

Procedure Land Administration General

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1.1 Sample header

Last updated:		By:	
References:			

2. Part 1 – Tenement Procedures

2.1 Add a New Tenement (eg new JV)

Last updated:	27/03/12	By:	Oooo H
References:			

This procedure is used when we have acquired an existing tenement or tenement application from an external party.

1. Tenement Manager is advised of new tenement (either e-mail or copy of JV correspondence). Copy advice to tenement file.
2. Arrange for a tenement search through **MTQ**, and print a tenement map through **Tengraph** plus a Quick Appraisal (on green paper). File on tenement file.
3. Check quick appraisal for any features such as gas pipelines, restricted areas, etc. The presence of gas pipelines should be alerted to the Geologist as any exploration activities may need to be advised to the pipeline operator. May also want to advise the operator.
4. Check tenement conditions for anything unusual.
5. Determine who will be advising DMP of change of address. Prepare correspondence if necessary.
6. When submitting the Form 30 application to amend the DMP now requires you to submit a statutory declaration, showing reasons for change.

[F30 - Application to Amend](#)

[Stat Dec Form](#)

7. Ensure Original Licence Document and any other important information relating to the tenement is provided by the external party. If we are acquiring a tenement the expenditure incurred on the tenement since the last anniversary to time of hand over would also be required.
8. Advise - Administration Assistant -Resources Development to update the Pay Allocation spreadsheet;
9. May also need to write to Shire advising of change of address.
10. Add tenement to **ExWatch** and assign to Geologist using the Filter.
11. Create Tenement File.
12. If tenement is within Exploration, email request to Hillary and Thea for creation of a Parent Project Code (the whole project) and Project Code (for the Tenement).

Add to Data Base:

13. Check if the registered company or any other company that has an interest in tenement is entered in **Contacts**, if not add the company or companies.
 - (a) Go to Contacts and select **Add New**.
 - (b) In the field **Company Name** type the company name.
 - (c) Select the required Category.
 - (d) Complete the ACN field.
 - (e) Press OK.
14. Check if the project is entered in **Projects**, if not add the project.
 - (a) Go to Project and select **Add New Project**.

- (b) Enter Project Name.
 - (c) Project Manager will be either Mining Company or the managing company.
 - (d) Locality will be the State the Project is located in.
 - (e) Status will be **Active**.
 - (f) Press OK then OK
15. Check if the underlying pastoral lease is entered in **Contacts**, if not add the company.
- (a) Go to Contacts and select **Add New**.
 - (b) In the field **Company Name** type the name of the pastoral lease and pastoral lease number (e.g. Mt Jackson Station (3114/639))
 - (c) Select the required Category e.g. Pastoral Lease.
 - (d) Press OK.
16. Check if the Group Report for the tenement is in Data Base, if not add the Group Report No.
- (a) Go to Lease select Browse and then the Group Reporting tab.
 - (b) Follow the instructions under the 2.46 **Error! Reference source not found..**
 - (c) If there is no Group Report one may need applying for refer to instruction under (**Error! Reference source not found. Error! Reference source not found.**)
17. Adding tenement
- (a) On the **Lease** menu select **Add New**
 - (b) **Lease:** Tenement number (*NOTE: Must be written as E77/1419 i.e. capital E, no space between E and 77*), If tenement has Iron Ore Endorsement add an I after tenement number e.g. E77/1419-I.
 - (c) **Locality:** State
 - (d) **Project**
 - (e) **Region:** eg Mt Jackson
 - (f) **Lease Status:** eg Application or Granted
 - (g) **Internal Status:** eg Managed or Non-Managed JV
 - (h) **Current Area Held, Granted Area** (if applicable) and **Area Applied For**
 - (i) **Area Units:** eg Blocks
 - (j) **Lease Manager:** eg John Smith
 - (k) **Managing Company:** Name of company managing tenement. If Mining Company, name of Mining Company company who is holder, or is party to Agreement.
 - (l) **Operator:** Land Access Manager
 - (m) **Group Reporting** number if one exists.
 - (n) **Responsible Party 1:** Geologist responsible for tenement
 - (o) **Responsible Party 2:** Michael Orobona or Geology manager for Global Exploration Tenements

- (p) **Lease Type:** eg Exploration Licence
 - (q) **Lease Name:** Name of Tenement if applicable
 - (r) **Mineral Field:** eg 36 – East Murchison/
 - (s) **Government Office:** eg Leonora
 - (t) **Application Date:** Date tenement applied for
 - (u) **Grant Date:** If tenement granted
 - (v) **Has the area been surveyed?** Un-tick if not surveyed
 - (w) Calculate **Commitment** and **Rent**.
 - (x) Press Apply
18. Update other area information (if applicable)
- (a) Go to **General-Comments** tab
 - (b) Go to **Comments -Categories** tab and add any **Categories** if necessary

Add information to each of the following tabs (if applicable):

19. **Associations-Parties** tab
- (a) From the **Contact** drop-down list select the company name
 - (b) Select the parties interest from the **Rights** field
 - (c) **Status:** Active
 - (d) **Effective Date:** Normally date tenement was applied for or in Mining Company case date agreement signed
 - (e) **Shares**
 - (f) **Equity Percent**
 - (g) Press Apply
20. **Associations-Land Tenure** tab (is there any underlying land - eg Pastoral Lease or Private Land)
- (a) From the **Type** drop-down list select **Pastoral Lease** or **Land Holder**
 - (b) Select "Landowner – Pastoral" in the **Holder Rights** column
 - (c) In the **Contact** field, select the name of pastoralist lease or land holder
 - (d) In Comments enter the % of area on the lease.
 - (e) Press Enter on your keyboard
21. **Associations-Shire Details** tab
- (a) **Shire:** eg Leonora
 - (b) **Area Type:** eg Blocks
 - (c) **Use Current Area:** Tick if tenement falls in only one Shire. If not, leave blank.
 - (d) **Current Area:** Fill in only if tenement does not fall within one Shire. Put area that falls within the Shire.
 - (e) **Effective Date:** Date application lodged
 - (f) Repeat if tenement falls into more than one Shire
 - (g) Press Enter on your keyboard

22. **Relationships-Related Agreements**

If the agreement has already been added to Data Base check the tenement has been linked. If not linked:

- (a) Go to the agreement
- (b) Go to the **Relationships-Related Leases** tab
- (c) Right-click in the grey area of the tab and press **Assign**
- (d) Find the tenement and ensure box is ticked
- (e) Press OK

If the agreement hasn't been added to Data Base, ensure the tenement is linked when the agreement does get added

23. **Relationships-Related Leases** tab

If the application is a s49 or s67 conversion or s120AA reversion add the related tenement, or if Misc Licence add affected tenements

- (a) Add the existing tenement number to the **Related Lease** field
- (b) Add **Conversion – S67** or **S49** or **Reversion- s120AA** to the **Relationship** field from drop down menu
- (c) Add the day the application was lodged to the **Date** field (for 67 or 49 only)
- (d) Press Enter

24. **Action-Action History** tab

- (a) Right-click in the grey area of the tab and press **Add Misc Histories**
- (b) In the **Type of Action** field select **Miscellaneous**
- (c) Delete **Date action was due**
- (d) Update **Date Lodged** with date tenement acquired
- (e) **Date Completed** means the date being updated in Data Base, so should be left as automatically generated.
- (f) Add "Purchase" or similar to **Action description**
- (g) Add agreement name to **Notes**
- (h) Add Agreement Number to **Reference Number**
- (i) Press **Save**

25. If tenement is managed, check actions have been generated in the **Actions-Actions** tab. May need to right-click on the tab bar to **refresh** or **reset**

If tenement is not managed, delete all actions EXCEPT any **Expiry** or **Partial Surrender** dates

26. Check for any dealings on the tenement in particular any active caveats, bonds, mortgages etc. Update Data Base

- (a) Go to **Dealings** tab
- (b) Select **Caveat** from the **Dealing** field
- (c) Add date caveat lodged in **Date Lodged** field
- (d) Add **Gov Ref**
- (e) In the **Comments** field add the company that lodged the caveat
- (f) Add **Active** in the **Status** field

- (g) Add date caveat lodged in the **Status Date** field
 - (h) Press Enter
27. If tenement is granted, print an “Audit Sheet”, and stick to inside cover of tenement file:
- (a) Make sure you are in Edit Mode
 - (b) Go to the individual lease window (ctrl+f)
 - (c) Press the **Audit Report** button at the bottom of the screen
 - (d) A Word document will now be created

2.2 Add a New Tenement (Royalty) or change a tenement to a Royalty

Last updated:	28/05/2010	By:	
References:	No Mining Act or Regulation references		

1. This procedure is used when we have acquired a Royalty interest in a new tenement or tenement application, or an existing non-managed tenement is changed to a Royalty.
2. Check if the registered company or any other company that has an interest in tenement is entered in **Contacts**, if not add the company or companies.
 - (a) Go to Contacts and select **Add New**.
 - (b) In the field **Company Name** type the company name.
 - (c) Select the required Category.
 - (d) Complete the ACN field.
 - (e) Press OK.
3. Check if the project is entered in **Projects**, if not add the project.
 - (a) Go to Project and select **Add New Project**.
 - (b) Enter Project Name.
 - (c) Project Manager will be either Mining Company or the managing company.
 - (d) Locality will be the State the Project is located in.
 - (e) Status will be **Active**.
 - (f) Press OK then OK
4. Add to Data Base (or update Data Base fields where appropriate):
 - (a) On the **Lease** menu select **Add New**
 - (b) **Lease:** Tenement number (*NOTE: Must be written as E77/1419 i.e. capital E, no space between E and 77*), If tenement has Iron Ore Endorsement add an I after tenement number e.g. E77/1419-I.
 - (c) **Locality:** State
 - (d) **Lease Type:** e.g. Exploration Licence
 - (e) **Lease Status:** e.g. Application or Granted
 - (f) **Internal Status:** Royalty
 - (g) **Application Date:** Date tenement applied for
 - (h) **Grant Date:** If tenement granted
 - (i) **Mineral Field:** e.g. 04 – West Kimberley

- (j) **Lease Manager:** e.g. John Smith
 - (k) **Managing Company:** Name of company managing tenement.
 - (l) **Region:** e.g. Evanston
 - (m) **Responsible Party:** e.g. Mining Co Capital Pty Ltd
 - (n) **Area Units:** e.g. Blocks
 - (o) **Current Area Held**
 - (p) **Granted Area**
 - (q) **Area Applied For**
 - (r) **Has the area been surveyed?**
 - (s) **Government Office:** e.g. Leonora
 - (t) **Lease Name:** Name of Tenement (if existing) or name of royalty agreement
 - (u) **Project:** Select name of Royalty agreement
 - (v) **Total Shares**
 - (w) Press **Apply**
5. Go to **Associations-Parties** tab
- (a) From the **Contact** drop-down list select the company
 - (b) Select the parties interest from the **Rights** field
 - (c) **Status:** Active
 - (d) **Effective Date:** Date of application or transfer to current holder
 - (e) **Equity Percent:**
 - (f) Press Apply
6. **Actions-Actions** tab: Delete all actions that were automatically generated as these aren't monitored for Royalty tenements
7. **Agreements** tab: Link tenement to the royalty agreement
- (a) Go to the individual royalty agreement window
 - (b) Select **Relationships-Related Leases** tab
 - (c) Right click in grey area and press **Assign**
 - (d) Find the tenement by using one of the groups, or all
 - (e) Press **Apply**
8. After tenement transfer, caveat the tenements. Update Data Base
- (a) Go to the individual lease window (ctrl+f)
 - (b) Make sure you are in Edit Mode
 - (c) Go to **Dealings** tab
 - (d) Select **Caveat** from the **Dealing** field
 - (e) Add date caveat lodged in **Date Lodged** field
 - (f) Add **Gov Ref** (may need to wait a few weeks before this is available)
 - (g) Add **Active** in the **Status** field
 - (h) Add date caveat lodged in the **Status Date** field
 - (i) Press Enter

2.3 Amalgamation

Last updated:	04/08/10	By:	KH
References:			

1. The Geologist must be notified of the Expiry/Amalgamation three months before this date.
 - (a) If it has been decided to let a tenement expire, continue point 2 below.
 - (b) If it has been decided to renew the tenement, follow the Renewal or Extension of Term procedure.
 - (c) **If it has been decided to Amalgamate into current granted convert the tenement under s49 or s67, then follow the Application for Tenement procedure**
 - (d) If the tenement is already covered by applications which allow it to remain in force until these are granted then CONFIRM this information is definitely correct, and delete the Expiry and Extension of Term actions in Data Base:
2. Until the amalgamation is granted the secondary tenement will continue in force until the determination.
3. Check if any related agreements are terminated or affected by the expiry of the tenement
4. Ensure a "Recommendation to Amalgamate" memo is received from the responsible geologist and signed by Geology manager, Senior Manager Resource & Development
5. Prior to the Expiry/Amalgamation update Data Base:
 - (a) Make sure you are in Edit Mode
 - (b) Go to the individual lease window (ctrl+f), **Actions-Actions** tab.
 - (c) Add note to **Expiry** action e.g. "Application to Amalgamate date submitted and tenement amalgamated into xx/xx"
6. After the Expiry once amalgamation granted:
 - (a) Make sure you are in Edit Mode
 - (b) Go to the individual lease window (ctrl+f), **Actions-Actions** tab.
 - (c) Double click on the **Expiry** action to be completed
 - (d) Update **Date Relinquished** with the amalgamated date
 - (e) **Date Completed** means the date being updated in Data Base, so should be left as automatically generated.
 - (f) **Date Lodged** is also the date of amalgamated
 - (g) Change **Lease Status** to **Amalgamated**
 - (h) Change **Internal Status** to **No Interest Retained**
 - (i) Add a brief **Note** eg "Amalgamated into "Tenement"" (or applicable)xx/xx"
 - (j) Press **OK**
 - (k) **Delete all current actions**
 - (l) Then right-click in the grey area on the **Actions-Actions** tab
 - (m) Select **Add Irregular**

- (n) Select **Form 5 Final** from the drop-down list under **Actions to add**
 - (o) **Start From** select the date the tenement expired
 - (p) Repeat and add the **Mineral Exploration Report – Final**
7. Email Nick Geologist; and Geologist advising Amalgamation. If the tenement is part of Exploration, also e-mail Kylie Perry to close the project code.
 8. Send notification to Data base manager Database Consultant at Sadm on datasupport@expedio.com.au

2.4 Application for Surface Rights

Last updated:	04/10/12	By:	KH
References:	Section 29		

Once a Land Holder agreement is executed, print out PRIVATE LANDHOLDER AGREEMENT CHECKLIST and complete

[..\Standard Documents\Checklists\Checklist Agreement Landholder WA.docx](#)

9. Make a copy of the signed agreement to send to DMP with the attached statement
 - (i) This a true and certified copy of the original and sign
1. If lodging Access Agreement (number eight on about checklist) with the DMP for application of surface rights please completed the following
 - (a) Complete the letter to the DMP
 - (i) **P:\Land Access\Administration\Standard Documents\DMP Correspondence\Mining Company Magnetite**
2. Lodge agreement and letter with DMP with (Access Agreement Only)
 - (a) Original Licence document; and
 - (b) Landgate Search(s).
 - (c) Maps
3. Scan document and file electronically
4. Put a copy on file and send the original to Procurement to file in fire proof safe.
5. Once letter received from DMP advising registration:
6. Enter notification date in LC for the shire and mortgagee; (Access Agreement Only)
7. Notify the (Access Agreement Only)
 - (a) Shire (within one month)
 - (b) Landholder
 - (c) Geologist
 - (d) Drafting
 - (e) Mortgagee (within one month)
8. Update:
 - (a) Community Relations spreadsheet
 - (b) Mapinfo table with Lot No.
9. Original Licence document to arch lever folder

10. Original letter to and copy of Licence document to tenement file

2.5 Application for Tenement

Last updated:	26/06/12	By:	KH
References:	No Mining Act or Regulation references		

****Note:** For **Miscellaneous Licences**, is it possible to put a number of different prescribed purposes (e.g. you could put Road, Pipeline, Power Line, Taking Water, Search for Groundwater). This might be done to ensure flexibility in the future for the use of the licence. However, if you do this the application **MUST** go under the expedited NT procedure, requiring a four month notification period, rather than 2 months if the application is just for infrastructure. So if the licence is just for infrastructure, it may be preferable to just use those prescribed purposes. (ref Native Title Act s253 for infrastructure definition)

1. Print a copy of the Tenement Application checklist and ensure each step is completed.
[Checklist Application WA](#) AND [Application Checklist Form PROFORMA Application \(F21\) L.doc](#)
[Form PROFORMA Exploration Licence Form 21.doc](#)
[F21 - Application for Prescribed Prospecting Licence.doc](#)
[Proforma Mining Proposal](#)
2. If the application falls within an existing native title agreement and the responsible geologist wants it granted as soon as possible then refer to Procedure 2.30: Native Title – Grant of Applications within native title agreement area]
3. Ask manager to sign off on memo to approve application, [Application memo](#)
4. Under section 58(1)(b) Mining Company are required to submit a statement in support of application. This must follow the follow regulations
 - (a) **Guidelines for Applicants Section 58(1)(b) Statement to accompany Applications for Exploration licences**
 - (b)
 - (c)[Section 58\(1\)\(b\) Statement in support of the E application](#)
5. Lodge application online or submit to the DMP Perth, and create a tenement file.
 - (a) If total cost of application is less than \$25,000 then lodge application online
 - (b) If total cost of application is greater than \$25,000 then bank cheque must be arranged and application must be lodged at DMP Perth or Regional Office
 - (c) Agents that will lodge applications for Mining Company:
6. Run Quick Appraisal on tenement on Tengraph.
7. Update Data Base (method one - copy existing tenement).

This is good to use if you are adding more than one tenement where most of the data is the same. You might use method two first, then for the rest of the applications use method one.

The problem with this method is that when you go to amend the **Current Area, Grant Date or Expiry Date** Data Base will generate a data change form that