



Department of **Mines,**  
**Petroleum and Exploration**

# Resources Online

**Guidance for Lodging Environmental Exploration  
Applications, Reports and Notices – September 2025**

## Version History

Release	Date	Changes Made
2.0	3 September 2025	<p>Major revision:</p> <ul style="list-style-type: none"><li>- Template update</li><li>- Content alignment to style manual</li></ul> <p>Addition of:</p> <ul style="list-style-type: none"><li>- EMA Notice, Closure and Completion Notices</li><li>- POW Rehab Reports</li></ul>

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## About This Guide

This guide explains how to use the Resources Online system to lodge and manage exploration-related applications, notices and reports, including:

- Programme of Work (PoW) Applications.
- Eligible Mining Activity (EMA) Notices.
- PoW Rehabilitation Reports.
- EMA Closure and Completion Notices.

It does not provide environmental policy or regulatory guidance.

For information about eligibility, environmental obligations, assessment criteria, and other regulatory requirements, refer to Department of Mines, Petroleum and Exploration > [Resource and environmental compliance](#) on the Western Australian government information and services website.

## Accessing Resources Online

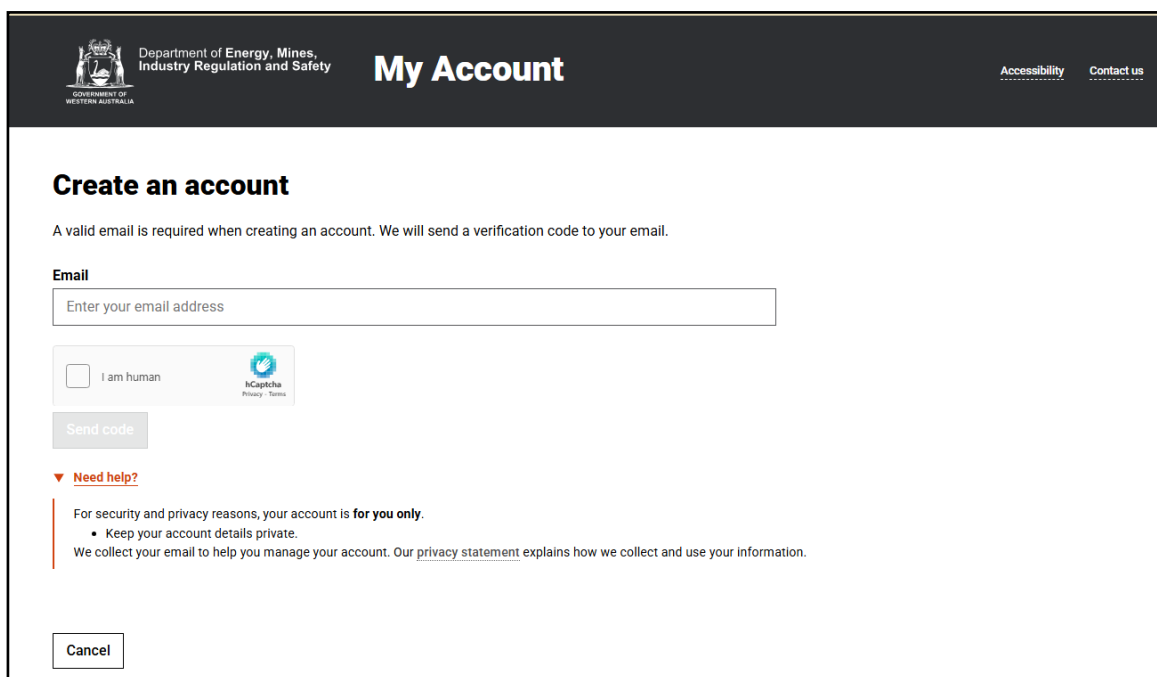
### Signing in

To access Resources Online, go to [resourcesonline.demirs.wa.gov.au](https://resourcesonline.demirs.wa.gov.au) and sign in with your My Account credentials.

There are two scenarios:

- **If you have an EARS Online EX-Account:**  
Your EX-account has been used to create a My Account. Sign in using your **EX-account email and password**.
  - If your password does not meet current security requirements, the system will prompt you to update it.
  - You will still use your EX-account to access lodgement types that haven't yet transitioned to Resources Online.
- **If you do not have an EARS Online EX Account or a My Account:**  
You'll need to create a My Account before using Resources Online.  
The system will guide you through the setup process, where you will:
  - Enter your email address
  - Provide your first and last name
  - Create a passphrase that is at least 14 characters long

For more help, see: [Create a My Account](#)



**My Account**

**Create an account**

A valid email is required when creating an account. We will send a verification code to your email.

**Email**

Enter your email address

☐ I am human

Send code

**Need help?**

For security and privacy reasons, your account is **for you only**.

- Keep your account details private.

We collect your email to help you manage your account. Our [privacy statement](#) explains how we collect and use your information.

Cancel

## Understanding Authorisation and Access Requirements

Signing in with My Account is the first step. To use Resources Online, you must also be authorised to represent a business or individual.

There are two types of authorisations:

- **Service Administrator authorisation**  
Allows you to invite and manage other representatives. Also gives you full access to all transactions for the entity.
- **Service User authorisation**  
Allows you to transact on behalf of the entity. Your access level (Full or Restricted) is set by the Service Administrator.

### Access levels:

- Full access – lets you view and manage all applications for the entity, regardless of who lodged them.
- Restricted access – limits you to applications that you lodged for the entity.

### Getting Authorisation to Represent an Entity

Before you can lodge applications or transact in Resources Online, you must be authorised to act on behalf of the entity you represent.

#### If you are representing a business/company:

You can either:

- Request authorisation through the WA Relationship Authorisation Manager (WARAM), or
- Accept an invitation from your Entity Administrator.

**If you are representing an individual:**

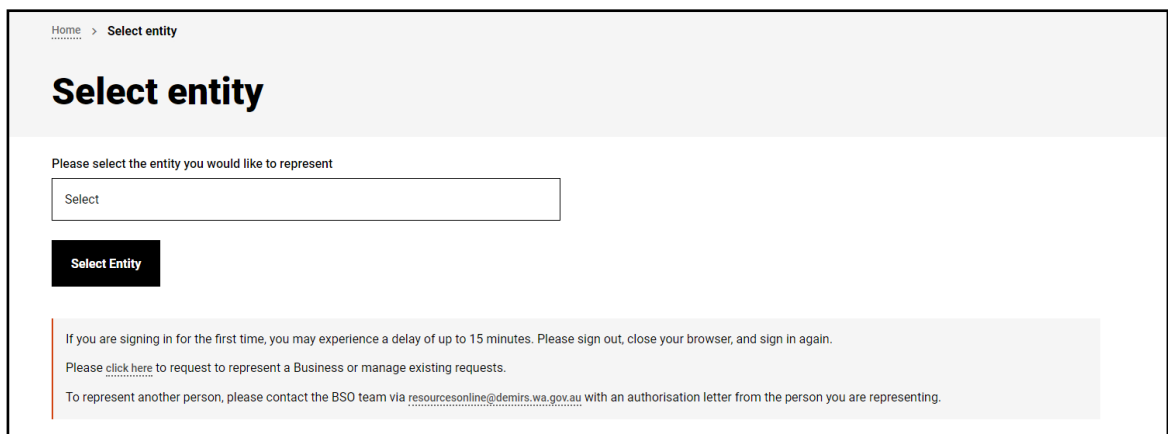
- You must send a request to the DMPE Business Support team by emailing: [resourcesonline@dmpe.wa.gov.au](mailto:resourcesonline@dmpe.wa.gov.au)

Need help? Refer to the [WA Relationship Authorisation Manager User Guide](#) or contact the DMPE Business Support team.

## Selecting an Entity

If you are authorised to act for only one entity, the system will take you directly to the homepage after you sign in.

If you are authorised to act for multiple entities, you must select the entity you want to transact on behalf of before continuing.



The screenshot shows the 'Select entity' page. At the top, there is a breadcrumb trail: 'Home > Select entity'. Below this is the title 'Select entity'. A prompt says 'Please select the entity you would like to represent'. There is a dropdown menu with the word 'Select' inside. Below the dropdown is a black button with the text 'Select Entity'. At the bottom, there is a light gray box containing three lines of text: 'If you are signing in for the first time, you may experience a delay of up to 15 minutes. Please sign out, close your browser, and sign in again.', 'Please click here to request to represent a Business or manage existing requests.', and 'To represent another person, please contact the BSO team via resourcesonline@dmpe.wa.gov.au with an authorisation letter from the person you are representing.'

To switch entities, click the Entity Name and 'Select Entity' in the top-right corner. You'll return to the Select Entity page without signing out.



The screenshot shows the footer bar of the Resources Online system. On the left, there is the logo of the Government of Western Australia and the text 'Department of Mines, Petroleum and Exploration'. In the center, the text 'Resources Online' is displayed. On the right, there is a user profile icon, the text 'TEST', and a dropdown menu. The dropdown menu is open, showing the text 'Access' and 'Select Entity'.

## Updating Representative Details

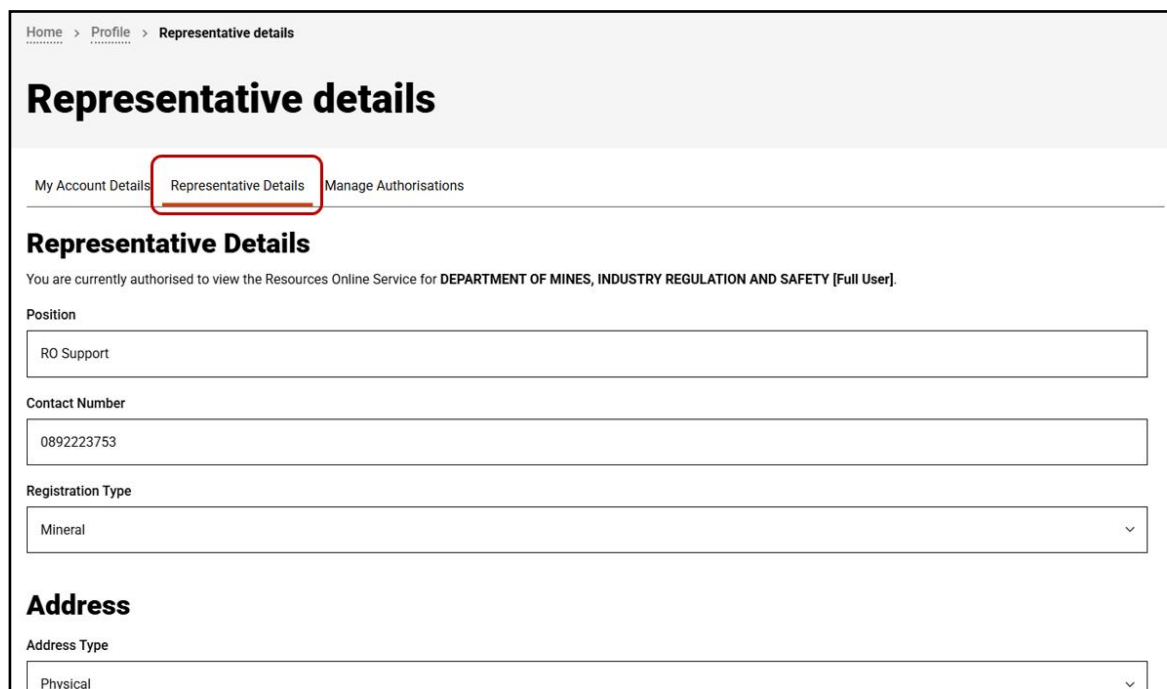
You can update your details (such as your position and contact information) for each entity you are authorised to represent.

1. Click on your name and 'Profile' in the top-right corner of the screen.



2. Select the Representative Details tab.
3. Update your information and click Save.

Representative details are managed separately for each entity. If you represent multiple entities, you will need to repeat the steps for each one.



# Navigating Resources Online

## Homepage Features

The homepage includes key features to help you track updates and monitor your applications:

- **Bulletin** – Displays important announcements, including upcoming system updates or outages. If there are no current announcements, this section will not appear.
- **Average Assessment Timeframe Last Month** – Shows the average time taken to assess each type of application over the past month. Timeframes are calculated in calendar days from lodgement to final decision, excluding any on-hold periods.
- **Timeline** – Shows the key dates, status changes and upcoming deadlines for your applications. Click an event to view the details. If no applications are lodged, the timeline won't appear.

The screenshot displays the 'Home' page of the Resources Online portal. At the top, there is a 'Welcome' message and a 'Last logged in: 14/07/2025 09:00:13 AM' timestamp. Below this, a 'Bulletins (2)' section is highlighted with a red box, containing two bullet points about updated Spatial Upload Format documents and Resources Online Guidance. The 'Average Assessment Timeframe Last Month' section, also highlighted with a red box, shows 'POW' with an '8 Calendar Days' timeframe. The 'Timeline' section, highlighted with a large red box, displays a detailed view for application 'POW - 301689' as of '11 July 2025'. It shows the status 'Awaiting Assessment' and a link to 'Go to POW - 301689 details page'. Below this, a timeline grid shows various application statuses (POW, PC) across different dates from May to July 2025.

## Applications / Notices Overview

To view and manage your Exploration lodgements, select Exploration > Overview from the top menu.

- The PoW tab displays a summary of all your Programme of Work applications.
- Selecting the EMA tab will take you to the Notices Overview page, which shows all your Eligible Mining Activity notices.

Each tab shows a list of lodgements based on the selected filter:

#### On the PoW tab:

The Pending filter is selected by default. This includes:

- Drafts (Incomplete status)
- Lodged applications that are:
  - Progressing through the assessment process such as Awaiting assessment.
  - On hold (Awaiting proponent update, External Referral or Unlocked for Amendment)

Switch to the Reviewed filter to see lodgements that have reached a final outcome, including:

- Approved
- Refused
- Declined
- Withdrawn

Your Reference	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On ↓
301897			Incomplete			05/08/2025 7:10 AM
301890			Incomplete			04/08/2025 8:09 AM
301888			Incomplete			04/08/2025 7:14 AM

#### On the EMA tab:

- The Draft filter is selected by default and displays notices with an Incomplete status.
- Switch to the Open filter to see active notices.
- Switch to the Finished filter to see closed or completed notices.

## Managing Lodgements

Using the down arrow (v) next to each record, you can:

- Send correspondence for any application or notice (regardless of status).
- Delete a draft application or notice (Incomplete status only).
- Finalise an active notice.
- Request withdrawal of a lodged application that has not yet reached a final outcome.

Applications overview							
POW EMA							
Pending		Export to Excel		Search		Q	
Application ID	Your Reference ↑	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On
300893		M 27/18	04/03/2025	Awaiting Assessment	04/03/2025		04/03/2025 11:20 AM
302122				Incomplete			12/08/2025 3:00 PM
302314				Incomplete			15/08/2025 10:17 AM
301517				Incomplete			06/06/2025 3:54 PM

Applications overview							
POW EMA							
Pending		Export to Excel		Search		Q	
Application ID	Your Reference ↑	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On
300893		M 27/18	04/03/2025	Awaiting Assessment	04/03/2025		04/03/2025 11:20 AM
302122				Incomplete			12/08/2025 3:00 PM
302314				Incomplete			15/08/2025 10:17 AM

Notices overview			
POW EMA			
Draft		Export to Excel	
		Search	
		Q	
Notice ID	Your Reference	Status	Modified On ↓
302455		Incomplete	21/08/2025 11:47 AM
302454		Incomplete	21/08/2025 11:25 AM
301920		Incomplete	06/08/2025 3:09 PM

Notices overview					
<div> <div>POW EMA</div> <div> <div>Open</div> <div>Export to Excel</div> <div>Search</div> <div>Q</div> </div> </div>					
Notice ID	Your Reference	Status	Tenement(s)	Lodgement Date ↓	Expiry Date
<a href="#">302456</a>		Active	M 27/519	21/08/2025	21/08/2027
<a href="#">302457</a>		Active	P 39/5769	21/08/2025	21/08/2027
<a href="#">302459</a>		Active	M 70/1431-B	21/08/2025	21/08/2027

New Correspondence  
Finalise EMA

## Lodgement Details and Available Actions

To view more information about a specific application or notice, click its Application ID or Notice ID.

Applications overview							
<div> <div>POW EMA</div> <div> <div>Pending</div> <div>Export to Excel</div> <div>Search</div> <div>Q</div> </div> </div>							
Application ID ↑	Your Reference	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On ↓
<a href="#">302471</a>				Incomplete			21/08/2025 3:08 PM

Notices overview					
<div> <div>POW EMA</div> <div> <div>Open</div> <div>Export to Excel</div> <div>Search</div> <div>Q</div> </div> </div>					
Notice ID	Your Reference	Status	Tenement(s)	Lodgement Date ↓	Expiry Date
<a href="#">302456</a>		Active	M 27/519	21/08/2025	21/08/2027
<a href="#">302457</a>		Active	P 39/5769	21/08/2025	21/08/2027

On the details page, you can complete various actions depending on the lodgement type and status, including:

- View key details, such as:
  - Submitter and primary contact
  - Important dates (e.g. Lodgement Date, Expiry Date, Completion Notice Due Date for notices)
  - Related tenement(s)
  - Timeline of status updates
- Continue an in-progress lodgement.
- Send, view, or respond to correspondence.



- View or respond to Requests for Information (PoW applications only)
- View or download any associated attachments.
- View or download key documents, including:
  - Application or notice summaries
  - Spatial shapefiles
  - Approval letters (if applicable)

Application details	
For POW 301561	
<div>Exit</div> <div>Create Final Rehab Report</div> <div>New Correspondence</div>	
Your Reference	
DF Test 12062025 - Lodged after Spm	
Submitter	
ROUser Twenty One Mysurname	
Applicant	
THE SAILING COMPANY PTY LTD	
Primary Contact	
ROUser Twenty One Mysurname	
Application Status	
Approved	
Status Date	
27/06/2025	
Re-Submission Count	
0	
Business Days Elapsed with DEMIRS	
11	
Business Days On Hold Total	
0	
Last Updated	
01/07/2025 2:34 PM	
Tenement(s)	
Tenement ↑	
M 31/495	

## Correspondence

Correspondence allows you to communicate directly with the Department about a specific lodgement (such as a Programme of Work application or Eligible Mining Activity notice).

If your lodgement type involves assessment and an assessing officer has been assigned, your message will be sent directly to that officer. Otherwise, it will be routed to the appropriate team within the Department.

You can only initiate correspondence from within the Resources Online portal.

All responses from the Department will be sent to you via the portal — no emails are generated.

You will be notified in the portal when a response is received.

## Sending and Managing Correspondence

You can send and manage correspondence in two ways:

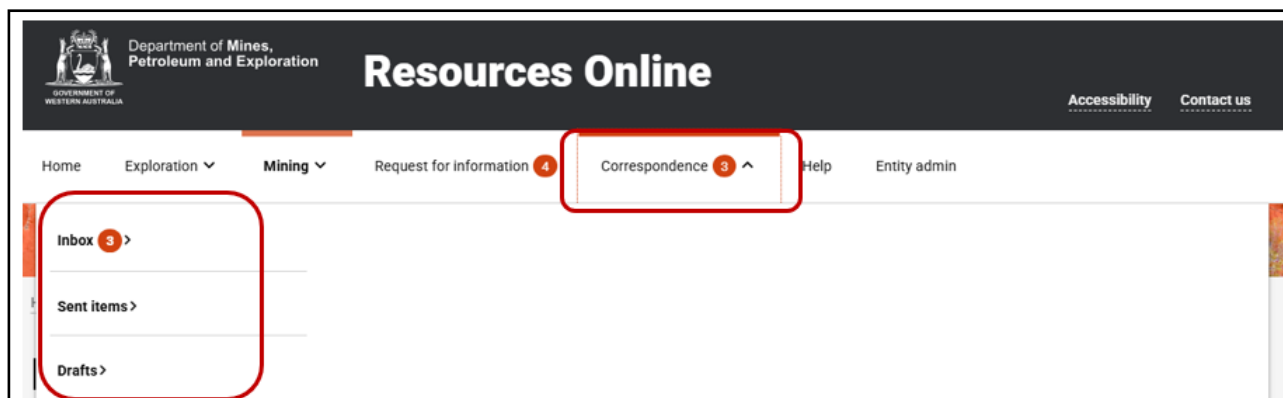
### From the PoW or EMA tabs:

- Use the down arrow (v) next to the relevant lodgement to send a message about that specific application or notice.

### From the top menu:

- Select Correspondence to access the following options:
  - Inbox – view responses from the Department
  - Sent items – view messages you have sent
  - Drafts – return to saved but unsent correspondence
  - New enquiry – create a general enquiry not linked to a specific lodgement

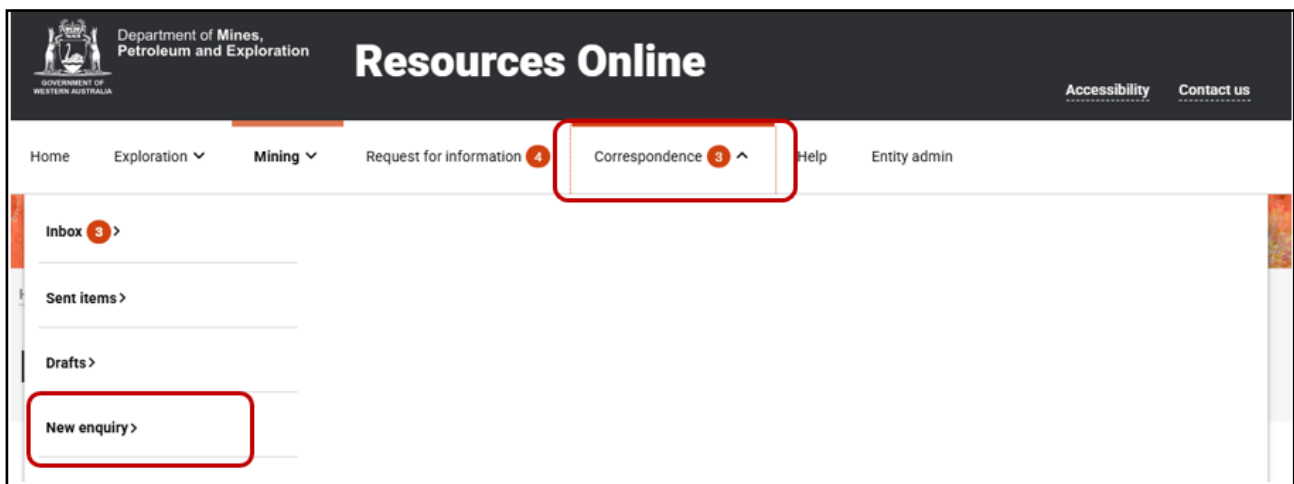
When you receive a new or unread response from the Department, a red notification circle will appear next to the Correspondence menu item, showing the number of unread messages.



## Correspondence vs Enquiries

Correspondence is always linked to a specific lodgement and is used for questions or updates about that specific application or notice.

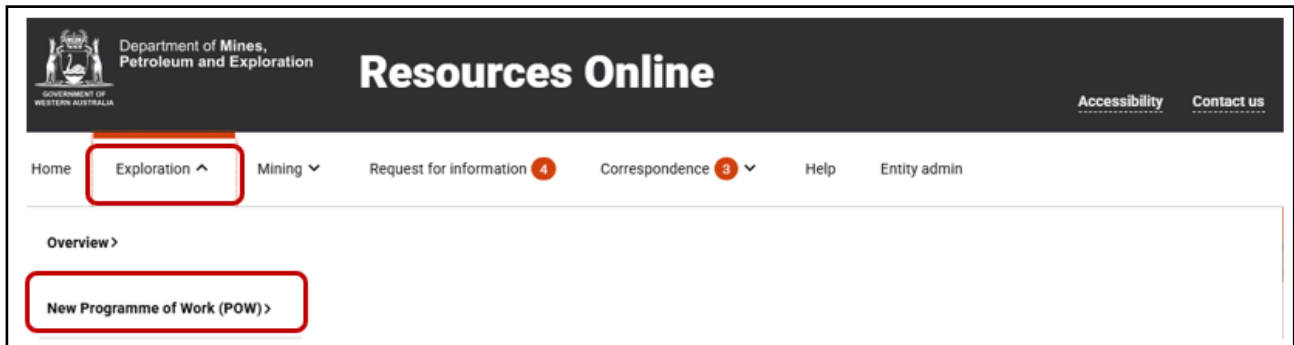
Enquiries are general messages not associated with any lodgement through the '**New enquiry**' option under the Correspondence menu.



# Lodge a Programme of Work (PoW) Application

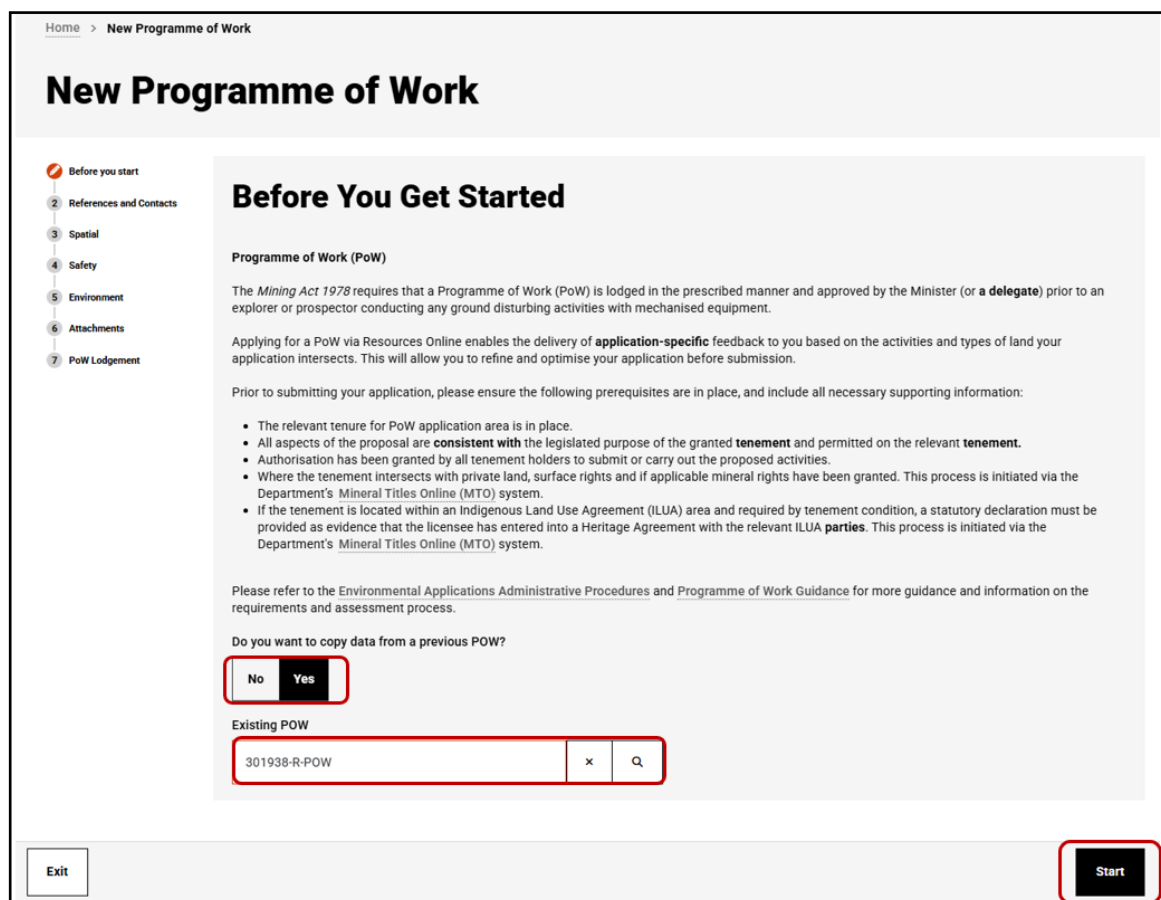
## Start a New Application

1. To lodge a new Programme of Work application, go to the Exploration menu and select New Programme of Work.



The screenshot shows the 'Resources Online' homepage for the Department of Mines, Petroleum and Exploration, Government of Western Australia. The 'Exploration' menu is highlighted with a red box. Below the menu, the 'New Programme of Work (POW)' link is also highlighted with a red box.

2. You will be prompted to choose whether to copy data from a previous PoW.
3. If you choose to copy, select the relevant application and click Start. Otherwise, proceed with a blank application.



The screenshot shows the 'New Programme of Work' application page. The 'Before You Get Started' section is highlighted with a red box. It contains a list of prerequisites for submitting a PoW application, including tenure, authorization, and land use agreements. Below the prerequisites, there is a question: 'Do you want to copy data from a previous POW?'. The 'Yes' button is selected and highlighted with a red box. Below this, the 'Existing POW' field is shown with the value '301938-R-POW' and a search button. At the bottom right, the 'Start' button is highlighted with a red box.

## Enter References and Contacts

4. Follow the on-screen prompts to complete the References and Contacts step. This includes:

- Your Reference – enter a project name or identifier.
- Submitter

If required, change the default Submitter by clicking X to remove the submitter and the search icon to select from existing authorised representatives.

- Primary Contact

If required, change the Primary Contact by clicking X to remove the primary Contact, then the search icon, and select from existing contacts or click 'Add new' for a new primary contact.

If required, edit the Primary Contact Details by clicking the pencil icon.

**References and Contacts**

**References**

Application ID  
302516

Your Reference  
DF test 25082025

**Contact Details**

Submitter  
ROUser Twenty One Mysurname

Email  
[rouser21@corploopback.com](mailto:rouser21@corploopback.com)

Mobile Phone

Applicant  
THE SAILING COMPANY PTY LTD

Primary Contact  
ROUser Twenty One Mysurname

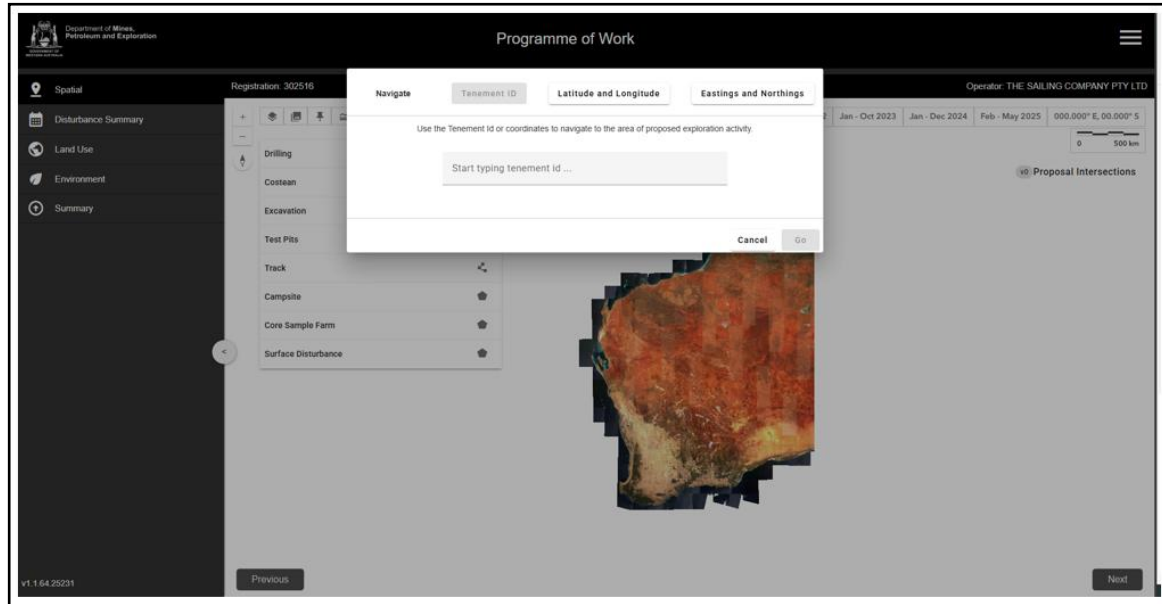
Email Address

Exit Next

5. Click Next, to be redirected to the spatial module to draw or upload the activities for your proposal.

## Enter Activities and Spatial data

Details on how to use the spatial module can be found in the [Resources Online Guidance Spatial Help](#) document.



6. Once you have completed the steps in the spatial module, click Next.

You will return to Resources Online to continue your lodgement.

## Complete the Safety step

Follow the on-screen prompts to complete the mandatory safety questions:

7. Indicating whether the proposal may encounter fibrous materials.
8. If yes, you explain how will manage the risk and provide the Fibrous Materials Management Plant (FMMP) details. The FMMP must be submitted to the DMPE Mines Safety Directorate before proceeding with the application.

**Safety**

**Fibrous Materials**

Is your exploration programme likely to encounter fibrous materials such as asbestos?

**Please check all that apply**

Planning drilling to avoid watercourses where possible  
☐

Cleaning down machinery before leaving site  
☐

Drilling will be wet to control dust and will use sumps to contain hazardous materials  
☐

Drillholes plugged immediately after drilling  
☐

Use of sample bags to prevent dispersion of drill samples into the environment  
☐

Drill spoils / samples to be buried at least 1m below surface level  
☐

**A Fibrous Materials Management Plan (FMMP) is required to proceed**

Has your FMMP been provided to DLGIRS Mines Safety Directorate?

Date that FMMP was lodged

Mines Safety Directorate Reference Number

9. Indicating whether the proposal may encounter radioactive materials.
10. If yes, you will need provide details about a Radiation Management Plan (RMP) which must be submitted to the DMPE Mines Safety Directorate before proceeding with the application.

**Radiation Management**

Is your exploration program likely to encounter Radioactive Material?

**A Radiation Management Plan (RMP) is required to proceed**

Is your RMP lodged with DLGIRS Mines Safety Directorate?

Date that RMP was lodged

Mines Safety Directorate Reference Number

11. Click next to progress to the Environment step.

## Complete the Environment step

Follow the on-screen prompts to complete the mandatory environment questions, indicating whether the proposal:

12. Involves the clearing of native vegetation or disturbing sensitive areas such as isolated hills or habitats.
13. Provide a summary or explanation of any Environmental Management and Rehabilitation management practices that do not apply.
14. Complete the mandatory declaration.
15. Click next to progress to the Attachments step.

**Environment**

**Native Vegetation Clearing**

Does your proposal involve the clearing of native vegetation?

Under section 51A of the Environmental Protection Act 1986, the definition of clearing includes any act or activity that causes the killing or destruction of, or the severing of trunks or stems of, or any other substantial damage to some or all of the native vegetation could be considered clearing. Clearing for exploration within an Environmentally Sensitive Area (ESA) requires a Native Clearing Permit (NVCP).

**Isolated Hills, Ranges and Habitats**

Does your proposal occur on any isolated hills, ranges (e.g. banded iron formations) or other isolated habitats? Additional environmental management measures may be required. Please refer to the POW Guidance publication on the Department website.

**Environmental Management and Rehabilitation**

Where applicable, the following are required:

1. Topsoil and vegetation stockpiled appropriately for use in rehabilitation.
2. Raised blade clearing to be undertaken wherever possible.
3. Any disturbance to a watercourse must minimise impacts to water flow and resources, and prevent blockages. Watercourses must be restored as part of rehabilitation.
4. Surface holes drilled for the purpose of exploration are to be capped, filled or otherwise made safe immediately after completion.
5. All disturbances to the surface of the land made as a result of exploration, including drill holes, drill pads, grid lines, costeans, and access tracks, being backfilled and rehabilitated to the satisfaction of the Environmental Officer. Backfilling and rehabilitation being required in the timeframe set out in the tenement conditions, unless otherwise approved in writing by an Environmental Officer.
6. All waste materials, rubbish, plastic sample bags, equipment and buildings being removed from the mining tenement prior to or at the termination of the exploration programme.
7. No more than two hectares of scrape and detecting and dryblowing operations will be open (meaning disturbed without rehabilitation works being completed) at any one time.

Please provide a summary or explanation if any of the above does not apply.

I acknowledge that works conducted under this PoW will comply with the above where applicable

☒ Please tick to confirm

Important: Approval of a Programme of Work does not remove the requirement to obtain other necessary approvals—such as a native vegetation clearing permit—before starting work.



## Complete the Attachments step

Follow the on-screen prompts to:

16. Add additional comments regarding your proposal.
17. Upload supporting documents relevant to your application. Some examples of what may be needed are provided on the screen. You can upload up to five files, each up to 70MB in size.

The screenshot shows a web interface for the 'Attachments' step. On the left, a vertical sidebar lists the steps: 'Before you start', 'References and Contacts', 'Spatial', 'Safety', 'Environment', 'Attachments' (highlighted), and 'PoW Lodgement'. The main content area is divided into two sections. The top section, 'Additional Comments', has a large text input field. The bottom section, 'Attachments', lists examples of supporting documents: 'Biological survey reports', 'Other government approvals relevant to the proposed activities', 'Dieback management plans', 'Reserve activity management plans (for activities within CALM Act Reserves)', 'Environmental management plans', and 'Cover letters, etc.'. Below this list is a table with columns 'Name', 'Short Description', and 'Date Attached ↓'. The table is currently empty, with a message 'There are no records to display.' at the bottom. To the right of the table is an 'Add File' button. On the far right, there is a 'Add attachment' panel with a 'Short Description' input field, an 'Attach a file' section with an 'Upload' button, and a 'Save' button at the bottom. At the bottom of the main interface are 'Exit', 'Previous', and 'Next' buttons, with the 'Next' button highlighted.

18. Click next to progress to the PoW Lodgement step.

## Lodge the PoW application

19. Complete the mandatory declaration.
20. Click Lodge.

The screenshot displays a web form titled "PoW Lodgement". On the left is a vertical sidebar with a list of steps, each preceded by a red checkmark: "Before you start", "References and Contacts", "Spatial", "Safety", "Environment", "Attachments", and "PoW Lodgement". The main content area has a light grey background and contains the following sections:

- PoW Lodgement**
- Lodgement & Acceptance**  
Please be reminded that the tenement holder is responsible for identifying and complying with legal obligations that are applicable to the activities conducted on their tenement. Authorisation under the Mining Act 1978 does not preclude the requirement for approvals under other relevant legislation.
- Legal Acceptance**  
I am authorised to lodge this application on behalf of all tenement holders. To the best of my knowledge all statements made and information given in this application is true and correct. I acknowledge that this application will be refused if insufficient information is provided.

Below the "Legal Acceptance" text is a checkbox with the label "Please tick to confirm". At the bottom of the form, there are three buttons: "Exit" on the left, "Previous" in the center, and "Lodge" on the right. The "Lodge" button is highlighted with a red border.

A message confirming the successful lodgement will display and a copy of the lodgement will be emailed to you and the registered tenement holder(s).

## Apply for Excess Tonnage (PoW)

If your Programme of Work application includes proposed tonnage over the prescribed limit, the Proposed Tonnage section will be displayed in the Disturbance Summary step in the spatial module.

1. Select Yes to the question 'Do you want to make an excess tonnage application with this Programme of Work?'

**Programme of Work**

Total: 65,4959 ha, 7,379.12 tonnes

Items per page: 5, 1 - 2 of 2

**Proposed Tonnage**

There are limits to the tonnage that can be disturbed on a tenement. That limit is 1000 tonnes per Exploration or Retention Licence, and 500 tonnes per Prospecting Licence or Special Prospecting Licence. All limits are for the life of the Licence. Any additional tonnes must be approved by the DEMIRS Title Compliance Branch.

This Proposal will add\*

Tenement	Activities	Additional Proposed Disturbance
E 45/2877	Drilling Area (AirCore), Excavation (Borrow Pit)	7,379.12

Items per page: 5, 1 - 1 of 1

\*Tonnages are calculated based on size/depth of areas indicated in the Spatial section. Please use tonnage override function in the advanced options for the shape (back in the spatial screen) if you intend to restrict disturbance to less than the calculated amount.

The programme is not within the prescribed tonnage. A copy of this Programme of Work application will be sent to the Title Compliance Branch once lodged.

I acknowledge that this Programme of Work approval does not provide any authorisation to disturb tonnage above the limit of the tenement. The tenement holder is responsible for tracking the tonnage of material excavated, extracted or removed during exploration and prospecting activities. Compliance with excess tonnage authorisations will be undertaken as part of the DEMIRS compliance program. Exceedance of tonnage limits may lead to forfeiture action, or other compliance action under the Mining Act 1978.

Do you want to make an excess tonnage application with this Programme of Work?

☒ Yes ☐ No

Previous Next

2. Once you have lodged your Programme of Work, click the Apply for Excess Tonnage button to start the application.

Home > New Programme of Work

**Programme of Work**

For POW

- Before you start
- References and Contacts
- Spatial
- Safety
- Environment
- Attachments
- PoW Lodgement

**PoW Lodgement**

Thank you for lodging a Programme of Work application.  
A copy of this lodgement has been emailed to you and the registered tenement holder(s).

**Apply for Excess Tonnage**

As the Programme was not within the prescribed tonnage limits and you indicated that you would like to include an Excess Tonnage application with your POW, you will be directed to the Excess Tonnage application process when you select the Apply for Excess Tonnage button.

[Apply for Excess Tonnage](#)

Exit

**What the system will show you:**

- All tenements in your PoW that exceed the prescribed tonnage.
- The associated activities and proposed tonnage for each tenement
- The Total Approved Tonnage already allocated to each tenement.
- This value includes the prescribed tonnage for the tenement plus any previously approved excess tonnage.

If no excess tonnage has been granted, the value shown reflects the prescribed amount only.

**How to apply:**

3. Select 'Include' to add it to the excess tonnage application.
4. Upload the letter of authorisation from the tenement holder.
5. To upload a file:
  - Click Add File under the relevant section.
  - In the popup:
    - Click Upload, choose a file, then click Save.
6. Answer the question 'Is an agreement from affected Registered Native Title Party required?'
7. If yes, upload a copy of the agreement.
8. Click Save & Close.
9. Repeat for each tenement as required.
10. Click Lodge.

**Excess Tonnage**

For

The Mining Act confers the holders of prospecting licenses, special prospecting licenses, exploration licenses and retention licenses the rights to excavate and extract or remove from the land, earth, soil, rock, stone, fluid or mineral bearing substances within the following tonnage limits:

- 1000 tonnes per Exploration License or Retention License
- 500 tonnes per prospecting License or Special Prospecting License

When the tonnage limit will be exceeded by the proposed activities, an excess tonnage application must be submitted to DEMIRS. Further information on excess tonnage can be found on the Department website via <https://www.dmp.wa.gov.au/Environment/Apply-for-excess-tonnage-20027.aspx>. For queries about the excess tonnage application process, please contact the Title Compliance Branch on +61 8 9222 0985.

Tenement	Activities	Licence Type	Additional Proposed Tonnage	Total Approved Tonnage	Included in Excess Tonnage Application
E 0803310	Test Pit (Drilling)	E	135.25	1,000.00	No
E 0803311	Test Pit (Drilling)	E	184.68	1,000.00	No
E 0803312	Test Pit (Drilling)	E	106.61	1,000.00	No

Exit Lodge

**Excess tonnage application**

Tenement: E 45/2877

Additional Proposed Tonnage: 7,879.12

Total Approved Tonnage: 1,000.00

Activities: Drilling Area (A4Cont), Excavation (Borrow Pit)

**Letter of authorisation by the tenement holder**

An application for excess tonnage should be lodged by the tenement holder. Where the application is lodged by a third party, the application must include a letter of authorisation from the tenement holder.

**Agreement from affected Registered Native Title Party**

Where the application for excess tonnage is seeking a cumulative total of more than 10,000 tonnes per tenement and the tenement(s) was granted following the expedited procedure, the application must be accompanied by:

- a letter of consent from the relevant Registered Native Title Party(s), or
- a statutory declaration from the applicant stating that they have agreement from the affected Registered Native Title Party(s) to future approvals or consent to excess tonnage.

Add file

You can submit the application immediately or return to complete it later from either the Applications overview page or the Application details page for the PoW.

**Applications overview**

POW EMA

≡ Pending ▾

Export to Excel Search

You have not lodged the Excess Tonnage Application. Click here to lodge it

Reference	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On ↓
302523	E 45/2877	26/08/2025	Awaiting Assessment	26/08/2025		26/08/2025 8:40 AM

**Application details**

For POW

Exit Request Withdrawal New Correspondence

Please lodge the Excess Tonnage Application

### Important

When applying for excess tonnage via Resources Online, the proposed tonnage for each tenement is automatically prefilled using data from the spatial module. This value comes from:

- the system-calculated tonnage derived from drawn or uploaded spatial activities, or
- the user-defined tonnage, where you have chosen to override the system value and provide a justification.

This prefilled value cannot be edited in the excess tonnage application.

If you wish to apply for a different tonnage amount than the prefilled value, you must apply via Mineral Titles Online (MTO) instead.

You only need to apply once — either through Resources Online or MTO, not both.

## After lodgement

Once your Programme of Work (PoW) application is lodged, it will be assigned to an Environmental Officer (EO) for assessment.

If additional information is required, the EO may issue a Request for Information (RFI). You will receive an email notification advising that an RFI has been issued and prompting you to sign in to Resources Online to view and respond to it.

Use the Timeline section on the Application details page for the PoW to track the progress of your application. It shows key status changes from lodgement through to decision. You will be notified once a decision is made.

## Requests for Information

If further information is required during the assessment of your Programme of Work (PoW) application, the EO may issue a Request for Information (RFI).

You'll receive an email notification letting you know that an RFI has been issued and prompting you to sign in to Resources Online to respond.

Each RFI may contain one or more items requiring a response.

- Respond to each item individually, for clarity.
- You may provide a single overall response — however, this is not preferred and should only be used when appropriate.

### To view and respond to an RFI:

1. Go to the Requests for Information tab in the top menu.
2. Click the RFI ID to open the full RFI details, including the list of RFI items.

Request for Information								
<div>POW EMA</div> <div> <div>RFI Pending</div> <div>Search</div> <div>Q</div> </div>								
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	<div> <div>▼</div> <div>Respond RFI</div> </div>
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	<div> <div>▼</div> </div>

### For each RFI item:

3. Click the down arrow (v) next to the item.
4. Select Respond RFI Item.
5. Enter your response and upload any supporting documents if needed.
6. Click Save.

Request for information item

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.


Exit

Save

7. Click Save & Send to submit the full RFI 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**

Your response will be sent directly to the EO via the portal.

For detailed instructions on how to respond to an RFI, refer to the [Quick Reference Guide - Responding to a Request for Information \(RFI\)](#)



## Updating or Withdrawing a PoW

### Making Minor Changes

Once your PoW application is lodged, you won't be able to make any changes unless it is unlocked by an EO.

If minor changes are required during the assessment, the EO may unlock the application and return it to you for updating. In this case:

You do not need to withdraw and resubmit a new application.

You will receive an email notification advising that your PoW has been unlocked.

You must sign in to Resources Online to make the required changes and re-lodge the application.

#### To do this:

1. Go to the Applications Overview page.
2. Click on the Application ID of the relevant unlocked PoW application.
3. In the Application details page, click Edit Application and make the changes.

Remember to re-lodge the application once you have finished making the changes.

If the proposed changes are significant and would require a full reassessment, the EO may ask you to withdraw the PoW and lodge a new one instead.

**Applications overview**

POW EMA

⌵ Pending +

Export to Excel 302528 x 🔍

Application ID ↑	Your Reference	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On ↓
302528		E 52/1413	26/08/2025	Application Unlocked	01/09/2025		01/09/2025 2:52 PM

**Application details**  
For POW 302528

Exit Edit Application Request Withdrawal New Correspondence

Application unlocked for edit

### Withdrawing a PoW

If you no longer wish to proceed with the application — or if major changes are required that can't be made through the unlock and update process — you can withdraw your lodged PoW.

#### To do this:

4. Go to the Applications Overview page.
5. Select the relevant PoW application.
6. Click the down arrow (v) next to the PoW ID and choose Request Withdrawal.
7. Confirm the withdrawal action when prompted.

Once confirmed, the application will be marked as withdrawn and can no longer be amended or assessed.

Home > Applications overview

## Applications overview

POW EMA

⌵ Pending

Export to Excel Search

Application ID ↑	Your Reference	Tenement(s)	Lodgement Date	Status	Status Date	Proposed Disturbance	Modified On ↓	
302530				Incomplete			26/08/2025 11:02 AM	⌵
302529		E 45/2877	26/08/2025	Awaiting Assessment	26/08/2025		26/08/2025 10:24 AM	⌵
302528		E 52/1413	26/08/2025	Awaiting Assessment	26/08/2025		26/08/2025 9:38 AM	New Correspondence Request Withdrawal
302523		E 45/2877	26/08/2025	Awaiting Assessment	26/08/2025		26/08/2025 8:40 AM	⌵

## Lodge a PoW Rehabilitation Report (Interim or Final)

You can only lodge a Rehabilitation Report once the PoW Application has been Approved.

To lodge a final report, all activities must be completed.

### Start a new PoW Rehabilitation Report

1. Go to Exploration > Overview > POW tab.
2. Filter by Reviewed and locate the relevant approved PoW application.
3. Click the down arrow (v) next to the POW and select Create Interim Rehab Report or Create Final Rehab Report.
4. Click Start.

Applications overview									
POW EMA									
Reviewed		Export to Excel		Search					
Application ID	Your Reference	Tenement(s)	Lodgement Date	Proposed Completion Date	Status ↑	Status Date	Business Days On Hold	Business Days Elapsed	Modified On
301025	DF test INC0211665 for POW 200738	E 38/2724 E 38/3014 E 38/3132	18/03/2025		Approved	31/07/2025	0	94	01/08/2025 1:00 AM
301031	DF Test 18032025 INC0212993 POW200403	E 47/1313-I	18/03/2025		Approved	31/07/2025	0	94	01/08/2025 1:00 AM

### Enter Activity and Rehabilitation Details

5. Enter the:
  - Activity Commencement Date
  - Activity Completion Date
  - Rehab Completion Date

#### Dates must follow these rules:

- Activity Commencement: Not before lodgement and not in the future.
- Activity Completion: After commencement, and not in the future.
- Rehab Completion: On or after completion.

#### For each activity and tenement:

6. Click the down arrow (v) and select Update.
7. Enter Actual Disturbance (ha) and select Rehabilitation Status (Yes / No / Partial).
8. If required, enter comments or additional information.
9. Click Update.
10. Click Next.

**Programme of Work - Interim Rehab Report**  
For POW

**Activity Details and Rehabilitation**

Your reference (if applicable)  
DF test INC221565 for POW 200738

Activity Commencement Date: DD/MM/YYYY

Activity Completion Date: DD/MM/YYYY

Rehab Completion Date: DD/MM/YYYY

Tenement	Activity Type	Authorised Disturbance Area (ha)	Actual Area Disturbed (ha)	Rehabilitation Completed	Proponent Comments
E 38/2724	Drilling	3.4700			
E 38/3014	Drilling	3.4300			
E 38/3132	Drilling	0.5700			

**Rehabilitation Details**

Actual Area Disturbance (ha):

Rehabilitation Completed: Select

Buttons: Exit, Previous, Next

⚠ If the disturbance exceeds authorised values, or rehabilitation is incomplete, a comment is required, and a breach may be flagged.

### Add Supporting Information

11. Add comments in Additional Information. (optional)
12. Upload photographic evidence or supporting information. (optional)

#### To upload a file:

13. Click Add File under the relevant section.
  - In the popup:
    - Click Upload, choose a file, then click Save.
14. Tick the mandatory declaration (Final reports have two checkboxes).
15. Click Submit.

**Additional Information**

Additional Comments

**Photographic Evidence**  
Add one or more photographic evidences (optional).

**Additional Supporting Information**  
Add one or more additional supporting information (optional).

I confirm that all rehabilitation commitments outlined in the tenement conditions and within this report have been completed.

☐ Please tick to confirm

Buttons: Exit, Previous, Submit

**Create**

Short Description: Photographic Evidence

Attach a file

You can upload a file with a maximum size of 70 MB. Please do not navigate away until the upload is complete.

Buttons: Upload, Save

A confirmation screen will appear.

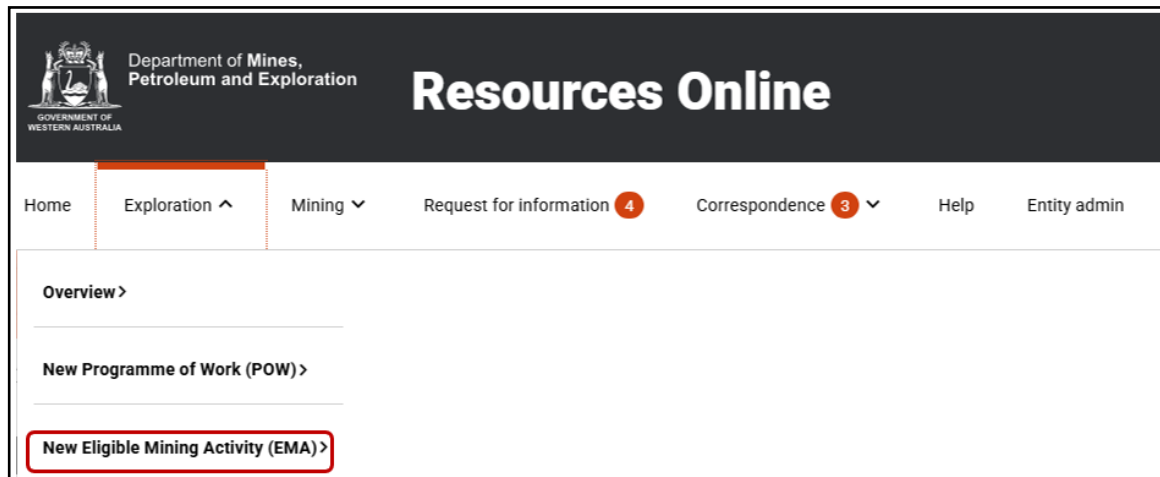
A notification is sent to the proponent's primary contact, submitter and the registered tenement holder(s).

Rehabilitation reports can be viewed in the Closure & Completion Reports on the Application Details page for the related PoW. Draft reports can be continued from the same location.

# Lodge an Eligible Mining Activity (EMA) Notice

## Start a new Eligible Mining Activity Notice

1. Go to Exploration > New Eligible Mining Activity (EMA).



2. On the "Before you get started" page, tick the checkbox to confirm acknowledgment.
3. Click Start.

The screenshot shows the 'New Eligible Mining Activity' page. On the left is a vertical checklist with 10 items: 1. Before you start (selected), 2. Tenement Eligibility, 3. References and Contacts, 4. Spatial, 5. Additional Information, 6. Biodiversity, 7. Aboriginal Heritage, 8. EMA Requirements, 9. EMA Lodgement, and 10. EMA Lodged. The main content area is titled 'Before You Get Started' and contains information about Eligible Mining Activity (EMA) under the Mining Regulations 1981. It lists eligible activities: drilling and associated activities, excavations (including scrape and detect, costeaning and excavating trial pits) to a maximum depth of 4 metres, and access tracks. A note states that for the purposes of EMA, scrape and detect includes screening such as dryblowing. It also mentions that the total area of all eligible activities authorised under an EMA notice cannot exceed 2ha and cumulatively, excavations authorised under an EMA notice cannot exceed 1000 tonnes. At the bottom, there is a statement: 'I acknowledge EMAs are limited to exploration and prospecting activities only.' followed by a checkbox labeled 'Please tick to confirm'. The 'Start' button at the bottom right is highlighted with a red rectangular box.

## Add and validate tenement(s)

4. Start typing a valid tenement number in the Tenement Number field.
5. Select the tenement from the list.

Home > New Eligible Mining Activity

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility**
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

**Tenement Eligibility**

Tenement Number

E45

E 45/6892

E 45/6961

E 45/4098

E 45/4118

E 45/4179

E 45/4178

E 45/4176

E 45/4174

Exit

- Click Add Tenement.
- Repeat for any additional tenements.
- Click Validate Tenement(s).

Eligible Mining Activity

For

- Before you start
- Tenement Eligibility**
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

**Tenement Eligibility**

Tenement Number

E 45/6147

Add Tenement

Tenement Id

E 45/6961

E 45/6146

Validate Tenement(s)

- Click Next.

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility**
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### Tenement Eligibility

Tenement Number

Start typing tenement id ...

Add Tenement

Tenement Id

E 45/6961

Proceed with Warning. Tenement includes some areas which are not eligible

E 45/6146

Tenement meets validity checks. EMA can proceed.

Validate Tenement(s)

Exit

Next

You can continue the EMA notice when the tenement meets the validity check, or you can proceed with a warning when the tenement includes some areas which are not eligible.

If you Add a tenement that does not meet the validity check, you will need to delete before continuing the lodgement.

### Tenement Eligibility

Tenement Number

Start typing tenement id ...

Add Tenement

Tenement Id

E 45/6961

Proceed with Warning. Tenement includes some areas which are not eligible

E 45/6892

Tenement already has the maximum number of EMA Notices allowed. Either change the tenement selection, submit a comp report for an existing EMA notice on this tenement or lodge a Programme of Work (PoW) application.

E 45/6146

Tenement meets validity checks. EMA can proceed.

Validate Tenement(s)

Delete

Do you really want to delete this tenement added?

Delete Cancel



## Enter Reference and Review Contact Information

10. Enter a reference (optional).
11. Review all prefilled contact details.
  - Submitter - Name, email, mobile
  - Applicant - Company /Entity
  - Primary Contact - Name, email, mobile, position
12. Click Next to be redirected to the spatial module to draw or upload the activities for your proposal.

### Eligible Mining Activity

For EMA

Before you start

Tenement Eligibility

References and Contacts

Spatial

Additional Information

Biodiversity

Aboriginal Heritage

EMA Requirements

EMA Lodgement

EMA Lodged

#### References and Contacts

##### References

Application ID

Your Reference

##### Contact Details

Submitter

x

Q

Email

[rouser21@corploopback.com](mailto:rouser21@corploopback.com)

Mobile Phone

Applicant

Primary Contact

Q

Email Address

[rouser21@corploopback.com](mailto:rouser21@corploopback.com)

Mobile Phone

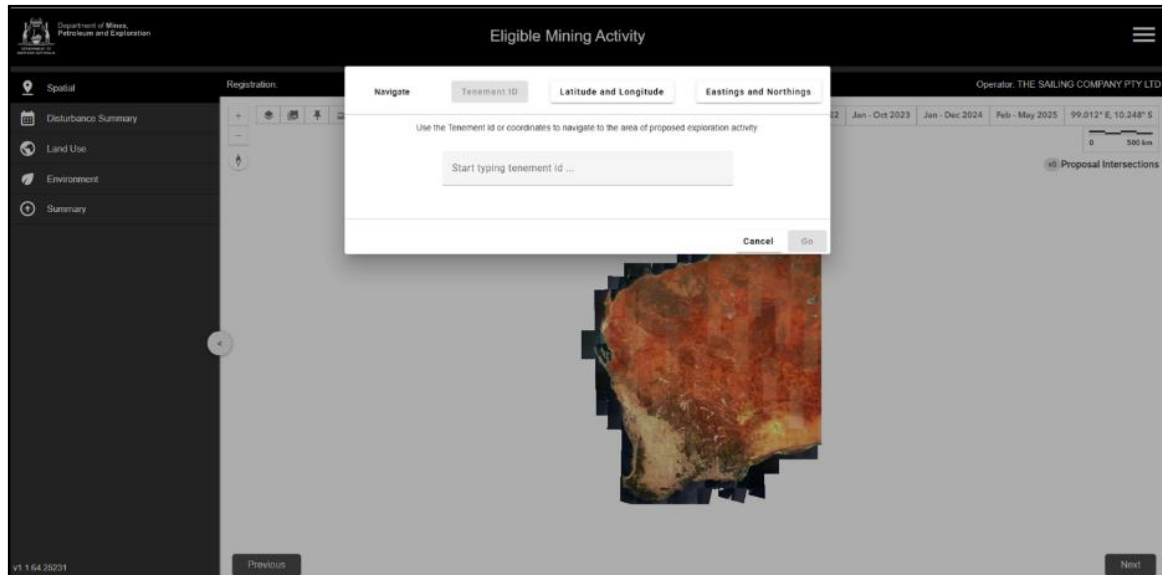
Exit

Previous

Next

## Enter Activities and Spatial data

Details on how to use the spatial module can be found in the [Resources Online Guidance Spatial Help](#) document.



13. Once you have completed, the steps in the spatial module, click Next.

You will return to Resources Online to continue your lodgement.

## Review information and complete mandatory declarations

14. Review the Additional Information.
15. Tick the mandatory declarations.
16. Click Next to move to the next step.

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### Additional Information

**Areas under assessment by the Environmental Protection Agency**  
If this area is currently under assessment by Environmental Protection Authority (EPA) under Section 38 of the Environmental Protection Act 1986.

Do you confirm that the proposed activities do not constitute implementation of the project under assessment by the EPA?

☐ Please tick to confirm

**Indigenous Land Use Agreement (ILUA)**  
Have you reviewed if any tenement included in this EMA Notice is located within an Indigenous Land Use Agreement (ILUA) area and required by tenement condition to have entered into a Heritage Agreement with the relevant ILUA parties?

☐ Please tick to confirm

**Exploration Operation Notification**  
Under the Work Health Safety Act 2020 an 'Exploration Operation Notification 1 - Notification of commencement of exploration operations' form may be required to be submitted to the Mines Safety Directorate of the Department of Local Government, Industry Regulation and Safety (DLGIRS), prior to the proposed activities taking place. prior to the proposed activities taking place.

Relevant information and Mines Safety contacts are available [here](#).

Exit

Previous

Next

Follow the prompts to review the information and complete any mandatory declarations for:

- Biodiversity
- Aboriginal Heritage
- EMA Requirements

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity**
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### Biodiversity

**Obligations under the *Biodiversity Conservation Act 2016***

The *Biodiversity Conservation Act 2016* and Biodiversity Conservation Regulations 2018, administered by the Department of Biodiversity, Conservation and Attractions (DBCA) provide protection for biodiversity, particularly threatened species and threatened ecological communities (TECs).

Under the BC Act, you must not take or disturb a threatened species or modify a TEC unless you have an authorisation [under the BC act](#). Substantial penalties apply for impacts to threatened species and TECs without an authorisation (up to \$500,000).

An Eligible Mining Activity notice does not authorise you to take or disturb a threatened species or modify a TEC.

It is therefore recommended you undertake surveys of the area prior to undertaking any activities, to determine whether you require authorisation under the BC Act. For further information on what constitutes taking or disturbing a threatened species and/or modifying a TEC and how to obtain authorisation for these activities, please see [Threatened species and ecological communities](#).

Please note that upon submission of this EMA notice, DBCA will be notified of your activities in the area.

**I acknowledge all activities authorised by this EMA Notice will be undertaken in accordance with the legal obligation under the *Biodiversity Conservation Act 2016*.**

☐ Please tick to confirm

Exit Previous **Next**

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage**
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### Aboriginal Heritage

**Obligations under the *Aboriginal Heritage Act 1972***

Please note that the *Aboriginal Heritage Act 1972* protects all Aboriginal sites whether or not they have been lodged with or registered by Department of Planning, Lands and Heritage (DPLH).

Under the *Aboriginal Heritage Act 1972*, administered by the DPLH, consent is required from the Minister for Aboriginal Affairs for any activity which will impact Aboriginal Heritage sites.

An Eligible Mining Activity notice does not authorise any impacts to Aboriginal heritage sites.

You must contact DPLH to obtain their advice, and if required, consent, prior to commencing your proposed activities in this area.

**I acknowledge all activities authorised by this EMA Notice will be undertaken in accordance with the legal obligations under the *Aboriginal Heritage Act 1972*.**

☐ Please tick to confirm

Exit Previous **Next**

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### EMA Requirements

In accordance with Mining Regulations 1981, all activities authorised by an EMA Notice are required to be undertaken in accordance with the requirements:

Work Management

- The holder must not clear trees having a trunk diameter of 300 mm or more at a height of 1,300 mm above ground level or riparian vegetation.
- The holder must apply the following principles, set out in descending order of priority:
  - avoid clearing native vegetation
  - minimise the amount of native vegetation that is cleared
  - reduce the impact of clearing on any environmental value.
- To the extent practicable, soil erosion and other similar land degradation must be avoided, and the quality and flow of surface water must not be affected.
- All intercepted groundwater and drill fluids must be contained and stored appropriately.
- The holder must ensure that surface holes are plugged immediately after being drilled; and within 12 months of being drilled, are securely plugged underground, backfilled and mounded so as to prevent subsidence.
- Open excavations must be managed to ensure that fauna are not trapped.
- Excavations must be backfilled and profiled so as to match the pre-existing land profile and drainage flows.
- All environmentally hazardous materials must be appropriately managed and stored so as to prevent contamination or pollution of the environment.
- Sample bags must be removed from the mining tenement before any decay or loss of structural integrity occurs and in any event, not later than 12 months after its initial placement.
- All waste, rubbish, equipment and structures must be removed from the mining tenement or disposed of in an appropriate manner as soon as practicable and in any event within 12 months of their initial placement.

Rehabilitation

- All land disturbance must be rehabilitated within 12 months of completion of the activity.
- All cleared topsoil and vegetation must be harvested, stored and protected in a manner that maintains their viability for use in rehabilitation.
- All cleared topsoil and vegetation must be re-spread over cleared areas.
- All rehabilitated areas must be safe, stable, non-polluting and capable of supporting a self-sustaining ecosystem or the use to which the area was put before the EMA was carried out.

I acknowledge all activities authorised by this EMA Notice will be undertaken in accordance with the above prescribed requirements and that failure to comply with these conditions will render the relevant tenements to be liable for forfeiture.

☐ Please tick to confirm

Exit

Previous

Next

### Lodge the EMA Notice

17. Tick the mandatory declaration.
18. Click Lodge.

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### EMA Lodgement

#### Lodgement & Acceptance

Please be reminded that the tenement holder is responsible for identifying and complying with legal obligations that are applicable to the activities conducted on their tenement. Authorisation under the Mining Act 1978 does not preclude the requirement for approvals under other relevant legislation.

#### Legal Acceptance

I am authorised to lodge this EMA Notice on behalf of all tenement holders. To the best of my knowledge all statements made and information given is true and correct.

☐ Please tick to confirm

Exit Previous **Lodge**

A message confirming the successful lodgement will display and a copy of the lodgement will be emailed to you and the registered tenement holder(s).

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### EMA Lodged

Thank you for lodging an Eligible Mining Activity notice.  
A copy of this lodgement has been emailed to you and the registered tenement holder(s).

**Important Note:**

- Authorisation to undertake eligible activities is valid for two (2) years from lodgement of the EMA notice.
- Rehabilitation of all activities must occur within 12 months of completing the activity.
- You will be required to lodge an EMA Notice of Completion within three (3) months of completion of rehabilitation activities with the following information provided for the activities undertaken:
  - Details of activities undertaken
  - Area disturbed (hectares)
  - Details of rehabilitation works completed
  - Supporting photos demonstrating completion of rehabilitation work.
- Authorisation for activities under an EMA notice does not negate your requirements to comply with obligations under other legislative frameworks. If required, no activities are to commence prior to the relevant approvals under the Aboriginal Heritage Act 1972.
- Activities requiring excess tonnage cannot commence until approval of excess tonnage is received.

Exit

## Apply for Excess Tonnage (EMA)

If your EMA notice includes any proposed tonnage, the Tonnage Disturbance section will be displayed in the EMA Lodgement step.

1. Tick the mandatory declaration.
2. Select Yes to the question 'Do you want to lodge an excess tonnage application with this Eligible Mining Activity?'

**Eligible Mining Activity**  
For EMA

☒ Before you start  
☒ Tenement Eligibility  
☒ References and Contacts  
☒ Spatial  
☒ Additional Information  
☒ Biodiversity  
☒ Aboriginal Heritage  
☒ EMA Requirements  
☒ EMA Lodgement  
 19 EMA Lodged

### EMA Lodgement

#### Lodgement & Acceptance

Please be reminded that the tenement holder is responsible for identifying and complying with legal obligations that are applicable to the activities conducted on their tenement. Authorisation under the Mining Act 1978 does not preclude the requirement for approvals under other relevant legislation.

#### Legal Acceptance

I am authorised to lodge this EMA Notice on behalf of all tenement holders. To the best of my knowledge all statements made and information given is true and correct.

☐ Please tick to confirm

#### Tonnage Disturbance

There are limits to the tonnage that can be disturbed on a tenement. The limit is 1000 tonnes per Exploration or Retention Licence, and 500 tonnes per Prospecting or Special Prospecting Licence. All limits are for the life of the Licence. Any additional tonnes must be approved by the DEMIRS Title Compliance Branch.

I acknowledge that this Eligible Mining Activity Notice does not provide any authorisation to disturb tonnage above the limit of the tenement. The tenement holder is responsible for tracking the tonnage of material excavated, extracted or removed during exploration and prospecting activities. Compliance with excess tonnage authorisation will be undertaken as part of the DEMIRS compliance program. Exceedance of tonnage limits may lead to forfeiture action, or other compliance action under the Mining Act 1978.

☐ Please tick to confirm

Do you want to lodge an excess tonnage application with this Eligible Mining Activity?

3. Once you have lodged your EMA Notice, click 'Apply for Excess Tonnage' to start the application.

## Eligible Mining Activity

For EMA

- Before you start
- Tenement Eligibility
- References and Contacts
- Spatial
- Additional Information
- Biodiversity
- Aboriginal Heritage
- EMA Requirements
- EMA Lodgement
- EMA Lodged

### EMA Lodged

Thank you for lodging an Eligible Mining Activity notice.  
A copy of this lodgement has been emailed to you and the registered tenement holder(s).

**Important Note:**

- Authorisation to undertake eligible activities is valid for two (2) years from lodgement of the EMA notice.
- Rehabilitation of all activities must occur within 12 months of completing the activity.
- You will be required to lodge an EMA Notice of Completion within three (3) months of completion of rehabilitation activities with the following information provided for the activities undertaken:
  - Details of activities undertaken
  - Area disturbed (hectares)
  - Details of rehabilitation works completed
  - Supporting photos demonstrating completion of rehabilitation work.
- Authorisation for activities under an EMA notice does not negate your requirements to comply with obligations under other legislative frameworks. If required, no activities are to commence prior to the relevant approvals under the Aboriginal Heritage Act 1972.
- Activities requiring excess tonnage cannot commence until approval of excess tonnage is received.

### Apply For Excess Tonnage

Click here to lodge an excess tonnage application with this Eligible Mining Activity.

Apply for Excess Tonnage

#### What the system will show you:

- All tenements in your EMA that have a tonnage value greater than zero.
- The associated activities and proposed tonnage for each tenement.
- The Total Approved Tonnage already allocated to each tenement.
- This value includes the prescribed tonnage for the tenement plus any previously approved excess tonnage.

If no excess tonnage has been granted, the value shown reflects the prescribed amount only.

#### How to apply:

- Select 'Include' to add it to the excess tonnage application.
- Upload the letter of authorisation from the tenement holder.
- To upload a file:
  - Click Add File under the relevant section.
  - In the popup:
    - Click Upload, choose a file, then click Save.
- Answer the question 'Is an agreement from affected Registered Native Title Party required?'
- If yes, upload a copy of the agreement.
- Click Save & Close.
- Repeat for each tenement as required.
- Click Lodge.



**Excess Tonnage**  
For EMA 302586

The Mining Act confers the holders of prospecting licenses, special prospecting licenses, exploration licenses and retention licenses the rights to excavate and extract or remove from the land, earth, soil, rock, stone, fluid or mineral bearing substances within the following tonnage limits:

- 1000 tonnes per Exploration License or Retention License
- 500 tonnes per prospecting License or Special Prospecting License

When the tonnage limit will be exceeded by the proposed activities, an excess tonnage application must be submitted to DMPE. Further information on excess tonnage can be found on the Department website via <https://www.dmp.wa.gov.au/Environment/apply-for-excess-tonnage-20027.aspx>. For queries about the excess tonnage application process, please contact the Title Compliance Branch on +61 8 9222 0985.

Tenement	Activities	Licence Type	Additional Proposed Tonnage	Total Approved Tonnage	Included in Excess Tonnage Application
E 45/2877	Drilling Area (AirCore) Excavation (Scope Detect)	E	935.50	1,000.00	No

**Letter of authorisation by the tenement holder**  
An application for excess tonnage should be lodged by the tenement holder. Where the application is lodged by a third party, the application must include a letter of authorisation from the tenement holder.

**Agreement from affected Registered Native Title Party**  
Where the application for excess tonnage is seeking a cumulative total of more than 10,000 tonnes per tenement and the tenement(s) was granted following the expedited procedure, the application must be accompanied by:

- a letter of consent from the relevant Registered Native Title Party(s); or
- a statutory declaration from the applicant stating that they have agreement from the affected Registered Native Title Party(s) to future approvals or consent to excess tonnage.

**Include**

**Exit** **Lodge**

You can lodge the application immediately or return to complete it later from either the Notices overview page or the Notice details page for the EMA.

**Notices overview**

POW EMA

**Open** **Export to Excel** Search

You have not lodged the Excess Tonnage Application. Click here to lodge it.

Your Reference	Status	Tenement(s)	Lodgement Date ↓	Expiry Date
302586	Active	E 45/2877	01/09/2025	01/09/2027

**Notice details**  
For EMA 302586

**Exit** **Finalise Notice** **New Correspondence**

Please lodge the **Excess Tonnage Application**

## Important

When applying for excess tonnage via Resources Online, the proposed tonnage for each tenement is automatically prefilled using data from the spatial module. This value comes from:

- the system-calculated tonnage derived from drawn or uploaded spatial activities, or
- the user-defined tonnage, where you have chosen to override the system value and provide a justification.

This prefilled value cannot be edited in the excess tonnage application.

If you wish to apply for a different tonnage amount than the prefilled value, you must apply via Mineral Titles Online (MTO) instead.

You only need to apply once — either through Resources Online or MTO, not both.

# Lodge an EMA Closure Notice

## Start a new EMA Closure Notice

1. Go to Exploration > Overview > EMA tab.
2. Filter by Open and locate the relevant active EMA Notice.
3. Click the down arrow (v) next to the EMA Notice and select Finalise EMA.
4. Click Start.

**Notices overview**

POW EMA

Open - Export to Excel Search

Notice ID	Your Reference	Status	Tenement(s)	Lodgement Date ↓	Expiry Date	
302586		Active	E 45/2877	01/09/2025	01/09/2027	▼
302579		Active	E 45/6961	29/08/2025	29/08/2027	▼
302456		Active	M 27/519	21/08/2025	21/08/2027	New Correspondence Finalise EMA
302457		Active	P 39/5769	21/08/2025	21/08/2027	▼
302459		Active	M 70/1431-B	21/08/2025	21/08/2027	▼

**Eligible Mining Activity - Closure/Completion**

For EMA

Before you start  
Activity Status  
EMA Closure

**Before You Get Started**

In accordance with the *Mining Regulations 1981*, it is a requirement that rehabilitation of eligible mining activities is undertaken within 6 months of completion of ground disturbance activities.

Following completion of rehabilitation works, EMA notice holders are then required to lodge a Notice of Completion. A Notice of Completion must be submitted within 3 months of expiry of the EMA notice.

The following supporting information is required for lodging a Notice of Completion:

1. A map of disturbed and rehabilitated areas
2. Before and after photos of your rehabilitation including a significant landmark for comparison purposes, with a brief description including location, date and photo content
3. Other supporting information you consider relevant (e.g. areas to be rehabilitated, your own rehabilitation reports)

Exit Start

### Enter Activity status details and Lodge Closure Notice

5. Select No to the question “Have any prospecting/exploration activities been undertaken on the tenement(s) covered by this EMA notice?”
6. Enter the reason(s).
7. Tick the mandatory declarations.
8. Click Lodge.

**Eligible Mining Activity - Closure/Completion**

For EMA

Before you start  
Activity Status  
3 EMA Closure

### Activity Status

Have any prospecting/exploration activities been undertaken on the tenement(s) covered by this EMA Notice?

☒ No ☐ Yes

Please provide a reason why no activities were undertaken on this EMA in the comment field below:

I acknowledge no activities have been or will be undertaken and this EMA can be closed. False acknowledgement will render the relevant tenement to be liable for forfeiture.

☐ Please tick to confirm

I'm the Tenement holder or have authorisation from the Tenement holder to close this EMA Notice.

☐ Please tick to confirm

Exit Lodge

A confirmation screen will appear.

A notification is sent to the submitter and the registered tenement holder(s).

EMA Closure notices can be viewed in the Closure & Completion Reports on the Notice Details page for the related EMA. Draft closure notices can be continued from the same location.

## Lodge an EMA Completion Notice

### Start a new EMA Completion Notice

1. Go to Exploration > Overview > EMA tab.
2. Filter by Open and locate the relevant active EMA Notice.
3. Click the down arrow (v) next to the EMA Notice and select Finalise EMA.
4. Click Start.

**Notices overview**

POW EMA

Open Export to Excel  Q

Notice ID	Your Reference	Status	Tenement(s)	Lodgement Date ↓	Expiry Date	
302586		Active	E 45/2877	01/09/2025	01/09/2027	▼
302579		Active	E 45/6961	29/08/2025	29/08/2027	▼
302456		Active	M 27/519	21/08/2025	21/08/2027	▼
302457		Active	P 39/5769	21/08/2025	21/08/2027	▼
302459		Active	M 70/1431-B	21/08/2025	21/08/2027	▼

New Correspondence  
Finalise EMA

### Enter Activity status details

5. Select Yes to the question “Have any prospecting/exploration activities been undertaken on the tenement(s) covered by this EMA notice?”
6. Click Start.

**Eligible Mining Activity - Closure/Completion**

For EMA

☒ Before you start  
☒ Activity Status  
☒ EMA Closure

**Activity Status**

Have any prospecting/exploration activities been undertaken on the tenement(s) covered by this EMA Notice?

☐ No ☒ Yes

Exit Next

## Enter Activity and Rehabilitation Details

7. Enter the:

- Activity Commencement Date
- Activity Completion Date
- Rehab Completion Date

**Dates must follow these rules:**

- Activity Commencement: Not before lodgement and not in the future.
- Activity Completion: After commencement, and not in the future.
- Rehab Completion: On or after completion.

For each activity and tenement:

8. Click the down arrow (v) and select Update.
9. Enter Actual Disturbance (ha) and select Rehabilitation Status (Yes / No / Partial).
10. If required, enter comments or additional information.
11. Click Update.
12. Click Next.

⚠ If the disturbance exceeds authorised values, or rehabilitation is incomplete, a comment is required, and a breach may be flagged.

## Add Supporting Information and Lodge Completion Notice

13. Add comments in Additional Information. (optional)
14. Upload photographic evidence or supporting information. (optional)
15. To upload a file:
  - Click Add File under the relevant section.
  - In the popup:

Click Upload, choose a file, then click Save.

16. Tick the mandatory declaration.

17. Click Lodge.

The screenshot shows a web form titled "Eligible Mining Activity - Closure/Completion" for EMA. On the left is a progress sidebar with steps: "Before you start", "Activity Status", "Activity Details and Rehabilitation", "Additional Information", and "EMA Completion" (which is selected). The main form area has three sections: "Additional Information" with a large text box for "Additional Comments"; "Photographic Evidence" with an "Add File" button; and "Additional Supporting Information" with an "Add File" button. At the bottom of the main form is a checkbox labeled "Please tick to confirm" and a "Lodge" button. To the right, an "Add Attachment" modal is open, showing a "Short Description" field, a file upload area with an "Upload" button, and a "Save" button. Red boxes highlight the "Additional Comments" text box, the "Add File" buttons, the "Please tick to confirm" checkbox, the "Lodge" button, the "Upload" button in the modal, and the "Save" button in the modal. A red arrow points from the "Add File" button in the "Photographic Evidence" section to the "Add Attachment" modal.

A confirmation screen will appear.

A notification is sent to the proponent's primary contact, submitter and the registered tenement holder(s).

## Glossary of Terms

Term	Description
<b>Resources Online (RO)</b>	The digital portal for lodging and managing environmental applications, reports, and notices.
<b>My Account</b>	A secure digital identity used to access RO. Required for all new users.
<b>EARS Online EX Account</b>	Legacy account used for accessing lodgement types not yet transitioned to RO.
<b>Programme of Work (PoW)</b>	A formal environmental application for conducting exploration activities that cause ground disturbance.
<b>PoW Rehabilitation Report</b>	A report submitted to describe the status of rehabilitation works associated with a PoW. Includes <b>Interim</b> and <b>Final</b> reports.
<b>Eligible Mining Activity (EMA) Notice</b>	A notice submitted for specific exploration activities that meet the EMA criteria. No assessment is required, but statutory notification and compliance is mandatory.
<b>EMA Closure Notice</b>	A lodgement submitted to confirm that exploration activities covered by an EMA Notice have not been conducted.
<b>EMA Completion Report</b>	A report submitted after completing rehabilitation of exploration activities conducted under an EMA Notice.
<b>Environmental Officer (EO)</b>	A DMPE staff member responsible for assessing PoW applications and overseeing compliance.
<b>Tenement</b>	A legal right to explore or mine in a specific area. Tenements must be listed in applications or notices.
<b>Request for Information (RFI)</b>	A formal request issued by an EO when additional information or clarification is needed to assess a lodgement.
<b>Unlock and Amend</b>	A process where the EO temporarily unlocks a PoW so the applicant can make minor corrections without needing to withdraw and resubmit.
<b>DMPE</b>	Department of Mines, Petroleum and Energy – the agency responsible for administering RO and regulating exploration and mining activities.