



Department of Energy, Mines,
Industry Regulation and Safety

Resources Online Guidance – How to submit a Programme of Work

November 2024


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How to access Resources Online

A proponent can access Resources Online via <https://resourcesonline.demirs.wa.gov.au/> through DEMIRS My Account. If the proponent has an existing EARS Online EX account, they can sign in to Resources Online using the email address and password associated with the EX account. If the password does not meet the new password requirement, the proponent will be prompted to update this. Refer to <https://www.wa.gov.au/government/multi-step-guides/my-account> for more information.

New proponents who have never held an EX account will need to create a new DEMIRS My Account to access Resources Online. This process is simple and will require the proponent to enter an email address, first and last name, and create a passphrase containing 14 characters or more. The online wizard steps will guide new users through this process.




Department of Mines,
Industry Regulation and Safety

My Account

Create an account

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

Email

I am human 
hCaptcha
Privacy - Terms

▼ **Need help?**

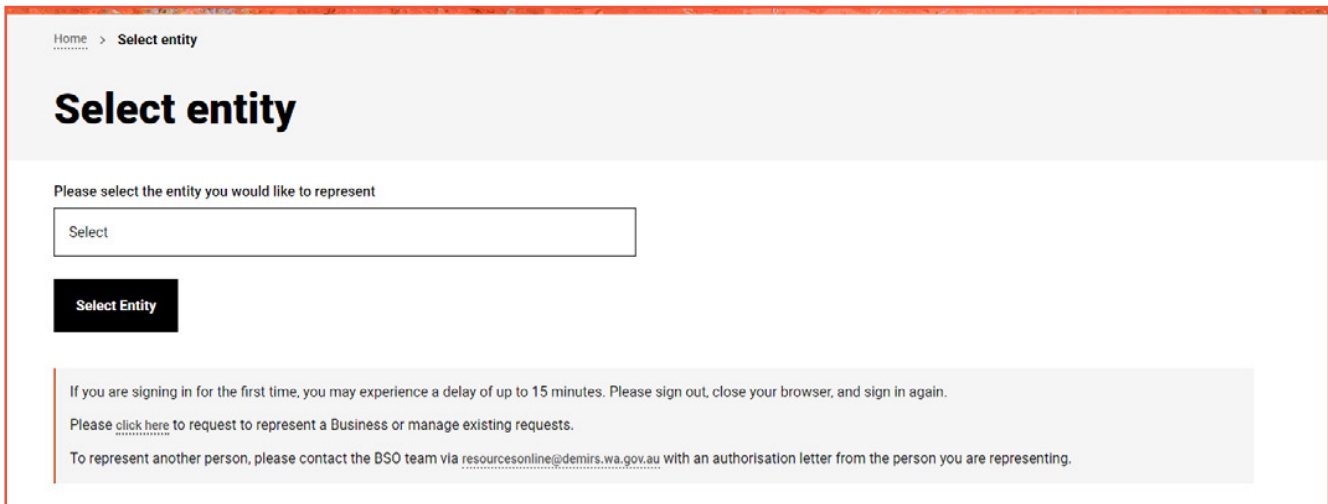
For security and privacy reasons, your account is **for you only**.

- Keep your account details private.

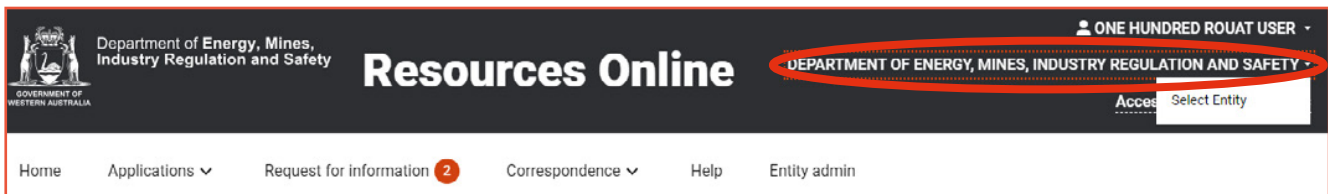
We collect your email to help you manage your account. Our [privacy statement](#) explains how we collect and use your information.

Selecting an Entity

When new users first log into Resources Online, they must follow the steps to create an association to the entity they need to represent before continuing. Refer to the 'Joining an entity' section below. Once the association is established, and if the proponent is representing more than one entity, they must select the entity they will be working under to continue. If the proponent represents only one entity, they will be taken directly to the homepage.



If the proponent needs to switch to a different entity, they can do so by clicking the entity name in the top-right corner of the screen. This will bring the proponent back to the selection page without requiring them to log out.



Access Levels

A proponents access level in Resources Online is determined by their role within the entity. The three available access levels are:

- **Restricted:** the proponent can only view and manage applications they have personally lodged.
- **Full:** the proponent has access to all applications associated with the entity, enabling them to manage any application.
- **Administrator:** the proponent can view and manage all applications and manage the access levels of other proponents within the entity.

Joining an entity

If a proponent needs to join a new entity, they can submit a request via the **Select an entity page**. This will direct the proponent to WA Relationship Authorisation Manager (WARAM), where they must complete a four-step process to finalise their request. The entity administrator(s) will be notified and can make determination to the access request. If there's no existing entity administrator, the DEMIRS business support team will be notified to review and make determination to the request. If the request is approved, the proponent will automatically be designated as that entity's administrator.

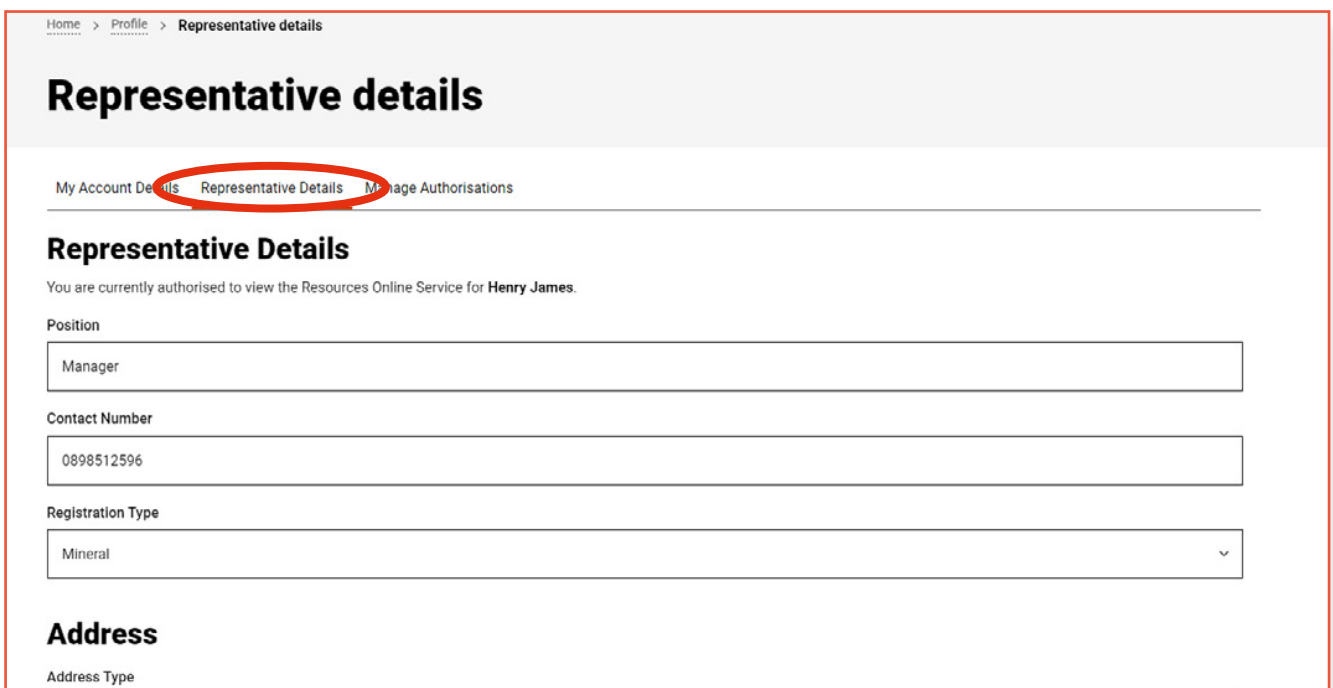
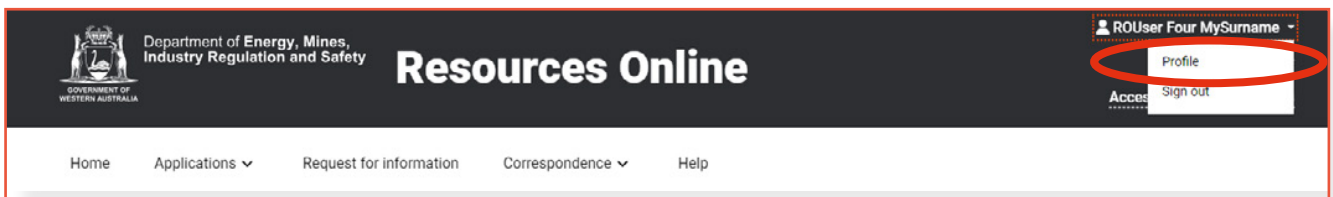
Alternatively, an entity administrator may invite a new proponent to join the entity. The proponent must accept the invitation to gain access.

Representing Individuals

To represent another individual(s) in Resources Online, the proponent must send a request to the department's business support team at resourcesonline@demirs.wa.gov.au.

Updating Representative Details

A proponent can update their representative details for each entity they are associated with. After logging in and selecting the entity, the proponent can click on their profile name in the top right corner, navigate to the **Profile** section, and update their **Representative details**. Once the changes are made the proponent must click save to update the changes.



Navigating Resources Online

Homepage Features

Upon logging in the proponent is directed to the Resources Online Homepage. The homepage includes several key features:

- **Bulletin:** Displays the latest announcements, including any upcoming system updates or outages. If there are no new updates to share, the bulletin will not appear.
- **Average Assessment Timeframes:** Shows the average time it took to assess various types of applications over the past month, measured in calendar days from the lodgement date to the final decision, excluding any on hold times.
- **Timeline:** Provides an overview of important dates and status changes or deadlines for applications. The proponent can click on events to view a summary of the associated application or event. If no applications have been submitted, the timeline will not be displayed.

The screenshot shows the 'Home' page of the Resources Online portal. At the top, it says 'Welcome ROUser Four' and 'Last logged in: 03/09/2024 01:41:36 PM'. Below this is a 'Bulletins (1)' section with a link to 'Welcome to RO Portal'. A welcome message follows, stating: 'Welcome to Resources Online - your new and secure digital solution to improve the efficiency of environmental applications under the Mining Act 1978 and State petroleum legislation. Resources Online provides a single user portal to enable you to easily submit, track and manage multiple mining and petroleum environmental lodgements to DEMIRS.' The 'Average Assessment Timeframe Last Month' section shows 'POW' with a '1 Days' average. Below this is a detailed view for 'POW - 200124' dated 'August 23, 24', with a message: 'POW - 200124 Ref: - Lodgement DateTime: Friday, August 23, 2024 11:05 AM Application Status Changed to Lodged'. At the bottom is a timeline from May 30 to Nov 20, with a search bar and filters. Two application events are visible: 'POW - 200123' and 'POW - 200124'.

Applications Overview

The Applications Overview is accessible via the **Applications** tab in the toolbar. Here, the proponent can view a summary of all their applications, including those in draft, approved, refused, declined, or withdrawn.

Home > Applications overview

Applications overview

Pending Applications Reviewed Applications

[Export to Excel](#) Search

Application Type	Application ID ↑	Your Reference	Related Tenement No/s	Lodgement Date	Status	Status Date	Proposed Disturbance	Scheduled Deletion Date	Modified On ↓	
POW	300365				Incomplete				12/11/2024 6:15 PM	▼
POW	300364				Incomplete				12/11/2024 6:15 PM	▼
POW	300363				Incomplete				12/11/2024 6:04 PM	▼
POW	300362		E 47/1054-l E 52/3469	12/11/2024	Awaiting Assessment	12/11/2024			12/11/2024 5:57 PM	▼
POW	300361		E 52/3469	12/11/2024	Awaiting Assessment	12/11/2024			12/11/2024 5:54 PM	▼
POW	300360		E 52/3469	12/11/2024	Awaiting Assessment	12/11/2024			12/11/2024 5:51 PM	▼
POW	300357		E 36/1005	12/11/2024	Awaiting Assessment	12/11/2024			12/11/2024 2:48 PM	▼
POW	300356		E 36/1005	12/11/2024	Awaiting Assessment	12/11/2024			12/11/2024 2:39 PM	▼
POW	300355				Incomplete				12/11/2024 2:37 PM	▼

To send correspondence or withdraw an application, the proponent can click the down arrow next to the relevant application. If the application is still in draft, there is an option to delete the application in place of withdraw.

Clicking on the **Application ID** will take the Proponent to a detailed view of the application, where they can also decide to continue a draft, send correspondence or delete/withdraw an application.

Exit Request Withdrawal New Correspondence

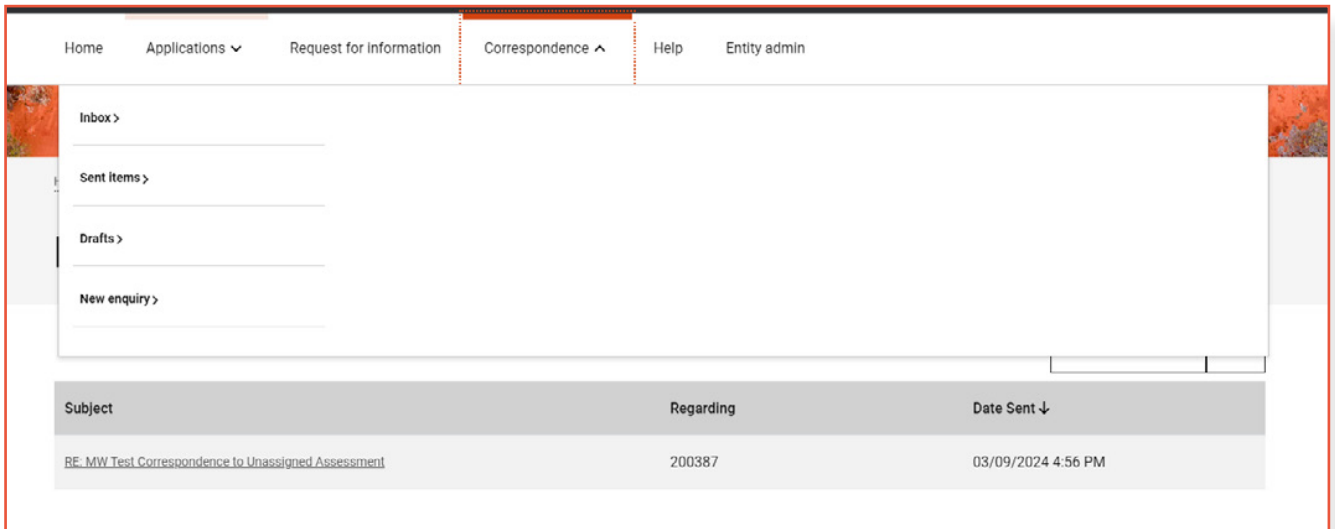
Please lodge the [Excess Tonnage Application](#)

Application ID	300362
Your Reference	
Application Type	POW
Submitter	ONE HUNDRED ROUAT USER
Applicant	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY
Primary Contact	ONE HUNDRED ROUAT USER
Status Date	12/11/2024
Application Status	Awaiting Assessment
Re-Submission Count	0
Business Days Elapsed	2
Business Days On Hold	0
Last Updated	13/11/2024 2:00 AM

From this page, proponents can also view related tenements, correspondence, requests for information (RFIs), attachments and documents associated, including the application summary, final determination letter and the spatial shape file as a ZIP file.

Correspondence

Proponents can generate new correspondence related to their applications, eliminating the need to manually manage correspondences outside of Resources Online via different channels. In addition to accessing correspondence through individual applications, proponents can also view and respond to all enquiries through the Correspondence tab in the toolbar. Here proponents can also generate new enquiries related to specific applications or create general enquiries that are not tied to any particular application. The assessors or the business support team will be able to respond directly via the portal to the enquiries.

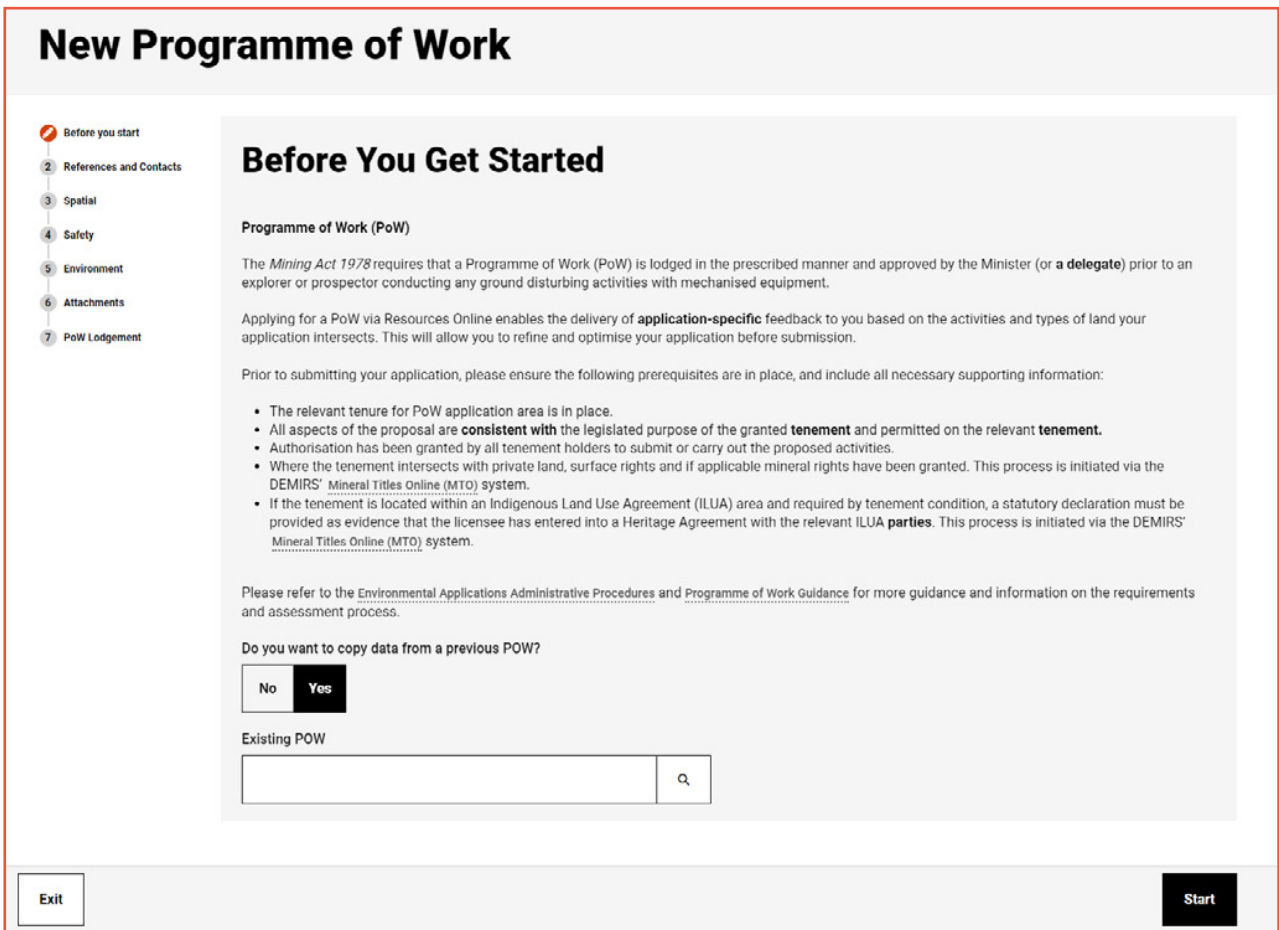
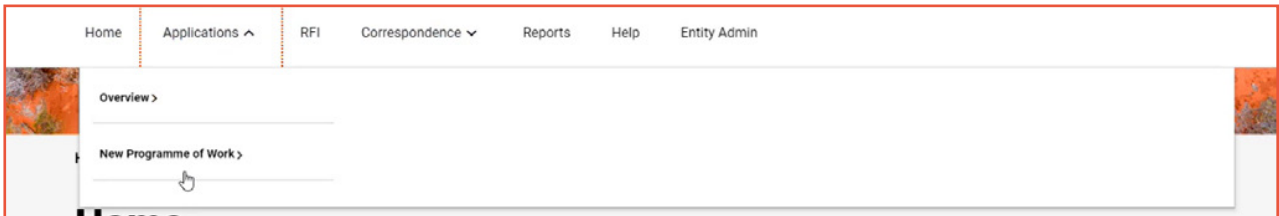


Subject	Regarding	Date Sent ↓
RE: MW Test Correspondence to Unassigned Assessment	200387	03/09/2024 4:56 PM

How to submit a new Programme of Work

To submit a new Programme of Work (PoW), the proponent must follow these steps:

1. Under the **Applications** tab, select **New Programme of Work**. The proponent will be prompted to choose whether to copy data from a previous PoW. If they choose to copy data, they must select the relevant PoW before clicking **Start**.



- The proponent will need to provide the primary contact details and can enter a reference such as project name to identify the PoW.

References and Contacts

References

Application ID

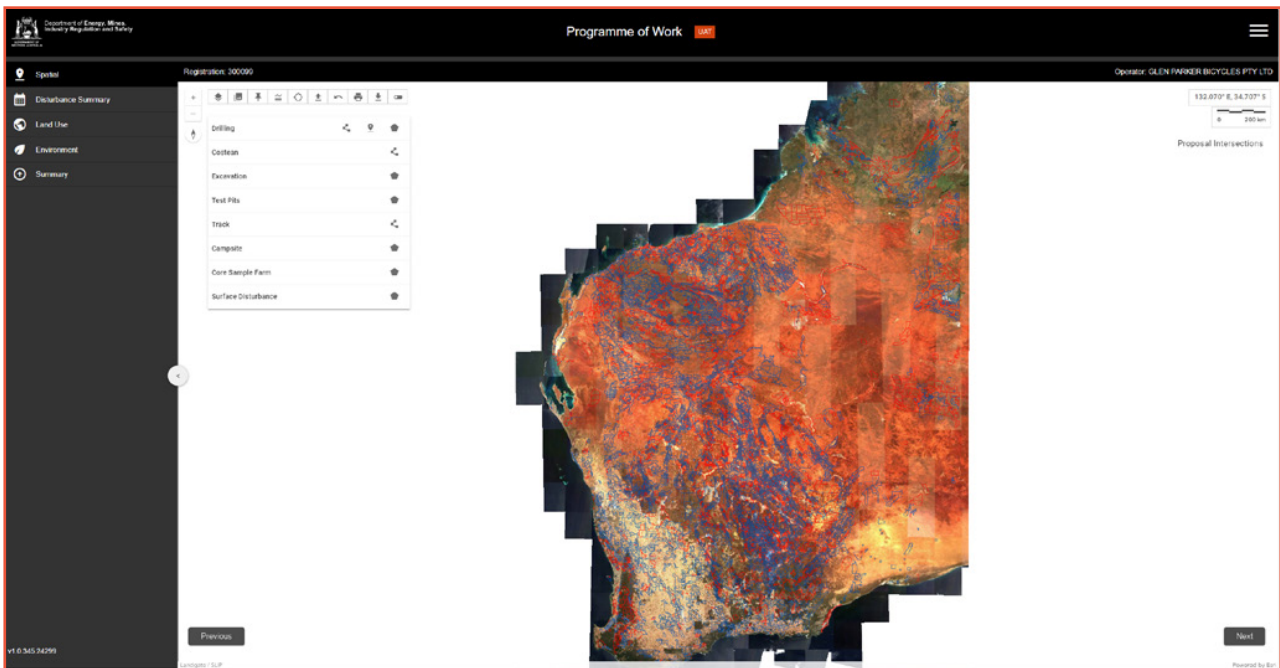
Your Reference

When selecting the primary contact, a list of existing contacts will be provided. If the required contact is not listed, the proponent can select **Add new** to create a new contact.

Lookup records

Full Name ↑	Email	Business Phone
<input type="radio"/> ONE HUNDRED ROUAT USER	ROUAT_USER100@corploopback.com	
<input type="radio"/> USER ONE RO UAT	ROUAT_USER1@corploopback.com	

- After submitting the contact details, the proponent will be redirected to the spatial system to submit the spatial data for the PoW. Details on how to use the Spatial System can be found in this [guide](#). Once this is completed, the proponent will be redirected back to Resources Online to continue the application process.



- The proponent must indicate whether the PoW is expected to encounter fibrous or radioactive material. If so, a **Fibrous Materials Management Plan (FMMP)** and/or a **Radiation Management Plan (RMP)** must be submitted to DEMIRS' Mines Safety Directorate before proceeding with the application.

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

Safety

Fibrous Materials

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

No

Radiation Management

Is your exploration program likely to encounter Radioactive Material?

No

Exploration Operation Notification

Under the Work and Safety Act 2020, and 'Exploration Operation Notification 1 - Notification of commencement of exploration operations' form may be required to be submitted to the Mines Safety Directorate of DEMIRS prior to the proposed activities taking place.

Relevant information and Mines Safety contacts are available at: <http://www.dmp.wa.gov.au/Safety/Notifying-proposed-exploration-9022.aspx>

5. The proponent is required to provide relevant environmental information, such as whether the PoW involves the clearing of native vegetation or affecting sensitive areas. This information does not replace the need to obtain other approvals that may be required, such as native vegetation clearing permits, prior to the commencement of work.

Further information on environmental requirements can be found [here](#).

✓ References and Contacts
✓ Spatial
✓ Safety
✓ Environment
6 Attachments
7 PoW Lodgement

Environment

Native Vegetation Clearing

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).

Does your proposal involve the clearing of native vegetation?

No

Isolated Hills, Ranges and Habitats

Does your proposal occur on any isolated hills, ranges (e.g. branded iron formations) or other isolated habitats? Additional environmental management measures may be required

No

Environmental Management and Rehabilitation

Where applicable, the following are required:

- Topsoil and vegetation stockpiled appropriately for use in rehabilitation.
- Raised blade clearing to be undertaken wherever possible.
- Any disturbance to a watercourse must minimise impacts to water flow and resources, and prevent blockages. Watercourses must be restored as part of rehabilitation.
- Surface holes drilled for the purpose of exploration are to be capped, filled or otherwise made safe immediately after completion.
- 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.
- 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.
- 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.

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

Please provide a summary or explanation

Exit Previous Next

6. The proponent can upload additional documents or supplementary information if needed. Some examples of what may be needed are provided on the screen. The proponent can upload a maximum of five files, each up to 70MB in size.

Attachments

Additional Comments

Please add any additional comments that you feel are relevant, but are not covered by existing questions.

Attachments

Please add any supporting documents below. Appropriate supporting documents include:

- Flora & Fauna Surveys
- Stakeholder Engagement & Consultation
- Government Approvals & details of correspondence

[Add File](#)

Name	Short Description	Date Attached ↓
------	-------------------	-----------------

- Once all sections are complete, the proponent must check the final declaration and submit the application.

The screenshot displays a web-based application interface for PoW Lodgement. On the left, a vertical sidebar lists seven steps, each with a red checkmark icon: 'Before you start', 'References and Contacts', 'Spatial', 'Safety', 'Environment', 'Attachments', and 'PoW Lodgement'. The main content area is titled 'PoW Lodgement' and contains a sub-section 'Lodgement & Acceptance'. Below this, a paragraph states: '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.' This is followed by a 'Legal Acceptance' section with the text: '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.' A small checkbox is present below this text. At the bottom of the interface, there are three buttons: 'Exit' on the left, 'Previous' in the center, and 'Lodge' on the right.

Before you start

References and Contacts

Spatial

Safety

Environment

Attachments

PoW Lodgement

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.

Excess Tonnage

If the proposed tonnage for the PoW application is over the prescribed amount, and the proponent has indicated 'yes' to apply for excess tonnage through Resources Online, they will be given the option to start an excess tonnage application after lodging the PoW.

Programme of Work

For POW 200397

- 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](#)

The tenements associated with the PoW application that are over the prescribed amount, including activities and the proposed tonnage amount, will be automatically displayed in this Excess Tonnage section. The 'Total Approved Tonnage' amount against each tenement is also displayed to assist the proponent to make determination on applying for excess tonnage.

The proponent can choose which tenement to include in the application by clicking on 'Include' next to the drop down box and upload the relevant tenement holder consent and native party agreement (if applicable). Once all relevant tenements are included, click on 'Lodge' to submit the application.. This can be done immediately or completed later on. The proponent will continue to have the option to submit the excess tonnage application through **Mineral Titles Online (MTO)** if this is the preferred method. The Excess Tonnage application for the PoW only needs to be submitted once either through Resources Online or MTO.

Home > Excess Tonnage

Excess Tonnage

For POW 200397

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 <input type="button" value="v"/>
E 0803311	Test Pit (Drilling)	E	184.68	1,000.00	No <input type="button" value="Include"/>
E 0803312	Test Pit (Drilling)	E	106.61	1,000.00	No <input type="button" value="v"/>

After lodgement

After the PoW is lodged, an Environmental Officer will assess the application and may contact the proponent through Resources Online for additional information. The status of the application can be tracked through the timeline on the Applications Overview page. Once a decision is made, the proponent will receive a notification.

Requests for Information

If further information is required during the assessment, the Environmental Officer will issue a RFI. The proponent can view and respond to RFIs by navigating to the **Request for information** tab in the tool bar. Full details of the RFI can be accessed by clicking the RFI ID and, and responses can be submitted by clicking the down arrow.

Home Applications ▾ Request for information **3** Correspondence ▾ Help Entity admin

Home > Request for information

Request for information

Pending RFI Completed RFI

RFI ID	Reg ID	Your Reference	RFI Sent ↓	Response Req. By	Primary Contact	Submitter	Status	
RFI-001104	300350-R-POW		15/11/2024	13/12/2024	ONE HUNDRED ROUAT USER	ONE HUNDRED ROUAT USER	Awaiting Proponent Response	▼
RFI-001100	300141-R-POW		06/11/2024	04/12/2024	ONE HUNDRED ROUAT USER	ONE HUNDRED ROUAT USER	Awaiting Proponent Response	▼


Amending or Withdrawing a PoW


During the assessment, if minor changes are needed, the environmental officer may unlock the POW to allow the proponent to make the necessary amendments. In this case, the proponent does not need to withdraw and resubmit the entire application. A lodged PoW cannot be amended unless it has been unlocked and sent back by an environmental officer. Please note that if significant changes have been made to the original application which require full re-assessment, the Environmental Officer may decline the application and request the proponent to re-submit.

If significant changes are required or the PoW is no longer needed, the proponent may withdraw the application. To do so, the proponent must navigate to the **Applications Overview** page, select the relevant PoW, and choose the **Request Withdrawal option**. After confirming the action, the application will be withdrawn.

Applications overview

Pending Applications Reviewed Applications

Export to Excel Search 

Application Type	Application ID ↑	Project Name	Related Tenement No/s	Lodgement Date	Status	Status Date	Proposed Disturbance	POW Expiry Date	Modified On ↓	
POW	200408	MW Test Correspondence 4/9	E 08/3310, E 08/3311, E 08/3312	05/09/2024	Awaiting Assessment	05/09/2024			05/09/2024 8:44 AM	
POW	200396				Online Submission: Draft				03/09/2024 7:17 PM	New Correspondence Request Withdrawal

Government of Western Australia

**Department of Energy, Mines, Industry Regulation
and Safety**

8.30am – 4.30pm

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