Lodging geological reports, data and requests in Titles Management System (TMS)

Titles Management System

January 2022

Published by Regional NSW

Title: Lodging geological reports, data and requests in Titles Management System (TMS)

Subtitle: Titles Management System

First published: January 2022

Contents

Contacts

Department of Regional NSW

Mining, Exploration and Geoscience

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Table 1 Contacts for further information

Subject	Email
For further assistance with Titles Management System (TMS)	tms@planning.nsw.gov.au
For queries related to reporting requirements and exemptions	Mining and Exploration Assessment (MEA) mining.explorationassessment@geoscience.nsw.gov.au
For queries related to report redaction	redaction@geoscience.nsw.gov.au

Table 2 Website links for further information

Subject	Website links
Key contacts	https://www.regional.nsw.gov.au/meg/contacting-meg
Exploration reporting guidance and templates Annual activity reporting Report redaction	https://www.regional.nsw.gov.au/meg/explorin-and-mining/compliance-and-reporting/exploration-reporting
Titles Management System (TMS)	https://www.regional.nsw.gov.au/meg/exploring-and-mining/titles-management-system
Large File Exchange Service (LaFix)	https://www.regional.nsw.gov.au/meg/geoscience/products-and-data/company-exploration-reports/online-services/lafix

Overview

The Exploration Reporting Online Lodgement (EROL) system ceased accepting new reports from 10 January 2022 and reports must now be lodged using the Titles Management System (TMS).

Lodgement via TMS is required for all reports submitted under section 163C of the *Mining Act 1992* and section 97C of the *Petroleum (Onshore)Act 1991*, in formats specified within the guidelines:

- *Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales (V4.0 published January 2022)*
- *Exploration Guideline: Onshore petroleum reporting and data submission* (V1.1 published March 2016)

TMS is the NSW Government's fit-for-purpose platform for industry, to support the end-to-end management of exploration and mining titles with increased transparency and accountability. The TMS portal has been rolled out in phases, the first of which was launched in December 2019.

The report lodging functionality in TMS, that replaces EROL, was commenced in August 2021 and the transition period from EROL to TMS for report lodgement ended on 10 January 2022. Any reports submitted via EROL after 10 January 2022 will be returned for re-lodgement in TMS.

This document provides detailed instructions for using the report lodgement functionality in TMS. This compliments a range of other information and user guides for TMS (Titles Management System | Department of Regional NSW).

Reporting for mineral and coal authorities

New reporting guidelines were introduced in October 2021 for authorities under the *Mining Act 1992* (mineral and coal authorities). As part of the new reporting requirements, activity and expenditure data can now be entered directly into TMS and is not required as an attachment in spreadsheet format.

Community consultation reports must now also be lodged in TMS. Community consultation reports are required where specified by an authority licence condition or where the authority requires reporting in accordance with the guideline Annual activity reporting for prospecting titles .

The annual environment management and rehabilitation compliance report must be lodged via the NSW Resources Regulator Portal.

Annual re-submission of the work program is no longer required as of 1st January 2021, in accordance with Exploration Guideline: Work programs for prospecting titles (published December 2020).

Reporting for petroleum authorities

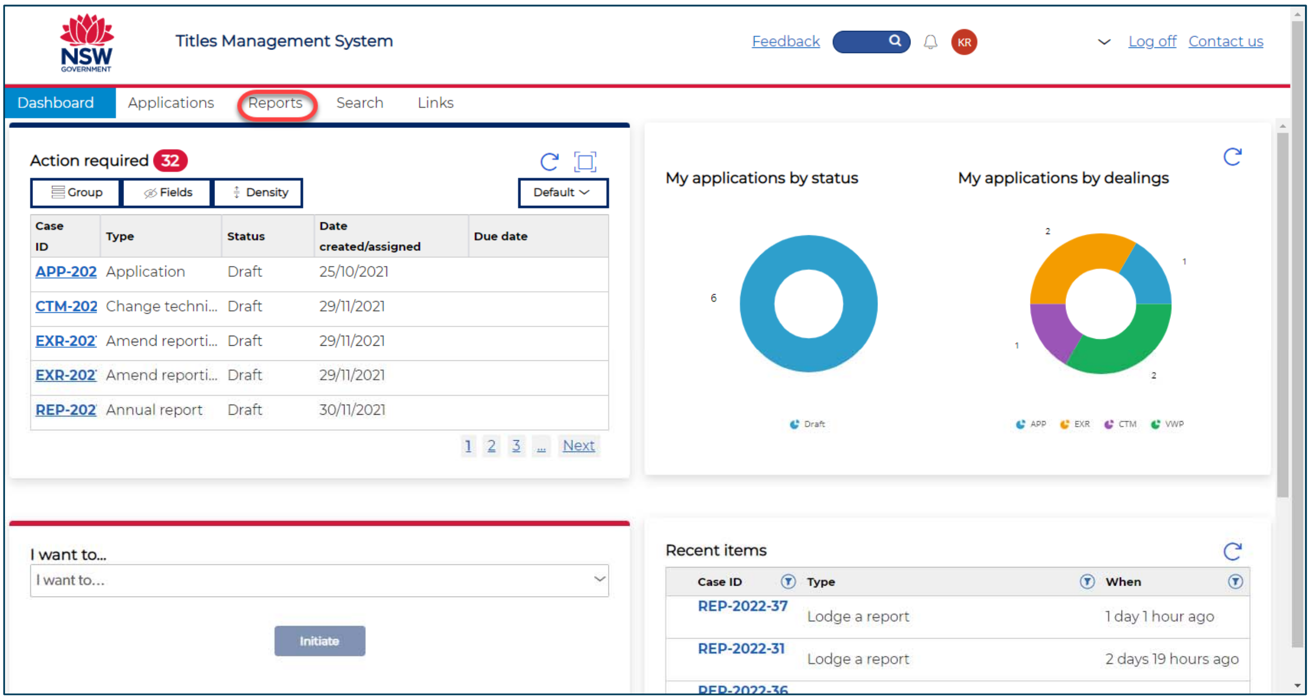
No changes have been made to the reporting guidelines for authorities held under the *Petroleum (Onshore) Act 1991*. However, due to the decommissioning of EROL, all petroleum reports and data submissions must now be made using TMS. All other reporting requirements remain unchanged.

Annual Report Release Policy - Redacted reports

Reports and data that have been redacted under the Annual Report Release Policy can now also be submitted via TMS.

TMS Dashboard

Upon logging into TMS you will see the Dashboard. The dashboard is the user's central hub for accessing all functions provided by TMS. The dashboard is organised into 4 main panels to allow easy access to the functions most commonly used.



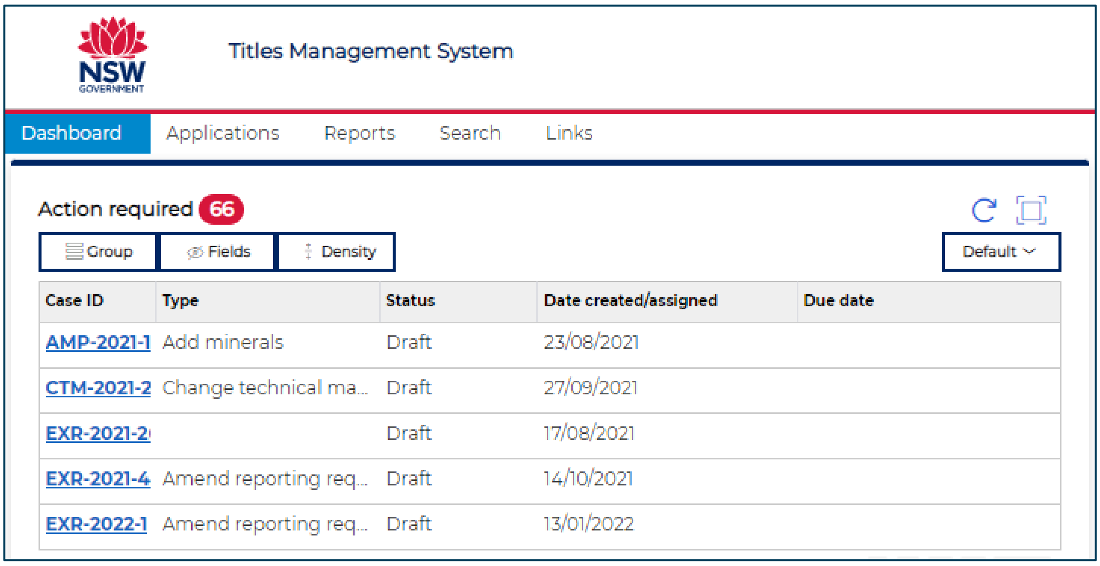
The TMS dashboard and the four main panels

1. 'Actions required' panel (top left)
2. 'I want to' panel (bottom left)
3. 'Graphs' panel (top right)
4. 'Recent items' panel (bottom right).

'Actions required' panel

The 'Actions Required' section of the dashboard alerts the user to tasks that require action, such as reports returned for modification and in later releases will include reminder notices for lodging reports.

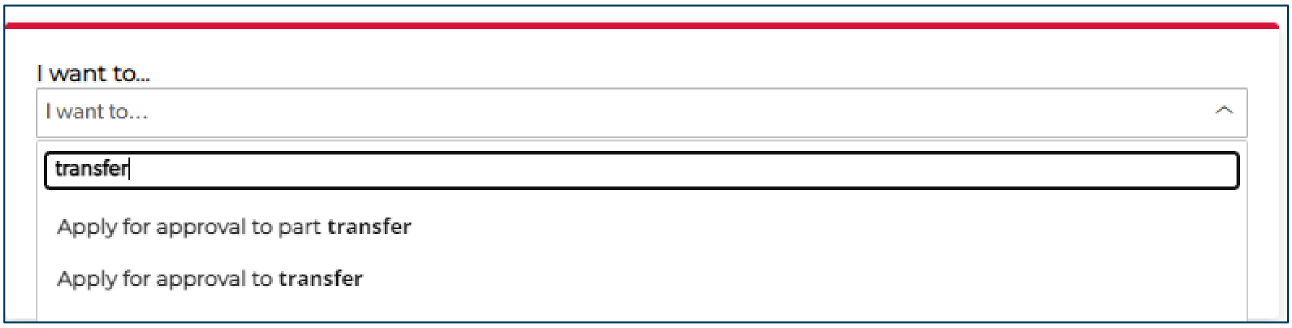
Select the 'Case ID' hyperlink to access the required case.



TMS Dashboard 'Actions required' panel

'I want to' panel

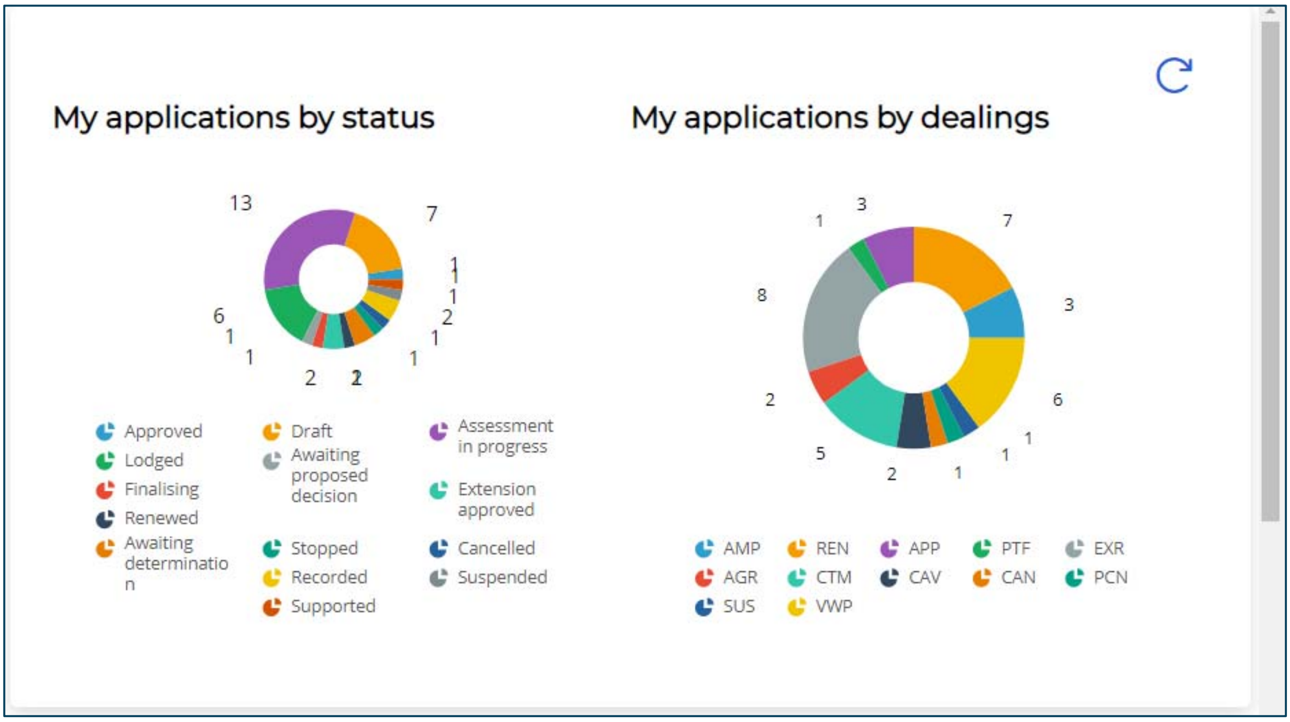
This provides a simple way to start a new transaction by typing your request into the search box or using the drop-down list.



TMS Dashboard 'I want to' panel

Graphs panel

The graphs (donuts) are a graphical representation of all authority and report transactions for the user.



TMS Dashboard ‘Graphs (donuts)’ panel

Recent items panel

This section of the dashboard shows you recent items that you have interacted with. Each line is a hyperlink and will take you back to where you were.

Recent items

Case ID	Type	When
EXR-2022-4	Apply for extension / exemption for report	4 hours ago
REP-2022-53	Lodge a report	5 hours ago
REP-2022-37	Lodge a report	4 days ago
REP-2022-31	Lodge a report	5 days ago
REP-2022-36	Lodge a report	5 days ago
REP-2022-35	Lodge a report	5 days ago
REP-2021-195	Lodge a report	26 days ago
REP-2021-113	Lodge a report	1 month 17 days ago
CTM-2021-41	Notify a change of Technical Manager	1 month 18 days ago
VWP-2021-6	Vary a work program	1 month 18 days ago

TMS Dashboard ‘Recent items’ panel

Lodge a report

Lodging a report in TMS involves 7 steps:

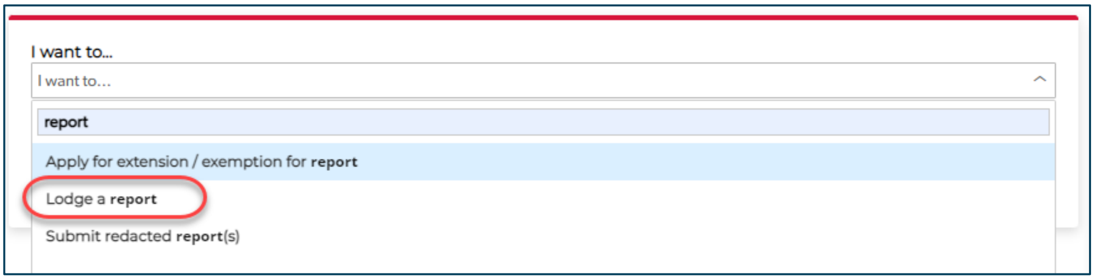
1. Initiate a new report from the dashboard
2. Select the authority the report is to be lodged for
3. Select the report type and enter the abstract
4. Confirm the party (lodger) details
5. Enter activity and expenditure data
6. Upload report and any relevant associated data files and any other supporting information
7. Review and make declaration.

Lodging a report can be done progressively and all steps do not need to be completed in one session. Where a report lodgement has been commenced but has not been submitted and the declaration completed (step 7), the report will remain as a **Draft**. There is no limit on the number of times a draft report submission can be edited prior to it being full submitted, and a draft will remain in the system until it is lodged or deleted by the user.

Step 1: Initiate a report lodgement from the TMS dashboard

To lodge a report,

- Go to the lower left-hand section of your dashboard under the 'I want to' prompt
- Type the word Report and you will be given the option to Lodge a report
- Select 'Lodge a report' and then select Initiate.



Initiating a new report lodgement from the TMS dashboard

Selecting dealing type from TMS dashboard and initiate

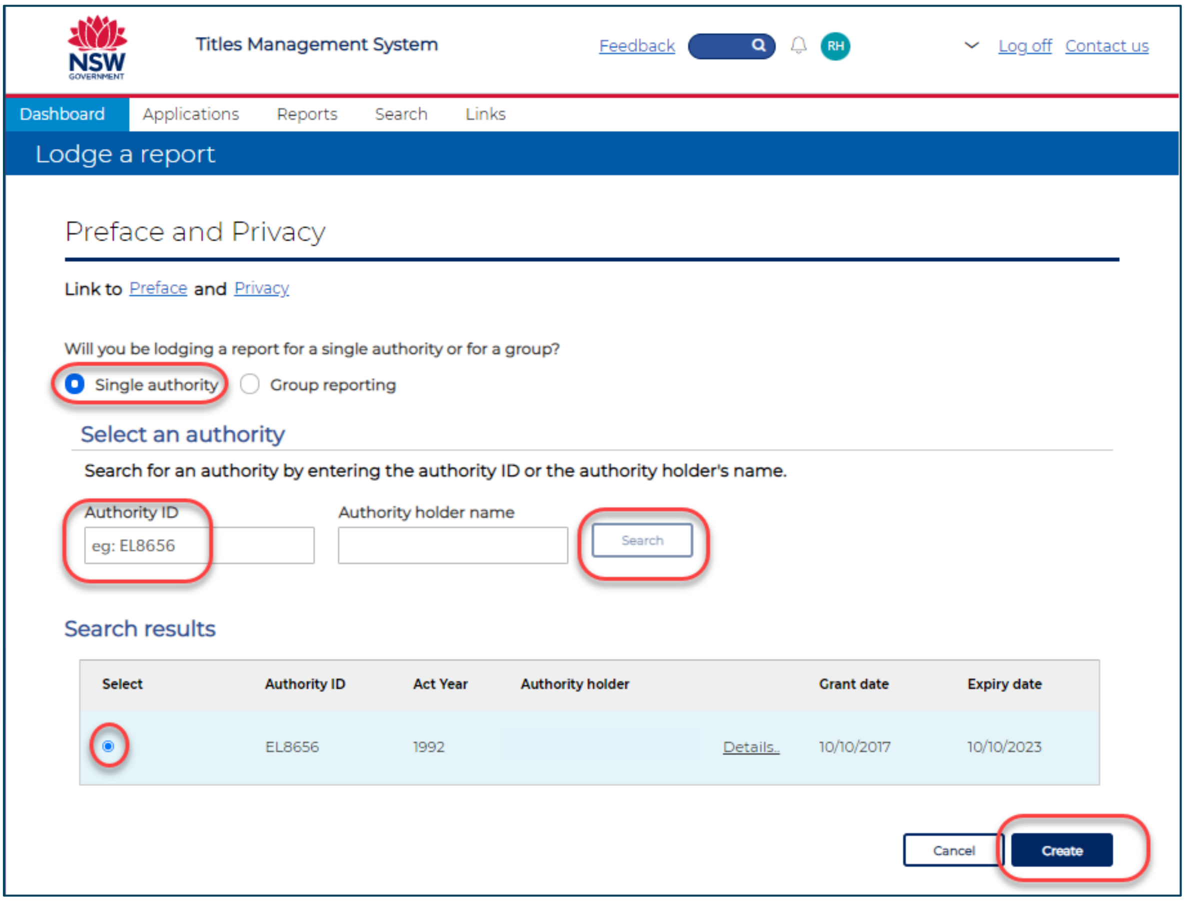
Step 2: Select the authority the report is being submitted for

A report can only be lodged against a single title or an approved group of titles.

- Select whether the lodgement is for a single authority or for one approved for group reporting
- Complete the relevant fields to identify the authority and view the subsequent screens
- Once the authority or group is selected in the search results pane, select the 'Create' button in the lower right of the screen.

To locate single authorities, search using the Authority ID or the Authority Holder's name. Note that both fields do not have to be populated to complete the search.

To locate an approved reporting group search using any Authority ID within the group or search using the group name. Note: Group reports can only be lodged where an approval has been sought and granted. The process for seeking approval for group reporting is outlined in the relevant Exploration Reporting Guideline.

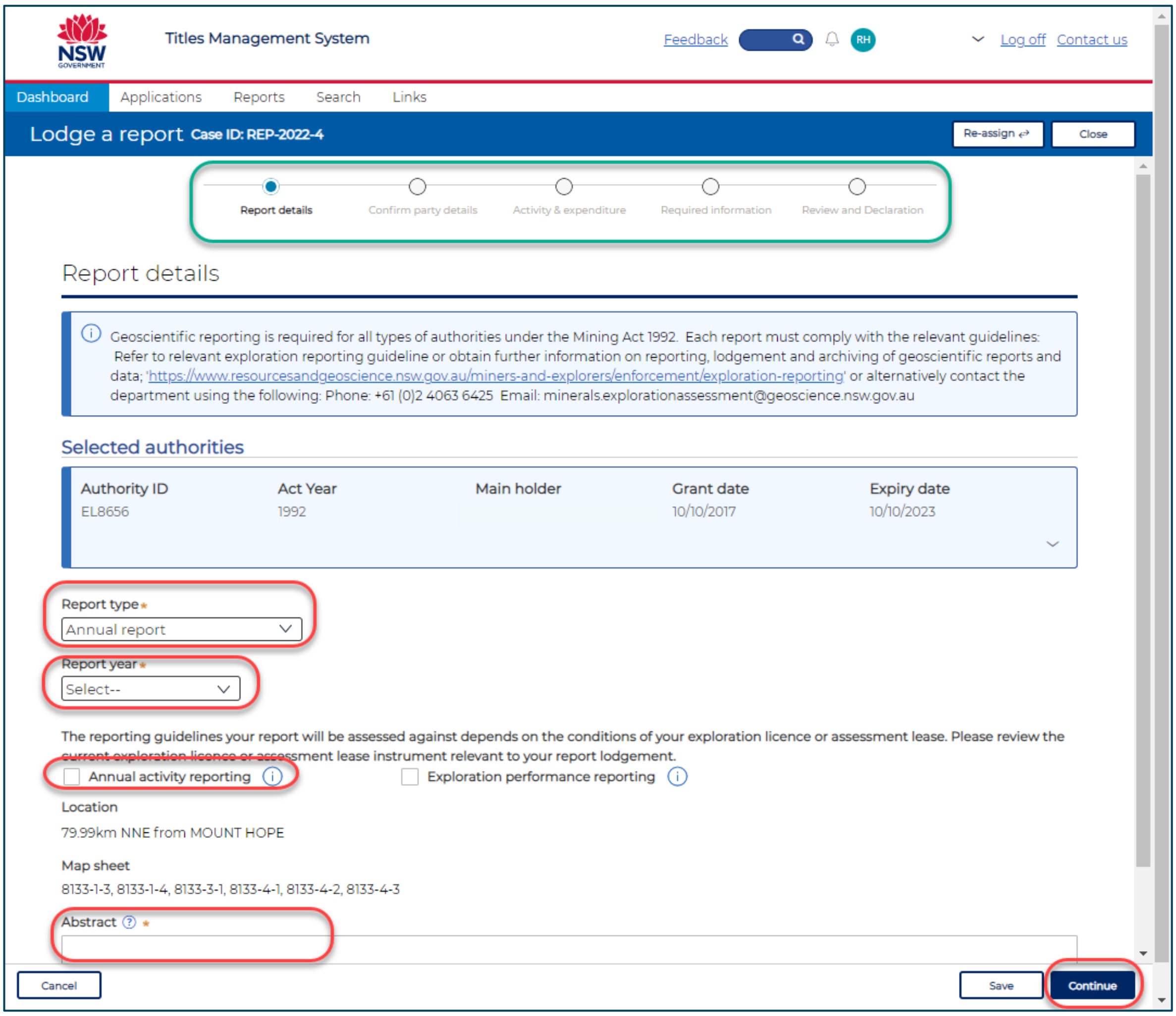


Select the authority the report pertains to

Step 3: Select the report type and enter abstract

The report details screen is to input summary information about the report being lodged.

- Select the report type (e.g. Annual report) from the drop-down field
- Select a year/period for the report where prompted
- Enter the abstract for the report. This is a long free text field. You may copy and paste the Executive summary from the report being supplied
- Once all information has been reviewed and provided, select ‘Continue’ to move to the next screen.



Report details screen

For annual reports submitted under the *Mining Act 1992 (*mineral and coal), there will be two options for report types. If you are not sure what your reporting requirements are, they can be found on the authority instrument of grant/renewal.

- **Annual Activity Report:** To be selected for exploration licences and assessment leases granted or renewed after 1 July 2015 and where the licence condition states ‘Unless otherwise approved by the Secretary, the licence holder must submit annual activity reports prepared in accordance with the Exploration guidelines: Annual Activity Reporting for Prospecting Titles’. If selecting this option, the report lodgement will be unable to proceed without submission of a Community Consultation Report.
- **Exploration Performance Report:** To be selected for all licences (EL, AL, ML) that were granted or last renewed prior to 1 July 2015 or do not have the licence condition stating ‘Unless otherwise approved by the Secretary, the licence holder must submit annual activity

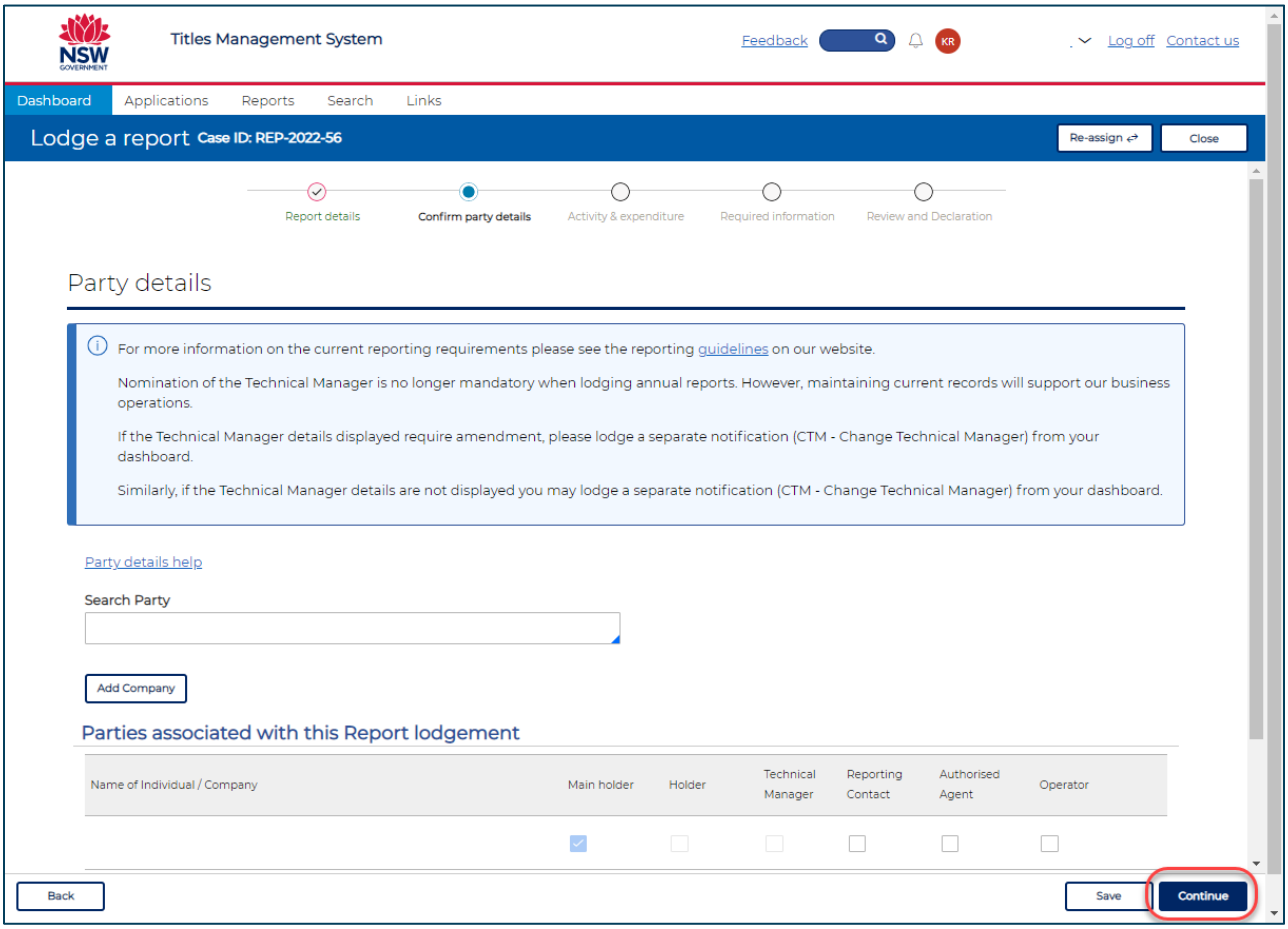
reports prepared in accordance with the Exploration guidelines: Annual Activity Reporting for Prospecting Titles' – i.e. this option is to be selected for non-IMER licences.

Step 4: Confirm party details

The 'Party Details' screen allows you to confirm the parties relevant to the lodgement. The logged in user is the default report contact. This may be changed by adding a new party, however only one report contact can exist for each report lodgement, and it must be an individual contact (not a company).

To confirm the party details:

- Once the party details have been reviewed, select the 'Continue' button to move to the 'Activity and Expenditure' screen.



Confirm party details screen

Parties other than the logged in user are not able to be changed on this screen as they are part of official records stored relating to the authority. If you require changes to parties, please refer to the following processes:

- To change details for an Authority Holder, you will need to notify the department of a change of authority holder or applicant name using the following form that can be downloaded from the Department's website: AD12 - Record a change of authority holder form

- To change details for a Technical Manager, you will need to lodge a Change Technical Manager (CTM) dealing using TMS
- To change an Agent you will need to lodge a Change Agent (CAG) dealing in TMS.

Step 5: Enter activity and expenditure data

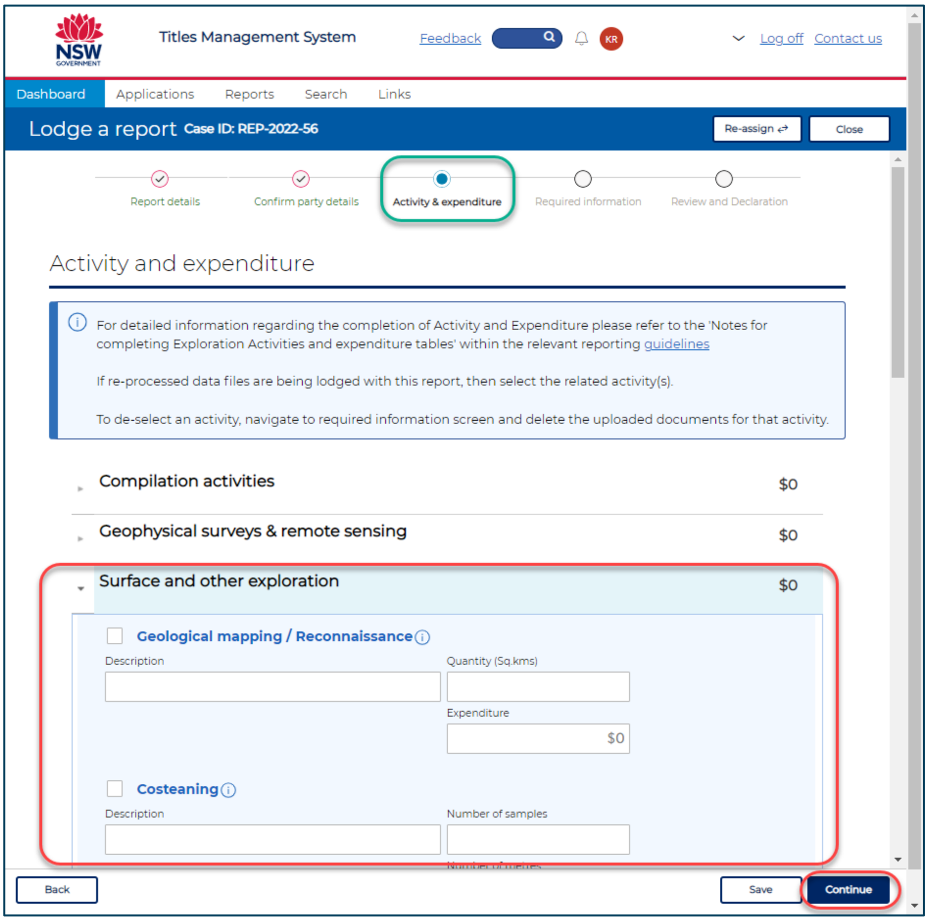
Note: This applies to *Mining Act 1992* authorities only. Petroleum authorities will not see an Activity and Expenditure screen.

This screen directly captures activity and expenditure data and replaces the previously required MS Excel (template) file.

The required activity and expenditure data format is in the latest version on the Exploration Reporting Guideline (V4.0 released January 2022). Please familiarise yourself prior to entering the required information in this screen.

Activities are categorised and all activity categories will initially display collapsed, or unexpanded, upon entering this screen. To provide exploration activities:

- Select the activity category to expand the display to see the particular activities under the selected category
- Select one or more activities within the category
- For each activity selected, enter:
  a. A description of the activity (free text)
  b. Other attributes relative to the activity (if required) such as number of meters drilled, line kilometres etc
  c. Expenditure for the activity for the reporting period.



Activity and expenditure screen

Note: This screen cannot be skipped as the activity indicated here controls what reports and/or data files are required to be supplied in the next screen. If you do not select an activity and that activity was performed, the report will be returned for correction.

Where expenditure is allocated against any acquisition activities in this screen, the report lodgement will require supporting geological data to be uploaded. For example, if it is nominated in this screen that rock chip samples were collected, the following screen will prompt for rock chip sample analytical data as required information.

Step 6: Upload report and any geoscientific data and / or supporting files

The Required Information screen displays the required data that should accompany the report lodgement. There are two main functions on this page:

- Upload report/s
- Upload data and report files.

Upload report/s

Reports that must be uploaded are compulsory reports such as the Exploration / Geoscientific Report and Community Consultation Report.

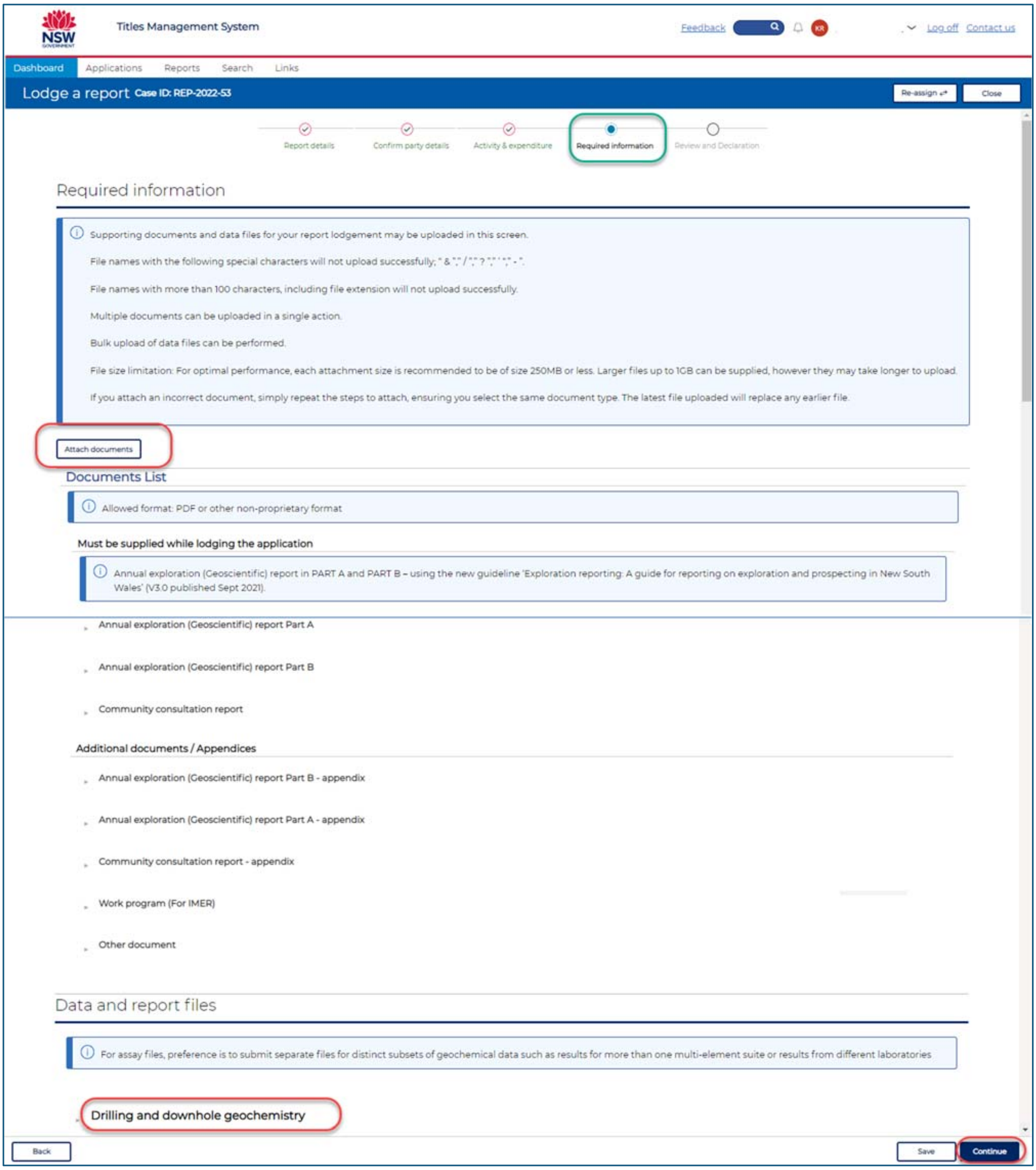
Do not upload any geoscientific data files in this section as that is done in a subsequent step and only upload the mandatory report files.

To upload mandatory reports:

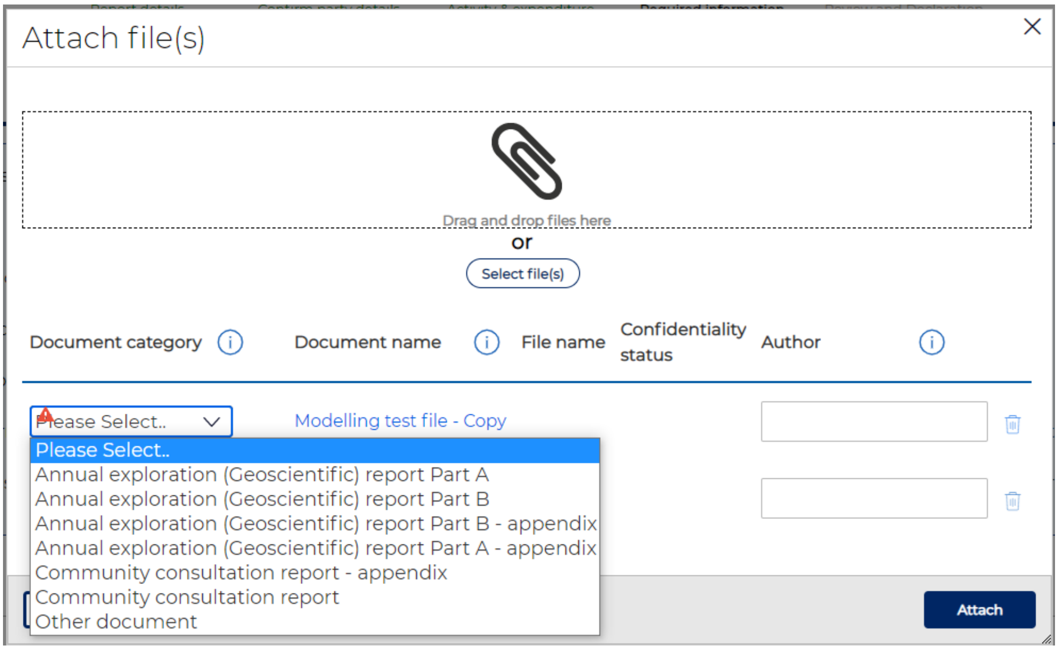
- Select the ‘Attach documents’ button under the ‘Required Information’ subheading
- Select the ‘Select files’ button and the file explorer window on your computer will open, browse to the location of your files
- Select the file/s that you want to upload or drag and drop the files into the area displaying the paperclip icon
- Define each uploaded report with a ‘Document category’ from the drop-down list and insert the author
- TMS will populate the file name and the confidentiality status
- Select the ‘Attach’ button after all files are defined.

For optimal performance, each attachment file size is recommended to 250MB or less. However, larger files up to 1GB can be attached, but they may take longer to upload.

Files can be uploaded individually or in bulk.



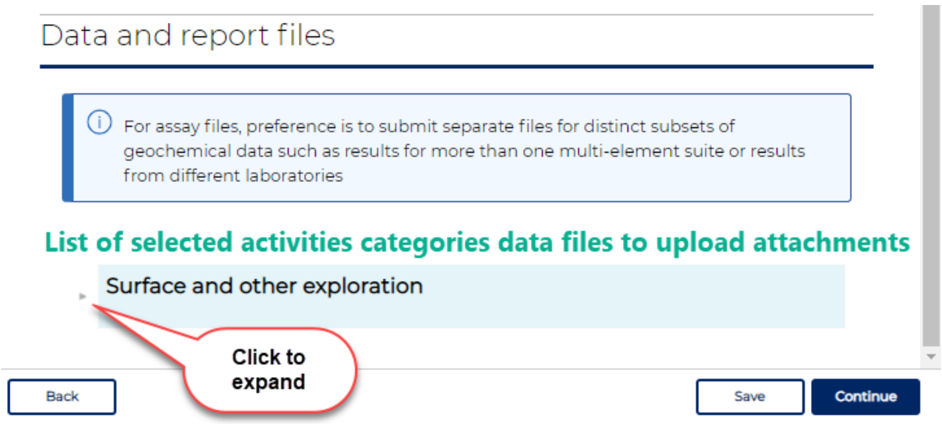
Upload report files – mandatory files are listed in the Documents List



Select document type for each file uploaded

Upload geoscientific data and / or supporting files

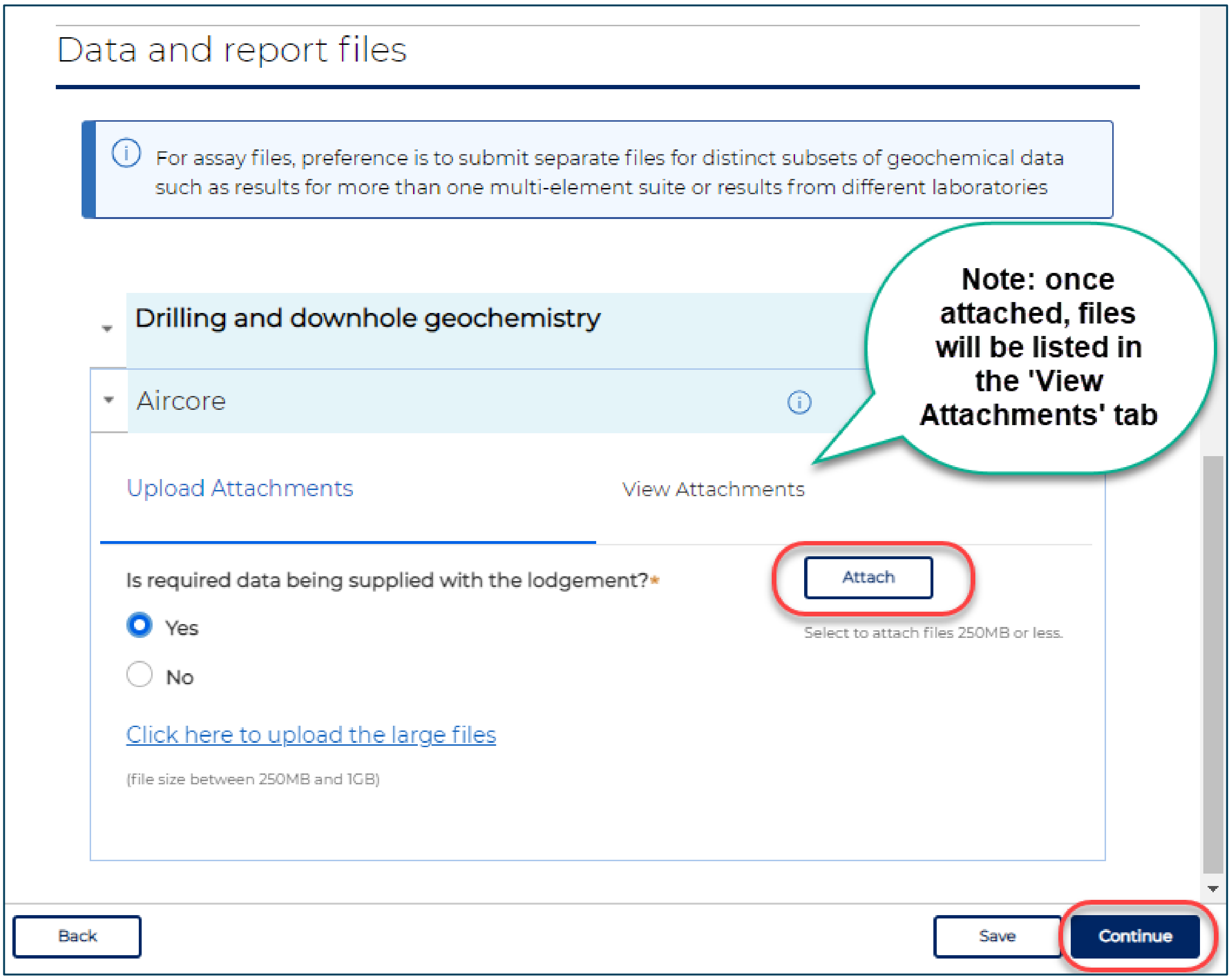
This step is only required if an activity was performed within the reporting period and the activity requires geoscientific data to be supplied. If no geoscientific activity was selected in the previous screen, then no activities will be displayed under 'Data and report files' and you can select the 'Continue' button to move to the next screen.



Selected activities for reporting period

If geoscientific data was collected, the selected activity categories will be displayed under 'Data and report files' to upload attachments.

- Expand the activity section by clicking on the expandable icon and then the activity
- Identify if data is being supplied with the lodgement by selecting 'Yes' or 'No'.



Define data files to be uploaded

- Select 'Yes' if you are supplying data
- Select 'No' if you are not supplying data.

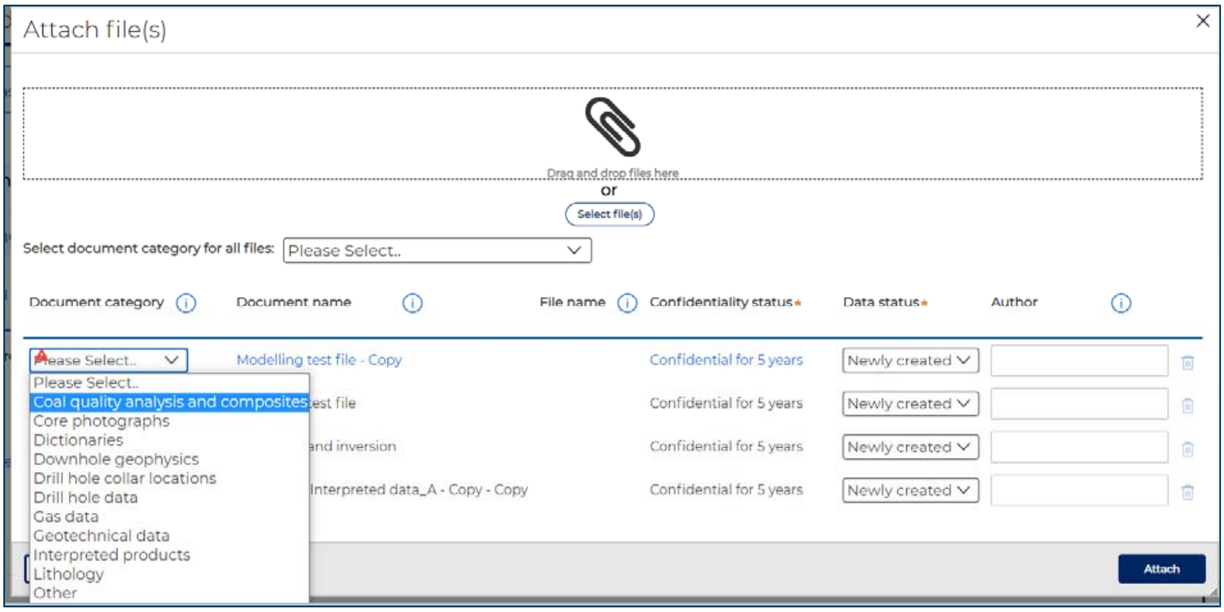
If there is data to be attached

- Select 'Attach' if you are uploading files 250 MB or less in size

  OR
- Select 'Click here to upload large files' if you have any file that is >250 MB.

The system will open a file explorer window on your computer:

- Select the required file/s and multiple files can be selected
- Select the appropriate value from the Document Category.



Select the data file category

Different document categories are provided for each activity type (e.g. different document categories are available for drilling, geophysical surveying, surface, and other exploration data). Where possible, it is preferable for individual document categories to be selected for each data file uploaded.

Where multiple files for the same category exists, it is possible to default the document category by using the option to 'Select a document category for all files'. The individual document categories can then be adjusted on a file basis if required.

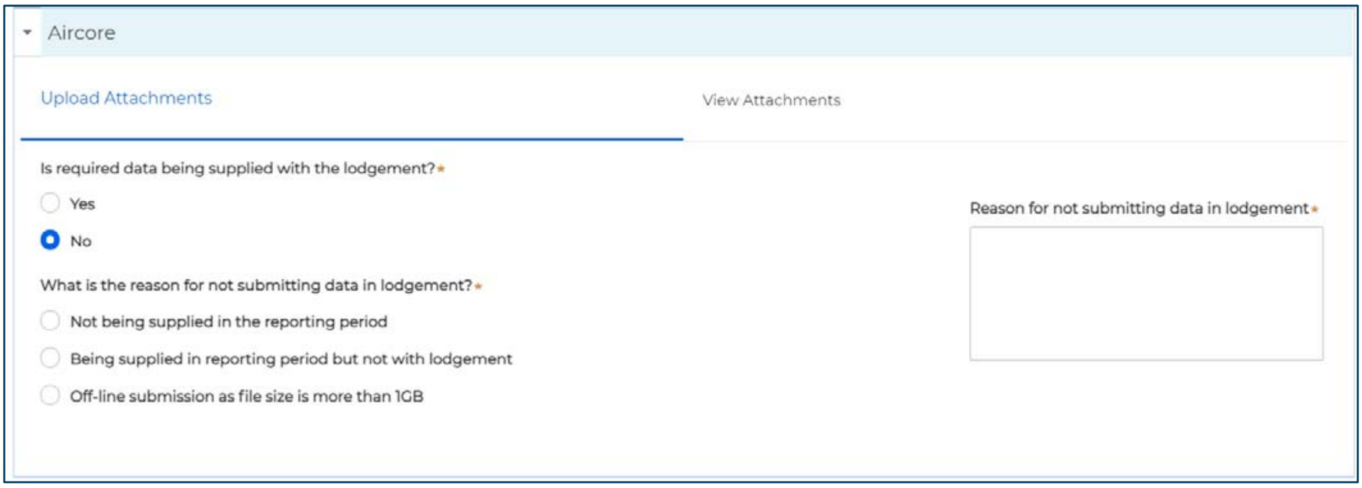
The system will default the remaining fields as required by the reporting guidelines.

If there is no data to be attached

- If there are no data to be attached for a particular activity, or the data are not ready for submission with the report, select 'No' where asked 'Is required data being supplied with the lodgement?'
- Provide a reason if data will be sent after lodgement but before the next period then enter a date you expect to supply the data. This date cannot be greater than 6 months from the submission date.

This can be used for example where analytical results have not yet been received but will be provided in the next year's annual report, or where the results have already been included as an appendix to the report or within data from another acquisition activity.

No further information is required when data is indicated as being sent offline.



Define data files to be uploaded (Indicating data not being included in the lodgement)

Step 7: Review and make declaration

This screen is where you review all the details you have provided in your report and declare the information is correct.

- Review and declare the application by selecting the checkbox and select ‘Lodge’ to complete the lodgement.

You can see the status of the lodgement via the dashboard.

Retrieving a draft geological report

Where all steps to submit and make the declaration for a new report have not been completed it is referred to in TMS as a **Draft**. The draft can be edited multiple times until it is lodged and the declaration completed.

Retrieving a draft report is done using either the:

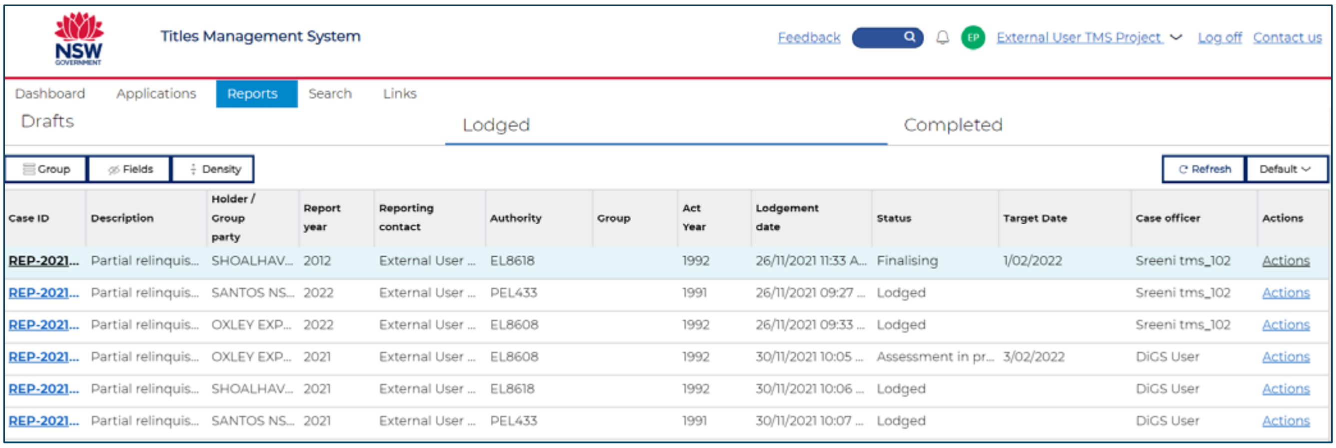
a. The 'Reports' tab

OR

b. 'Action required' panel on the TMS dashboard.

The 'Reports' tab allows you to perform the following functions:

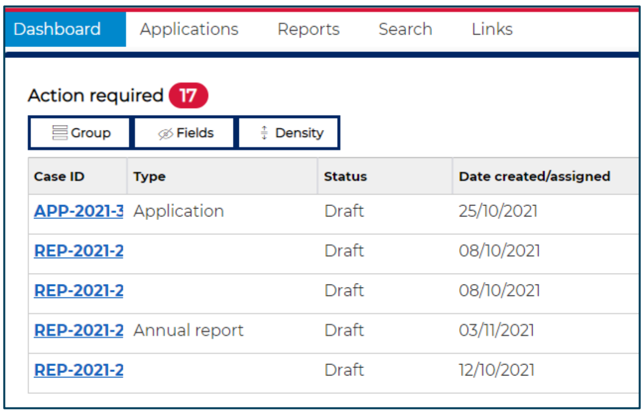
1. Access a draft report lodgement
2. Send additional information for a lodged report where the assessment of the report has not been completed
3. View reports that have been assessed and download reports for previously lodged report.



Reports view in the TMS dashboard

To locate a draft report:

- In the upper left of the dashboard screen under 'Action Required', locate the draft report and click on the Case ID hyperlink and it will navigate to the latest stage of the draft report.



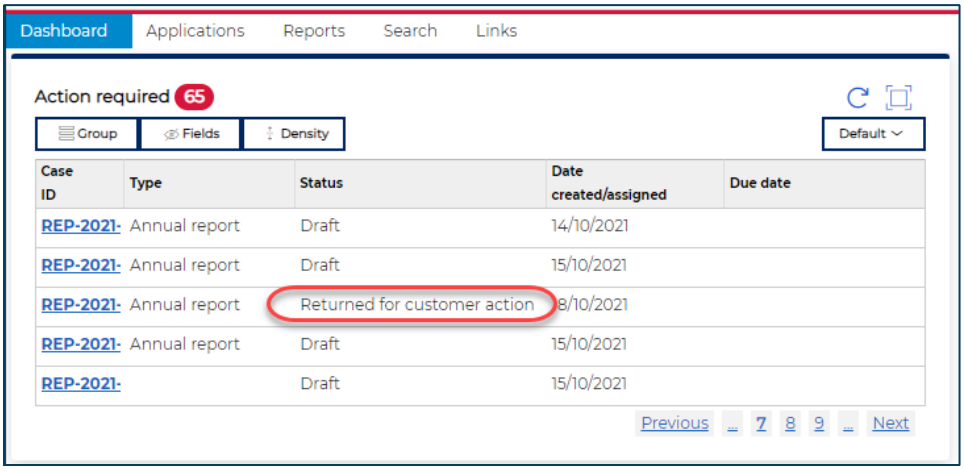
Actions tab in dashboard

Re-submitting a report that has been returned by the Department

After a report is lodged, it is assessed by Departmental officers prior to the report being archived.

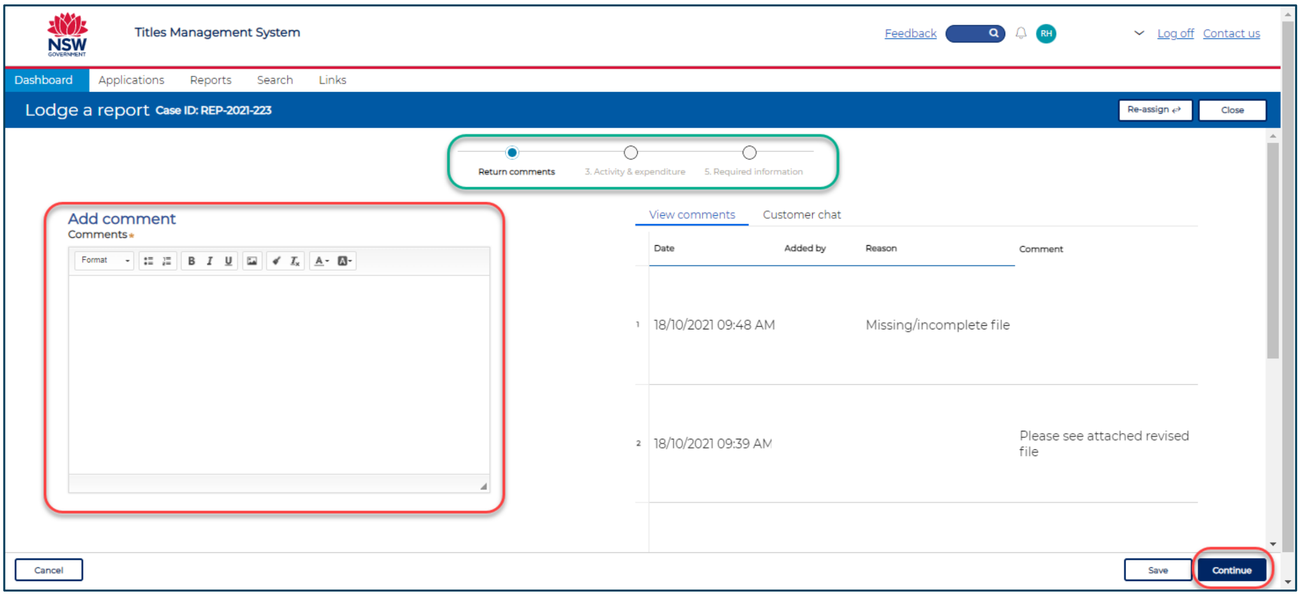
If the report or any accompanying data or supporting files are assessed as not adhering to the reporting guidelines, they will be returned to the lodgement user along with comments and/or instructions as to what action is required to rectify the lodgement.

- Locate the returned lodgement via the ‘Action Required’ section of your dashboard
- Returned reports are identifiable by looking at ‘Status’ = ‘Returned to the customer’.



Re-submit a report

- Open the returned lodgement by clicking on the hyperlinked Case ID e.g. REP-2022-1 to review the required corrective actions
- Enter comments
- Select ‘Continue’ to progress to the next screen.



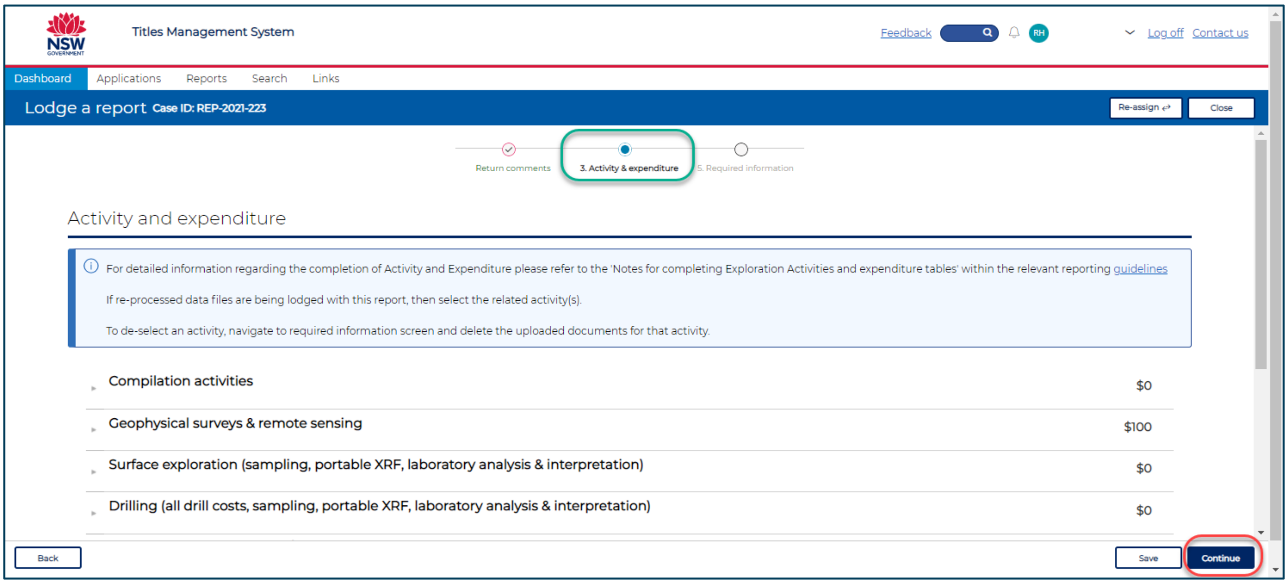
Adding and reviewing return report comments

If required, modify activity and expenditure information as requested:

- Expand the required section and modify / complete as required. Note: If you add a new activity you will be required to include the supporting files in the next screen.

If you do not require modifications to the Activity and Expenditure:

- Select the 'Continue' button to move to the 'Required Information' screen.

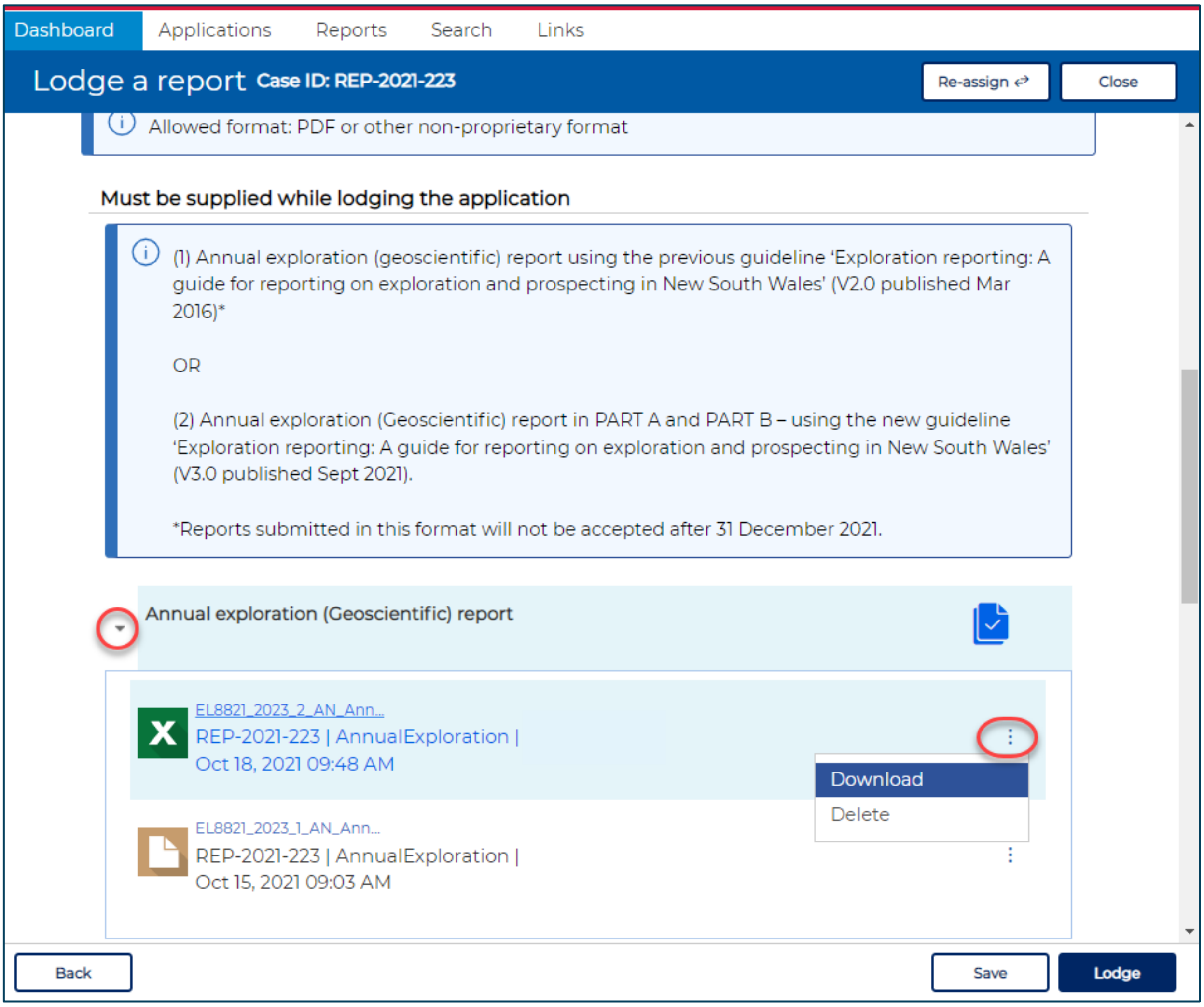


Activity and expenditure return report modification as required

If required, modify supplied documents and/or files. You can modify, add new files, replace previously supplied files, or delete previously supplied files.

To modify supplied reports, you will need to:

- Delete the previously supplied report by displaying the report then selecting the additional options menu (three vertical dots) near the report name and selecting then 'Delete' option
- Upload the replacement report using the 'Attach Documents' option
- select 'Lodge' to re-lodge the report.

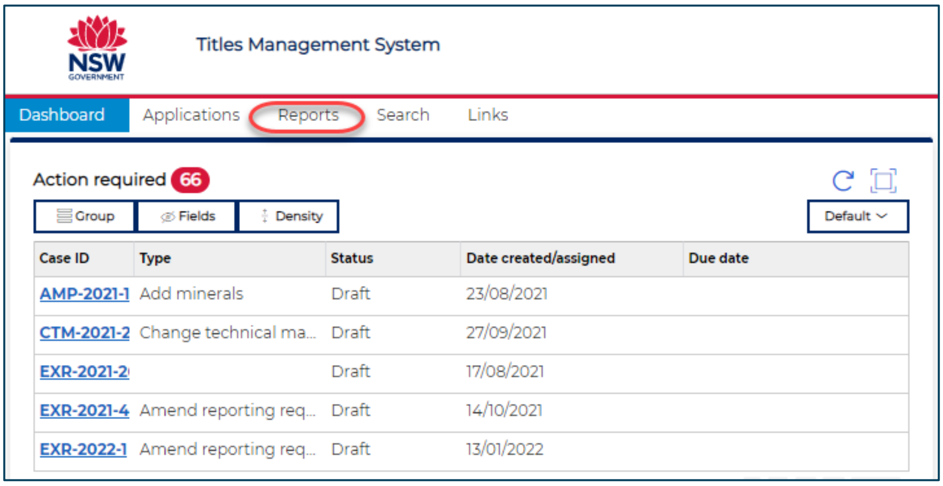


Upload new material for a returned report

Downloading previously supplied documents

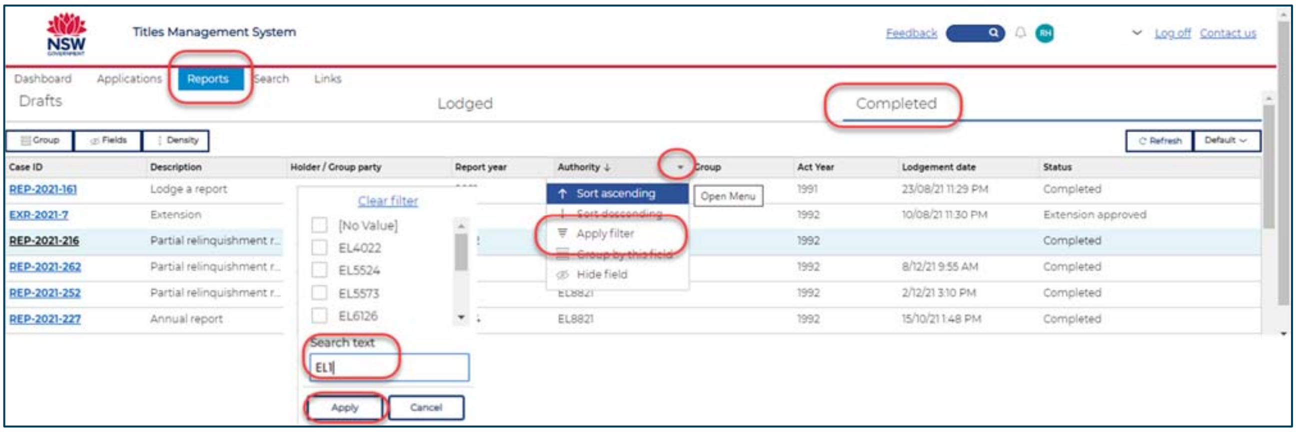
To access previously lodged reports, documents and data files navigate to the dashboard.

- Select the ‘Reports’ tab from the Dashboard.



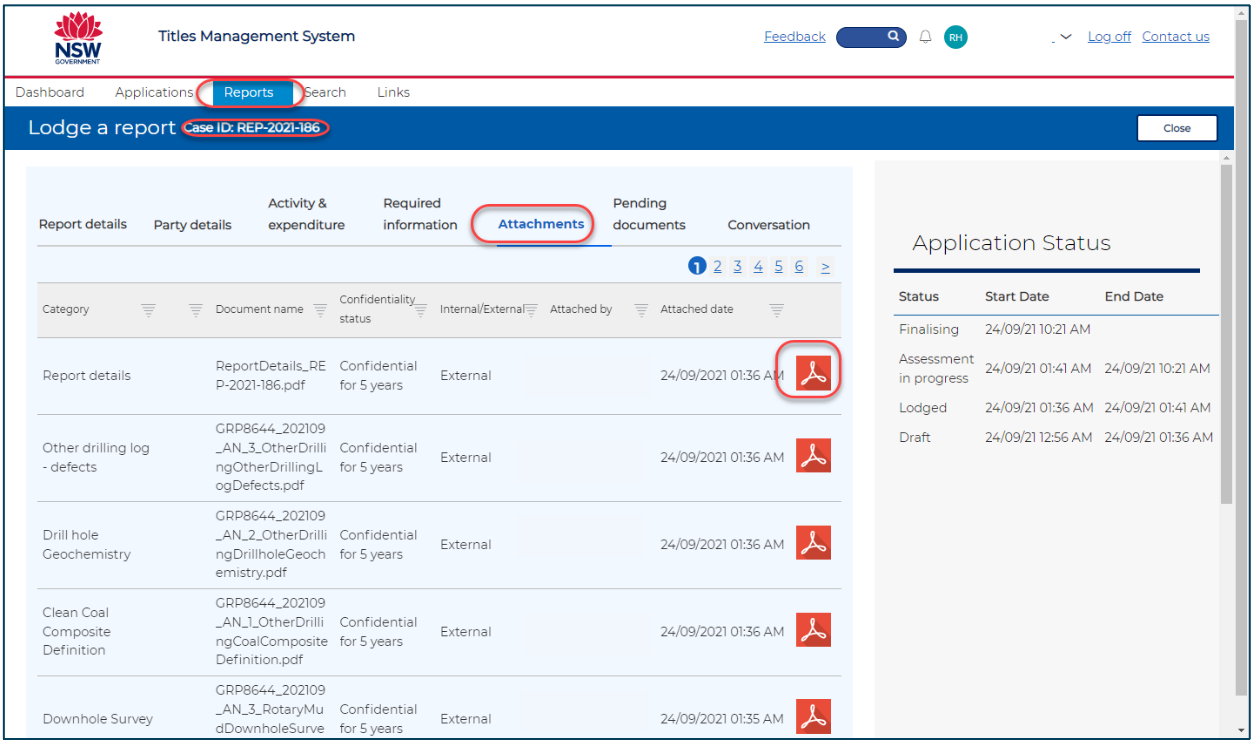
Dashboard – Reports tab.

- Select ‘Completed Reports’ and use the search function or apply a filter to the ‘Authority’ column



Search and filter case by Authority ID Search and filter case by Authority ID

- Select the Case ID hyperlink to access the lodgement where the case will open is display mode
- Select the ‘Attachments’ tab to view all lodged material.



Open report attachments and download required documents

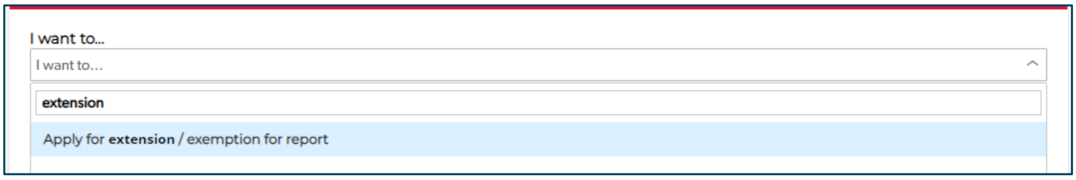
- Select the icon for each required document to view and download using standard browser function.

Lodge an exemption from reporting or an extension of time to report

An exemption from reporting or an extension of time to lodge a report must be done accordance with the relevant reporting guidelines.

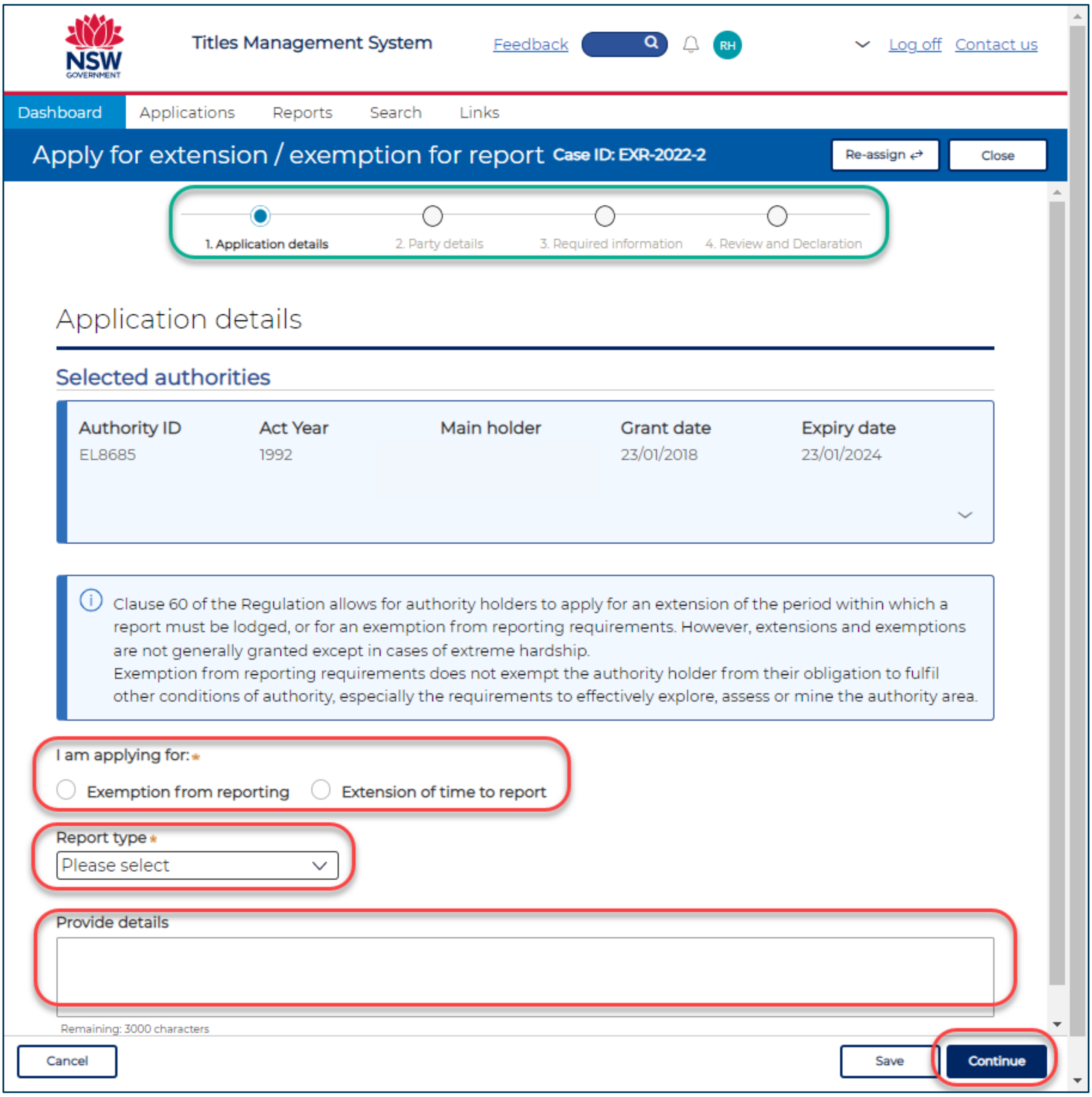
To lodge a request, navigate to the dashboard.

- Select or type Extension into the ‘I want to’ function and select ‘Apply for extension / exemption for report’ and select ‘Initiate’



Dashboard – ‘I want to’…. Function

- Identify a single authority or a group report (same function as lodge a report) and select ‘Create’.
- Identify the type of request:
  - Exemption from reporting
  - Extension of time to report
- Select the type of report the request relates to by using the drop-down option. Some report types have additional fields that must be completed as required
- Provide free text details to support the request and select ‘Continue’.



Apply for extension or exemption

- Check party details are correct as displayed on the party screen (same function as report lodgement) and select 'Continue'
- Supply any supporting evidence as required (same function as report lodgement) and select 'Continue'
- Complete the declaration and 'Lodge' the request.

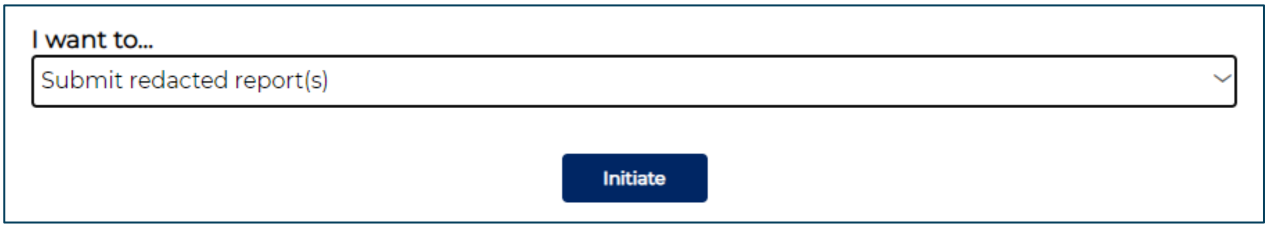
Lodge a redacted report (Annual Release Policy)

Before historical reports are made publicly available under the Annual Release Policy, authority holders have the opportunity to redact personal, proprietary and/or commercially sensitive information from an historical annual report.

Information about the Annual Report Release process and timeframes can be found here.

To submit a redacted report, navigate to the Dashboard.

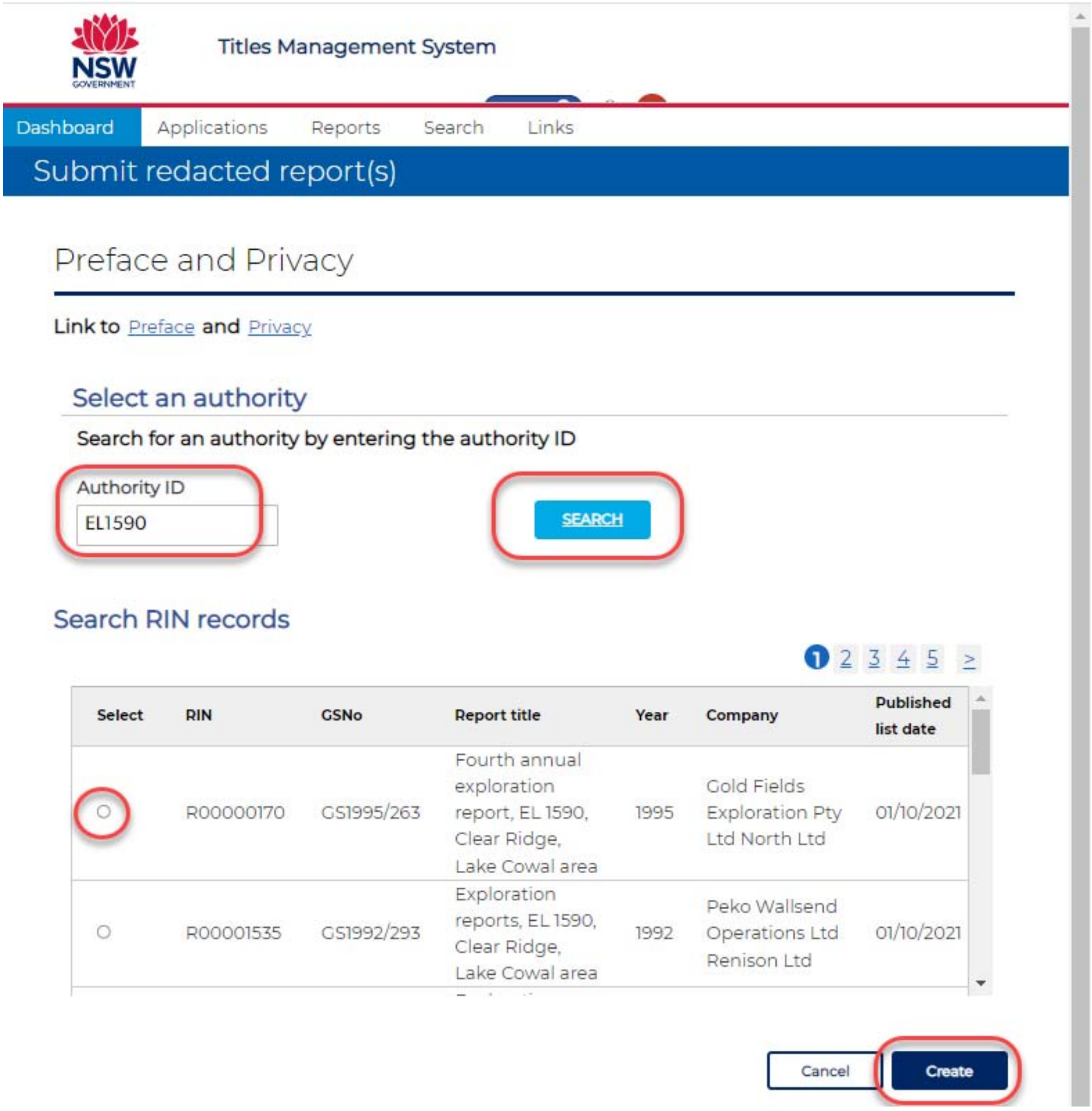
- Select or type Redacted into the ‘I want to’ function and select ‘Submit’ redacted report(s), then select ‘Initiate’



Dashboard – I want to…. Function

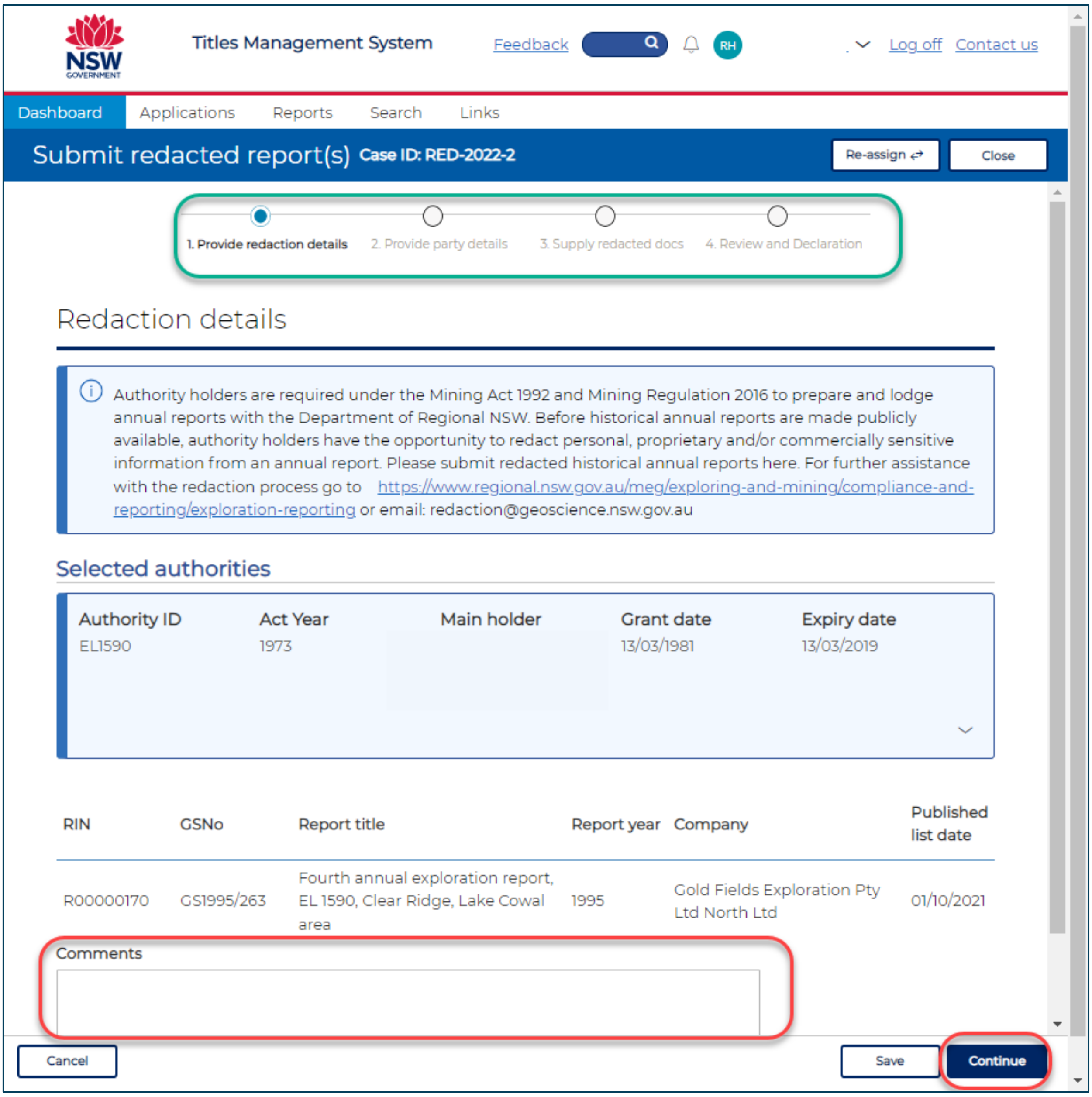
- Type the Authority ID and select ‘Search’
- Select the required RIN and select ‘Create’. Only reports that have been published in the ‘List of reports eligible for release’ will be available to select.

Note: reports for only one past lodgement can be lodged at a time.



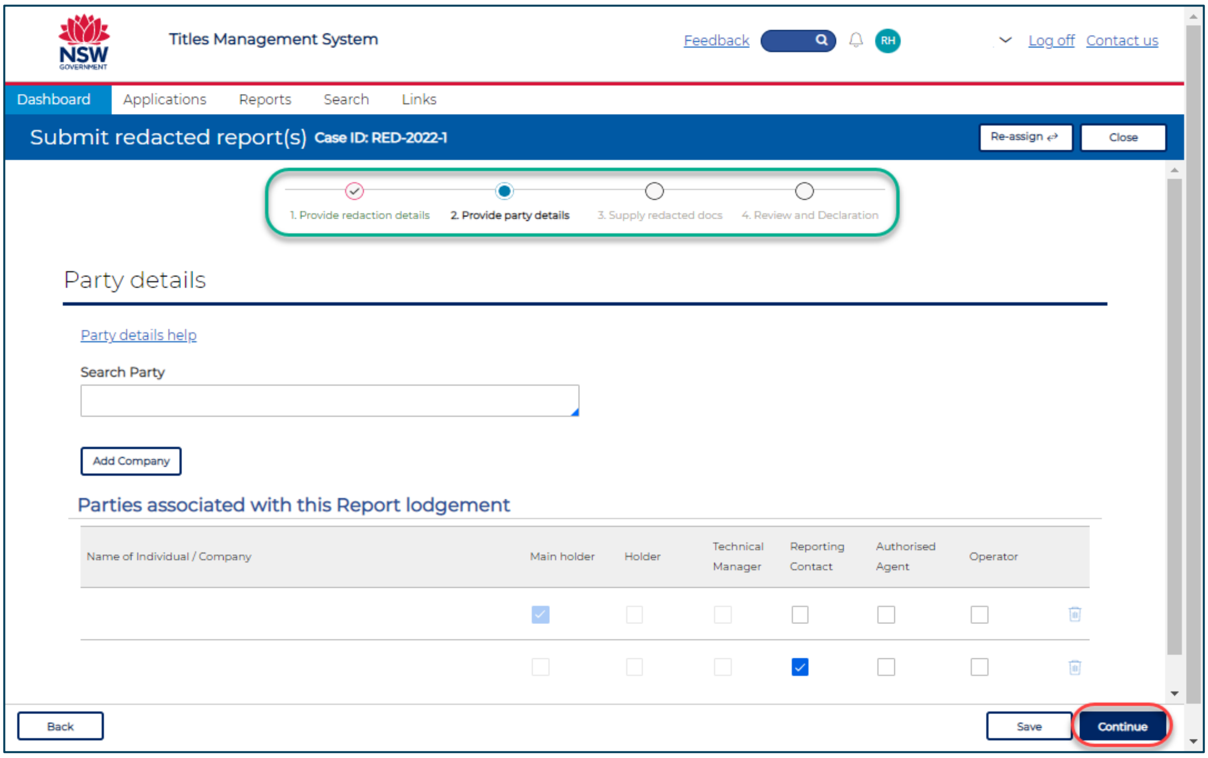
Select RIN for the redaction

- Review the redaction details and enter required comments and select ‘Continue’.



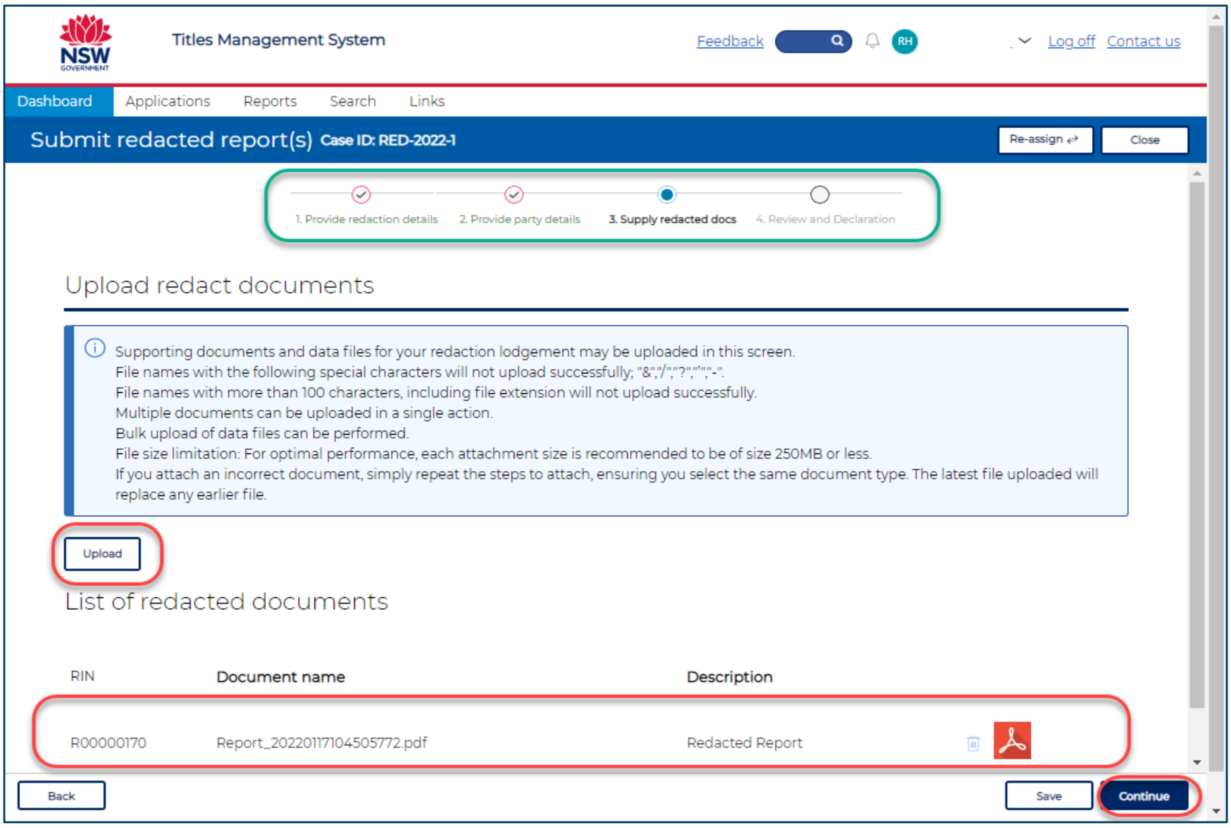
Redaction details

- Review the party details and select 'Continue'.



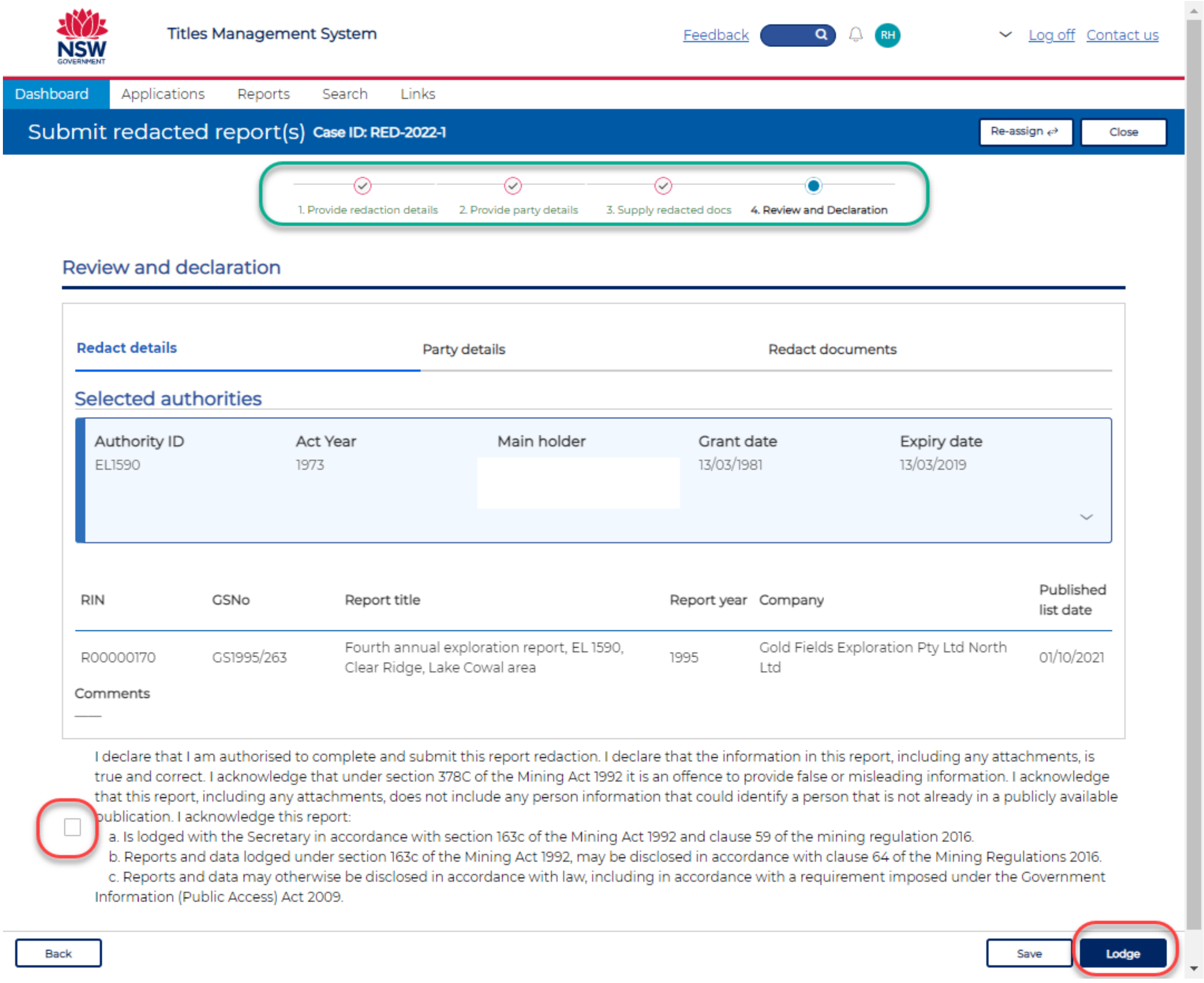
Redaction case – Party details

- Upload the redacted documents by selecting the 'Upload button' and then the 'Select file(s)' button.



Upload redacted documents

- Select required files from your file explorer. You do not have to assign a document category. Optionally enter a description and select ‘Attach’
- Declare the redaction by selecting the checkbox and select ‘Lodge’.



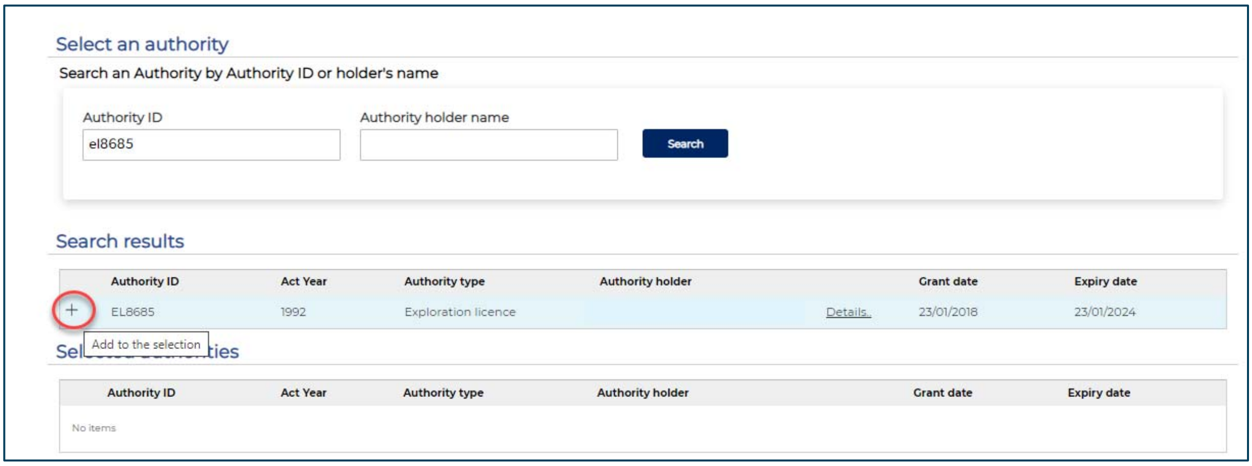
Redaction case – Review and declaration

Notify a change of Technical Manager

Notifying the department of a change in technical manager can be done using TMS.

To lodge a notification, navigate to the dashboard.

- Select or type Technical into the ‘I want to’ function and select ‘Notify a change of Technical Manager’ and select ‘Initiate’
- Search and select one or many authorities that the change in Technical Manager relates to and select Create.



Add one or more authorities to notify a change of Technical Manager

- Review the authority details and select ‘Continue’
- Identify the new Technical Manager by using either methods listed below:
    - Search for and select a Technical Manager currently within TMS. Choose the newly added party as the Technical Manager by ticking the role ‘Technical Manager’

      OR
    - If the new Technical Manager does not exist in TMS, due to privacy laws you cannot add an individual without consent, therefore you will need to complete the Consent Form for the new Technical Manager manually and attach in the next screen.
- ‘Continue’ to the ‘Required information’ screen. All changes to Technical Manager require a manually completed Consent Form. Attach your consent form using the ‘Attach document’ button. Browse to your file location and attach your consent, then select ‘Continue’.
- Complete the declaration and select ‘Complete’.