>Details of marketing studies.</p> <p>Any other assessment activities.</p>
	Additional information for mining authorities (if applicable)	<p>Production statistics for the reporting period including the amount of material mined and amount of ore shipped.</p> <p>Description of current mining operations.</p> <p>Description of assessment activities.</p> <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> <p>External studies.</p>

Exploration reporting guideline 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.
2012	Geophysical Survey Result Reports Background Exploration Completed - Results	Personal information or contact details.  Plans and profiles generated to illustrate the geophysical results, interpretation and conclusion.  Interpretive results describing the outcomes and exploration impact of a geophysical survey.
2001	Main Body Text  Current and proposed exploration activity and expenditure table	Interpretation and conclusions of results.  Sections.  Tables.
1994	Summary or abstract	Exploration Methods used.  Results and conclusion.

## Appendix 2 Details of confidentiality periods for different data categories

Table 4 sets out examples of data types and associated confidentiality periods.

Table 4 Confidentiality periods for different data categories

Data Category	Data Item	Details	Able to be released 5 years after lodgement <sup>1</sup>	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 <b>interpreted</b> geological modelling based on exploration results used for ongoing exploration targeting.		✓
	Modelling – 2D and 3D	<b>Interpreted</b> 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	<b>Raw</b> 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.	✓	

<sup>1</sup> 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, whichever is the earliest.

Data Category	Data Item	Details	Able to be released 5 years after lodgement 1	Confidential for life of authority
		<b>Interpreted</b> geological units, other point, linear and polygonal features, anomalies etc interpreted from digitised historical datasets.		✓
	Resurveying of historical collars, re-assaying and relogging of historical drill core and sample pulps	<p><b>Raw</b> compiled drilling data collected from resurveying historical collars including borehole name, coordinates, RL, total depth, datums, projections, dip and azimuth.</p> <p><b>Raw</b> 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><b>Observed</b> compiled colour, rock type, weathering, bedding, alteration, weathering, mineralisation, veining, dictionary etc. from relogging of historical drill core or surface samples.</p>	✓	
		<b>Interpreted</b> geological units, other point, linear and polygonal features, anomalies etc interpreted from resurveying and re-assaying of historical drill core and sample pulps.		✓



Data Category	Data Item	Details	Able to be released 5 years after lodgement <sup>1</sup>	Confidential for life of authority
Mapping	Field, geophysical and photogeological mapping	<b>Observed</b> 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.	✓	
		<b>Interpreted</b> geological units, other point, linear and polygonal features.		✓
Surface samples - Field samples including rock chips, soil samples, stream sediment samples, etc.	Sample details	<b>Observed</b> sample site name, sample date, sample type and description, sample purpose, field duplicate details, coordinates, RL, datums, projections.	✓	
	Sample geochemistry	<b>Raw</b> 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	<b>Observed</b> colour, rock type, weathering, bedding, alteration, weathering, mineralisation, veining, structures, geological dictionaries etc.	✓	

Data Category	Data Item	Details	Able to be released 5 years after lodgement <sup>1</sup>	Confidential for life of authority
	Rock properties	<b>Raw</b> 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.	✓	
	Geological logging	<b>Observed</b> colour, rock type, weathering, bedding, alteration, weathering, mineralisation, veining, structures, geological dictionaries etc.	✓	

Data Category	Data Item	Details	Able to be released 5 years after lodgement <sup>1</sup>	Confidential for life of authority
	Geophysical and wireline logging	<b>Raw</b> downhole geophysical data such as magnetic susceptibility, density, resistivity, sonic logging, Acoustic Televiewer or Optical Televiewer data etc.	✓	
		<b>Interpreted</b> geological units, other point, linear and polygonal features and interpretation reports from downhole geophysical surveys.		✓
	Geotechnical logging and sampling	<b>Observed</b> defects, strengths, surfaces, UCS, point load, slaking etc.	✓	
	Hyperspectral logging	<b>Raw</b> reflectance data and mineralogical data, along with metadata including data acquisition tool, NVCL reference etc.	✓	
	Formation depths	<b>Observed</b> Formation names, depths.	✓	
	Seam/ore details	<b>Observed</b> depths, thicknesses.	✓	
	Sample details	<b>Observed</b> 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 5 years after lodgement 1	Confidential for life of authority
	Sample geochemistry	<b>Raw</b> 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 and Group 9A sample geochemistry.	✓	
	Coal quality analytical data (Group 9 and 9A authorities only)	<b>Raw</b> 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	<b>Raw</b> photos of drill core and drill chips.	✓	
	Water observations	<b>Observed</b> water level and flow data, including borehole name, location, depth, observation date.	✓	
	Other sampling such as hydrogeochemistry etc	<b>Raw</b> 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.	✓	

Data Category	Data Item	Details	Able to be released 5 years after lodgement <sup>1</sup>	Confidential for life of authority
Geophysical surveys (non-seismic)	Includes all airborne and ground surveys for magnetics, gravity, hyperspectral etc.	<b>Raw</b> data and metadata from surveys, including grids, images, survey outlines, acquisition report and final line data provided by geophysical contractor.	✓	
		<b>Processed</b> survey data and processing reports and imagery created from basic processing.	✓	
		<b>Interpreted</b> geological units, other point, linear and polygonal features.		✓
Remote sensing	Includes satellite, LiDAR, multispectral, hyperspectral etc.	<b>Raw</b> data and metadata from surveys, including grids, images, survey outlines, acquisition reports and final line data provided by geophysical contractor.	✓	
		<b>Processed</b> survey data and processing reports and imagery created from basic processing.	✓	
		Outcomes of interpretations including <b>interpreted</b> geological units, soils, vegetation etc and other point, linear and polygonal features.		✓
Seismic surveys	2D and 3D seismic	<b>Raw</b> data and metadata from surveys, lines, bin grids survey outlines, acquisition report and final data provided by contractor etc.	✓	

Data Category	Data Item	Details	Able to be released 5 years after lodgement 1	Confidential for life of authority
		<b>Processed</b> survey data and processing report and imagery created from basic processing.	✓	
		<b>Interpreted</b> 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"> <li>• geology and geological interpretation</li> <li>• sampling and sub-sampling techniques</li> <li>• drilling techniques</li> <li>• criteria used for classification, including drill and data spacing and distribution</li> <li>• sample analysis method</li> <li>• estimation methodology</li> <li>• cut-off grade/s including basis for cut-off grade/s</li> <li>• mining and metallurgical methods and parameters and other material modifying factors considered.</li> </ul>	✓	
	Resource and reserve modelling	<b>Interpreted</b> wireframes, cross sections, grids etc used to determine resource and/or reserve estimate.		✓

Data Category	Data Item	Details	Able to be released 5 years after lodgement 1	Confidential for life of authority
	Resource and Reserve report	Full resource and reserve reports.		✓
Metallurgical/ washery/ processing studies	All studies related to mineral and other processing	All <b>raw</b> 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 <b>raw</b> data and reports from economic modelling and feasibility studies, this includes concept studies, pre-feasibility studies, bankability studies etc.		✓
Mining operations and production statistics (if applicable)	Current mining operations	Summary of mining operations.		✓
	Production statistics	<b>Raw</b> annual production statistics including amount of material mined and amount of ore shipped, concentrate and washed product shipped.		✓
Geology findings in the	Geological mapping of faces and other areas	<b>Observed</b> field site information including coordinates, geology, structure, stratigraphy, alteration, mineralisation, mineralogy, weathering geophysical characteristics etc at observation points, and	✓	

Data Category	Data Item	Details	Able to be released 5 years after lodgement 1	Confidential for life of authority
mine (if applicable)	throughout the mine area	along line and polygon traverses. This includes strike and dip measurements.		
		<b>Interpreted</b> 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.	✓	
	Proposed exploration map	Map of proposed exploration activities and/or mining activities for the next reporting period.		✓





# Appendix 3 Glossary

Table 5 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.
Coal quality analytical data	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.
Commercially sensitive	Commercially sensitive and/or proprietary information that is not already publicly available through other means.
Confidentiality condition	Some mining leases 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).
MEG	Mining, Exploration and Geoscience.
Mining lease	Mining lease means a mining lease granted under Part 5 of the Mining Act 1992 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.

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