



Regional  
NSW

# Annual Report Release Redaction Information

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How to guide

January 2022

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How to guide

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## Introduction

The NSW Government has committed to making historical exploration data available as part of the NSW Minerals Strategy. The aim of the NSW Minerals Strategy is to make NSW the premier destination for mining investment in Australia, and to support growing global demand for minerals. Mining, Exploration and Geoscience (MEG) intends to give effect to this commitment by commencing the public release of annual reports with associated data from 1 June 2021.

In accordance with the *Annual Release Policy*, this document outlines how to request or submit information to MEG as part of the option to redact parts of an annual reports.

This document includes information about how to request:

1. a copy of historical reports – where a title holder no longer has a copy
2. that a title holder intends to redact historical reports
3. a review where a redaction report has been assessed by the Department as not meeting the redaction guideline.

## 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@geoscience.nsw.gov.au](mailto:redaction@geoscience.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 'Request Report' for the reports required
4. Resave the downloaded MS Excel file with the following file name convention
  - a. *Report request 'Title Holder 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 [resource.operations@planning.nsw.gov.au](mailto:resource.operations@planning.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 1. 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 2 to 4. The authorised person will then have access to the files submitted in the report and may download those required, see Figure 4.

Figure 1. An email will be sent advising that historical reports have been shared.

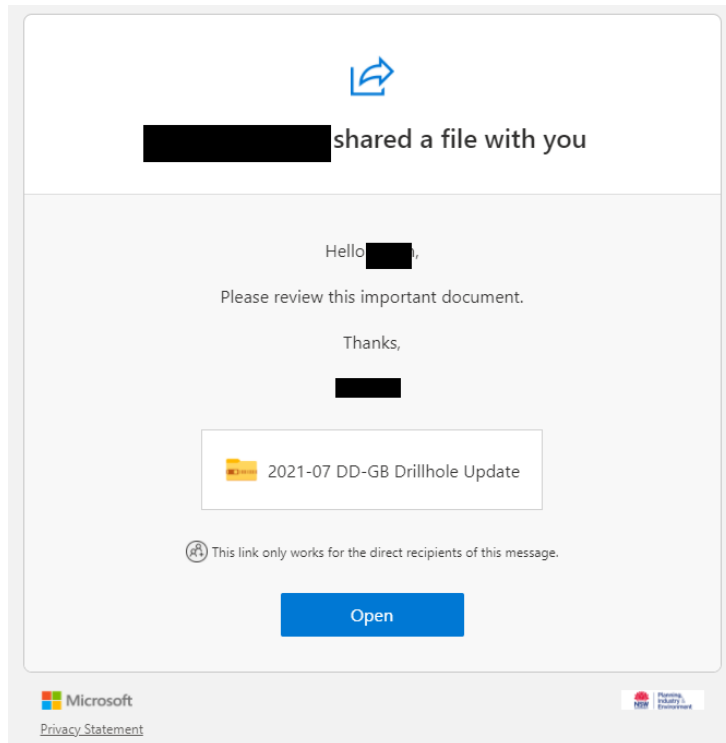
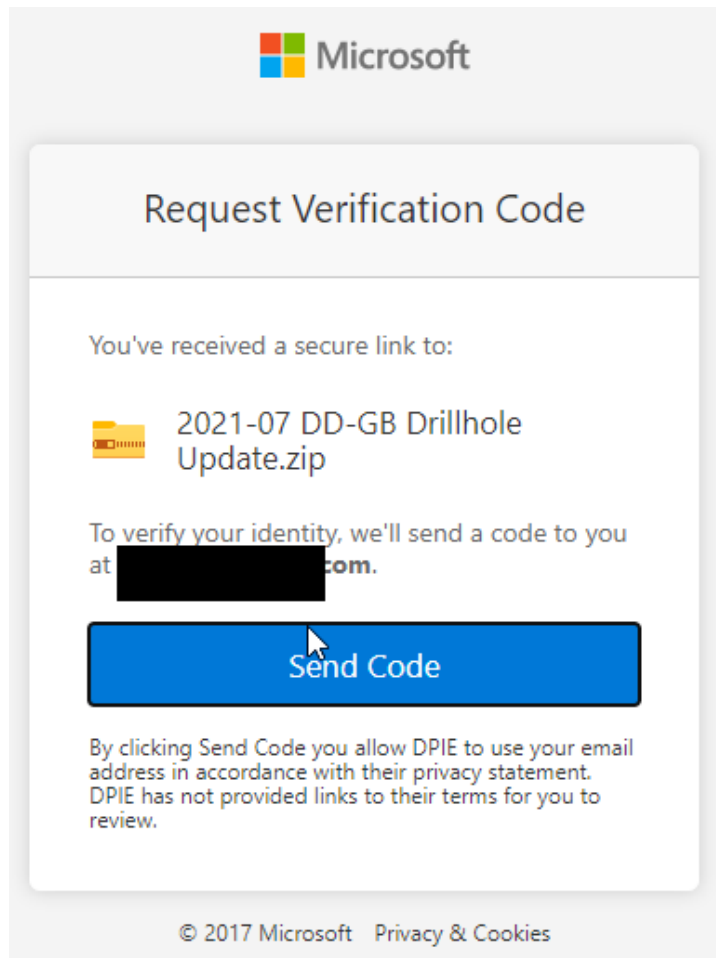
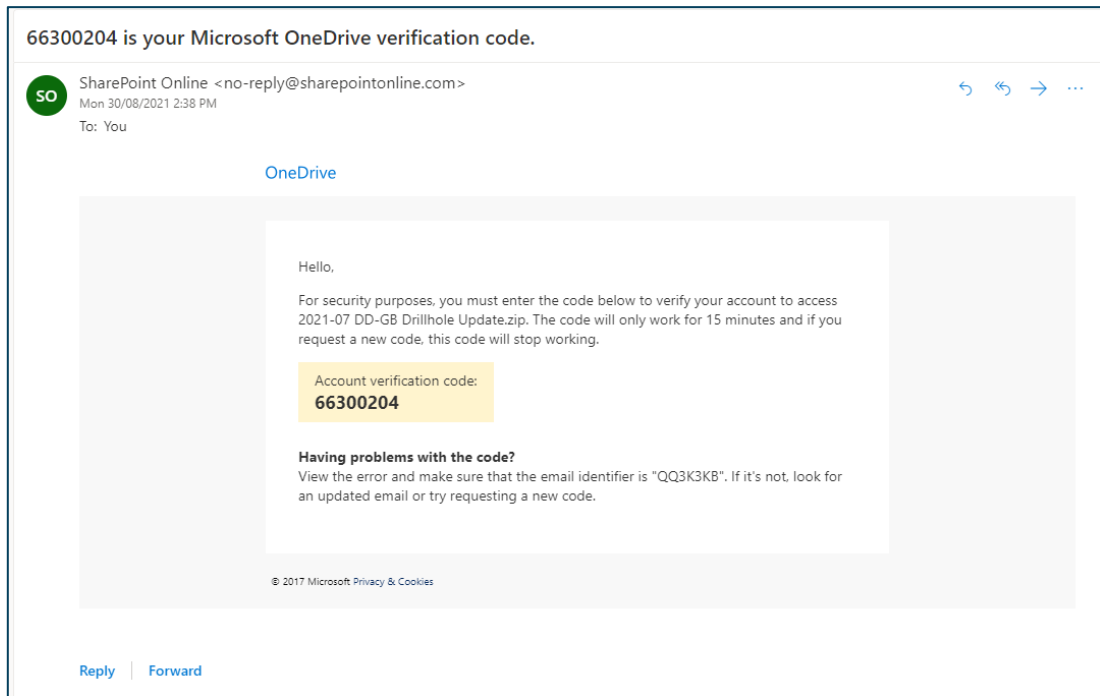


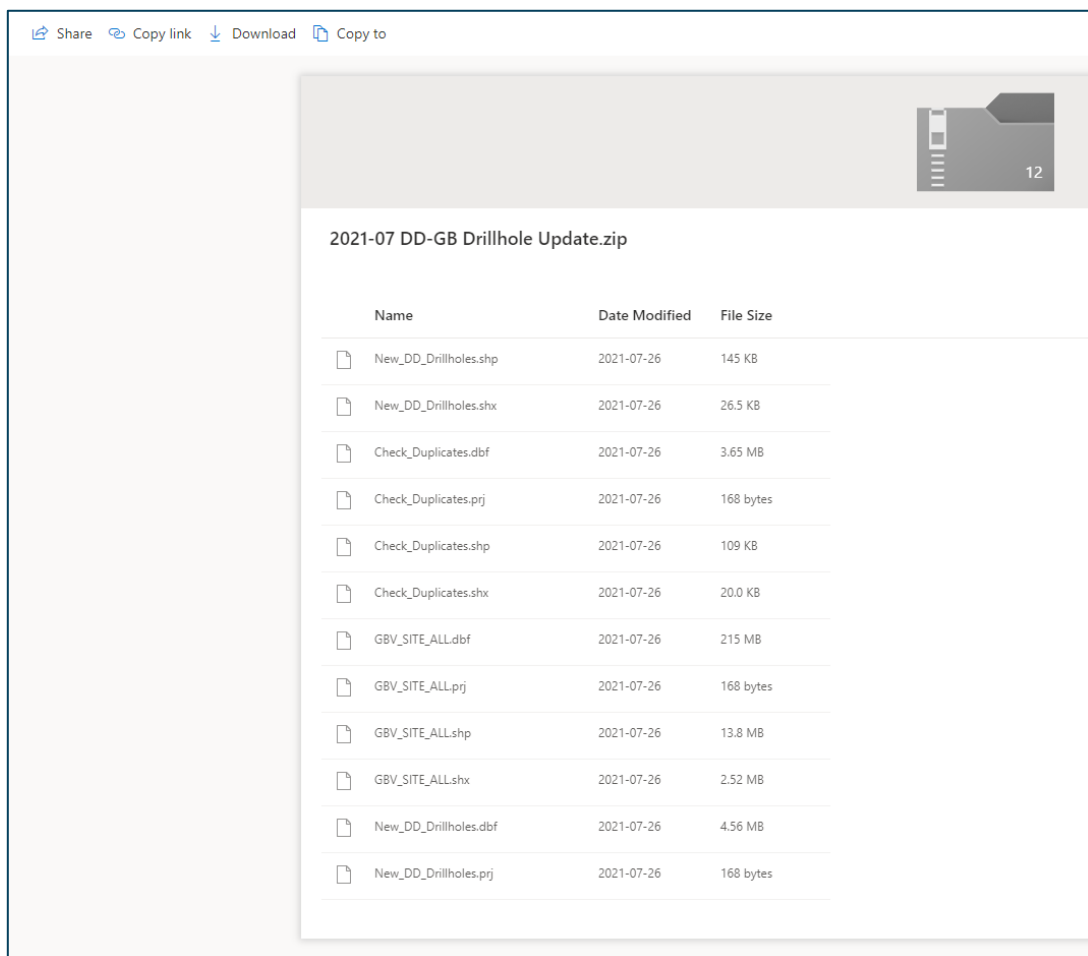
Figure 2. After receiving the verification code it needs to be downloaded.



**Figure 3: To access any shared historical documents a verification code will also be sent.**



**Figure 4: 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@geoscience.nsw.gov.au](mailto:redaction@geoscience.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 'Request Redaction' for the reports required
4. Resave the downloaded MS Excel file with the following file name convention
  - a. *Redaction request 'Title Holder 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 2022 for the initial 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 [resource.operations@planning.nsw.gov.au](mailto:resource.operations@planning.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 TMS by the activity I want to submit a redacted report.

The documents should include:

1. the redacted report (pdf)
2. any data associated with that redacted report in current templates where it has not been supplied in digital format in the original report (required if not previously supplied in digital templates)
3. any redacted appendices

Where the file size of the documents is too large to be sent via TMS please contact [redaction@geoscience.nsw.gov.au](mailto:redaction@geoscience.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 *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.

For any changes to contact details contact [resource.operations@planning.nsw.gov.au](mailto:resource.operations@planning.nsw.gov.au)