**Transcript: Complete an Annual Report for a Work Authority on the RRAM Portal**

Thank you for watching this tutorial video brought to you by Earth Resources Regulation at the Department of Energy, Environment and Climate Action.

The Resource Rights Allocation and Management Portal – more commonly referred to as RRAM – provides an easy way to manage licence applications, renewals, fee payments and more all online.

In this video, I'm going to show you how to complete an annual report for a work authority on the RRAM Portal.

Before we navigate to the RRAM Portal, I encourage you to reference the Earth Resources website at earthresources.vic.gov.au. On our “Legislation and regulations” webpage, you can examine legislation pertaining to Victoria’s earth resources. You can also review guidance materials and fact sheets regarding annual reporting. While you prepare your report on the RRAM Portal, utilizing the resources on our website can be helpful.

Now, let's move to the RRAM Portal and begin.

First, let's navigate to the RRAM Portal's webpage at https://rram-vic-gov.my.site.com/. Input your username and password to log in. If you do not recall your username or do not have access to the email address used at registration, please contact RRAM Support for assistance.

Once logged in, navigate to and click the “Tenements” tab near the top of the screen.

Locate the desired tenement in the tenements list. If you do not see your tenement listed, select the “All Tenements” option in the “View” field above, and click the “Go!” button.

Your tenement should now appear in the list. Click on the number of the tenement you are reporting on for this year. At this point, you will be reviewing the tenement record.

Near the top of the page, place your mouse pointer over the “Legislative Reports” hover link, and click on the “New Legislative Report” button.

The “New Legislative Report” page will appear. From the drop-down list for “Record Type of new record,” select the type of report you wish to create. We will select “Annual Report – Work Authority (Extractives).”

Please be aware that a production and royalty report will also need to be submitted if the work authority includes either Crown land or private land with a depth limit.

If you are unsure if the work authority includes Crown land or private land with a depth limit, please contact RRAM Support for assistance.

The work authority in this tutorial includes private land with a depth limit. Therefore, a production and royalty report will need to be submitted after the annual report is submitted.

To complete the production and royalty report, simply return to this page and select "Production & Royalty - Work Authority (Extractives)" in the "Record Type of new record" field. For now, however, we will proceed to complete the annual report.

Click on the “Continue” button. The “Start Report” page will appear.

As you progress through the report, you will notice that mandatory fields include a red bar in front of them. Every mandatory field must include a response before you can progress through the report. You will also notice orange help text bubbles near some fields. As you hover over a bubble, help text will appear that is specific to that field.

Let us now input our information into the report. With the appropriate fields completed on the page, click the “Next” button.

The “Details of Stone Type” page will appear. Input the appropriate responses into the fields. You can submit up to four stone types. Please amalgamate and refrain from submitting additional reports. If you are unsure about appropriate responses here, you may consider reviewing our fact sheets on our “Changes to Annual Reporting Requirements for Extractive Industries” webpage. We navigated to these fact sheets near the beginning of the video.

Click on the “Next” button. The “Details of Production” page will appear. Input the appropriate responses into the fields.

Click on the “Next” button. The “Sales Details” page will appear. Input the appropriate responses into the fields.

Click on the “Next” button. The “Final Section” page will appear. At this point, you can save the report without submitting it or you can progress with the submission now. Once the report is submitted, you will no longer be able to edit it. If you are not ready to submit the report or if you need to add an attachment to your submission, you will want to save the report without submitting.

We want to add an attachment to this report, so we will only save here.

After clicking the “Save” button, click the “Legislative Reports” tab to return to the “Legislative Reports” page.

Click the legislative report number where you wish to add an attachment. You are now reviewing the annual report record that we were working on previously.

Near the top of the page, place your mouse pointer over the “Notes & Attachments” hover link and click on the “Attach File” button. The “Attach File” page will appear. Click the “Choose File” button. Locate the file you wish to attach and click the “Open” button. Now, click the “Attach File” button. The RRAM Portal will now attach your file. Click the “Done” button to return to the legislative report. The file will now be listed in the “Notes & Attachments” list on the annual report.

We are now ready to submit the report.

Click the “Edit” button near the top of the page on the annual report. Progress through the report by clicking the “Next” button until you arrive at the “Final section” page. As you progress to the “Final section” page, you can review the information that you have prepared for submission. Once you submit the report, you will not be able to make further edits.

On the “Final section” page, place a check in the “Submit This Report” box and the “I agree” box. Click the “Submit” button.

Great job! You have submitted the annual report for your work authority. You can click the “Continue” button to review your submitted report.

We hope you appreciate this tutorial video. If you need assistance beyond the content of this video, please contact us via email at RRAM.Support@ecodev.vic.gov.au. You can also contact us at 0436 627 407.

Thank you.