

A practical two-day workshop that provides an understanding of the recording and reporting requirements for exploration and mining expenditure in WA.

Investment: \$2,500 (ex GST)



Course Content

Form 5's and Accounts

- Regulations that outline tenement expenditure requirements
- Reporting requirements regarding tenement expenditure, and how this translates into tasks
- Relevant data sources and the flow of data
- Data compilation and reporting

Chart of Accounts to Form 5 Mapping

- Mapping Chart of Accounts data to Form 5 Activities
- Using Excel to create mapping and ensure data consistency

Allowable Expenditure

- Expenditure reporting requirements of tenements in WA
- Allowable expenditure and group expenditure
- What is not expenditure

Producing a Form 5 using Excel

- Work with different accounting packages
- Overcoming typical difficulties
- Manipulating data using excel

Exemption from Expenditure

- Understand the exemption from expenditure reporting requirements in WA
- Exemption conditions
- Objections to exemption
- Guidelines from the Department

Distributing Expenditure

- When costs can be distributed and the requirements to do so
- Allowable expenditure
- The need for a logical formula in distributing costs
- Incorporating distributed expenditure into Form 5's using excel
- Mapping Bucket/Project codes
- Calculating individual tenement expenditure as per distribution
- Producing a Form 5 with distributed expenditure

Project Expenditure Exemptions using Excel

- Building a case for exemption from expenditure
- Collating data for calculating group expenditure to ensure group commitments are satisfied
- Building your own Project Expenditure Calculator
- Advanced Excel Concepts

Strategic Expenditure to Meet Commitments

- Group expenditure
- Expenditure before and after the anniversary
- Accrual Expenditure
- Legally spreading expenditure across tenements
- Expenditure over the term of a tenement

Tools Used

Throughout this course you will use a range of freely available tools, including:



DMIRS Website



Mineral Titles Online



LandTracker Maps



Google Earth



Tengraph / Tengraph Web



Tenement Management Wiki



WA Tenement Cache



Who Should Attend?

This course is designed for new Tenement Managers, anyone who is moving into a Tenement Manager role or Geologists who want a holistic understanding of Tenement Management.

Participants should be familiar with the basics of Microsoft Excel and Word.

Investment: \$2500 (ex GST)

In addition to the detailed course material and access to some of the sharpest minds in tenement management training, your price includes:

- A free 6-month Tenement Safety Net subscription (with conditions)
- Refreshments and lunch both days

What to Bring

- You will need to bring a laptop that can be connected to the LandTrack Systems wireless internet. Please confirm with your IT department that the laptop can connect to a Remote Desktop (RDP) session in a Microsoft environment.
- Please pre-register for MTO and Tengraph prior to attendance and bring your user name and password

Location

To be confirmed via email.

Course dates and bookings

To see available dates and to book, please see <http://www.landtrack.com.au/training>

Testimonials for LandTrack Systems Training

" A well-presented training course by experts in their field. Intimate classes allowed for lots of engagement, questions and interaction. The pieces of my on-the-job training puzzle were put nicely into place completing this course.!" - **Leah, BHP**

" Lots of useful explanations around the process of preparing and submitting Form 5s. The tips for exemptions of common mistakes were worth the cost of the course." – **Mike, Australian Jowin Industries**



LandTrack Systems Training

Terms and Conditions



The following terms and conditions apply to all LandTrack System's Training including face to face classroom training, seminars, online seminars or online training.

Booking Payment and Confirmation

Course prices are subject to change without notice and will be confirmed at the time of scheduling the course. Quoted prices exclude GST.

Booking is confirmed to the training course once full payment has been received by LandTrack Systems.

Training Pre-Requisites

It is important to satisfy the training pre-requisites prior to attending the training as time cannot be guaranteed to cover assumed knowledge during the training.

Booking Cancellations, Transfers and Refunds

Bookings may be cancelled at any time however refunds are subject to the following terms:

- Cancellation 14 days or more prior to training commencement: full refund
- Cancellation 3 to 13 days prior to training commencement: 50% refund
- Cancellation less than 3 days prior to training commencement: no refund
- Student withdrawal during the course: no refund

Transfer of an individual's training booking may be requested at any time prior to training commencement. Please inform LandTrack Systems in writing of such a change.

Training Cancellation by LandTrack Systems

LandTrack Systems reserves the right to cancel training at its sole discretion. Alternate dates or refunds will be offered to confirmed and fully paid attendees.

Copyright

All training materials are protected by copyright and may not be re-used without written permission from LandTrack Systems.

Course Content

Unless otherwise specified, the course content is not certified by industry body.

Special Offers

LandTrack Systems may offer access to one or more of our software products to attendees ('Special Offers'). These Special Offers are subject to the usual terms and conditions of those products. Special Offers are not available to prior or existing licence holders of those products. Additional restrictions to the access and use of these products may apply; these will be outlined in all confirmation emails.



LandTrack Systems

Improved compliance performance, profit and productivity
with our specialised training, tools and support