

Work Instruction

Assigning a delegate to an acting Legislative role for a mine site account

Overview

This Work Instruction provides guidance to the Responsible Person on how to nominate an acting role in the RSHQ Portal. Only the Responsible Person has **L3 Administrator** rights to invite delegates into the system. Invited delegates will have **L3 General** rights.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Prerequisites

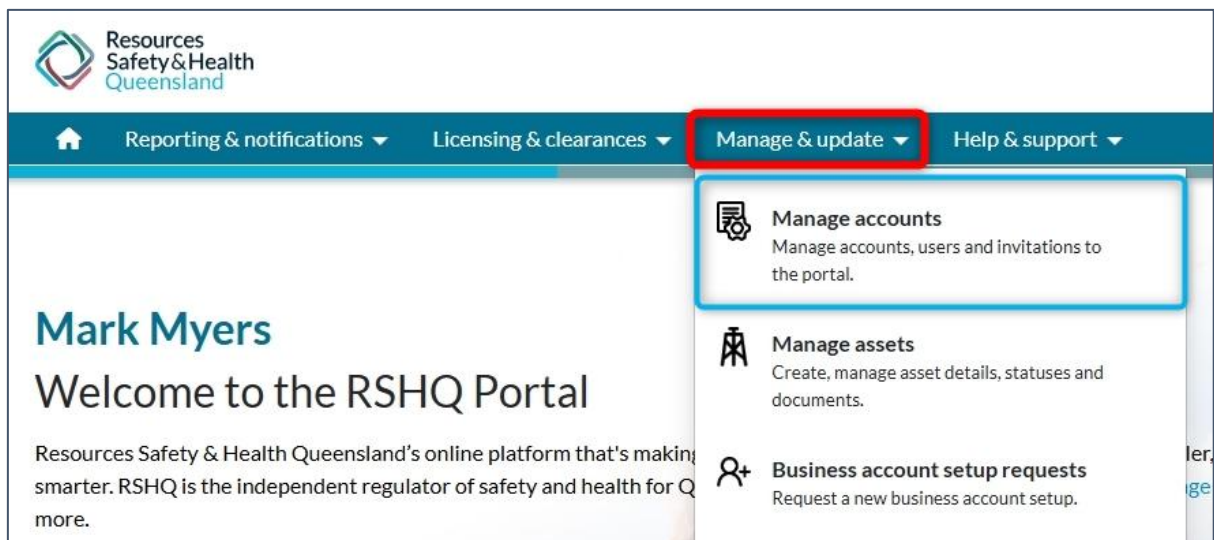
All delegates that the Responsible Person wants to invite into the system must have either:

- a myID verification level of 'Standard' or 'Strong', or
- an IDVerse verification level of 'Strong'.

If the account does not have either of these verification levels, the delegate will not be able to access any information.

Procedure

1. Log into the RSHQ Portal.
2. Select **Manage & update** in the top menu toolbar and then **Manage accounts**.



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3. The **Accounts** screen will display, showing all accounts you are associated with. Select the relevant site account name from the **Account Name** column.

Accounts				
Account Name	Account Classification	Address - City	Web Role ↑	
Portal Mine 1C	Coal Mine		L3 Administrator	View details
Explosives Pty Ltd	Authority Holder	Brisbane	L3 Administrator	View details
Petroleum Inc	Petroleum and Gas	Mackay	L3 Administrator	View details

4. The details of the site account will display. Select the **Access/Permissions** tab.

Portal Mine 1C

Account/Contact Details

Access/Permissions

Address/Location

Commodities

Monthly Worker Summaries

5. Select **Invite**.

Open Invitations

 By inviting this person, I confirm, as an authorised contact of the authority holder, that the invitee or individual acting under this authority holds the required qualifications and experience to carry out activities within the scope, limits, and conditions of this authority.

Invite

6. Enter the delegate's email address.

Recipient Email *

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7. Select the **Legislative Role Held**.

Web Role *

L3 General

Legislative Role held



8. Select the role that the delegate will be fulfilling and click **Select**.

Lookup records 



Choose one record and click Select to continue

✓	Name
☐	Acting Site Senior Executive
☐	Contract Manager
☐	Electrical Engineering Manager (Surface)
☐	Electrical Engineering Manager (Underground)
☐	Explosion risk zone controller
☐	Mechanical Engineering Manager (Surface)
☐	Mechanical Engineering Manager (Underground)
☐	Open Cut Examiner
☐	Person to Control Electrical Work
☐	Person to Control Winding Activities
☐	Underground Mine Manager

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9. Select the date the delegate will commence. The system will default to the day that you are entering the invitation.

Start Date *

01/06/2026 

10. For acting roles, select an **End Date**. The system will automatically remove the delegate's access rights as of this date. This date can be altered by the Responsible Person once the delegate has followed the onboarding process to access the system. The purpose of the **End Date** is also for auditing purposes, creating a history of who held what **Legislative Role** over time.

End Date

DD/MM/YYYY 

11. Once the **End Date** is entered, make a note of the **Invitation Security Code** and click **Submit**.

Invitation Security Code

9569

Inviter

Mark Myers

Submit

12. Send the Invitation Security Code to the delegate. The delegate will have to follow the **Accepting an invitation to link your individual RSHQ Portal account to a mine site account Fact Sheet** to complete signing in to the Portal.