



# Responding to a Request for Information (RFI)

## Resources Online Portal - Quick Reference Guide

## What is an RFI?

An RFI is a formal request from the Environmental / Assessing Officer asking for further information or clarification to support the assessment of your Programme of Work (PoW) application.

- RFIs pause the assessment clock until you respond.
- You typically have 20 days to respond before follow-up or further action may occur.

## How Will I Know I Have an RFI?

- You will receive an email notification titled **"Further Information Required."**
- In the RO portal, a red notification counter will appear on the **'Request for Information'** menu item.

## Where to Find Your RFI

1. Log in to the **Resources Online** portal.
2. Click **Request for Information** in the top menu.
3. In the **POW tab**, check the filter below the tab title:
  - By default, the filter is set to **Pending**, which shows RFIs that still need your response.
  - If you want to review RFIs you have already sent and been reviewed by the assessing officer, switch the filter to **Completed**.

Department of Mines, Petroleum and Exploration  
Resources Online  
ROUser Twenty One Mysurname  
COMPANY PTY LTD  
Accessibility Contact us

Home Exploration Mining **Request for information 5** Correspondence 3 Help Entity admin

Home > Request for Information

## Request for Information

POW EMA  
Pending

Search Q

RFI ID	Reg Id	Exploration Rehabilitation	Your Reference	RFI Sent ↓	Response Req. By	Primary Contact	Submitter	Status
RFI-001182	301569-R-POW	DF Test 14062025 BD calc test - weekend	26/06/2025	24/07/2025	ROUser Twenty One Mysurname	ROUser Twenty One Mysurname	Awaiting Proponent Response	▼

4. Locate the RFI in the list.
5. To open the **Request for information edit page** for your selected RFI:
  - Click the **RFI ID hyperlink** directly, or
  - Click the **down arrow** next to your RFI, then select **Respond RFI**.

## Request for Information

POW EMA

Pending

Search



RFI ID	Reg Id	Exploration Rehabilitation	Your Reference	RFI Sent ↓	Response Req. By	Primary Contact	Submitter	Status	
RFI-001182	301569-R-POW		DF Test 14062025 BD calc test - weekend	26/06/2025	24/07/2025	ROUser Twenty One Mysurname	ROUser Twenty One Mysurname	Awaiting Proponent Response	▼ Respond RFI
RFI-001176	301572-R-POW		DF Test 17062025	23/06/2025	21/07/2025	ROUser Twenty One Mysurname	ROUser Twenty One Mysurname	Awaiting Proponent Response	
RFI-001177	301562-R-POW		DF Test 12062025 - Lodged after 5pm	23/06/2025	21/07/2025	ROUser Twenty One Mysurname	ROUser Twenty One Mysurname	Awaiting Proponent Response	▼

## Responding to RFI Items (Preferred Method)

- On the **Request for information edit** page, scroll to 'Request for information items needing your attention'.
- To open the pop-up window for an individual **Request for information item**, you can either:
  - Click the **RFI Item Name** hyperlink directly, or
  - Click the **down arrow** next to your RFI item and select **Respond RFI Item**.

Home &gt; Request for Information &gt; Request for information edit

### Request for information edit

RFI ID	Date Response Required By
RFI-001173	15/07/2025
RFI Status	Date RFI Sent
Awaiting Proponent Response ▼	17/06/2025
Exploration Application	
301570-R-POW	

### Request for information items needing your attention

RFI Item Name	Application ID	Request Details	Your Response
301570-RFI-001173-RFI Item-00001370-Reserve Intersected	301570	This Programme of Work (POW) indicates that the pr...	▼ Respond RFI Item
301570-RFI-001173-RFI Item-00001371-Reserve Intersected	301570	This Programme of Work (POW) indicates that the pr...	
301570-RFI-001173-RFI Item-00001372-Disturbance Context	301570	This Programme of Work (POW) indicates that the pr...	▼

- In the **Request for information item pop-up** window:
  - Review the Original request details.
  - Enter your response in the **Your response** field.

Request for information item

RFI Item ID

RFI Item-00001370

Short Name

Reserve Intersected

RFI

301570-RFI-001173

Original request details

attached).

To proceed with assessing the POW, DEMIRS requires confirmation that consent has been granted to undertake works within this/these reserve(s).

Please:

1. Provide evidence that consent has been granted to undertake works within the identified reserve(s).
2. If permission has not been granted:

\*Confirm whether you intend to seek the required permission.

\*Alternatively, please advise if you would like to excise the Reserve(s) from your disturbance envelope, and the application can be unlocked.

Your response

c) To add an attachment:

- Click the **Add Files** button.

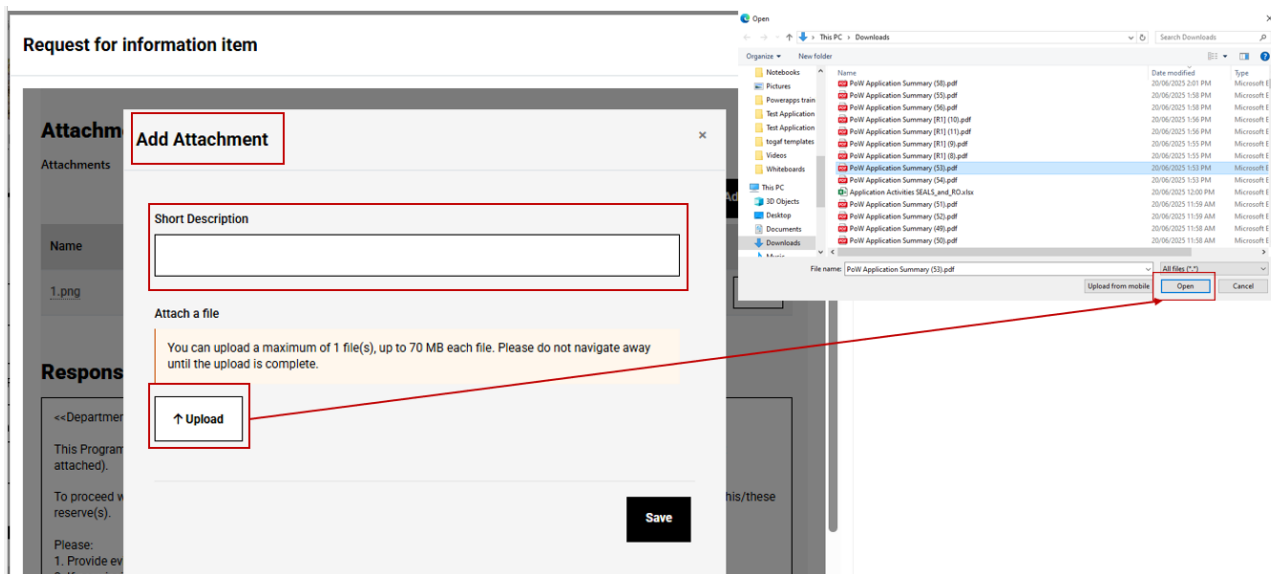
## Request for information item

### Attachments

Attachments

Add Files

- In the **Add Attachments pop-up window**:
  - Enter a **Short Description** for the attachment.
  - Click the **Upload** button.
  - Select your file from the file explorer pop-up and click **Open**.
  - Click **Save** to attach the file and close the pop-up window.
  - Repeat these steps to add additional attachments.



**Add Attachment**

Short Description

Site survey photos

Attach a file

You can upload a maximum of 1 file(s), up to 70 MB each file. Please do not navigate away until the upload is complete.

Upload

PoW A...y (53).pdf (105.1 KB)

Save

- Click **Save** to save your **Request for information item** response and attachments and close the pop-up window.

**Request for information item** ×

data item).

To proceed with assessing the POW, DEMIRS requires confirmation that consent has been granted to undertake works within this/these reserve(s).

Please:

1. Provide evidence that consent has been granted to undertake works within the identified reserve(s).
2. If permission has not been granted:  
\*Confirm whether you intend to seek the required permission.  
\*Alternatively, please advise if you would like to excise the Reserve(s) from your disturbance envelope, and the application can be unlocked.

Exit

Save

5. Repeat steps 2 to 3 for each **Request for information item**.
6. Click **Save & Send** to submit the full **Request for information** response.

Home > Request for Information > Request for information edit

Request for information edit

Your response has not been sent yet. Please select "Save & Send" at the bottom of the page.

RFI ID

RFI-001182

Date Response Required By

24/07/2025

RFI Status

Awaiting Proponent Response

Date RFI Sent

26/06/2025

Exploration Application

301569-R-POW


Request for information items needing your attention

RFI Item Name	Application ID	Request Details	Your Response
301569-RFI-001182-RFI Item-00001381-Aboriginal Cultural Heritage Intersections	301569	Question around Aboriginal Cultural Heritage	Test response to RFI item

Exit

Save & Exit

Save & Send

 **Important:**

If you respond to the RFI items but do not click **\*\*Save & Send\*\*** on the **Request for information edit page**, you will see the warning:  
*“Your response has not been sent yet. Please select 'Save & Send' at the bottom of the page.”*

www.dmpe.wa.gov.au

Page 7

## Responding Without RFI Item-Level Detail (Less Preferred)

1. Scroll to the **Your Response** section on the **Request for information edit** page.

Home > Request for Information > Request for information edit

### Request for information edit

RFI ID: RFI-001176


Date Response Required By: 21/07/2025

RFI Status: Awaiting Proponent Response


Date RFI Sent: 23/06/2025

Exploration Application: 301572-R-POW

#### Request for information items needing your attention

RFI Item Name	Application ID	Request Details	Your Response
301572-RFI-001176-RFI Item-00001376-Tenement Allocation	301572	This Programme of Work (POW) application lists an ...	

### Your Response



2. Enter your overall response and upload attachments if needed (use the same steps for adding attachments as described in the item-level response section).
3. Click **Save & Send**.
4. When **Request for Information items** do not have responses, the system will display a confirmation pop-up with the warning message:

### Missing Question(s)


Are you sure you want to send RFI with missing question(s)?

Send

Close



5. Click **Send** in the pop-up to confirm and proceed with submitting your RFI response.

 **Note:** This method will not create a transcript of responses for individual RFI items.

## Saving a Draft

- On the **Request for information edit page**, click **Save & Exit** anytime to save your progress on the full RFI without submitting.
- When working on individual **Request for information items**, click **Save** in the item pop-up window to save your response and attachments for that item.
- To continue editing later, go to the **Request for Information** option in the top menu, then navigate to the **POW tab** with the **Pending** filter, and reopen your saved RFI.

## Reviewed or Returned RFIs

- When an RFI is returned, a notification flag will appear again on the **Request for Information** option in the top menu. Navigate to the **POW tab** with the **Pending** filter to find the returned RFI.
- Department comments may appear in two places:
  - In the **Department Comments** section if you provided an overall response at the RFI level, or
  - In the **Response Details/History** section of each RFI item if you responded to individual items.
- Follow the same response steps to revise your responses and resubmit.

## Managing Attachments

- You can upload one file at a time to either an individual **RFI item** or the overall **RFI response**.
- After uploading, each file will appear in a list where you can **view or delete attachments** as needed.
- To add multiple files, simply repeat the attachment process for each additional file.

### Attachments

Attachments

Add Files

Name	Short Description	Created On ↓
EARS Test - HTTP 500 Error.PNG	Site survey photos RFI response attachment 2	07/07/2025 1:01 PM
EARS Test - HTTP 500 Error.PNG	Site survey photos RFI response attachment	07/07/2025 1:00 PM



View attachment  
Delete Attachment

## After Submitting

- The **RFI status** will update to '**Awaiting Department Review**' once you submit your response.

Home > Request for Information

## Request for Information

POW EMA

☰ Pending ▾ Search

RFI ID	Reg Id	Exploration Rehabilitation	Your Reference	RFI Sent ↓	Response Req. By	Primary Contact	Submitter	Status
<a href="#">RFI-001182</a>	<a href="#">301569-R-POW</a>		DF Test 14062025 BD calc test - weekend	26/06/2025	24/07/2025	ROUser Twenty One Mysurname	ROUser Twenty One Mysurname	Awaiting Department Review <input type="button" value="v"/>

- The **red notification counter** on the **Request for Information** menu will disappear after your response has been successfully submitted.
- Your submitted responses and attachments will be available for review in:
  - The **Request for Information** option in the top menu, **POW tab** using the **Pending** or **Completed** filter, depending on the RFI's status or
  - The **Application Details page > Request for Information section** for your application.
  - To access this section:
    - In the portal, click **Applications** in the top menu and select **Overview**.
    - Find your application in the list or type its ID in the **Search box**.
    - Click the **Application ID hyperlink** to open the Application Details page.
    - Scroll to the **Request for Information for the application** section.

Version	Date	Notes
1.0	07.07.2025	Initial release