



# Instructions on how to lodge an Operations Report (Form 5)

This guide has been developed to assist users with access and lodgment of Operations reports, also known as Form 5. For online lodgment, please refer to Part 1 of this guide, and please refer to Part 2 for manual entry and over the counter lodgments.

## PART 1 - ONLINE LODGEMENT

### 1.1 Accessing the online lodgment system

Form 5 can be lodged online through the Mineral Title Online (MTO) online system. You can access MTO via the Department of Mines, Industry Regulation and Safety's website at <https://www.dmirs.wa.gov.au/>.


**Step 1:** Hover the Services tab to expand the Online services links.

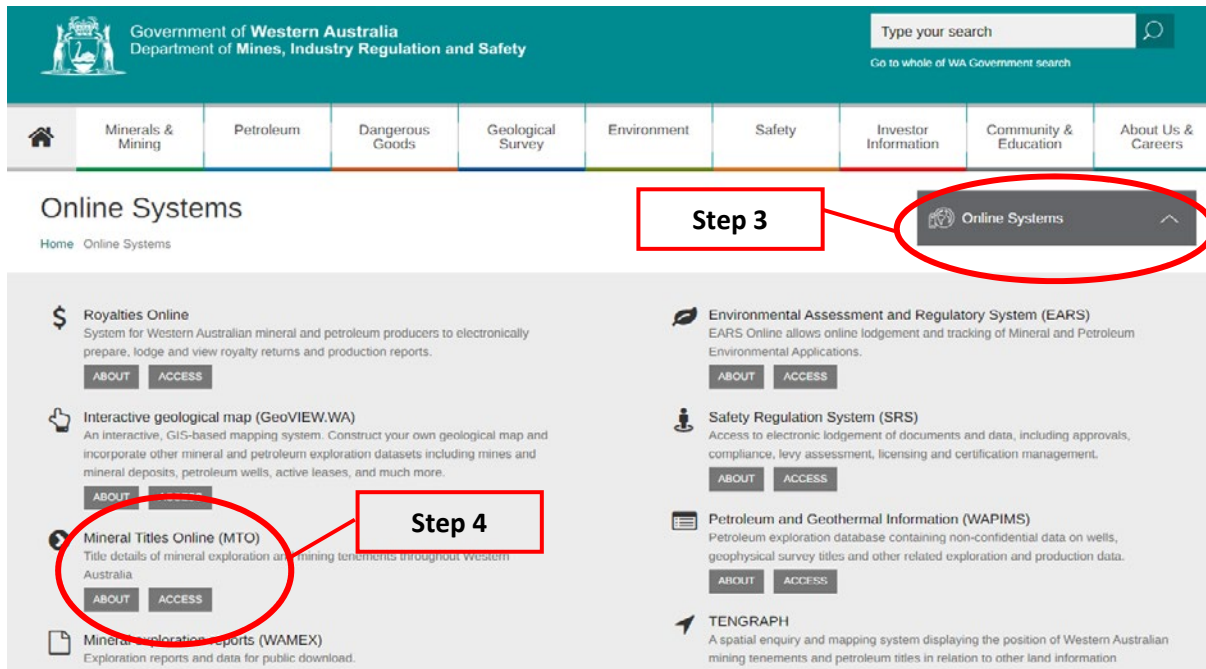
**Step 2:** Click on the Resource & Environmental Regulation Services link.

The screenshot shows the top navigation bar of the Government of Western Australia website. The 'Services' menu item is highlighted with a red circle and a callout box labeled 'Step 1'. Below the navigation bar, the 'Online Services' dropdown menu is visible, listing several service categories. The 'Resource & Environmental Regulation services' link is circled in red with a callout box labeled 'Step 2'. At the bottom of the screenshot, there is a message: 'Due to an expected high volume of calls, please check our [contact information](#) on how best to contact us.'



**Step 3:** Click on the  box to expand the systems available.

**Step 4:** Click on the  box under the Mineral Titles Online (MTO) heading.



Government of Western Australia  
Department of Mines, Industry Regulation and Safety

Type your search


Go to whole of WA Government search

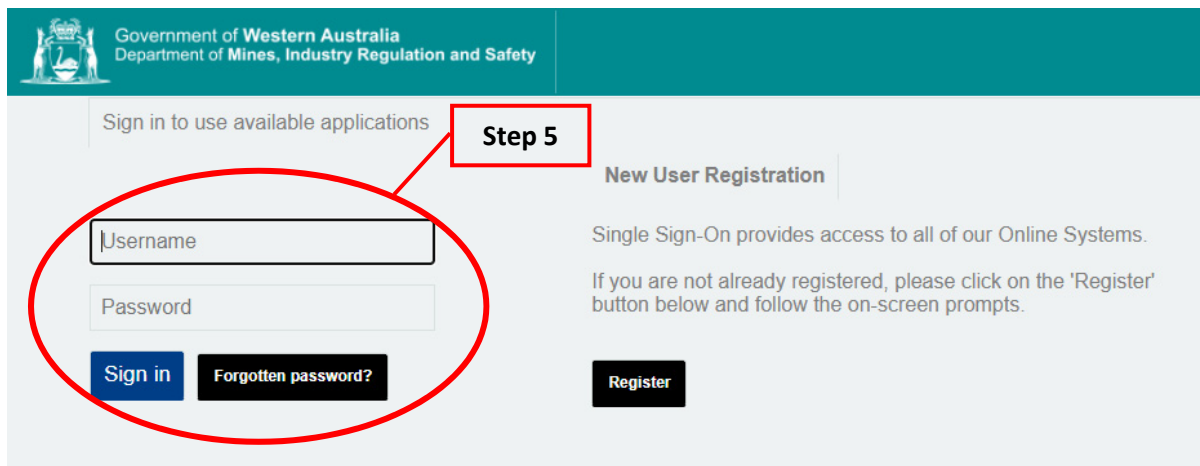
Home Online Systems

**Step 3**

**Step 4**

- Royalties Online**  
System for Western Australian mineral and petroleum producers to electronically prepare, lodge and view royalty returns and production reports.  
[ABOUT](#) [ACCESS](#)
- Interactive geological map (GeoVIEW.WA)**  
An interactive, GIS-based mapping system. Construct your own geological map and incorporate other mineral and petroleum exploration datasets including mines and mineral deposits, petroleum wells, active leases, and much more.  
[ABOUT](#) [ACCESS](#)
- Mineral Titles Online (MTO)**  
Title details of mineral exploration and mining tenements throughout Western Australia.  
[ABOUT](#) [ACCESS](#)
- Mineral exploration reports (WAMEX)**  
Exploration reports and data for public download.
- Environmental Assessment and Regulatory System (EARS)**  
EARS Online allows online lodgement and tracking of Mineral and Petroleum Environmental Applications.  
[ABOUT](#) [ACCESS](#)
- Safety Regulation System (SRS)**  
Access to electronic lodgement of documents and data, including approvals, compliance, levy assessment, licensing and certification management.  
[ABOUT](#) [ACCESS](#)
- Petroleum and Geothermal Information (WAPIMS)**  
Petroleum exploration database containing non-confidential data on wells, geophysical survey titles and other related exploration and production data.  
[ABOUT](#) [ACCESS](#)
- TENGRAPH**  
A spatial enquiry and mapping system displaying the position of Western Australian mining tenements and petroleum titles in relation to other land information

**Step 5:** Enter your EX Username and Password then click 



Government of Western Australia  
Department of Mines, Industry Regulation and Safety

Sign in to use available applications

**Step 5**

[Sign in](#) [Forgotten password?](#)

**New User Registration**

Single Sign-On provides access to all of our Online Systems.

If you are not already registered, please click on the 'Register' button below and follow the on-screen prompts.

[Register](#)

**NOTE:** If you do not have an account, please  for to be able to use MTO.

If the system returns a message saying you do not have access to this system, please return to Online Systems, click on “manage your account” and request access to Mineral Titles Online. It may take several hours for approval to be granted, however you will be advised of the outcome via email.

**Step 6:** Once you have entered, click on the Online Transactions tab.

Department of Mines, Industry Regulation and Safety

Home Tenement Register **Online Transactions** Enquiry Admin Help

**Mineral Titles Online Home**

Welcome to the Mineral Titles On-Line system provided by the Department of Mines, Industry Regulation and Safety, Western Australia.

**Important Notices:**

**Welcome to Mineral Titles Online Version 7.5.3**

On Wednesday evening the 2nd December, 2020 a patch release (7.5.3) was promoted.

**IMPORTANT MESSAGES**

**1. COVID-19 Update**

The Perth Metropolitan area, Peel and South West regions are now in a 5 day lockdown effective 6pm Sunday 31 January 2021 until 6pm Friday, 5 February 2021. During this period, please direct all queries to [it.servicedesk@dmirs.wa.gov.au](mailto:it.servicedesk@dmirs.wa.gov.au)

**2. Covid-19 Pandemic and Industry Support**

A number of changes have been made to support industry during the Covid-19 pandemic.

Exemptions - Amendments have been made to the Mining Regulations 1981 to assist tenement holders applying for expenditure exemption due to Covid-19. The amendments are available in a new interim process. Further information is available [here](#).

Amended Administrative Procedures have been streamlined to support the mining sector during Covid-19 pandemic. A key focus is encouraging stakeholders to use DMIRS' digital documents, which are not required to be witnessed or sworn, and other tenement-related documents will be emailed where possible. For general information on the changes, please refer to the [DMIRS' Digital Documents](#) page.

More detailed information on the changes, the new Statement of Compliance forms and section 40e Position Papers - is available [here](#).

**3. Upcoming changes to MTOL**

We are currently in the process of including the full register details of all State Agreement, State and Commonwealth Offshore, Christmas and Cocos (Keeling) Island and 'L' data capture and validation program of these titles will be carried out and users may notice new attributes and data being displayed throughout MTOL. The paper-based register will be closed, at which time the disclaimer 'This is not the official Register referred to in Reg. 84C of the Mining Regulations 1981.' will be removed and MTOL will be deemed the official register.

**Step 7:** Click on the Compliance Related Transactions link to expand the selection.

Department of Mines, Industry Regulation and Safety

Home Tenement Register Online Transactions Enquiry Admin Help

**Online Transactions**

**I would like to ...**

**Tenement Searches**

- ▶ Order an Official Tenement Search (\$ fee payable)
- ▶ Order a Tenement Data Extract (PDF) (\$ fee maybe payable)
- ▶ Order a Tenement Data Extract (XML) (\$ fee maybe payable)

**Transactions**

- ▶ Title Related Transactions
- ▶ Dealings and Other Processes
- ▶ Warden's Court Transactions
- ▶ **Compliance Related Transactions**
- ▶ Non-title Related Transactions

**Form Relodgement**

- ▶ Relodgement/Provisional Lodgement

**Rental Payments**

- ▶ Make a Rental Payment

**Step 8:** Click on the Lodge Operations Report link to access and start the online lodgement process.

Department of Mines, Industry Regulation and Safety

Home Tenement Register Online Transactions Enquiry ▾ A

**Online Transactions**

**I would like to ...**

**Tenement Searches**

- ▶ Order an Official Tenement Search (\$ fee payable)
- ▶ Order a Tenement Data Extract (PDF) (\$ fee maybe payable)
- ▶ Order a Tenement Data Extract (XML) (\$ fee maybe payable)

**Transactions**

- ▶ Title Related Transactions
- ▶ Dealings and Other Processes
- ▶ Warden's Court Transactions
- ▶ Compliance Related Transactions
- ▶ Non-Title Related Transactions

**Form**

- ▶ Apply for Exemption from Expenditure (\$ fee payable)
- ▶ **Lodge Operations Report**
- ▶ Apply for an Extension of Time

**Rental**

- ▶ Apply for Excess Tonnage
- ▶ Apply for an Application for Forfeiture (\$ fee payable)
- ▶ Apply for Exemption From Drop Off
- ▶ Make a Rental Payment

**Documents**

- ▶ Lodge Supporting Documents
- ▶ Lodge a Document for a Tenement
- ▶ Lodge a Request Affecting a Mining Tenement

## 1.2 Filling out the Operations Report (Form 5) online

The online form has been created to mimic the prescribed Form 5 in content. You can therefore refer to the manual form guide in Part 2 for clarification on the data required for entry. There is also a Help feature to the left of the screen which offers information to assist you as you proceed through each step.

To begin the process, select the type of report you wish to lodge. Depending on whether you are lodging a single operations report or a multiple operations report, the online lodgement process, the number of steps differs.

### Single Operations Report

Online Lodgement: Operations Report

1 Select Type ← Step 1 - Operations Report Type

Select the type of Operations Report you wish to lodge.

Single Operations Report  
 Multiple Operations Reports (BULK UPLOAD)

Cancel Next

**Operations Report Type Selection Help**  
Operations Reports may be lodged individually by entering data on a per tenement basis guided through a wizard based process, review and sign-off.  
  
or  
  
Operations Reports data for multiple Tenements structured in Operations Report XML format may be uploaded for processing, review and sign-off.

Select a type of report to commence

The online form for lodging a single operations report contains 11 steps, starting with Step 1 which is the entry of the tenement ID.

Department of Mines, Industry Regulation and Safety

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Operations Report

1 Tenement Selection ← Step 1 - Tenement Selection

Please enter the Tenement ID

Cancel

Enter the tenement number.

Home Tenement Register Online Transactions Enquiry Admin Help

**Online Lodgement: Operations Report - Submission Id 323552**

1 Tenement Selection ✓  
 2 Tenement Details ←  
 3 Report Details  
 4 Activity Selection  
 5 Activity Summary  
 6 Commodity Expenditure  
 7 Signing Party  
 8 Attach Documents  
 9 Review  
 10 Signature  
 11 Delivery

**Step 2 - Tenement Details**

Tenement ID: \_\_\_\_\_

What type of operations report are you lodging?  
 Annual  Final

Which reporting period does this submission apply to?  
 From  To

Please enter the details of the Operation Manager (optional):  
 Given Name  Surname   
 Street 1   
 Street 2   
 Suburb   
 Country

Cancel

Ensure the reporting period is correct.  
**NB:** if you are completing the report prior to the end of the reporting period, the system will revert to the previous reporting year.

Select the type of report being lodged

If you are operating the tenement, but are not the holder, your details should be entered here.

Home Tenement Register Online Transactions Enquiry Admin Help

**Online Lodgement: Operations Report - Submission Id 323552**

1 Tenement Selection ✓  
 2 Tenement Details ✓  
 3 Report Details ←  
 4 Activity Selection  
 5 Activity Summary  
 6 Commodity Expenditure  
 7 Signing Party  
 8 Attach Documents  
 9 Review

**Step 3 - Report Details**

Tenement ID: M 15/\_\_\_\_\_  
 Reporting Period: From 29/05/2019 To 28/05/2020  
 Holder Details: \_\_\_\_\_

**Related Annual Mineral Exploration Report**

Are you expecting to lodge a related Mineral Exploration Report for this tenement?  
 No  
 Yes

A Mineral Exploration Report pursuant to s115A of the Mining Act 1978 may be required. Refer to [Mineral exploration Reports](#)



Are you expecting to lodge a related Mineral Exploration Report for this tenement?

- No
- Yes
- For this tenement
- For this tenement and others in a Combined Reporting Group

If ticking yes, you are required to select whether the report is for a single tenement for a Combined Reporting Group and enter the title of the Report.

Please enter the title for this report:

254 characters left

The document type Mineral Exploration Report is currently unable to be attached and submitted with the Operations Report online.

- I acknowledge that in accordance with Section 115A if a mineral exploration report is required to be submitted as per the gazetted guidelines then it shall be lodged at the Department of Mines, Industry Regulation and Safety on a CD or DVD within the prescribed time or by the approved reporting date for a combined mineral exploration report

Home Tenement Register Online Transactions Enquiry Admin Help

**Online Lodgement: Operations Report - Submission Id 323552**

- 1 Tenement Selection ✓
- 2 Tenement Details ✓
- 3 Report Details ✓
- 4 Activity Selection ←**
- 5 Activity Summary
- 6 Commodity Expenditure
- 7 Signing Party
- 8 Attach Documents
- 9 Review
- 10 Signature
- 11 Delivery

**Step 4 - Activity Selection**

Tenement ID: M 15, [redacted] H  
Reporting Period: From 29/05/2019 To 28/05/2020

Please enter the activity type:

- Prospecting and/or small scale Mining Activities Report
- Mineral Exploration and/or Mining Activities Report

Select the activity type – Prospecting and/or small scale Mining Activities completes Attachment 2 on the Form 5. Mineral Exploration and/or Mining Activities Report completes Attachment 1.

Cancel

# PROSPECTING AND/OR SMALL SCALE MINING

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgements Operations Report - Submission Id 323552

1 Tenement Selection ✓

2 Tenement Details ✓

3 Report Details ✓

4 Activity Selection ✓

5 Activity Summary

6 Commodity Expenditure

7 Signing Party

8 Attach Documents

9 Review

10 Signature

11 Delivery

**Step 5 - Summary of Prospecting and/or small scale Mining Activities**

Tenement ID: M 15/3, Holder Details: LIMITED  
 Reporting Period: From 29/05/2019 To 28/05/2020

**A - General Prospecting Activities**

Please enter details regarding Metal Detection  
 No. of Days worked  Cost Per Day \$  Sub Total: \$0.00

Please enter details regarding Loaming, Panning, Sampling, Dollying, or Dry-blowing  
 No. of Days worked  Cost Per Day \$  Sub Total: \$0.00

Please enter details regarding Costearing or Trenching  
 No. of Days worked  Number excavated  Total \$

Please enter details regarding other activity types: [Add Activity](#)

Other Prospecting Activity	Cost
<input type="text"/>	<input type="text"/>
SubTotal: \$0.00	

Please enter expenditure on Plant & Equipment Hire  
 \$

Please enter details regarding fuels, oils etc  
 \$

Please enter details regarding Field Supplies (food, consumables etc)  
 \$

Does this include Rehabilitation Activity?  
 Yes  No

**SECTION A TOTAL: \$0.00**

**B - Small Scale Mining Activities**

Please enter details regarding Construction  
 No. of Days worked  Cost Per Day \$  Sub Total: \$0.00

Please enter details regarding Development  
 No. of Days worked  Cost Per Day \$  Sub Total: \$0.00

Please enter details regarding Construction materials  
 \$

**F - Land Access/Native Title**

Please select activities and their expenditures: [Add Activity](#)

Land Access/Native Title	Expenditure
No Records	

**SECTION F TOTAL: \$0.00**

**GRAND TOTAL: \$0.00**

Please enter comments if required

**Cancel**

Enter activity details (A &/or B), costs associated with Aboriginal Heritage Surveys (C), annual tenement rent and rates (D), and Administration and Overheads/Land Access/Native Title (E & F).

If you are lodging a replacement or additional Form 5, please add instructions in the free text box.



# MINERAL EXPLORATION AND/OR MINING ACTIVITIES REPORT

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Operations Report - Submission Id 323552

**Step 5 - Summary of Mineral Exploration and/or Mining activities**

Tenement ID: M 15/ Holder Details: PTY LIMITED  
 Reporting Period: From 29/05/2019 To 28/05/2020

**A - Mineral Exploration Activities**

Please select activities and their expenditures: [Add Activity](#)

Mineral Exploration Activities	Expenditure	Activity Type
No Records		

SECTION A TOTAL: \$0.00

**B - Mining Activities (Development and Production)**

Please select activities and their expenditures: [Add Activity](#)

Mineral Activities	Expenditure
No Records	

SECTION B TOTAL: \$0.00

**C - Aboriginal Heritage Surveys**

Please select activities and their expenditures: [Add Activity](#)

Aboriginal Heritage Surveys	Expenditure
No Records	

Have Surveys been lodged with the Registrar of Aboriginal Sites?  
 Yes  No

**D - Annual Tenement Rent and Rates**

Please select activities and their expenditures: [Add Activity](#)

Annual Tenement Rent and Rates	Expenditure
No Records	

Enter activity details (A &/or B), costs associated with Aboriginal Heritage Surveys (C), annual tenement rent and rates (D), and Administration and Overheads/Land Access/Native Title (E & F).

**F - Land Access/Native Title**

Please select activities and their expenditures: [Add Activity](#)

Land Access/Native Title	Expenditure
No Records	

SECTION F TOTAL: \$0.00

GRAND TOTAL: \$0.00

Please enter comments if required

Cancel

If you are lodging a replacement or additional Form 5, please add instructions in the free text box.

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Operations Report - Submission Id 323552

**Step 6 - Commodity Expenditure**

Tenement ID: M 15/ Holder Details: IPANY PTY  
 Reporting Period: From 29/05/2019 To 28/05/2020

Please enter the mining commodity sought on the tenement: [Add Commodity](#)

Commodity	Expenditure
No Records	

SECTION F TOTAL: \$0.00

Cancel

Enter the commodity/ies being sought on the Tenement. Please note that the amount entered against the commodity/ies must equal the grand total from Step 5.

Department of Mines, Industry Regulation and Safety

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Operations Report - Submission Id 323552

**Step 7 - Signing Party**

**Authorisation**  
Only parties as prescribed under the Mining Act 1978 and Regulations 1981 are authorised to submit Mining Act Forms. The Form may be deemed unacceptable if it is determined that the lodging party is not authorised.

**As:** **under what authority are you submitting the Form:**

As Tenement Holder/Applicant

As Agent for Tenement Holder/Applicant

**As an Agent please enter your address:**

Street 1:

Street 2:(Optional)

Suburb:  State:

Country:

Cancel

Please select either Tenement Holder or Agent for the Tenement Holder/Applicant. The second option requires you enter your details.

Department of Mines, Industry Regulation and Safety

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Operations Report - Submission Id 323552

**Step 8 - Attach Documents**

Please attach any supporting documents for your operations report.

Brief details of Development

If there has been any development work in addition to general prospecting activities then brief details of development to be provided.

[Attach file...](#)

Other

Other documentation being submitted in support of the online transaction is covering letter. Please do not attach a mineral exploration report to this lodgement. If, pursuant to Section 115A, a mineral exploration report is required to be submitted, it should be lodged at the Department of Mines and Petroleum on a CD or DVD as per the gazetted guidelines.

[Attach file...](#)

Cancel

Please do not attach a paper version of the Form 5 and a covering letter is NOT required.

Department of Mines, Industry Regulation and Safety

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Operations Report - Submission Id 323552

**Step 9 - Review**

[View/Print PDF](#)

Tenement Details [Edit](#)

Tenement ID: M  
Reporting period: From 29/05/2019 to 28/05/2020  
Operations Report Type: Annual  
Holders: PTY LIMITED  
Operations Manager:

Report Details

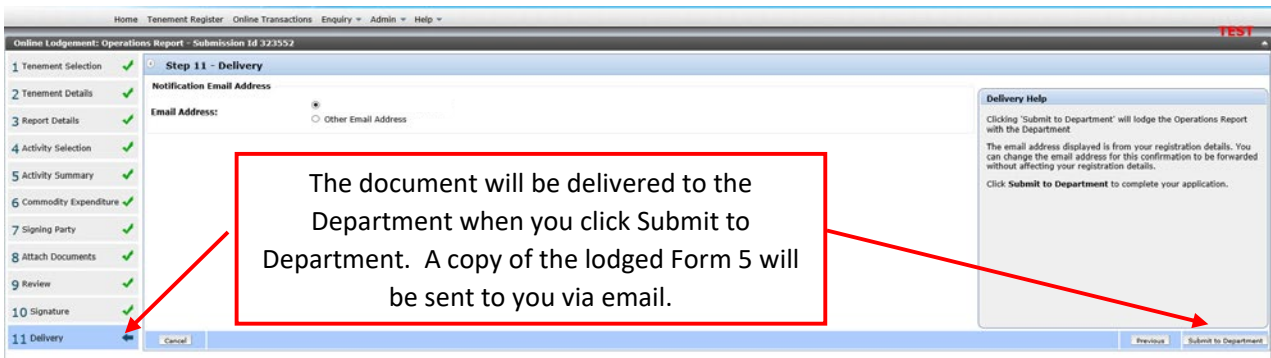
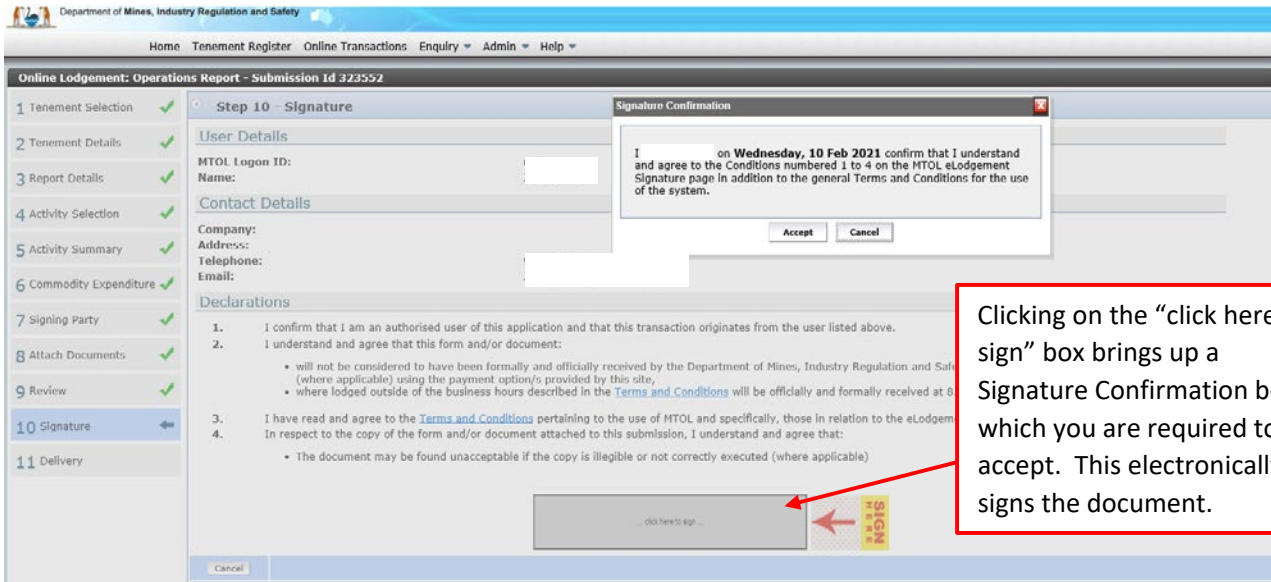
Related Mineral Exploration Report: Yes  
Single or Multiple Tenements: Single  
Title: x

Activity Selection [Edit](#)

Activity Selection: Mineral Exploration and/or Mining Activities Report

Activity Summary [Edit](#)

Step 9: Ensure you review the document prior to submitting (including reporting dates). A PDF version of the draft Form 5 is also able to be viewed.



## Multiple Operations Reports

There are 7 steps in the process to lodge multiple operations reports.

The screenshot shows the 'Step 1 - Bulk Upload' interface. A sidebar on the left lists steps 1 through 7. The main area contains instructions to upload an XML file, a 'Browse...' button, and an 'Upload the file' button. A table below shows the upload status:

Tenement Id	XML Processing Status	Action
M 77/...	Valid XML File	Remove

Important notes: 1. Total number of tenements cannot exceed 50. 2. Each upload replaces the previous upload. A red box highlights the 'Valid XML File' status with the text: 'Upload a valid XML file containing the data.'

The screenshot shows the 'Step 2 - Report Details' interface. A table displays the details of the uploaded report:

Tenement Id	Summary	Actions
M 77/!	\$187,969.00 ( GOLD)	View/Print PDF

A red box highlights the table with the text: 'Details of reports to be lodged will appear in this list.'

The screenshot shows the 'Step 3 - Signing Party' interface. It includes an 'Authorisation' section and a question: 'under what authority are you submitting the Form:'. Two radio button options are provided:

- As Tenement Holder/Applicant
- As Agent for Tenement Holder/Applicant

A red box highlights the radio buttons with the text: 'Please select either Tenement Holder or Agent for the Tenement Holder/Applicant. The second option requires you enter your details.'

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Bulk Operations Report - Submission Id 323624

**Step 4 - Attach Documents**

Please attach any supporting documents for your bulk operations report.

**Brief details of Development**

If there has been any development work in addition to general prospecting activities then brief details of development to be provided.

aaaaatest.attachment.pdf (4 KB) Delete Select Tenements... Attach file...

**Other**

Other documentation being submitted in support of the online transaction is covering letter. Please do not attach a mineral exploration report to this lodgement. If, pursuant to Section 115A, a mineral exploration report is required to be submitted, it should be lodged at the Department of Mines and Petroleum on a CD or DVD as per the gazetted guidelines.

aaaaa.ATTACHMENT 2 TEST.pdf (3 KB) Delete Select Tenements... Attach file...

Cancel Previous Next

Please do not attach a paper version of the Form 5 and a covering letter is **NOT** required.

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Bulk Operations Report - Submission Id 323624

**Step 5 - Review**

Tenement Id	Summary	Attached Documents	Actions
M 77/	\$187,969.00 (GOLD)	<p><b>Brief details of Development</b></p> <p>If there has been any development work in addition to general prospecting activities then brief details of development to be provided.</p> <p>aaaaatest.attachment.pdf (4 KB)</p> <p><b>Other</b></p> <p>Other documentation being submitted in support of the online transaction is covering letter. Please do not attach a mineral exploration report to this lodgement. If, pursuant to Section 115A, a mineral exploration report is required to be submitted, it should be lodged at the Department of Mines and Petroleum on a CD or DVD as per the gazetted guidelines.</p> <p>aaaaa.ATTACHMENT 2 TEST.pdf (3 KB)</p>	View/Print PDF

Review Help

Please review that the information you entered is correct. If details are incorrect please amend the XML file and upload for processing again.

You can view a PDF version of this form by clicking the pdf icon above.

Click the **Next** button below to continue to Step 6.

Cancel Previous Next

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Bulk Operations Report

**Step 6 - Signature**

**User Details**

MTOL Logon ID: [redacted]

Name: [redacted]

**Contact Details**

Company: TBA

Address: [redacted]

Telephone: 922 [redacted]

Email: [redacted]@dmirs.wa.gov.au

**Declarations**

- I confirm that I am an authorised user of this application and that this transaction originates from the user listed above.
- I understand and agree that this form and/or document:
  - will not be considered to have been formally and officially received by the Department of Mines, Industry Regulation and Safety until the associated fees have been paid in full (where applicable) using the payment option/s provided by this site,
  - where lodged outside of the business hours described in the [Terms and Conditions](#) will be officially and formally received at 8.30am on the next business day.
- I have read and agree to the [Terms and Conditions](#) pertaining to the use of MTOL and specifically, those in relation to the eLodgement of forms.
- In respect to the copy of the form and/or document attached to this submission, I understand and agree that:
  - The document may be found unacceptable if the copy is illegible or not correctly executed (where applicable)

click here to sign

Cancel Previous Next

Clicking on the "click here to sign" box brings up a Signature Confirmation box, which you are required to accept. This electronically signs the document.

Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Bulk Operations Report

**Step 6 - Signature**

**User Details**

MTOL Logon ID: mimrdr

Name: Tony HA

**Contact Details**

Company: TBA

Address: [redacted]

Telephone: 922 2 [redacted]

Email: [redacted]@dmirs.wa.gov.au

**Declarations**

- I confirm that I am an authorised user of this application and that this transaction originates from the user listed above.
- I understand and agree that this form and/or document:
  - will not be considered to have been formally and officially received by the Department of Mines, Industry Regulation and Safety until the associated fees have been paid in full (where applicable) using the payment option/s provided by this site,
  - where lodged outside of the business hours described in the [Terms and Conditions](#) will be officially and formally received at 8.30am on the next business day.
- I have read and agree to the [Terms and Conditions](#) pertaining to the use of MTOL and specifically, those in relation to the eLodgement of forms.
- In respect to the copy of the form and/or document attached to this submission, I understand and agree that:
  - The document may be found unacceptable if the copy is illegible or not correctly executed (where applicable)

click here to sign

Accept Cancel

Signature Confirmation

I, [redacted], on Friday, 26 Feb 2021 confirm that I understand and agree to the Conditions numbered 1 to 4 on the MTOL eLodgement Signature page in addition to the general Terms and Conditions for the use of the system.

Cancel Previous Next



Home Tenement Register Online Transactions Enquiry Admin Help

Online Lodgement: Bulk Operations Report - Submission Id 323624 TEST

**Step 7 - Delivery**

**Notification Email Address**

Email Address:  @dmirs.wa.gov.au  
 Other Email Address

The document will be delivered to the Department when you click Submit to Department. A copy of the lodged Form 5 will be sent to you via email.

**Delivery Help**

Clicking 'Submit to Department' will lodge the Bulk Operations Report with the Department

The email address displayed is from your registration details. You can change the email address for this confirmation to be forwarded without affecting your registration details.

Click **Submit to Department** to complete your application.

Cancel Previous **Submit to Department**

**NOTE:**

Should you require any assistance during this process, please email [regulationandcompliance@dmirs.wa.gov.au](mailto:regulationandcompliance@dmirs.wa.gov.au) or call the Title Compliance Branch on (08) 9222 0985 between 0830 and 1630 WST.



## **PART 2 MANUAL LODGMENT**

### **Access to physical Form 5**

A copy of the Form 5 is available for download by visiting the Department [website](#) or by clicking on the link: [http://www.dmp.wa.gov.au/Documents/Minerals/Minerals-Form5\\_Operations\\_Report.docx](http://www.dmp.wa.gov.au/Documents/Minerals/Minerals-Form5_Operations_Report.docx)

### **Completion and lodgment**

It is recommended that you complete the required Attachment 1 or 2 before you complete to rest of the form. A comprehensive guide to filling out the form for Prospecting and/or Small Scale Mining Activities, or Mineral Exploration and/or Mining Activity is provided graphically below.

Manually lodged Form 5 applications must be signed manually (wet signature) on a printed hard copy.

Completing a Form 5 in Microsoft Word and typing your name on the document, or inserting a photograph of your signature is not an approved form of electronic signature, nor is it sufficient to certify the document as required.

The completed Form 5 can be lodged over the counter in person at any Mining Registrar's office or the Department Head Office in Perth from 8.30am to 4.30pm Monday to Friday (excluding public holidays). Manually completed forms can also be submitted by postal mail to:

Department of Mines, Industry Regulation and Safety  
Resource and Environmental Compliance Division  
Title Compliance Branch  
Locked Bag 100  
EAST PERTH WA 6892

# How to complete an Operations Report (Form 5) for Prospecting and/or Small Scale Mining Activities (Page 1)

**ATTACHMENT 2**

**SUMMARY OF PROSPECTING AND/OR SMALL SCALE MINING ACTIVITIES**  
(Complete in accordance with instructions)

Insert tenement type & number

Tenement Type:  Tenement No:  /

Reporting Period: From:  /  /  To:  /  /

Make sure you clearly identify the beginning & end of the period covered by the report

**A. General Prospecting Activities**

**Metal Detecting:**  
 No. of days worked  at \$  \$

**Loaming, panning, sampling, dollying, dry-blowing:**  
 No. of days worked  at \$  \$

**Costeaming/trenching:**  
 No. excavated  No. of days  \$

**Other activities (specify):**

<input type="text"/>	No. of days worked	<input type="text"/> at \$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	No. of days worked	<input type="text"/> at \$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	No. of days worked	<input type="text"/> at \$ <input type="text"/>	\$ <input type="text"/>

**Plant and equipment hire:** \$

**Fuel, oils, etc.:** \$

**Field supplies (food consumables, etc.):** \$

**SUBTOTAL (A)** \$

**AND/OR**

**B. Small Scale Mining Activities**

**Construction:**  
 No. of days worked  at \$  \$

**Development:**  
 No. of days worked  at \$  \$

**Construction materials:** \$

**Plant and equipment hire:** \$

**Fuel, oils, etc.:** \$

**Field supplies (food consumables, etc.):** \$

**Tonnes of ore/rock/dirt mined or treated:**

**SUBTOTAL (B)** \$

**Aboriginal Heritage Surveys:** **SUBTOTAL (C)** \$

(a copy must be lodged with the Registrar of Aboriginal Sites)

**Annual Tenement Rent and Rates:** **SUBTOTAL (D)** \$

**Administration/Overheads/Native Title:** **SUBTOTAL (E)** \$

(not to exceed 20% of the minimum expenditure commitment or total expenditure on the activities shown at subheadings (A) & (B), whichever is greater)

**TOTAL EXPENDITURE (add SUBTOTALS A to E)** \$

Add up subtotals & make sure this total is copied to the 'TOTAL EXPENDITURE' box on the front page of the form 5

A copy of this page can be obtained by any person on the payment of the prescribed fee in accordance with regulation 96(3)

This section is to be completed if prospecting activity was undertaken on the tenement during the relevant period & the amounts expended on each type of activity. Be sure to enter the subtotal after completion.

This section is to be completed if Small Scale Mining activity was undertaken on the tenement during the relevant period & the amounts expended on each type of activity. Be sure to enter the subtotal after completion.

This section is to be completed if you are claiming any expenditure against these headings. Be sure to enter the subtotal after completion.

# How to complete an Operations Report (Form 5) for Prospecting and/or Small Scale Mining Activities (Page 2)

## COMPLETE ATTACHMENT 2 BEFORE YOU COMPLETE THE FORM 5

Form 5  
WESTERN AUSTRALIA  
Mining Act 1978  
(Secs. 51, 68, 70H, 82 and 115A)  
(Regs. 16, 22, 23E, 32, 96B and 96C)

**OPERATIONS REPORT – EXPENDITURE ON MINING/TENEMENT**  
(To be completed in accordance with instructions)

Annual:  Final:

Tenement Type:  Number:  /

Reporting Period: From:  /  /  To:  /  /

**MINERAL-EXPLORATION AND/OR MINING ACTIVITIES**

A. MINERAL-EXPLORATION ACTIVITIES: \$

B. MINING ACTIVITIES: \$

C. ABORIGINAL HISTORICAL ACTIVITIES:   
*Copy to be lodged with...*

D. ANNUAL TENEMENT COSTS:

E. ADMINISTRATION/OVERHEADS: \$

F. (OTHER) LAND ACCESS/NATIVE TITLE COSTS: \$  \$   
*Jointly not to exceed 20% of the minimum commitment or expenditure on the activities shown above, whichever is the greater (see instructions).*

**TOTAL EXPENDITURE:** \$

N.B. Full details and results of mineral-exploration activities must be submitted in the annual mineral-exploration report in accordance with section 115A of the Act and the guidelines published under regulation 96B.

**OR**

**PROSPECTING AND/OR SMALL SCALE MINING ACTIVITIES**

**TOTAL EXPENDITURE:** \$   
(A to E ON ATTACHMENT 2)

**Annotations:**

- It is important to note if it is a final report or an annual report** (points to Annual/Final checkboxes)
- Insert tenement type & number** (points to Tenement Type and Number fields)
- Make sure you clearly identify the beginning & end of the period covered by the report** (points to Reporting Period fields)
- This section is not required to be completed for 'Prospecting and/or Small Scale Mining Activities'** (points to C. ABORIGINAL HISTORICAL ACTIVITIES)
- Make sure this total is copied from the 'TOTAL EXPENDITURE' box on the ATTACHMENT 2** (points to the TOTAL EXPENDITURE box in the Prospecting section)

**Form Instructions:**

- Itemize activities and expenditure on Attachment 1 (points to A-F)
- Evidence of lodgement to be provided (points to C)
- Itemize activities and expenditure on Attachment 2 (points to the Prospecting section)

**Final Note:** A copy of this page of the Operations Report and Attachment 1 titled "Summary of Mineral-Exploration and/or Mining Activities" or Attachment 2 titled "Summary of Prospecting and/or Small Scale Mining Activities" may be obtained by any person on the payment of the prescribed fee in accordance with regulation 96(3).

# How to complete an Operations Report (Form 5) for Prospecting and/or Small Scale Mining Activities (Page 3)

Full name and address of holder/s.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*Insert the full name & address of the tenement holder(s)*

Full name and address of operator/ manager (if mining tenement under option or joint venture).

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*This only needs to be completed if the operator(s) of the tenement is different from the holder(s)*

List here details of the related annual mineral-exploration report.

**Mineral-exploration report (for single tenement)**

**Title:** \_\_\_\_\_

**Combined mineral-exploration report (for group of two or more tenements)**

**Title:** \_\_\_\_\_

Combined reporting number for tenement group: \_\_\_\_\_

C /

Combined reporting date for group: \_\_\_\_\_

/ /

*This only needs to be completed if you are required to complete detailed Mineral exploration Reports as required by Section 115A of the Mining Act 1978*

OR

*if the tenement is part of a combined reporting project*

I certify that the information on pages 1 and 2 and in Attachment 1 "Summary of Mineral-Exploration and/or Mining Activities" or Attachment 2 "Summary of Prospecting and/or Small Scale Mining Activities" constitutes a true statement of the operations carried out and monies expended on this mining tenement during the reporting period specified.

Signature of holder or agent

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

*Please ensure that you manually sign & date the report before lodgement*

(Tick appropriate box and show expenditure. If more than one commodity sought, tick appropriate boxes and allocate expenditure for each one).

**MINERAL COMMODITY SOUGHT ON TENEMENT**

Gold

\$ \_\_\_\_\_

Diamond

\$ \_\_\_\_\_

Iron ore

\$ \_\_\_\_\_

Mineral Sands

\$ \_\_\_\_\_

Nickel/Cobalt

\$ \_\_\_\_\_

Other (specify)

\$ \_\_\_\_\_

Copper/Lead/  
Zinc/Silver

\$ \_\_\_\_\_

.....  
.....

*Indicate what mineral you are exploring for/mining & the amount you have spent exploring for/mining each mineral*

**This page is not to be copied in conjunction with regulation 96(3).**

**Note:**  
**ATTACHMENT 1 — SUMMARY OF MINERAL-EXPLORATION AND/OR MINING ACTIVITIES**    **OR**    **ATTACHMENT 2 — SUMMARY OF PROSPECTING AND/OR SMALL SCALE MINING ACTIVITIES**

(A) The attachments to the Form 5 are to provide a summary of the activities carried out and the cost of each activity. For Attachment 1 you may either use the pro-forma sheet or a separate sheet with the suggested headings as shown under 4(A) and (B) in the instructions. For Attachment 2 the pro-forma sheet available from the Department must be used.

(B) A copy of Attachment 1 or 2 will be provided together with a copy of the front page of the Form 5 to any person on payment of the prescribed fee.

HEAD OFFICE USE

This operations report received

# How to complete an Operations Report (Form 5) for Mineral Exploration and/or Mining Activity (Page 1)

**ATTACHMENT 1**  
**SUMMARY OF MINERAL EXPLORATION AND/OR MINING ACTIVITIES**  
 (Complete in accordance with instructions)

Tenement Type:  Number:  /

Reporting Period: From:  /  /  To:  /  /

Insert tenement type & number

**A. Mineral-Exploration Activities**

Make sure you clearly identify the beginning & end of the period covered by the report

**B. Mining Activities (Development and Production)**

Once you have completed this form & indicated your amounts of expenditure under each relevant heading, transfer these amounts to the corresponding areas on the front page of the report (i.e. the amount shown under A. to A. on the front page of the Form 5 Report.

Itemize as appropriate.  
Use a separate sheet if necessary.

**C. Aboriginal Heritage Surveys**

**D. Annual Tenement Rent and Rates**

**E. Administration and Overheads**

**F. Land Access/Native Title**

\$  
\$  
\$  
\$  
\$  
\$  
\$  
\$

Make sure this total is the same as that shown in "TOTAL EXPENDITURE" on the front page of the Form 5 Report

**TOTAL EXPENDITURE** \$

A copy of this page can be obtained by any person on the payment of the prescribed fee in accordance with regulation 96(3).

# How to complete an Operations Report (Form 5) for Mineral Exploration and/or Mining Activity (Page 2)

Form 5

WESTERN AUSTRALIA

*Mining Act 1978*  
(Secs. 51, 68, 70H, 82 and 115A)  
(Regs. 16, 22, 23E, 32, 96B and 96C)

## OPERATIONS REPORT – EXPENDITURE ON MINING TENEMENT

(To be completed in accordance with instructions)

Annual:  ← Final:  It is important to note if it is a final report or an annual report

Tenement Type:  ← Number:  /  Insert tenement type & number

Reporting Period: From:  /  /  ← To:  /  /

### MINERAL-EXPLORATION AND/OR MINING ACTIVITIES

Itemize activities and expenditure on Attachment 1

A. MINERAL-EXPLORATION ACTIVITIES: \$

B. MINING ACTIVITIES: \$

C. ABORIGINAL HERITAGE SURVEYS: \$

*Copy to be lodged with the Registrar of Aboriginal Sites.*

D. ANNUAL TENEMENT RENT AND RATES: \$

E. ADMINISTRATION/OVERHEADS: \$

F. (OTHER) LAND ACCESS/NATIVE TITLE COSTS: \$  \$

*Jointly not to exceed 20% of the minimum commitment or expenditure on the activities shown above, whichever is the greater (see instructions).*

TOTAL EXPENDITURE: \$

**N.B.** Full details and results of mineral-exploration activities must be submitted in the annual mineral-exploration report in accordance with section 115A of the Act and the guidelines published under regulation 96B.

Make sure you clearly identify the beginning & end of the period covered by the report

Make sure these total are the same as the corresponding totals on Attachment 1

Evidence of lodgement to be provided

OR

### PROSPECTING AND/OR SMALL SCALE MINING ACTIVITIES

Itemize activities and expenditure on Attachment 2

*This section is not required to be completed for 'Mineral Exploration and/or Mining Activity'*

Make sure this total is the same as that shown in "TOTAL EXPENDITURE" on the front page of the Form 5 Report

**A copy of this page of the Operations Report and Attachment 1** titled "Summary of Mineral-Exploration and/or Mining Activities" or **Attachment 2** titled "Summary of Prospecting and/or Small Scale Mining Activities" may be obtained by any person on the payment of the prescribed fee in accordance with regulation 96(3).



# How to complete an Operations Report (Form 5) for Mineral Exploration and/or Mining Activity (Page 3)

Full name and address of holder/s.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*Insert the full name & address of the tenement holder(s)*

Full name and address of operator/manager (if mining tenement under option or joint venture).

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*This only needs to be completed if the operator(s) of the tenement is different from the holder(s)*

List here details of the related annual mineral-exploration report.

**Mineral-exploration report (for single tenement)**

Title: \_\_\_\_\_

**Combined mineral-exploration report (for group of two or more tenements)**

Title: \_\_\_\_\_

Combined reporting number for tenement group: C /

Combined reporting date for group: / /

*This only needs to be completed if you are required to complete detailed Mineral exploration Reports as required by Section 115A of the Mining Act 1978)*  
**OR**  
*if the tenement is part of a combined reporting project*

I certify that the information on pages 1 and 2 and in Attachment 1 "Summary of Mineral-Exploration and/or Mining Activities" or Attachment 2 "Summary of Prospecting and/or Small Scale Mining Activities" constitutes a true statement of the operations carried out and monies expended on this mining tenement during the reporting period specified.

Signature of holder or agent

\_\_\_\_\_

Date: / /

\_\_\_\_\_

(Tick appropriate box and show expenditure. If more than one commodity sought, tick appropriate boxes and allocate expenditure for each one).

**MINERAL COMMODITY SOUGHT ON TENEMENT**

Gold

\$

\_\_\_\_\_

Diamond

\$

\_\_\_\_\_

Iron ore

\$

\_\_\_\_\_

Mineral Sands

\$

\_\_\_\_\_

Nickel/Cobalt

\$

\_\_\_\_\_

Other (specify)

\$

\_\_\_\_\_

Copper/Lead/  
Zinc/Silver

\$

\_\_\_\_\_

*Please ensure that you manually sign & date the report before lodgement*  
**and**  
*Indicate what mineral you are exploring for/mining & the amount you have spent*

**This page is not to be copied in conjunction with regulation 96(3).**

Note:

**ATTACHMENT 1 — SUMMARY OF MINERAL-EXPLORATION AND/OR MINING ACTIVITIES**

OR

**ATTACHMENT 2 — SUMMARY OF PROSPECTING AND/OR SMALL SCALE MINING ACTIVITIES**

(A) The attachments to the Form 5 are to provide a summary of the activities carried out and the cost of each activity. For Attachment 1 you may either use the pro-forma sheet or a separate sheet with the suggested headings as shown under 4(A) and (B) in the instructions. For Attachment 2 the pro-forma sheet available from the Department must be used.

(B) A copy of Attachment 1 or 2 will be provided together with a copy of the front page of the Form 5 to any person on payment of the prescribed fee.

H E A D  O F F I C E  U S E	This operations report received
---	---------------------------------

