



Quick help guide to notices

Security roles

Company Administrator has the authority to register users and grant or revoke security roles at the Site/Operation for the Compliance Notices sub-system. They can also notify compliance and communicate with the Department.

Company Representative can notify compliance and communicate with the Department.

Company SRS TESTING PRODUCTION - EXPLN & MINING			
Business Area	Mining	Site / Operation	MOD SMALL MINES / RSD
Subsystem	Type	Role	
Compliance - Notices	Improvement Notice	Company Administrator	
Compliance - Notices	Improvement Notice	Company Representative	
Compliance - Notices	Prohibition Notice	Company Administrator	
Compliance - Notices	Prohibition Notice	Company Representative	

See www.dmp.wa.gov.au/rsd_help/index_854.aspx for information on how to register for company access.

Administer roles

To grant and revoke security roles use the Manage Company Users link under Administration on the SRS home page.



To grant security roles choose the appropriate subsystem, type, roles and click 'Grant Role'.

Grantable Roles			
Subsystem	Type	Roles	
Compliance - Notices	Improvement Notice	Company Administrator	Grant Role
	Prohibition Notice	Company Representative	Grant Role

To revoke security roles the Company Administrator chooses the appropriate subsystem, type, roles for that user and clicks on 'Revoke Role'.

Business Area	Mining	Site	MOD SMALL MINES / RSD
Subsystem	Type	Role	
Compliance - Notices	Improvement Notice	Company Administrator	Revoke Role
Compliance - Notices	Improvement Notice	Company Representative	Revoke Role
Compliance - Notices	Prohibition Notice	Company Administrator	Revoke Role
Compliance - Notices	Prohibition Notice	Company Representative	Revoke Role

See www.dmp.wa.gov.au/rsd_help/index_859.aspx for information on how to manage company users.

Levels of access

Site Operation Level access enables users to interact with Notices at the Site. If you wish to interact with Notices across multiple sites you need to be granted Company Administrator or Company Representative roles for each site. There is no access to Notices at Company Level.

Company Options	
Company:	SRS TESTING PRODUCTION - EXPLN & MINING
Business Area:	Mining
Site / Operation:	MOD SMALL MINES / RSD

Types of notices

There are two types of notices as defined by the *Mines Safety and Inspection Act 1994* and regulations.

Prohibition notice is an order to stop an activity or remove a hazard considered to be dangerous or likely to become dangerous.

Improvement notice is issued when the Inspector believes the regulations are being contravened, or has been contravened in circumstances that make it likely to continue or be repeated.

Further information and FAQs can be found on the DMP website under Resources Safety > Legislation and policy > Mine safety and health.

Status of a Notice

Issued – the Notice has been issued.

Withdrawn – the Notice has been withdrawn by DMP and is not viewable.

Review Requested – request for new due date or amendment has been received.

Verification Required – compliance has been received and will be reviewed.

Verified – the issuing inspector has reviewed and accepted the compliance.

Viewing a Notice

To access and view the details of a Notice navigate to the Compliance sub-system and select the Notices tab. Use the filter buttons to view prohibition or improvement notice and select either of the following icons:



Opens the Notice in a new browser window in read only mode.



Opens the Notice in the current browser window in interactive mode.

Interactive mode

To view the details of the Notice in interactive mode use the following tabs.

Overview – displays the Notice date and due date

Notice – displays full Notice details

Related Communication – enables communication with DMP

Related Item – displays any issued completed audits relating to the Notice

Under the Notice tab you can choose to view Notice details, print the Notice, request a review or notify compliance.

Referral for review

In this section you have the ability to request a new due date or an amendment to the Notice. To complete this select the new proposed due date or detail the amendment and grounds under which the request is being made. Ensure to attach any relevant evidence to support the request and submit. DMP will review the request and respond accordingly.

Notify compliance

To notify compliance navigate to the Notice tab and detail the measures taken. Once complete attach any supporting evidence and click submit.

Once completed the issuing inspector will review the notification.

FAQs

1. With security roles at Site/Operation level what can I see?

All issued or withdrawn Notices for that Site/Operation.

2. How do I gain access to issued Notices on behalf of the company or site?

The Company Administrator can grant either administrator or representative roles.

3. I am the company administrator and I cannot find the person I want to grant representative role to, how do I find them?

The person requesting access must have an SRS account and that account must be associated with your site or operation. If the person does not have an ex account number you can register on their behalf under Register Company User in the Administration tab.

See www.dmp.wa.gov.au/rsd_help/index_854.aspx for details on how to register and associate a profile to the company and site or operation.

4. How many Company Administrators can we have?

Only a maximum of three administrators are allowed.

5. Who will receive the SRS alert when a Notice is issued through SRS?

Providing you have an ex account and have been granted security roles of Compliance Notices for that site, you will receive the alert.

6. Who can notify compliance through SRS?

Anyone with the Company Administrator or Company Representative role for Compliance Notices for that site.

7. How do I request for a time extension to complete works?

Use the Referral For Review tab and request a new due date.

8. How do I ask the issuing inspector a question relating to the notice?

You can use Related Communications within the Notice to ask questions and/or provide information.