

Mten Land & Tenure Management System User Guide



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1. Introduction

The Mten – Land and Tenure Management System was purpose-designed to monitor and track exploration and mining tenure statutory compliance obligations ensuring that tenements maintained within the system meet all required deadlines and payments, reporting, relinquishment and renewal obligations imposed by relevant mining industry and other relevant legislation.

Mten is an essential tool that will keep track of all tenure related tasks and safeguard against loss of tenure, fines, or landholder and native title issues. It has been developed for the Australian mining industry by people with extensive experience in the exploration and mining sectors, detailed understanding of governing industry legislation and backgrounds in software development.

Getting to know and use Mten is simple and intuitive and new users should have little difficulty becoming proficient and competent users of the system.

This user guide aims to provide an overview of the Mten system and discusses the key capabilities in detail. If you need any assistance the support team members are always on hand to help and can be contacted on 07 3220 1435 or email info@measuredgroup.com.au.

2. System Requirements

Operating System: Computer Processor: Hard disk: Computer Memory: Software: Skills:

3. Getting Started

Mten is web-based and can be accessed from any computer or mobile device at <u>https://mten.azurewebsites.net/</u>.



4. Menu

The Menu, located a the top left side of the screen, allows you to navigate around Mten.



4.1 Tenure Creation and Information

enements 🗸	Create Tenement			The Cr enter f
liew		State	Queensland	which based.
Create		Туре	Exploration Permit for Coal	• Chor
		Number	6789	type
		Tenement Key	EPC6789	choic be a
		Status	Current	The
		Name	Bill's Creek	filled
		Group		optic
		Term Years	5 Months	• The
		Total Years	10	auto
		Grant Date	20/10/2016	Click the r
		Commencement Date	20/10/2016] will t
		Create	$\mathbf{)}$	can o tene
	Back to List			

The Create Tenement page allows you to enter the main tenement information on which to remainder of the data will be based.

- Choose from the drop down lists for state, type and status of the tenement. These choices will determine the tasks which will be allocated.
- The remainder of the boxes are to be filled in manually with Name and Group optional.
- The Tenement Key will be populated automatically.
- Click the 'Create' button at the bottom of the page to create your tenement. You will be taken to a new page where you can complete entering the remaining tenement information.

4.1 Tenure Creation and Information



4.1. Tenure Creation and Information



4.1.1 Tasks

The drop down menu on the details page allows you to add more information to your tenement or to view existing information.



4.1.1 Tasks

Once the tasks are created, the alerts system will highlight any that are outstanding (red) or upcoming (yellow).

To mark the task as complete and add any documents or comments, choose the appropriate action from the right hand side of the screen:



4.1.2 Personnel

The 'Personnel' tab allows you to enter names, email addresses, phone numbers and any other relevant information to the database for anyone who would be a useful contact in relation to a tenement and/or who needs to be sent email alerts.

	Personnel •	Add personnel details to the database b	ov choosing either Create new Personnel or	Add existing Personnel.
	Personnel			
2	Alerts Sent Holder/Operator Work Program	Perso	onnel	
a	Properties Land Access	Create new	Personnel Add existing Personnel	
N	Overlapping Tenure Native Title Cultural Heritage	Personnel - Create		
	Sub Blocks Maps/LGA	Name		1
h	Documents Correspondence	Company Function	Add Personnel:	People previously included
L	Terms	Email	Name Please Choose v	available in the drop down list.
		Phone	Create Cancel	
	Tick this email ale	box to have Address ents sent the send Alerts		1
	person.	Comment		

4.1.3 Alerts Sent

The 'Alerts Sent' tab lists when and to whom email alerts have been sent and the contents of the alert emails.

Alerts Sent 🔹	Alerts Sent	Ŧ							
Tasks Personnel	Alerts								
Holder/Operator Work Program	Name	î↓ CompanyName	î↓ Function	^{↑↓} Email		î↓ Date î	Time	11 11	
Properties	Louise McGowan	Measured Group Pty Ltd		louise@me	asuredgroup.com.au	2018-09-14	09:01	Details	
Overlapping Tenure	Louise McGowan	Measured Group Pty Ltd		louise@me	asuredgroup.com.au	2018-09-17	09:04	Details	
Native Title	Louise McGowan	Measured Group Pty Ltd		louise@me	asuredgroup.com.au	2018-09-18	09:25	Details	
Sub Blocks Maps/LGA Documents									
Correspondence Terms					EPC12345 • Annual	- View Report		Click on 'Det contents o	ails' to see the of the email.
					 Expend NT Adn 	iture Statement nin Fee		Click on 'Vie tenement	w' to go to the details page.

4.1.4 Holder/Operator

The 'Holder/Operator' tab allows you to enter information concerning tenure Holders and Operators.



4.1.5 Work Program

The 'Work Program' tab allows you to enter information concerning the approved Work Program for each new tenement or renewal of a tenement.



4.1.6 Properties

The 'Properties' tab allows you to enter information on each Lot and Plan that lies within the area of the tenement.



4.1.7 Land Access

The 'Land Access' tab allows you to keep track of all Land Access related deadlines and documents, including entry notices and rehabilitation.



4.1.8 Overlapping Tenure

The 'Overlapping Tenure' tab allows you to keep track of all overlapping tenements and contact details for the holders.

Overlapping Tenui	Create New Overlappin	ng Tenure:
Tasks	Tenement Key	
Alerts Sent	Holder	
Work Program	Tenement Status	
Properties Land Access Tenement Key 11 Tenement Status 11 Holder 11 Grant Date 11 Expiry Date 11 Address 11 Phone 11 Mobil	Grant Date	dd/mm/yyyy
Native Title	Expiry Date	dd/mm/yyyy
Sub Blocks	Address	
Maps/LGA Documents Click on 'Create new	Phone	
Correspondence Terms Overlapping Tenure' to add all	Mobile	
can be also be added for each	Email	
entry.	Fax	
	Comment	
	Create	Cancel

4.1.9 Native Title

The 'Native Title ' tab enter allows you to enter details pertaining to Native Title Claimants and Representatives.

Native Title Tasks Personnel Alerts Sent Holder/Operator Work Program	Native Title	e v le e Title Create nev	v Claimant	Create new Represer	ntative ↑	Create the new Nativ when crea	e new Claimant a re Title as the dat ating the Native T	and new Represent ta entered here c Title entry.	an be used to popu	ing the late fields
Properties Land Access Overlapping Tenure Native Title Cultural Heritage Sub Blocks Maps/LGA Documents Correspondence Terms	Click on 'O new Native to add all re details document also be add each en	Create e Title' elevant ts can ded for itry.		Create new Native Title Claimantid Representativeld Land Expedited Exclusive Objection S29 Advertisement S29 Notification S29 Objection	e: Please Ct Please Ct dd/mm/yy dd/mm/yy dd/mm/yy dd/mm/yy cancel	Expedited Procedure ioose v ioose yy yy yy yy yy yy	Create new Claimant: Name Address Phone Mobile Email Fax FCN NNTT QOO Create		Create new Represent Name Address Phone Mobile Email Fax Create	ative:

4.1.10 Cultural Heritage

The 'Cultural Heritage' tab allows you to enter details pertaining to Cultural Heritage, including Cultural Heritage Management Plans and contact details.



4.1.11 Sub Blocks

The 'Sub Block' tab allows you to list all sub blocks in a tenement.

٢	Sub Blocks •	SubBlo Create new S		Click on 'Create Sub Block' to ad blocks.	e new Id sub		Tick or box to	untick the `Cu highlight cha	urrent' nges.		
;	Tasks Personnel Alerts Sent Holder/Operator	BIM Î↓	Number îl	Sub Blocks	ti ti	Block	s Held û↓ Effective Date	î.↓ Current	Search:	t ↑↓ ↑↓]
1	Work Program Properties	NORM	2782	C, D, E, H, J, K, N, O, P, S, T, U, X, Y, Z A, B, F, G, L, M, N, Q, R, S, V, W, X		15 13	2016-10-20			Edit Delete	
	Overlapping Tenure Native Title	NORM	2855	A, B, F, G, L	۲	5	Create new Sub-Blo	ock:		Simply	click on
	Sub Blocks Maps/LGA Documents Correspondence Terms	NORM	Click or the s The bloc that ma errors	n the eye symbol to see ub block information. cks are set out in a way akes it very easy to see and compare it to sub block maps.		1	BIM NOR Number 2782 Effective Date 20/1	M 0/2016 C D H J N O S T X Y	E K P U Z	each su you w inclu The cho block w highlig yell	b block ish to ide. sen sub will be ghted ow.
							Create	Cancel			21

4.1.12 Maps/LGA

The 'Maps/LGA' tab allows you to keep track of all maps that are produced in relation to a tenement.



4.1.13 Documents

The 'Documents' tab allows you to keep all documents, related to a tenement, in one place for ease of viewing and downloading.



4.1.14 Correspondence

The 'Correspondence' tab allows you to keep emails and letters, related to a tenement, in one place for ease of viewing and downloading.



4.1.15 Terms

The 'Terms' tab allows you to add the details of each term during the life of the tenement.



4.2. Map

The menu 'Map' tab will show you the location of all the tenure in the database in Google Maps. It is linked to each states mapping data so the information is always current.



4.3. Alerts

The menu 'Alerts' tab will take you to the Alerts Dashboard.

Alerts Dashboard



Current Alerts				Feison	nei			
(ey 🏦 Status 🕮 t	Description	Due Date		Name	ti.	Company		
PC12345 Overdue 1	NT Admin Fee	2018-09-11	Details	* Chris				Deta
PC6789 Alert A	Annual Report	2018-11-19	Details	Conrad van D			tesources	Deta
PC6789 Alert E	Expenditure Statement	2018-11-19	Details	Emma				Deta
PC6789 Alert A	Annual Report	2018-11-19	Details	Lee-anne Ru			lesources	Det
PC6789 Alert E	Expenditure Statement	2018-11-19	Details	Louise McGo			P y Ltd	Deta
PC6789 Alert C	Cultural Heritage Admin Fee	2018-10-19	Details	Matthew Mart			Tty Ltd	Deta
PC6789 Alert F	Rent	2018-10-19	Details	Michael White				Deta
PC6789 Alert	NT Admin Fee	2018-10-19	Details	Paul Martinio			tesources	Deta
DC6789 Alert (CH Admin Eee	2018-10-19	Details	Ray				Deta
A COTO MIET		2010-2015	Contains	sarasinchristo				Deta
Emails Sent	3		Index	Showing 1 to 1	12 of 12 entries	g		
Emails Sent	i Date i	14 Time 14	Index	Showing 1 to 1	12 of 12 entries	g	Monitors	
Emails Sent christophe@measuredgro	Date	11 Time 11	Index 11 Details	Showing 1 to 1	12 of 12 entries	g	Monitors	De
Emails Sent Emails since a survey of a survey of the sent Email christophe@measuredgro sarasir	11 Date up.com.au 2018-10 com 2018-10	14 Time 14 -08 09:39 -08 09:39	Index 11 Details Details	Showing 1 to 1	2 of 12 entries	g	Monitors	De
Emails Sent Emails Construction Email christophe@measuredgro sarasii Conra-	1 Date up.com.au 2018-10 com 2018-10 mésu com au 2018-10	11 Time 13 -08 09.39 -08 09.39	Index 11 Details Details	Showing 1 to 1 Tenent Key A176 A339 A355	2 of 12 entries ent Monitorin status Current Current Renewal Application	g 11 has been Lodged	Monitors 1 4 3 3	De
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Emails Sent Emails Cons Cons Leas Paul V	11 Date up.com.au 2016-10 com 2016-10 com 2016-10 com au 2016-10 com au 2016-10 com au 2016-10 com au 2016-10	11 Time 11 -08 09:39 09:39 -00 09:39 09:39 -00 09:39 09:39 -00 09:39 09:39	Index 11 Details Details Details Details Details	Showing 1 to 1 Key 1: A176 A339 A155 A119 A1196 ATP166	2 of 12 entries ent Monitorin status Current Current Current Current Current Current	g 11 has been Lodged	Monitors 1 4 3 3 3 2	De De De De
Emails Sent Emails Conta Conta Lee-ar Paul / Touse	11 Date up com.au 2018-10 com 2018-10 com 2018-10 com au 2018-10	11 Time 11 -08 09.39 0 -04 09.39 0 -05 09.39 0 -06 09.39 0 -06 09.39 0 -05 09.39 0 -06 09.39 0 -07 09.39 0	11 Details Details Details Details Details Details	Tenen Key 1. A176 A339 A555 AL19 A17156 CCU713	2 of 12 entries Tenent Monitorin Status Current Current Current Current Current Current Current	g Ti has been Lodged	Monitors 11 4 3 3 3 2 4	De De De De
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Emails Sent Emails Consolutions Email Consolutions Lee-ar Paul k Kostec Consolutions Consolution	1 Date up.com.au 2016-10 com.au 2016-30	11 Time 11 -08 09:39 0 -08 09:39 0 -08 09:39 0 -08 09:39 0 -09 09:39 0 -00 09:39 0 -00 09:39 0 -00 09:39 0 -01 09:07 0	TI Details Details Details Details Details Details Details Details Details	Tenen Key 1 A176 A339 A355 A19 A1716 CC1713 CC.136 EPC12345	2 of 12 entries	g 1) has been Lodged	Monitors 12 4 3 3 3 3 2 4 3 0	De De De De De De
evening 1 to 59 of 59 entries Emails Sent Email Control Lee-ar Paul I/ Kouse Control Sarasa Control Sarasa Control Co	11 Date up con au 2016-10 ap con au 2016-10	1 Time 11 -08 09:39 0 00 09:39 0 00 09:39 0 00 09:39 0 00 09:39 0 00 09:39 0 00 09:39 0 00 09:39 0 00 09:07 0 00 09:07 0	Ti Details Details Details Details Details Details Details Details Details Details	Showing 1 to 1 Feneral Key A176 A355 A119 A176 CL368 EPC12345 EPC12345	2 of 12 entries enert Monitorin status Current Curren	g 11 has been Lodged	Monitors 1 4 3 3 3 2 4 3 0 0	De De De De De De De
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Emails Sent Email Email christophe@measuredgro sarast christophe@measuredgro sarast christophe@measuredgro sarast christophe@measuredgro sarast christo sarast christophe@measuredgro sara	1 Date up com au 2016-10 com 2016-10 com 2016-10 com 2016-10 com au 2016-10	1 Time 1 -00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.39 0 00 09.07 0 00 09.07 0 00 09.07 0	Index 11 Details	Showing 1 to 1 Tenenr Key 1 A176 A339 A555 A19 A776 OCU713 CL369 EPC07245 EPMIS9081	2 of 12 entities Peent Monitorin Status Current Curren	g :: has been Lodged enure	Monitors 12 4 3 3 3 2 4 4 3 0 0 0 1 1	De De De De De De De De

Here you can quickly and easily access 'Current Alerts', Personnel, Emails Sent and Tenement Monitoring:

- Current Alerts Outstanding and overdue tasks
- Personnel List of the personnel involved with each tenement.
- Emails Sent Details of the daily Alert emails.
- Tenement Monitoring List of tenure in the database.

4.4. Reports

The menu 'Reports' tab will take you to the Report Creation tool.

	Give your report a title and		Report Crea	ation		
Tenements <	choose the type of report from		ReportTitle			
	the drop down list.		Tasks October 2018			
Мар		\mathbf{A}	SubjectOntions			
	Papart Creation	\mathbf{X}	Tenements	T		
Alerts	Report Creation	\backslash	Tonomonio			
		\backslash				
		*	Select Tenements:			
Reports •	ReportTitle	Depending on				
	Tasks October 2018	bepending on	SelectAll			
Create			EPC1234	5		
	SubjectOptions	chosen from	FPC6789			
Administration	Please choose	the list, further		·		
Auministration N	Please choose	choices are				
	Tenements	available for				
	Tasks	you to add to	Include:			
	Personnel		All	✓ Status	✓ G	3roup 🗹
	Holders	the report.	State	Term Years	Grant	tDate 🗹
	Work Programs	:	lype	IotalYears CurrentYear	Commencement	tDate ⊻ vDate ∡
	Land Access	Click 'Create'	Name	CurrentTerm		Date
	Overlapping Tenures				_	
	Native Titles	and a csv will	EAType	✓ Location	MiningDi	istrict 🕑
	Cultural Heritage	he created with	EANumber	✓ Basin	LocalAuth	nority 🕑
	Claimants		EADate	SubBlocks	Commo	odity 🖉
	Representatives	the requested	EAAssurance	✓ Area	✓ Gec	ology 🗹
	Sub Blocks	information.	EAImpact	Operator	2 	Age 🗹
	Maps/LGA		$\sum_{i=1}^{n}$		Com	ment 🖉
	Correspondence		×			
	Terms		Creato			
			Ciedle			70

4.5. Administration



5. About Us

Measured Group Pty Ltd (**Measured**) is a multi-disciplined, mining services consultancy, focused on providing geology, mining engineering and technical services to the mineral resources industry, financial, legal institutions and government agencies.

We have an ever expanding expertise in an extensive range of commodities including coal, gold, iron ore, graphite, nickel, copper, silver, tin and zinc.