

# Mineral tenements — Guidelines for reporting

*May 2014*

## 1. Introduction

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The purpose of this document is to assist the holders of mineral tenements (licences and leases) in Tasmania with the preparation and submission of reports on exploration activity in accordance with the *Mineral Resources Development Act 1995* (MRDA).

Annual reports and quarterly returns are used to assess the progress of mineral exploration, and to provide information which will assist future prospectors and explorers in the search for new mineral deposits in Tasmania.

To ensure that requisite information is reported in the correct format, close liaison is encouraged between the licensee's or lessee's professional and technical staff and the staff of Mineral Resources Tasmania who are responsible for assessing the reports and monitoring exploration progress.

## 2. Submitting reports

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All annual and final reports must be submitted in their entirety in both bound hard copy and digital format. The binding of reports must be robust. The preferred bindings are GBC-type plastic. All report text and figures must be submitted in English. Digital reports and data must be submitted on Microsoft Windows-compatible media in accordance with the *Australian Requirements for the Submission of Digital Exploration Data* ([www.geoscience.gov.au/exploration.html](http://www.geoscience.gov.au/exploration.html)).

Hard copy and digital reports must be submitted to:

The Director of Mines  
Mineral Resources Tasmania

*By mail:*

PO Box 56  
Rosny Park  
Tasmania 7018

*In person:*

Mineral Resources Tasmania  
30 Gordons Hill Road  
Rosny Park  
Tasmania

Email submission:

[info@mrt.tas.gov.au](mailto:info@mrt.tas.gov.au)

Email submission is by arrangement only. The file size must be less than 10 MB, and hard copy is also required.

## 3. General information

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### ***Exploration, Special Exploration and Retention licences***

Holders of Exploration, Special Exploration and Retention licences are required to submit quarterly returns and annual reports during the life of a licence, and a final report upon expiry, surrender or cancellation of a licence or any part thereof.

It is the responsibility of the licensee to ensure that full details of all work carried out as part of the exploration program, including details of relevant expenditure, are submitted irrespective of whether the exploration is

undertaken by the licensee, by consultants, or by joint venture partners.

### ***Combined reporting***

Where the licensee holds adjoining licences and is carrying out an integrated exploration program, combined annual reports are acceptable if the terms of the licences are similar and if prior approval has been obtained from MRT for combined reporting.

If regional surveys, such as airborne geophysical surveys or regional stream sediment geochemistry, have been carried out over adjacent licences, a single report on the survey should be submitted. In this case, the licences covered must be clearly indicated and reference must be made to the report that contains the survey results in subsequent annual reports submitted for each of the individual licences.

Licence holders are advised that combined annual reports will be placed on open file after a period of five years has elapsed from the date on which the report (or data) was due to be submitted or if a licence expires, is surrendered, or is cancelled, whichever occurs first, irrespective of the status of the adjoining licence(s).

### ***Mining leases***

Lessees are required to submit quarterly returns and may also be required to submit an annual report and detailed mine plans. The reporting format for annual reports on leases is the same as that required for annual reports on licences, as per the *Annual Report Guidelines*.

### ***Research reports***

If research is sponsored by the licensee and/or joint-venture partner and is attributed to exploration activity and expenditure, a complete record must be presented to Mineral Resources Tasmania either under the same cover as the annual report, or provided directly by the author. Research may be in the form of a university thesis or confidential report from a research organisation. Research reports will be subject to the same confidentiality restrictions as the covering annual report in which it is included, unless agreed otherwise with the licensee.

### ***Copyright***

On the submission to MRT of annual reports, final reports and quarterly returns, a non-exclusive licence, copyright included, is given to MRT to publish, print, adapt and reproduce the work in any form, subject to confidentiality conditions as prescribed by the *Mineral Resources Development Act 1995* (see section 7).

## 4. Annual and quarterly returns

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Quarterly returns must be made on the appropriate form, and be lodged for the quarters ending 31 March, 30 June, 30 September and 31 December, within 28 days after the end of the quarter.

Quarterly returns must contain an itemised breakdown of expenditure, a brief progress report on exploration and details of any activities in progress and completed, and

include information on activities causing environmental impact and a description of rehabilitation undertaken.

Annual returns must be made on the appropriate form and be lodged by the anniversary date of the granting of a licence. The annual return is used to ensure the licensee's compliance with the MRDA and the licence conditions. Information provided on proposed work programs and expenditure is used as the basis for an agreement on future work and expenditure commitments.

The annual return must contain a statement detailing expenditure for the year, a summary of exploration completed, a description of activities causing environmental impact, description of rehabilitation undertaken, and a summary of proposed work and expenditure for the following year.

## 5. Annual reports

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Annual reports containing full technical details of work undertaken are required each year for the term of the licence or lease. The content and format of annual reports for all mineral tenements must be in accordance with the *Annual Report Guidelines* available from the Mineral Resources Tasmania website ([www.mrt.tas.gov.au](http://www.mrt.tas.gov.au)).

Annual reports must be submitted to the Director of Mines by the anniversary date of the granting of a licence. For mining leases an annual report may be requested by the Director, and is to be submitted within 30 days of the anniversary date of the granting of the lease.

## 6. Final reports

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A final report is required to be submitted upon expiry, surrender or cancellation of all or part of a licence, and must be submitted to the Director of Mines by the surrender date.

The report must accompany an application for approval to surrender or for partial surrender or an application for renewal of the reduced area of the licence, but be separate from the annual report relating to any retained licence area.

Final reports are to follow the content and format of annual reports as specified in the *Annual Report Guidelines*, and are required to contain the following information:

1. A résumé of the exploration philosophy.
2. A map showing the surrendered and (where appropriate) retained areas.
3. A summary of all exploration undertaken on the surrendered area during the life of the licence. Detailed information, such as results of geochemical and geophysical surveys, drill logs, etc., which have been included in previously submitted annual reports, need only be referred to in the final report but must be provided in partial surrender reports unless the licensee opts for the relevant reports to be released from confidential files, as detailed below.
4. Full details of work undertaken during the final reporting period, and any data not previously reported.

5. Conclusions as to the nature and distribution of any mineralisation in the area being surrendered.
6. A complete bibliography of all reports on the surrendered area.
7. Details of tracks constructed, costeaning, drill sites cleared, etc. and details of rehabilitation works undertaken.
8. Complete digital datasets generated during the life of the tenement must be submitted.

As an alternative to providing full details of all exploration within surrendered areas (as required in items 3 and 8 above), the licensee may opt for previously submitted annual reports to be released from confidential files. This would also apply to reports on specific contracted surveys and regional surveys.

## 7. Drill core and cuttings submission

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All drill core and cuttings are to be submitted to MRT's Mornington core library, at the licensee or lessees cost, in accordance with Mineral Resources Tasmania's drill core lodgement policy specified in the drill core library procedural documents, submission requirements and delivery guidelines, available from the Mineral Resources Tasmania website.

## 8. Confidentiality

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Reports and data relating to all Exploration, Special Exploration and Retention licences remain confidential until:

- (1) a period of five years has elapsed from the date on which a report was due to be submitted to the Director of Mines;
  - (2) a period of five years from the date of acquisition of geophysical data; or
  - (3) a licence expires, is surrendered, or is cancelled.
- whichever occurs first.

Reports on mining leases remain confidential as long as the lease is in operation.

Reports on current tenements may be periodically released from confidential files, but only after permission has been sought from the tenement holder.

## 9. References

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*Annual Report Guidelines*

<http://www.mrt.tas.gov.au>

*Drill Core Lodgement with MRT — Submission Requirements*

<http://www.mrt.tas.gov.au>

*Drill Core Lodgement with MRT — Delivery Guidelines*

<http://www.mrt.tas.gov.au>

*Australian Requirements for the Submission of Digital Exploration Data*

[www.geoscience.gov.au/exploration.html](http://www.geoscience.gov.au/exploration.html)

*Mineral Resources Development Act 1995*

<http://www.thelaw.tas.gov.au>

**For further information contact:**

*In person:* Mineral Resources Tasmania  
30 Gordons Hill Road  
ROSNY PARK  
Tasmania

*By mail:* PO Box 56  
ROSNY PARK  
Tasmania 7018

*Telephone:* (03) 6165 4800

*Facsimile:* (03) 6233 8338

*e-mail:* [info@mrt.tas.gov.au](mailto:info@mrt.tas.gov.au)

*Website:* <http://www.mrt.tas.gov.au>