

# Fact sheet

## Notifying the Regulator of reportable events

September 2025

Note: This fact sheet does not apply to opal mines.

## Notifying the Regulator of other matters

Section 125 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 sets out requirements on the mine or petroleum site operator to notify the Regulator of certain events referred to as ‘reportable events’.

The operator of a mine or petroleum site must give notice of a reportable event for the mine or petroleum site —

- (a) before the event occurs, and
- (b) for the recommencement of normal mining operations at a mine following a significant interruption to, or suspension of, mining activities at the mine — as soon as reasonably practicable after the operator becomes aware that the mining operations will recommence.

A notice in relation to the reportable event of the commencement of mining operations at a mine must include the following —

- (a) the date of the commencement of mining operations at the mine,
- (b) the date mining operations at the mine are intended to conclude,
- (c) the global positioning system coordinates of the area covered by the mine, not including the coordinates of the location of drill holes,
- (d) details of the scope, character and location of the mining operations at the mine,
- (e) details of the minerals sought, extracted or otherwise dealt with at the mine,
- (f) whether the mine has an underground mine,
- (g) identification details of the persons nominated to exercise key statutory functions at the mine and the competency of the persons to exercise the functions.

A notice in relation to the reportable event of the commencement of mining operations at a coal mine must include the following in addition to the matters set out in subsection (3) —

- (a) the positions in the management structure that have responsibility for the management of work health and safety at the mine, including persons nominated to exercise a key statutory function at the mine, and the names of the persons and their contact details,

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- (b) a list of the principal hazards that are anticipated in the conduct of the mining operations at the mine,
- (c) an outline of the contents of the safety management system for the mine,
- (d) an outline of each principal hazard management plan and principal control plan, including a list of the codes, standards or guidelines referred to in the plans.

A notice in relation to the reportable event of the commencement of petroleum operations at a petroleum site must include the following —

- (a) the date of the commencement of petroleum operations at the petroleum site,
- (b) the date petroleum operations at the petroleum site are intended to conclude,
- (c) the global positioning system coordinates of the area covered by the petroleum site and the coordinates of the location of all proposed wells,
- (d) details of the scope, character and location of the petroleum operations at the petroleum site,
- (e) details of the petroleum sought, extracted or otherwise dealt with at the petroleum site.

The regulator may require an operator of a mine or petroleum site to provide, by notice, additional particulars in relation to —

- (a) a matter referred to in subsection (3), (4) or (5) Section 125 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022, or
- (b) the performance of duties by the operator.

The operator of a mine must give notice of a proposed material change to information provided under subsection (3)(g) of Section 125 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 as soon as reasonably practicable after the mine operator becomes aware the change is proposed to occur.

The mine operator of a coal mine must give notice of a proposed material change to information provided under subsection (4) of Section 125 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 as soon as reasonably practicable after the mine operator becomes aware the change is proposed to occur.

A notice under this section must —

- (a) be written, and
- (b) be given to the regulator, and
- (c) for a coal mine — be given to an industry safety and health representative, and
- (d) be given in the approved way and form.

An operator of a mine or petroleum site is not required to give notice before the occurrence of a reportable event or proposed change if the operator —

- (a) did not intend the occurrence of the event or change, and
- (b) could not have reasonably foreseen the occurrence of the event or change, and
- (c) gives notice as soon as reasonably practicable after the occurrence of the event or change.

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An operator of a mine is not required to give notice in relation to a significant interruption to, or suspension of, mining activities at the mine if the operator has already notified the regulator of the interruption or suspension in relation to an incident referred to in section 124 or a notifiable incident.

The regulator may, on the application of an operator of a mine or petroleum site, waive or vary a requirement for the giving of notice under this section.

Before waiving or varying a requirement for a coal mine, the regulator must take reasonable steps to inform an industry safety and health representative of the proposed waiver or variation.

The operator of a mine or petroleum site must ensure a notice required by or under this section is given in accordance with this section.

In this section a *coal mine* does not include a coal mine at which no mining activity takes place other than exploring for minerals.

*reportable event*, for a mine, means the following events —

- (a) the commencement of mining operations at the mine,
- (b) a significant interruption to, or suspension of, mining activities at the mine,
- (c) the recommencement of normal mining operations at the mine following an event referred to in paragraph (b),
- (d) the commencement of intermittent mining operations at the mine,
- (e) the connection of an electricity supply to the mine, but not if a person is nominated to exercise the statutory function of electrical engineering manager or electrical engineer at the mine,
- (f) the closure of the mine.

*reportable event*, for a petroleum site, means the following events —

- (a) the commencement of petroleum operations at the petroleum site,
- (b) the connection of an electricity supply to the petroleum site

## How much notice must be given?

The mine or petroleum site operator must notify the Regulator **before the reportable event occurs** except:

- if the mine or petroleum site operator did not intend for the event to occur and could not have foreseen the event occurring notice must be given **as soon as practicable after the event occurs**
- in respect of the recommencement of normal mining operations at the mine following significant interruption to, or suspension of, mining activities as soon as is reasonably practicable after the mine operator becomes aware that the mining operations are to recommence
- in relation to a coal mine providing updated details, as soon as is reasonably practicable after the mine operator becomes aware that the change is proposed to occur.

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### Duty to provide further information

The Regulator may request further information from a mine or petroleum site operator in relation to:

- any of the matters referred to in the *Notification of other matters including reportable events form*, or
- in relation to the performance of duties by the mine operator.

### How to notify reportable events

Use the Notification of other matters including reportable events form, available on our website, to notify the Regulator of reportable events.

Coal mines must provide a copy of the notification, including attachments, to an industry safety and health representative.

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