# Transcript - Complete a Royalty 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 a royalty report for a work authority on the RRAM Portal.

Please note that a royalty report must be submitted in addition to an annual report if the work authority includes Crown land or private land with a depth limit.

The royalty report will detail sales or extraction activity from Crown land or from below the depth limit on private land within the work authority.

In the case where no sales or extraction activity occurred, a royalty report must still be submitted if a work authority includes Crown land or private land with a depth limit. Such a report will reflect a nil return.

Before we navigate to the RRAM Portal, I encourage you to reference the Earth Resources website at earthresources.vic.gov.au. On our “Legislation & 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 “Royalty Return - Work Authority (Extractives).” Click on the “Continue” button. The “Start Report” page will appear.

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

The “Details of Production” page will appear. Input the appropriate responses into the fields. For this work authority, we are reporting a nil return. Therefore, we will apply zeros to the appropriate 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.

We are ready to submit this report. Place a check in the “Submit This Report” box and the “I agree” box. Click the “Submit” button.

You have submitted the royalty 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 04 3662 7407.

Thank you.