



Confidential Access

What is Confidential Access ?

“Confidential Access” is a new level of security available in Mineral Titles OnLine (MTOL) that will enable registered tenement holders (or their nominated agents) to view tenement title detail that is of a confidential nature.

In the past, MTOL has provided only publicly available information regarding tenements. With “Confidential Access”, the registered holder of a tenement can view tenement information that was previously only available by contacting the department. In addition, the registered holder will be able to nominate other users who will also be able to view this information.

The new functionality will provide the authorised registered holder or nominated agent with the ability to manage who has access to viewing this information regarding their tenements.

Initially, the main advantage of having “Confidential Access” will be the ability of an authorised user to view in-depth tenement application and tracking information. In future, it will also be used to facilitate electronic lodgment of Mining Act forms and provide detail of other approval processes.

“Confidential Access” functionality is not automatically issued to registered holders rather, for security reasons, it involves a formal application process and approval through the department.

Types of Confidential Access

There are two basic types of Confidential Access available to external MTOL users:

Confidential Access Administrator - **CA Administrator**
and Confidential Access User - **CA User**

CA Administrator

This level of access may be granted to a Mineral Titles On Line user by the department following application by the registered tenement holder (see making an application below). Once authorised, a CA Administrator will be able to view confidential data for all of the tenements held by the registered holder but in addition, will be able to authorise and manage other MTOL users to be able to see confidential detail for tenements held by that holder. This type of

Confidential Access can be given to the registered tenement holder or to a person appointed by the holder.

CA User

This level of access is granted by a Confidential Access Administrator and allows the user to view confidential data for some (Confidential Access User - Restricted) or all (Confidential Access User - Full) of the tenements for a registered holder. The user with this access level cannot authorise other users to use Confidential Access.

Note: If a registered holder acquires tenements via new applications or transfer for example, the new tenement/s will be automatically added to the list of tenements that can be accessed where the user has been authorised for all tenements (Confidential Access User – Full). For a Confidential Access User – Restricted, the acquired tenements will need to be added manually. The acquired tenement will always be automatically added to the access rights of the Confidential Access Administrator.

Application for Confidential Access

An application for Administrative Confidential access can be made by completing the application form found in Mineral Titles On Line Help and lodging it with the department in Perth. The application must be signed by the registered holder or, where the application is being made on behalf of a company or an individual, be supported by a letter of consent to access signed by the registered holder (or on a company letterhead with respect to a company). These requests will be held by the department for auditing purposes.

The decision as to whether Confidential Access will be granted will rest with the department having been satisfied that the request has been made with the permission of the registered holder.

What rights does Confidential Access give?

At this stage, these rights provide you with access to full Application tracking information. This is accessed by clicking on the “Application Tracking” button in the top right hand corner of the Tenement Register page. The tracking information contained here is explained below.



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In addition to the publically available detail, the full tracking functionality displays tenement application determination processes that usually remain between the registered holder/applicant and the department (for example, applicant action required, mineralisation report lodgment and processing).

The list of confidential access benefits will be increased in time to include the forthcoming elodgement and other approval processes.

Compliance Tasks Information explained

In the process of the determination of a mining tenement application there are both statutory and Departmental policy/procedural requirements which are required to be met. These requirements form tasks which are completed to ensure compliance.

The tasks are completed in most cases in a set order but this can vary from tenement application to tenement application. These tasks may run either severally or concurrently and may be a reflection of either compliance action being undertaken by the Department, other statutory authority or compliance action required to be taken by the tenement applicants.

Some of the compliance tasks may also contain confidential information that can only be viewed by authorised users (see "Confidential Access" above).

The task bars are displayed (shaded) in four different colours as follows:

- **Grey** – this reflects that the task has either yet to start or is not applicable.
- **Blue** – this reflects that action has begun on that specific task and is progressing.
- **Green** – this reflects that action is now complete for that specific task.
- **Orange** - (will only display for users who are registered as Confidential access users) this reflects that there is action required by the tenement applicant to further progress the application.

Help

Instruction for setting up Confidential Access can be found in the MTOL Help section.