

Guideline

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

Titles Management System

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Preamble

The Titles Management System (TMS) is the NSW Government’s fit-for-purpose platform for industry to support the end-to-end management of exploration and mining authorities with increased transparency and accountability.

This guide provides detailed instructions for using the exploration report lodgement functionality in TMS, in addition to lodging applications to vary technical managers, work programs and reporting due dates. This guide compliments a range of other information and user guides for TMS (Titles Management System).

This guide includes detailed instructions for key functions within TMS, including lodgement of:

- exploration reports and associated data
- redacted reports (under the Annual report release policy)
- extension and exemption requests for reporting
- changes to technical manager
- work program amendments.

Contacts

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Mining, Exploration and Geoscience
516 High St Maitland NSW 2320
PO Box 344 HRMC NSW 2310

Table 1: Links for further information.

Subject	Webpage and email
For further assistance with Titles Management System (TMS)	<p>www.resourcesregulator.nsw.gov.au/meg.site/mining-and-exploration/titles-management-system</p> <p>Contact: tms@regional.nsw.gov.au or raise a ticket using the ‘Feedback’ link (see TMS Overview)</p>
For queries related to reporting requirements, group reporting, extensions and exemptions	<p>www.resourcesregulator.nsw.gov.au/meg.site/mining-and-exploration/compliance-and-reporting/exploration-reporting</p> <p>Contact: Mining and Exploration Assessment (MEA) via email mining.explorationassessment@regional.nsw.gov.au</p>

Subject	Webpage and email
For queries related to large file submission and LaFix	<p data-bbox="328 219 1417 286">www.resourcesregulator.nsw.gov.au/meg.site/geoscience/products-and-data/company-exploration-reports/online-services/large-file</p> <p data-bbox="328 309 1086 376">Contact: Mining and Exploration Assessment (MEA) via email mining.explorationassessment@regional.nsw.gov.au</p>
For queries related to annual report release policy and report redaction	<p data-bbox="328 443 1417 510">www.resourcesregulator.nsw.gov.au/meg.site/mining-and-exploration/compliance-and-reporting/exploration-reporting</p> <p data-bbox="328 533 831 566">Contact: redaction@regional.nsw.gov.au</p>

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Exploration reporting overview

All exploration reports submitted under section 163C of the *Mining Act 1992* and section 97C of the *Petroleum (Onshore) Act 1991* are required to be lodged online to the Titles Management System (TMS). Exploration reports and data must be lodged in accordance with the formats specified within the guidelines:

- [Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales \(Mining Act 1992\)](#)
- [Exploration guideline: Onshore petroleum reporting and data submission \(Petroleum \(Onshore\) Act 1991\)](#)

Reports related to environmental activities and rehabilitation must be lodged with the NSW Resources Regulator via the [Regulator Portal](#). These reports are not to be lodged via TMS.

Mining Act 1992 - Mineral and coal authorities

Exploration reporting (annual, partial relinquishment and final reports)

The guide *Exploration reporting: A guide for reporting on exploration and prospecting in New South Wales* for authorities under the *Mining Act 1992* (mineral and coal authorities) specifies the format and manner of report submission.

All annual report lodgements must include both Part A and Part B components. Lodgement will not be able to proceed from the 'Required Information' screen in TMS without the upload of both Part A and Part B components for annual exploration (geoscientific) reports, as these are mandatory components.

Redacted reports (Annual report release policy)

Reports and data that have been redacted under the [Annual report release policy](#) can be submitted via TMS. Guidance for report redaction can be found in the [Redaction guide](#).

Other report types

The guide [Annual activity reporting for prospecting titles](#) was updated on 7 October 2022 for authorities under the *Mining Act 1992* (mineral and coal authorities). Under the revised guideline, community consultation reports, work programs, activity and expenditure completion summary spreadsheets, and environmental and rehabilitation compliance reports are not to be submitted through TMS. Please review the current requirements for these reports.

- **Environmental and rehabilitation compliance reports:** Annual environmental and rehabilitation compliance report must be submitted via the [Regulator Portal](#).
- **Community consultation reports:** The [Exploration code of practice: Community consultation](#) was updated on 7 October 2022. Authority holders no longer submit their community consultation reports to the department. Authority holders are required to publish their community consultation reports online or make them available to the department on request within 14 days.

- **Work programs:** Annual resubmission of the work program is no longer required as of 1 January 2021, in accordance with [Exploration guideline: Work programs for prospecting titles](#) (published December 2020).
- **Activity and expenditure completion summary spreadsheets:** The submission of activity and expenditure and completion summary data, in spreadsheet format, is no longer required. Activity and expenditure information is input directly into TMS during the report lodgement process (for annual reports and combined annual and final reports only).

Petroleum (Onshore) Act 1992

Exploration reporting

All petroleum reports and data submissions must be lodged via TMS.

The guide [Exploration Guideline: Onshore petroleum reporting and data submission](#) for authorities under the *Petroleum (Onshore) Act 1991* specifies the format and manner of report submission and is available on the Department webpage.

Reports that must be submitted via TMS include:

- exploration reporting (annual, partial relinquishment and final reports)
- well completion reports
- seismic survey reports
- annual financial year statistics
- well assessment reports
- notification of discovery

Other report types

Environmental and rehabilitation compliance reports: Environmental and rehabilitation reports must be submitted with the Resources Regulator.

Community consultation reports: The [Exploration code of practice: Community consultation](#) was last updated on 7 October 2022. Authority holders no longer submit their community consultation reports to the Department. Authority holders are required to publish their community consultation reports online or make them available to the Department on request within 14 days.

TMS Overview

TMS Account

To submit a report, including data, you must have a TMS account.

TMS user guides, including how to create an account, and information sheets are available for download from the TMS webpage on the department website. Please refer to the Titles Management System web page.

If you have any issues creating an account, please contact the TMS team using the 'Feedback' link displayed in the top right corner of the TMS screen (Figure 1). For issues with passwords, please use the 'Forgot password' option available on the login screen to reset the password.

TMS Dashboard navigation

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 'Feedback' link in the upper right ribbon of the Dashboard can be used to raise a ticket or a request in TMS, to be used when experiencing technical issues with lodgement or a TMS account (Figure 1). Alternatively, you can email tms@regional.nsw.gov.au.

Figure 1 TMS Dashboard 'Feedback' link

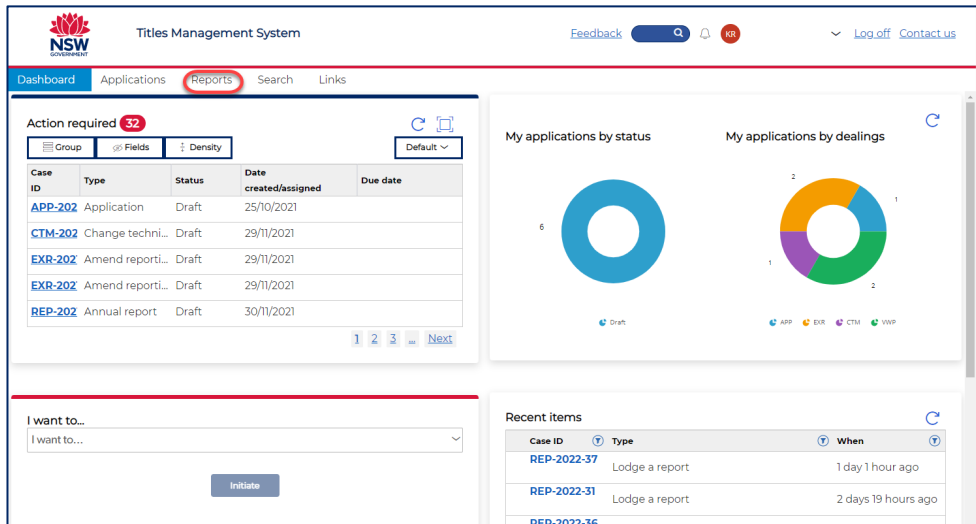


Dashboard panels

The dashboard is organised into 4 main panels to allow easy access to the functions most commonly used (Figure 2).

- 'Action required' panel (top left)
- 'I want to' panel (bottom left)
- 'Graphs' panel (top right)
- 'Recent items' panel (bottom right).

Figure 2 The TMS dashboard and the four main panels (Action required, I want to..., Graphs, and Recent items)

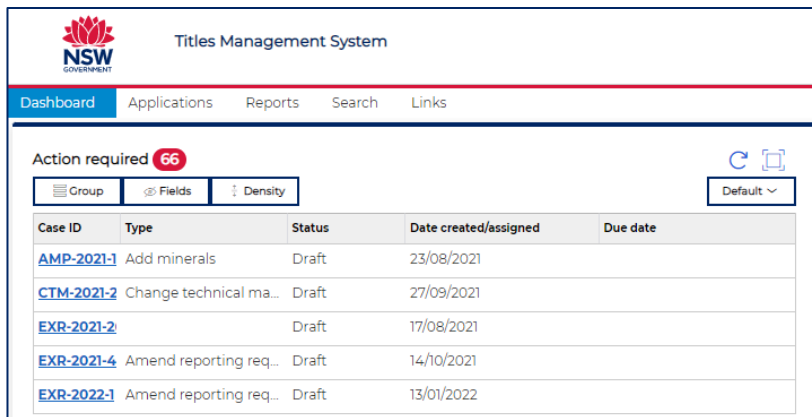


'Actions required' panel

The 'Actions Required' panel of the dashboard (Figure 3) 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.

Figure 3 TMS Dashboard 'Actions required' panel



'I want to' panel

The 'I want to' panel (Figure 4) provides a simple way to start a new transaction by typing your request into the search box or using the drop-down list.

Commonly used prompts to type into the 'I want to' panel, related to reporting and technical managers, include:

- lodge a report
- submit redacted report(s)
- apply for extension / exemption for report
- notify a change of technical manager.

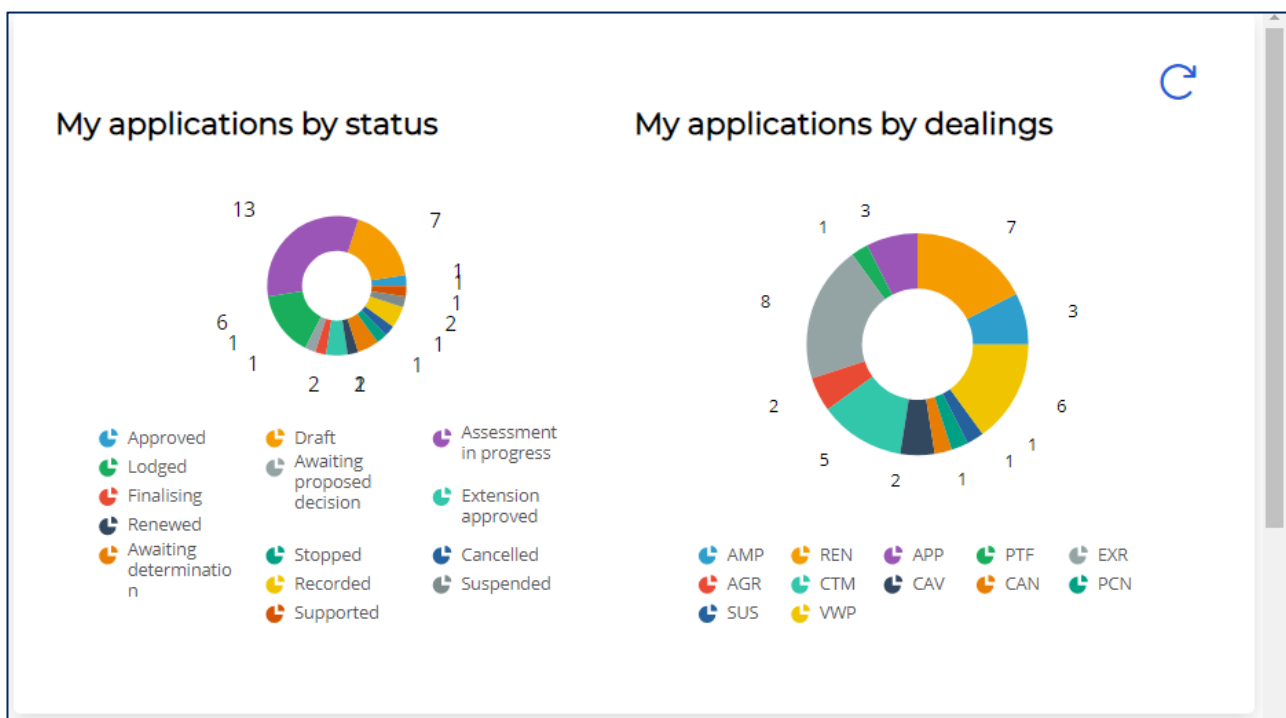
Figure 4 TMS Dashboard 'I want to' panel



Graphs panel

The graphs (donuts) are a graphical representation of all authority and report transactions for the user (Figure 5).

Figure 5 TMS Dashboard 'Graphs' (donuts) panel



'Recent items' panel

The 'recent items' panel shows you recent items that you have interacted with (Figure 6). Each line is a hyperlink and will take you back to where you were.

Figure 6 TMS Dashboard 'Recent items' panel

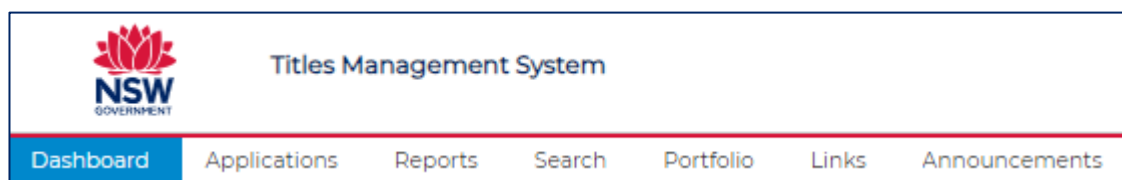
Case ID	Type	When
EXR-2022-4	Apply for extension / exemption for report	4 hours ago
REP-2022-53	Lodge a report	5 hours ago
REP-2022-37	Lodge a report	4 days ago
REP-2022-31	Lodge a report	5 days ago
REP-2022-36	Lodge a report	5 days ago
REP-2022-35	Lodge a report	5 days ago
REP-2021-195	Lodge a report	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

Dashboard tabs

The ribbon below the TMS logo has 7 selectable tabs which allow users to locate their applications and reports, along with other functionality (Figure 7).

- Dashboard
- Applications
- Reports
- Search
- Portfolio
- Links
- Announcements.

Figure 7 Selectable TMS tabs



'Dashboard' tab

The 'Dashboard' tab will return you to the Dashboard view at any stage.

'Applications' tab

The 'Applications' tab will show applications for authorities such as renewals, transfers, new licence applications and cancellations.

‘Reports’ tab

The ‘Reports’ tab allows you to view draft, lodged and completed reports (Figure 8). From this tab you can perform the following functions from the three available subtabs:

- **Drafts:** Access, edit and delete a draft report lodgement
- **Lodged:** View and add additional information to a lodged report
- **Completed:** View and download previously lodged reports

Figure 8 Reports tab, showing the three subtabs (drafts, lodged and completed)

Case ID	Description	Holder / Group party	Report year	Reporting contact	Authority	Group	Act Year	Lodgement date	Status	Target Date	Case officer	Actions
REP-2021...	Partial relinquis...	SHOALHAV...	2012	External User ...	EL8618		1992	26/11/2021 11:33 A...	Finalising	1/02/2022	Sreeni tms_102	Actions
REP-2021...	Partial relinquis...	SANTOS NS...	2022	External User ...	PEL433		1991	26/11/2021 09:27 ...	Lodged		Sreeni tms_102	Actions
REP-2021...	Partial relinquis...	OXLEY EXP...	2022	External User ...	EL8608		1992	26/11/2021 09:33 ...	Lodged		Sreeni tms_102	Actions
REP-2021...	Partial relinquis...	OXLEY EXP...	2021	External User ...	EL8608		1992	30/11/2021 10:05 ...	Assessment in pr...	3/02/2022	DIGS User	Actions

‘Search’ tab

The ‘Search’ tab will allow you to search for an authority or application, and view case details.

‘Portfolio’ tab

The ‘Portfolio’ tab will allow you view a comprehensive list of all applications where you, and/or your (associated) company, and/or its subsidiary (affiliated) companies are a party to the application. A portfolio view includes visibility of applications lodged by your colleagues. To manage your portfolio, refer to the TMS [User Guide](#).

‘Links’ tab

The ‘Links’ tab provides links to other department systems and webpages including DIGS, SEED, MinView, Legislation, and Mining Act Forms.

‘Announcements’ tab

The ‘Announcements’ tab will show any relevant announcements for authority holders and TMS users, including planned system changes and outages.

Important announcements may also be visible as a ribbon across the top of the TMS Dashboard screen.

TMS File upload limitations

Please note the following limitations to report and data file uploads:

- File names with the following special characters will not upload successfully: “&,” / ”, ” ? ”, ” ’ “, ” - ”.

- File names with more than 100 characters, including file extension will not upload successfully.
- Multiple documents or data files can be uploaded in a single bulk action.
- File size limitation:
 - For optimal performance, each attachment size is recommended to be of size 250MB or less.
 - Larger files up to 1GB can be supplied, however they may take longer to upload.
 - Files which exceed 1GB should be uploaded through LaFix

Report lodgement

This section provides an overview of how to lodge reports, retrieve draft or submitted reports, and resubmit a report that has been returned for corrections.

Prior to submission

Prior to submission, prepare all relevant report documents, maps, geoscientific data and expenditure data in accordance with the relevant reporting guidelines. This will include:

- Report documents for lodgement as PDF file **OR**
- For using online report building functionality (available for *Mining Act 1992* authorities only), prepare relevant report information in accordance with reporting guidelines, and also prepare:
 - map of location and access
 - map of geology
 - map of exploration completed in the reporting period.
- For annual reports for *Mining Act 1992* authorities, prepare activity & expenditure data in format specified in Exploration Reporting Guideline.
- For all reports, prepare data files using correct template if applicable, and in correct file format.

Lodge a report in TMS

Preparing a report to lodge can be done progressively and all steps do not need to be completed in one session. Where a report is being prepared for lodgement but, has not been submitted and the declaration completed (Step 8), the report will remain as a Draft. There is no limit on the number of times a draft report can be edited prior to it being submitted, and a draft will remain in the system until it is lodged or deleted by the user. Once a report has been submitted, it can no longer be edited unless it is returned by the Department for corrections.

From 2024, a new online report building tool will be available within TMS that enables an authority holder to enter all of the required report information directly into text fields within TMS, and where relevant this information will be stored for pre-population of subsequent report submissions. The use of the online report building tool is optional only, and authority holders may elect to continue use of their own reporting templates and lodge reports via upload of report documents and data to TMS.

Lodging a report in TMS involves 8 key steps, and one additional step if electing to complete an online report lodgement.

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. Optional step – Complete online report details
6. Enter activity and expenditure data
7. Upload mandatory report files
8. Upload data files and any other supporting information
9. Optional step – Export PDF versions of online report details
10. Review and make declaration.

Step 1: Initiate a report lodgement from the TMS dashboard

To lodge a report,

1. Go to the lower left-hand section of your dashboard under the ‘I want to’ prompt
2. Type the word ‘Report’ and you will be given the option to ‘Lodge a report’ (Figure 9)
3. Select ‘Lodge a report’ and then select ‘Initiate’ (Figure 10)

Figure 9 Initiating a new report lodgement from the TMS dashboard using the ‘I want to’ panel

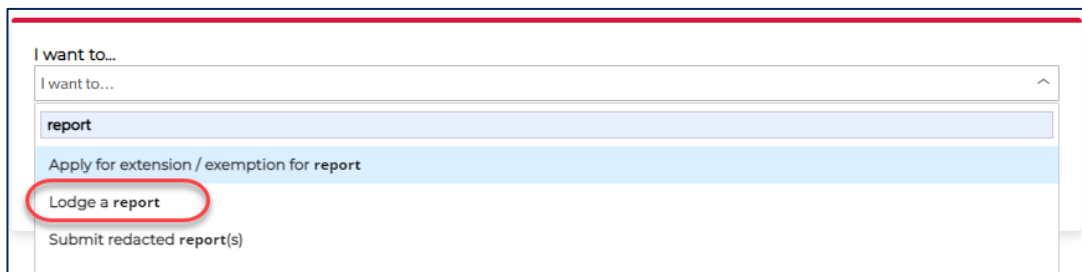


Figure 10 Selecting dealing type from TMS dashboard ‘I want to’ panel and select ‘Initiate’



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

The ‘Preface and Privacy’ screen (Figure 11) allows you to select the authority for report lodgement. A report can only be lodged against a single authority or an approved group of authorities.

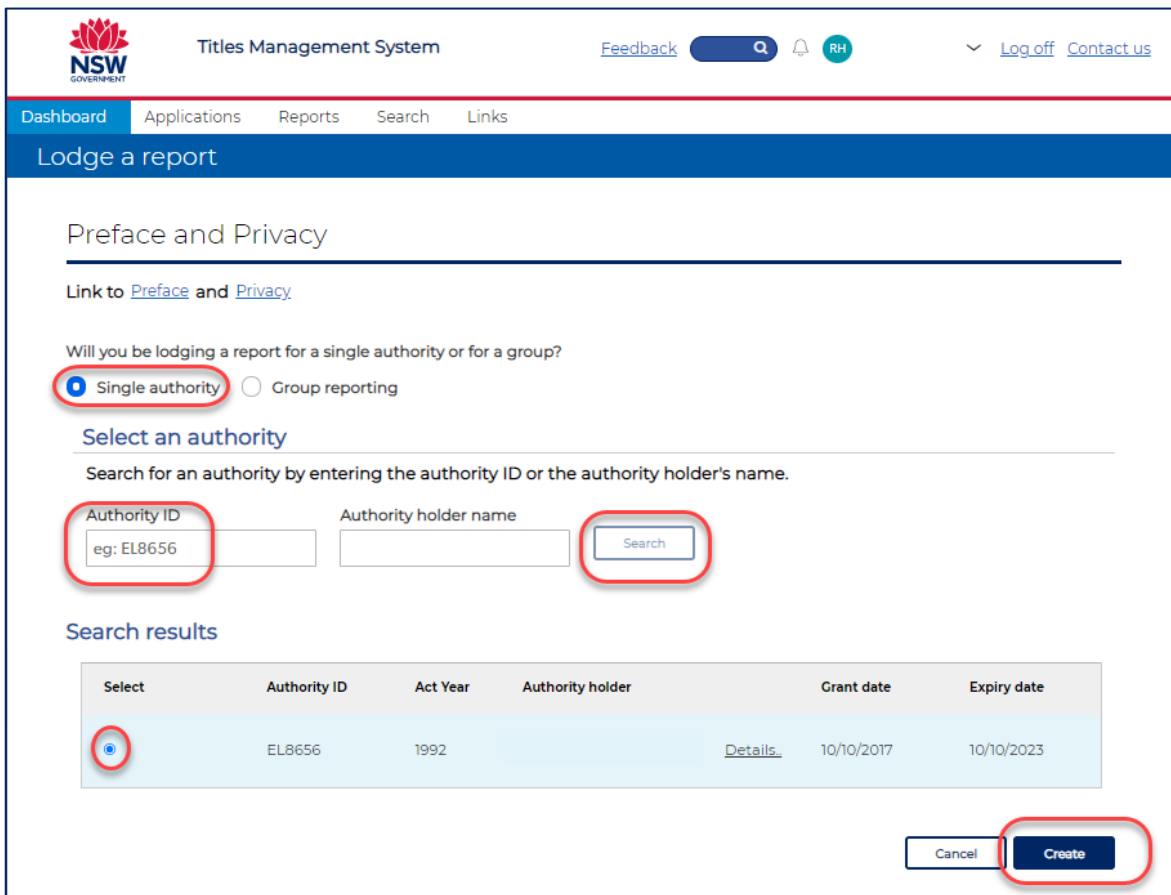
1. Select whether the lodgement is for a single authority or for one approved for group reporting
2. Complete the relevant fields to identify the authority
 - **Single authority** - To locate single authorities, search using the Authority ID or the Authority Holder’s name. Note that both fields do not have to be populated to complete the search, but you may have to click in the empty field to allow the search to commence.

- **Group reporting** - 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 and is only available for Mining Licences. You are not able to edit or alter groups, or apply for group reporting, in TMS.

Applications for group reporting must be lodged with and approved by the Department. The process for seeking approval for group reporting is outlined in the relevant Exploration Reporting Guideline. For queries about group reporting, or authorities shown in an approved group in TMS, please contact the Mining and Exploration Assessment (MEA) unit.

3. Once the authority or group is selected in the search results pane, select the 'Create' button in the lower right of the screen

Figure 11 Preface and Privacy screen



Step 3: Select the report type and enter abstract

The Report Details screen (Figure 12) is used to input summary information about the report being lodged.

1. Select the report type (e.g., Annual report) from the drop-down field.
2. Select a year/period for the report when prompted.

If your 'Report year' is unavailable or an error 'Details of this authority are not yet available' occurs, please contact the MEA team via email mining.explorationassessment@regional.nsw.gov.au. Do not proceed with lodgement using an incorrect report year.

If the pre-filled text in the 'Report for the period' is incorrect, this can be edited by the user.

The pre-filled text in the 'Report title' field is dynamic and will change if the 'Report for the period' field is edited to reflect the dates input by the user.

The location and map sheet details cannot be edited and are pre-filled based on the location of the authority as recorded in Titles Administration System (TAS).

3. Select whether you wish to complete report details online or as a PDF lodgement.
 - **As a PDF document** – Use this option to upload a PDF format report (standard report submission)
 - **Complete details online** – Use this option if you wish to enter all of the required report information directly into text fields within TMS, to build a report online within TMS. This is new TMS functionality from 2024.

Do not select this option if you have prepared a PDF report for upload. Selecting this checkbox on this screen will prompt the user to fill in report details in an additional screen.

This functionality is not available for authorities held under the Petroleum (Onshore) Act 1991.

The Secretary's requirements for reports are still required to be met when completing report details online. As such, all relevant mandatory sections must be filled in, and relevant maps prepared for upload in the 'Required Information' screen. You will need to have prepared:

- Map of location and access
 - Map of geology
 - Map of exploration completed in the reporting period
4. 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.
 5. Once all information has been reviewed and provided, select 'Continue' to move to the next screen.

Figure 12 Report details screen

The screenshot displays the 'Lodge a report' interface in the Titles Management System. The page title is 'Titles Management System' and the user is logged in as 'Jack Dennis'. The main heading is 'Lodge a report' with a case ID of 'REP-2023-198'. A notification states that geoscientific reporting must comply with relevant guidelines, with a link to further information and an email for assistance. Below this is a table for 'Selected authorities' with the following data:

Authority ID	Act Year	Main holder	Grant date	Expiry date
EL8656	1992	PEEL MINING LIMITED	10/10/2017	10/10/2023

The 'Report type' is 'Annual report'. A note indicates that only annual exploration reports and associated geoscientific data are submitted via TMS. The 'Report year' is currently set to 'Select--'. There are two radio button options: 'complete details online' (which is selected) and 'as a PDF document'. The 'Location' is '79.99km NNE from MOUNT HOPE' and the 'Map sheet' is blank. An 'Abstract' text area is provided with a character count of 'Remaining: 4000 characters'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

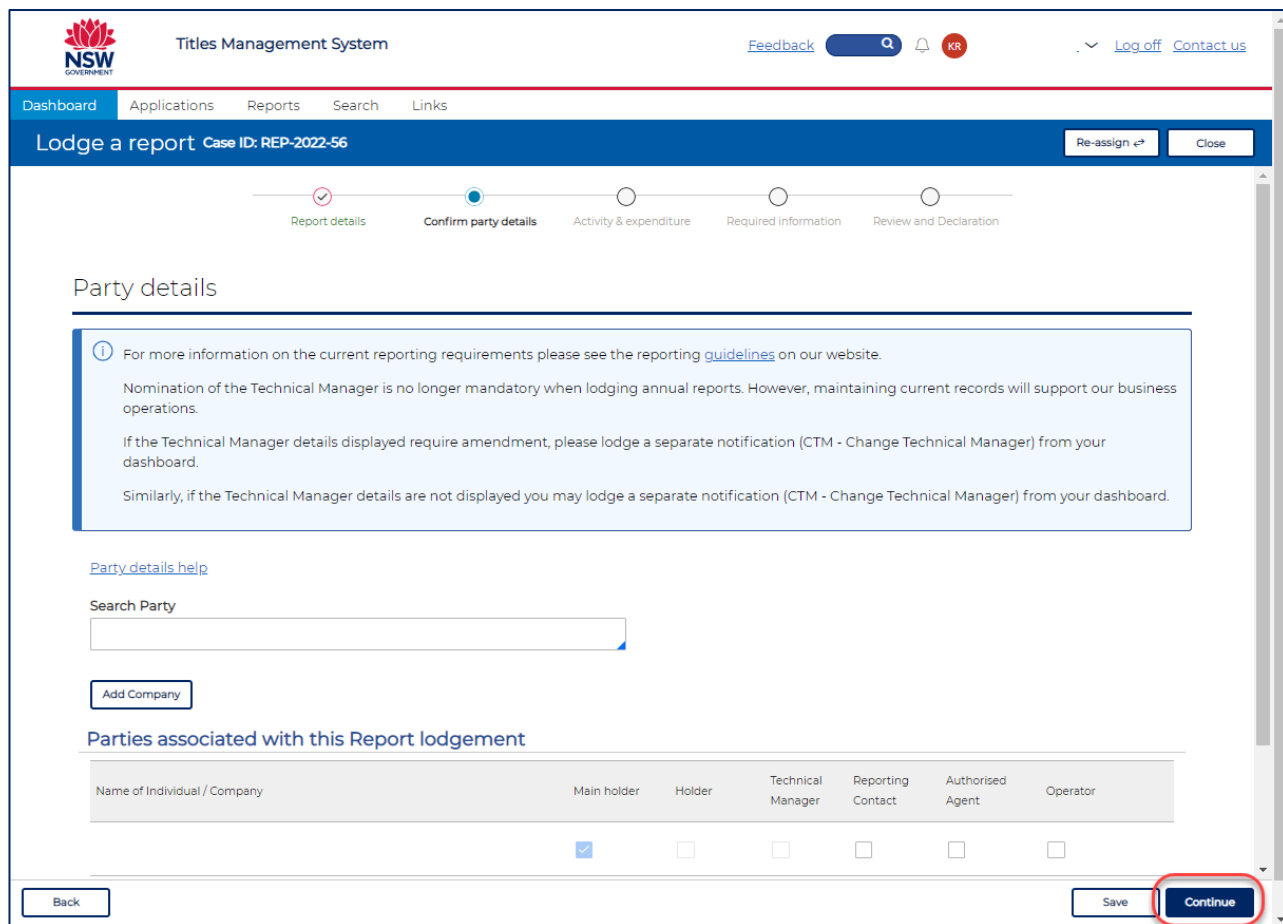
Step 4: Confirm party details

The ‘Party Details’ screen (Figure 13) allows you to confirm the parties relevant to the lodgement. The logged in user is the default reporting 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 change the reporting contact, type the name of the nominated reporting contact into the ‘Search Party’ field. If the contact has a TMS account, their name will populate in the search party field, and you can select the contact. If the name does not appear, the contact does not have a TMS account and will need to create one before they can be nominated as the reporting contact.

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

Figure 13 Party details screen



Other party details, such as holder, agent, operator or technical manager, cannot be changed in 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 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 Authorised Agent, you will need to lodge a Change Agent (CAG) dealing in TMS.

Step 5: Complete online report details (optional)

If you have selected to 'complete details online' in the Report Details screen, you will now be prompted to fill in the report details. If you have selected this option accidentally or change your mind and wish to upload a PDF instead, use the back button in the bottom left corner to go back to the Report Details screen to re-select lodgement method.

1. Select whether you wish to pre-fill based on previously provided information – Yes/No.

No information will be available the first time that a report is lodged using this functionality. The information provided in the first online report submission will be used to pre-fill subsequent reports. Even if pre-filled information is used, it can still be edited.

Information that will be retained for retrieval in subsequent reports will be that in the following sections: Authority information and previous exploration, Location and access, Geology, and Exploration rationale. All other fields will require new input in subsequent report lodgements.

2. Infill all mandatory text fields. These are all long free text fields.

For annual reports, the mandatory fields will be under relevant subheadings of Part A and Part B, to differentiate the information that needs to go into each section and relevant confidentiality.

For assessment and mining leases, there will be an additional question related to details of resource and reserve estimates, metallurgical/washery/processing studies, economic modelling/feasibility studies and geological findings in the mine, as per the reporting guideline.

3. Select 'Continue' once all mandatory fields complete.

Step 6: Enter activity and expenditure data

Note: This applies to annual reports and combined annual and final reports for Mining Act 1992 authorities only. Petroleum authorities and Mining Act 1992 authorities lodging final and partial relinquishment reports will not see an Activity and Expenditure screen.

The Activity and Expenditure screen directly captures activity and expenditure data. The required activity and expenditure data format is in the latest version on the Exploration Reporting Guideline. Please familiarise yourself with the requirements prior to entering information in this screen.

Activities are categorised and all activity categories will initially display collapsed, or unexpanded, upon entering this screen.

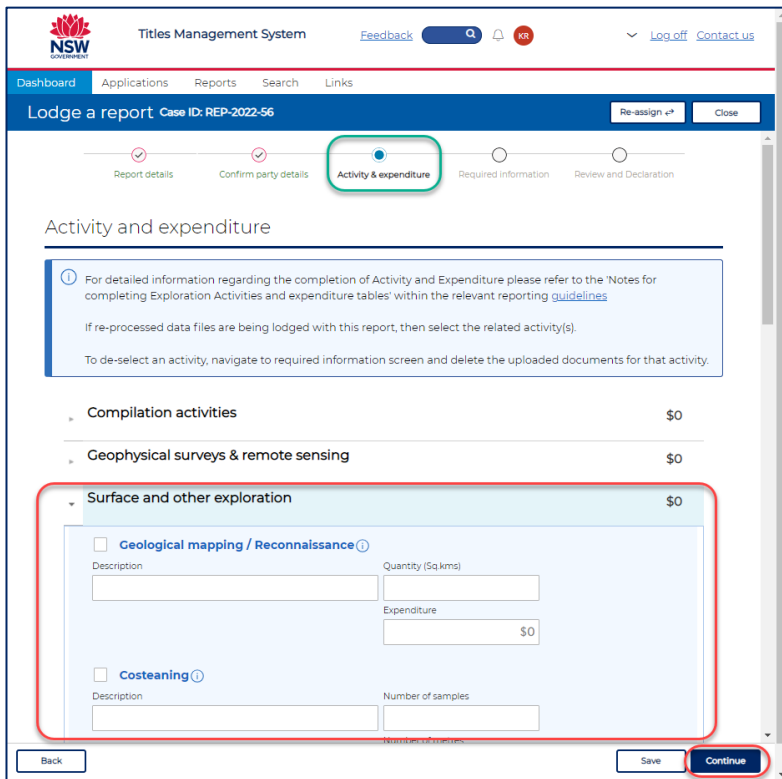
To provide exploration activities:

1. Select the activity category and use the arrow to the left to expand the display to see the particular activities under the selected category (Figure 14).
2. Select one or more activities within the category.
3. For each activity selected, enter:
 - A description of the activity (free text)
 - Other attributes relative to the activity (if required) such as number of meters drilled
 - Expenditure for the activity for the reporting period.

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. If you do not select an activity and that activity was performed, the report will be returned for correction.

If there is no reportable expenditure in the reporting period, simply select 'Continue' at the base of the Activity and Expenditure screen.

Figure 14 Activity and expenditure screen. Use the arrow to the left of each activity category to expand the list of options for data entry



Step 7: Upload mandatory report files

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

- Upload mandatory report files (outlined in Step 7)
- Upload data and supporting files (outlined in Step 8).

Under this section, only upload the mandatory report files. **Do not** upload any geoscientific data files here, as that is done in a subsequent step (Step 8).

Note - Environmental and rehabilitation reports must be submitted with the Resources Regulator via the Regulator Portal. Community consultation reports, work programs and activity and expenditure and completion summary spreadsheets are not to be submitted in TMS as a part of report lodgement. Activity and expenditure details are filled out online in the 'Activity and expenditure' screen.

Mandatory report files to upload in Step 7 are detailed below.

Mining Act 1992

- Annual exploration report (two parts are required - Parts A and B)
- Final report or Annual and final report
- Partial relinquishment report
- Maps to accompany reports being lodged using the online report building functionality
 - Map of location and access
 - Map of geology
 - Map of exploration completed in the reporting period
- Appendices to these reports if applicable.

Petroleum (Onshore) Act 1991

- Well completion report
- Seismic survey report
- Well assessment report
- Well status notification
- Annual financial year statistics
- Notification of discovery
- Appendices to these reports if applicable.

To upload mandatory report files:

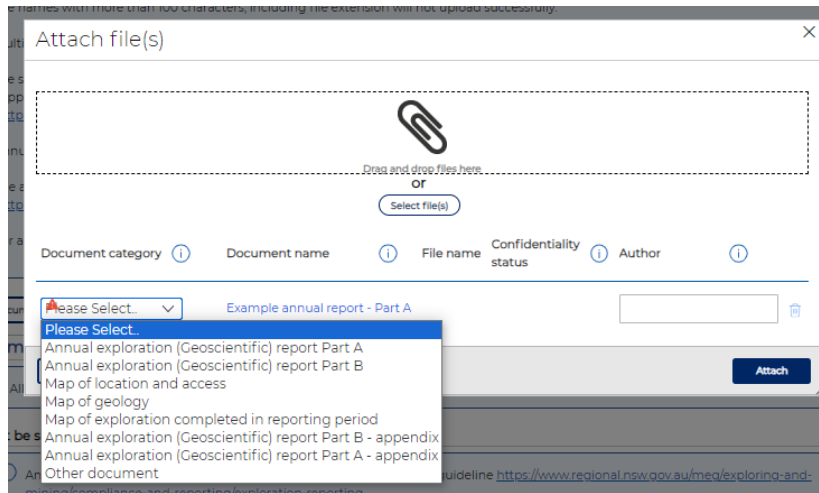
1. Select the 'Attach documents' button under the 'Required Information' subheading (Figure 15).

Figure 15 Upload mandatory report files using the 'Attach Documents' button. Mandatory files are listed in the Documents List

The screenshot displays the 'Titles Management System' interface. At the top, there is a navigation bar with 'Dashboard', 'Applications', 'Reports', 'Search', and 'Links'. Below this, a header indicates 'Lodge a report' with 'Case ID: REP-2022-53' and buttons for 'Re-assign' and 'Close'. A progress bar shows five steps: 'Report details', 'Confirm party details', 'Activity & expenditure', 'Required information' (highlighted with a green circle), and 'Review and Declaration'. The 'Required information' section contains a text box with instructions on file uploads, including supported formats, file name restrictions, and size limitations. Below this, the 'Attach documents' button is highlighted with a red circle. The 'Documents List' section shows a list of mandatory files to be uploaded, including 'Annual exploration (Geoscientific) report Part A' and 'Annual exploration (Geoscientific) report Part B'.

2. Select the 'Select files' button and the file explorer window on your computer will open, browse to the location of your files.
3. Select the file/s that you want to upload or drag and drop the files into the area displaying the paperclip icon. Files can be uploaded individually or in bulk.
4. Define each uploaded report with a 'Document category' from the drop-down list and insert the author (Figure 16).

Figure 16 Select document type for each mandatory report file uploaded



5. TMS will populate the file name.
6. TMS will populate the confidentiality status.

Mining Act 1992 - Confidentiality of reports and data are governed by Clause 64 of the Mining Regulation 2016. In TMS, uploaded attachments will be flagged automatically as 'confidential for life of title', 'confidential for 5 years' or 'open file' in the confidentiality status field. The Annual Report Redaction Guide categorises exploration data types as observed/raw or interpreted, and sets out the associated confidentiality period for each. These confidentiality periods were developed in consultation with industry representatives and are not negotiable.

Petroleum (Onshore) Act 1991 - Confidentiality of reports and data are governed by Part 13 of the *Petroleum (Onshore) Act 1991*. In TMS, uploaded attachments will be flagged automatically as 'confidential for life of title', 'confidential for 2 years', 'confidential for 5 years', or 'open file' in the confidentiality status field.

TMS will automatically assign confidentiality of a report and data file based on the authority type (Mining Act or Petroleum (Onshore) Act), report type, and the document category selected. This cannot be edited by the customer. If a customer inadvertently or intentionally selects an incorrect document category, the report will be returned to the customer for resubmission.

7. Select the 'Attach' button after all files are defined.

Step 8: Upload data and supporting files

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

- Upload mandatory report files (outlined in Step 7)
- Upload data and supporting files (outlined in Step 8).

This step is only required if an activity was performed within the reporting period and the activity requires geoscientific data to be supplied, or if outstanding data needs to be submitted from a previous year. If no geoscientific activity was selected in the previous screen (activity and expenditure) and there is no outstanding data for submission, then no activities will be displayed under 'Data and report files' and you can select the 'Continue' button to move to the next screen.

Under this section, upload any required *geoscientific data* and any supporting files, such as acquisition reports, interpretations or studies.

The location for uploading data and supporting files in the 'Required Information' screen is under the subheading 'Data and Report Files' or 'Other data for submission' (Figure 17).

- **Data and report files (for activities reported in the current reporting period)** – Use this section to upload data related to an activity that was selected in the 'Activity and expenditure' screen. For example, if you selected in the 'Activity and expenditure' screen that rock chip samples were collected, use this section to upload your rock chip sample analytical data.
- **Other data (for submission of data related to activities completed in a previous reporting period)** – Use this section to upload data that is not related to an activity that was selected in the 'Activity and expenditure' screen. For example, if you completed drilling or sampling in a previous term but did not have analytical results at the time and are now lodging them (but no expenditure has been attributed to this activity in the reporting period).

Figure 17 Upload data under the 'Data and Report Files' subheading (activities completed in current reporting period) or 'Other data for submission' subheading (for submission of outstanding data from a previous report, or other data files)

Attach documents

Documents List

Allowed format: PDF or other non-proprietary format

Must be supplied while lodging the application

- Annual exploration (geoscientific) report using the current reporting guideline <https://www.regional.nsw.gov.au/faq/exploring-and-m>
- Map of location and access
- Map of geology
- Map of exploration completed in reporting period

Additional documents / Appendices

- Annual exploration (Geoscientific) report Part A
- Annual exploration (Geoscientific) report Part B
- Annual exploration (Geoscientific) report Part B - appendix
- Annual exploration (Geoscientific) report Part A - appendix
- Other document

Data and report files

For assay files, preference is to submit separate files for distinct subsets of geochemical data such as results for more than one multi-element

Surface and other exploration

Other data for submission

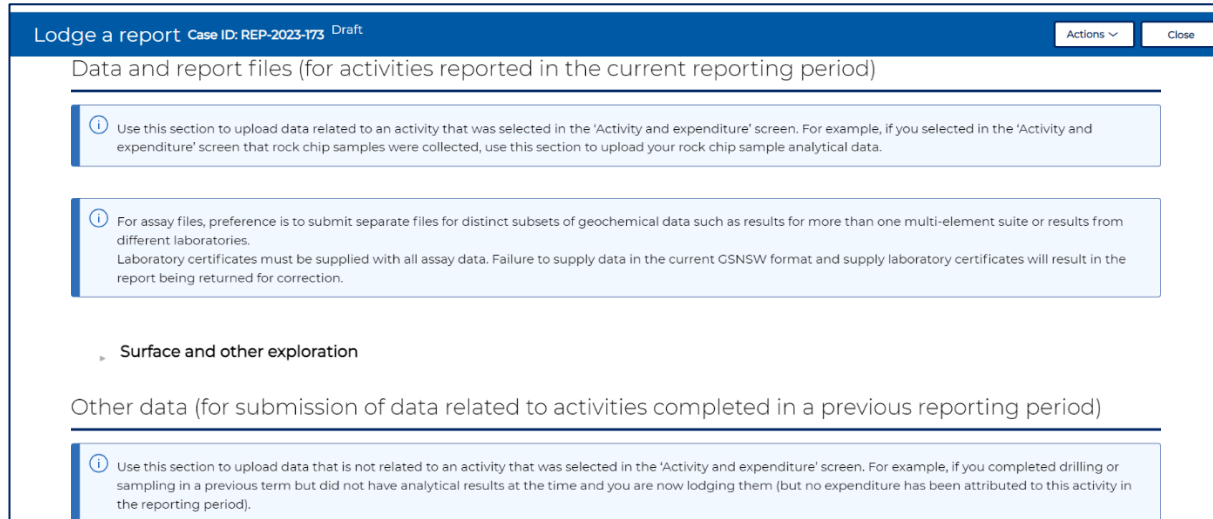
Category
Please Select...

Other data - attachments

To upload data and supporting files related to an activity that was reported in the ‘Activity and Expenditure’ screen (e.g., submission of data from an activity completed in the current reporting period)

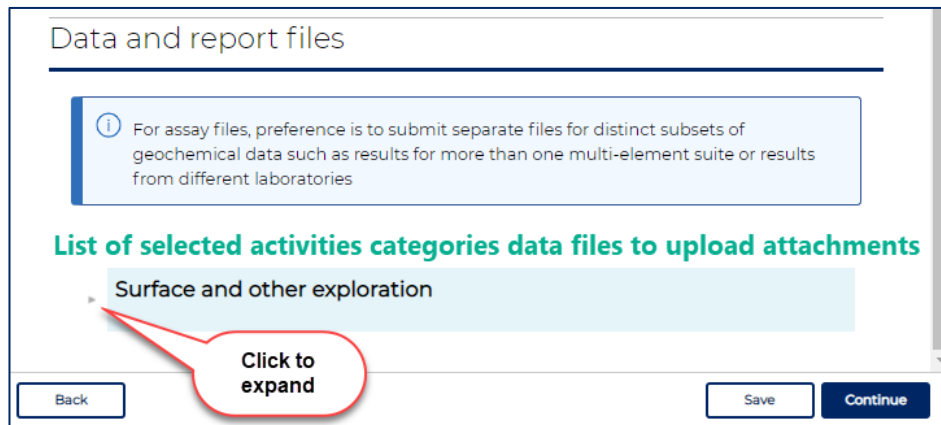
1. Use the ‘Data and Report Files’ option at the base of the ‘Required Information’ screen (Figure 18). Do not use the ‘Other data for submission’ option.

Figure 18 Use the ‘Data and report files’ subheading to upload data from activities completed in the current reporting period



2. If geoscientific data was collected, the activity categories will be displayed under ‘Data and report files’ to upload attachments (based on the selected activity categories from the Activity and Expenditure screen, entered in Step 6).
3. Expand the activity section by clicking on the expandable icon and then the activity (Figure 19).

Figure 19 Select activities for reporting period



4. Identify if data is being supplied with the lodgement by selecting ‘Yes’ or ‘No’ (Figure 20).
 - Select ‘Yes’ if you are supplying data with the lodgement in TMS.
 - Select ‘No’ if you are not supplying data with the lodgement in TMS. Use this option if you have no data to supply at the time or are supplying data via LaFix or USB/Hard drive.

Figure 20 Select whether data is being lodged, and the size of files to be uploaded

i For assay files, preference is to submit separate files for distinct subsets of geochemical data such as results for more than one multi-element suite or results from different laboratories

Surface and other exploration

Rock Chips ⓘ

Upload Attachments
View Attachments

Is required data being supplied with the lodgement? *

Yes

No

Attach

Select to attach files 250MB or less.

Attach large file

Select to attach any large file between 250MB to 1 GB (only) e.g If single file size is >250 MB use this or else use above attach button.

For files larger than 1 GB please use LaFix.

[Link](#)

5. Define data files to be uploaded

- Select the appropriate way to attach data depending on file size.
 - Select ‘Attach’ if you are uploading files 250 MB or less in size **or**
 - Select ‘Attach large files’ if you have any file that is between 250 MB and 1 GB.

6. Once the user has opted to attach files, the system will open a file explorer window:

7. Select the required file/s. Multiple files can be selected.

8. Select the appropriate value from the Document Category (Figure 21).

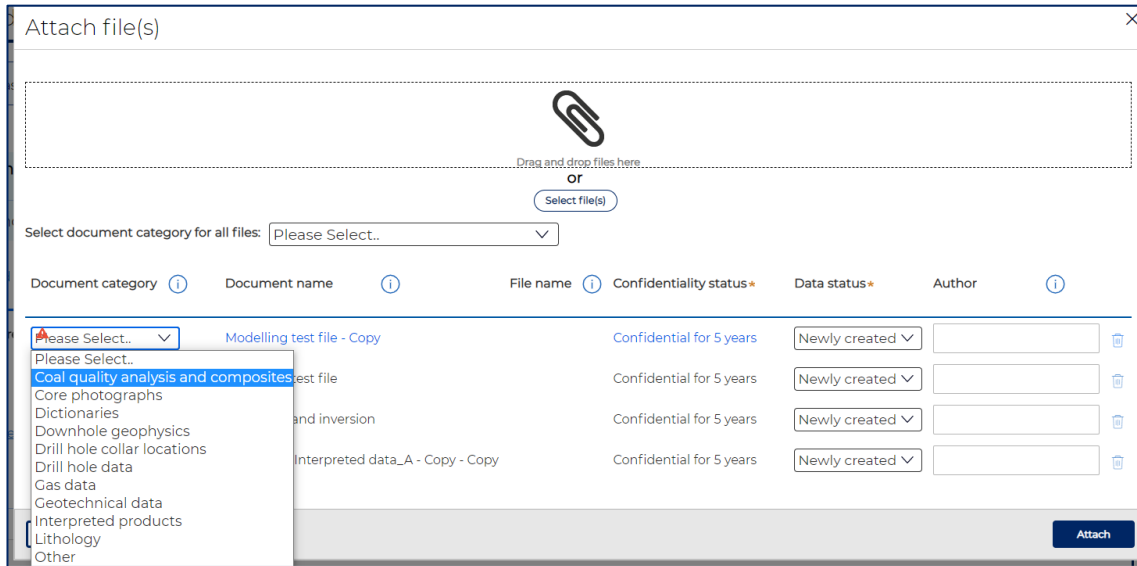
The Document Category listing is dynamic and will change depending on the type of licence (minerals / coal) and the activity category selected (e.g., drilling and geochemistry, geophysical data etc).

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 (eg Document name, file name, confidentiality status). Confidentiality status is recorded as per the Annual Report Release Policy and the Exploration Reporting guideline, and cannot be edited.

There is no need to edit the Author field unless the person lodging the report wants to specifically nominate an author for an uploaded document. Otherwise this field will default to the name of the person lodging the report (Reporting contact).

Figure 21 Select the data file document category when uploading data files



9. Once all relevant files have been uploaded, hit the 'Complete' button on the bottom right of the screen to progress to lodgement.

If there is no data to be attached (or where data is being supplied via LaFix or USB/Hard Drive)

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?' (Figure 22).

This can be used where analytical results have not yet been received but will be provided in the next year's annual report, where the results have already been provided, where the activity did not result in any data files to upload, or where the data is being supplied via an alternate method (e.g., LaFix or USB/Hard Drive).

You will be prompted to provide a reason and a date when you expect to supply the data. This date cannot be greater than 6 months from the submission date.

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

Figure 22 Indicating that data is not being included in the lodgement for an activity

▼ Aircore

Upload Attachments
View Attachments

Is required data being supplied with the lodgement? *

Yes
 No

What is the reason for not submitting data in lodgement? *

Not being supplied in the reporting period
 Being supplied in reporting period but not with lodgement
 Off-line submission as file size is more than 1GB

To upload data that is not related to an activity that was reported in the ‘Activity and Expenditure’ screen (e.g., submission of outstanding/pending data from previous report)

1. Use the ‘Other data for submission’ option at the base of the ‘Required Information’ screen. Do not use the ‘Data and report files’ option (Figure 23).

Figure 23 Use ‘Other data for submission’ subheading to upload data that is outstanding/pending from a previous report

Attach documents

Documents List

ⓘ Allowed format: PDF or other non-proprietary format

Must be supplied while lodging the application

ⓘ Annual exploration (geoscientific) report using the current reporting guideline <https://www.regional.nsw.gov.au/meg/exploring-and-m>

- Map of location and access
- Map of geology
- Map of exploration completed in reporting period

Additional documents / Appendices

- Annual exploration (Geoscientific) report Part A
- Annual exploration (Geoscientific) report Part B
- Annual exploration (Geoscientific) report Part B - appendix
- Annual exploration (Geoscientific) report Part A - appendix
- Other document

Data and report files

ⓘ For assay files, preference is to submit separate files for distinct subsets of geochemical data such as results for more than one multi-elem

- Surface and other exploration

Other data for submission

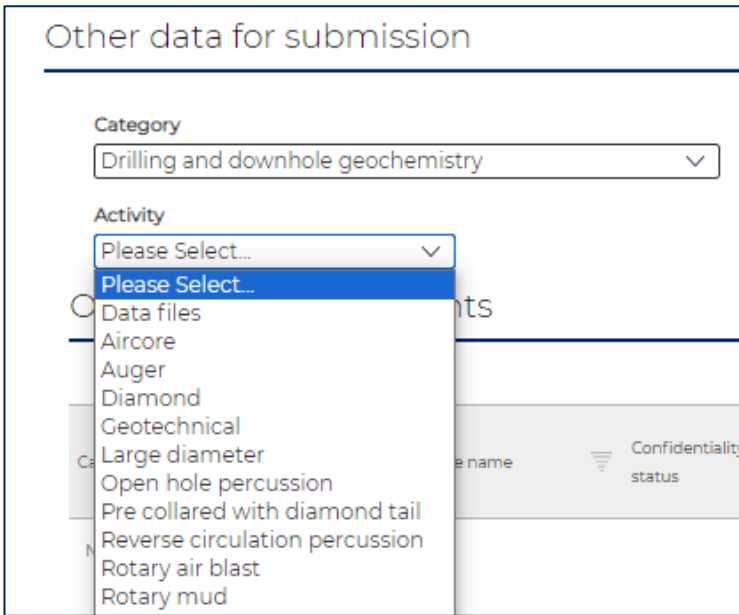
Category

Please Select... ▼

Other data – attachments

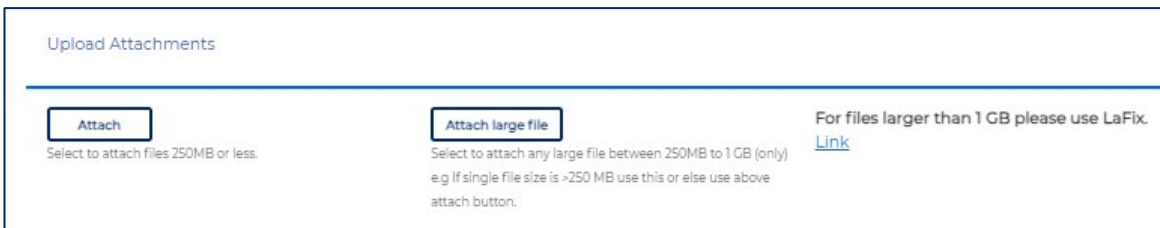
2. Select an activity category for the data being uploaded by clicking on the 'Category' drop-down menu.
3. Select an activity for the data being uploaded by clicking on the 'Activity' drop-down menu (Figure 24).

Figure 24 Select activity category for 'Other' data being submitted



4. Select the appropriate way to attach data depending on file size (Figure 25).
 - Select 'Attach' if you are uploading files 250 MB or less in size **or**
 - Select 'Attach large files' if you have any file that is between 250 MB and 1 GB.
 - For files larger than 1GB, either use the link to LaFix or refer to the Exploration Reporting Guideline for further options for submission of large files.

Figure 25 Select appropriate size of file being attached



5. Once the user has opted to attach files, the system will open a file explorer window:
 - Select the required file/s. Multiple files can be selected.
 - Select the appropriate value from the Document Category.

The system will default the remaining fields (e.g., confidentiality, author etc) as required by the reporting guidelines.

6. Once all relevant files have been uploaded, hit the 'Complete' button on the bottom right of the screen to progress to lodgement.

Step 9: Export PDF copy of report if report details completed online (Optional)

If you have selected to ‘complete details online’ using report building functionality, this step will allow you to export a PDF version of your report.

In the ‘Review and declaration’ screen, prior to completing the Review and declaration at the bottom of the screen, scroll to the top of the screen to export the PDF version of the report details lodged in the ‘Online Reporting’ screen using the ‘Export’ button/s (Figure 26).

Figure 26 Use buttons in top right of screen to export report document/s compiled online

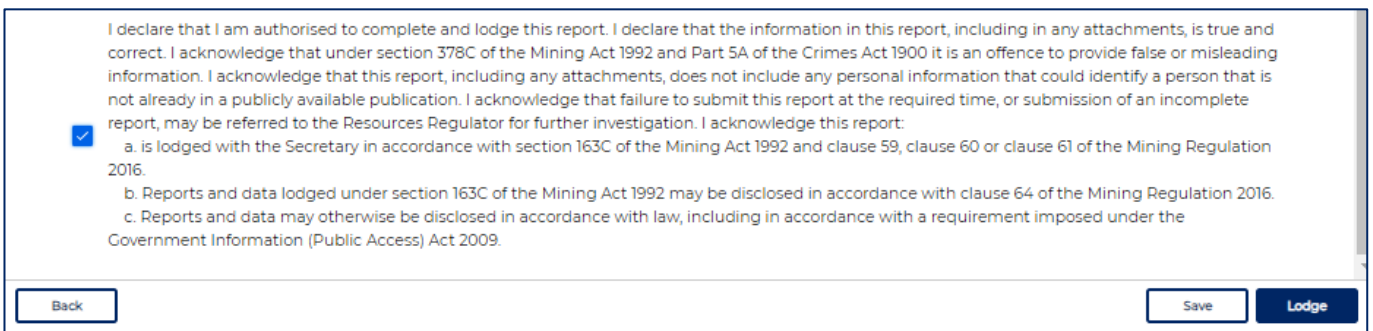


Step 10: Review and make declaration, and complete lodgement

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 (Figure 27).

Figure 27 Tick the declaration checkbox and select ‘Lodge’ to complete submission



Retrieve, edit or delete 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. A draft will remain in TMS indefinitely, until either lodged or deleted by the user.

Retrieving a draft report is done using either the:

- The ‘Reports’ tab or
- ‘Action required’ panel on the TMS dashboard.

The 'Reports' tab allows you to view draft, lodged and completed reports (Figure 28). From this tab you can perform the following functions:

- Access, edit and delete a draft report lodgement.
- View and add additional information to a lodged report, where the assessment of the report has not been completed.
- View and download previously lodged reports that have been 'completed' (i.e., where assessment has been completed by the Department and the report has been accepted).

Figure 28 Reports tab in the TMS dashboard, showing the three subtabs (Drafts, Lodged and Completed)

Case ID	Description	Holder / Group party	Report year	Reporting contact	Authority	Group	Act Year	Lodgement date	Status	Target Date	Case officer	Actions
REP-2021...	Partial relinquis...	SHOALHAV...	2012	External User ...	EL8618		1992	26/11/2021 11:33 A...	Finalising	1/02/2022	Sreeni tms_102	Actions
REP-2021...	Partial relinquis...	SANTOS NS...	2022	External User ...	PEL433		1991	26/11/2021 09:27 ...	Lodged		Sreeni tms_102	Actions
REP-2021...	Partial relinquis...	OXLEY EXP...	2022	External User ...	EL8608		1992	26/11/2021 09:33 ...	Lodged		Sreeni tms_102	Actions
REP-2021...	Partial relinquis...	OXLEY EXP...	2021	External User ...	EL8608		1992	30/11/2021 10:05 ...	Assessment in pr...	3/02/2022	DiGS User	Actions
REP-2021...	Partial relinquis...	SHOALHAV...	2021	External User ...	EL8618		1992	30/11/2021 10:06 ...	Lodged		DiGS User	Actions
REP-2021...	Partial relinquis...	SANTOS NS...	2021	External User ...	PEL433		1991	30/11/2021 10:07 ...	Lodged		DiGS User	Actions

The 'Action required' panel will identify reports that are in Draft status or those that have been returned for further action. The 'Fields' button under the heading 'Action required' can be used to show/hide additional fields, such as the authority (field: Reference) (Figure 29).

Figure 29 'Action required' panel in the TMS dashboard, showing draft reports. Use the 'fields' button to show/hide additional fields including authority.

Case ID	Type	Status	Date created/assigned	Due date
REP-2023-109	Annual report	Draft	30/01/2023	
REP-2023-60	Partial relinquishment report	Draft	17/01/2023	
REN-2022-290	Renewal	Draft	02/11/2022	
REN-2022-289	Renewal	Draft	01/11/2022	
REN-2022-288	Renewal	Draft	01/11/2022	

Edit 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 (Figure 30).

Figure 30 ‘Action required’ panel in dashboard

Case ID	Type	Status	Date created/assigned
APP-2021-3	Application	Draft	25/10/2021
REP-2021-2		Draft	08/10/2021
REP-2021-2		Draft	08/10/2021
REP-2021-2	Annual report	Draft	03/11/2021
REP-2021-2		Draft	12/10/2021

Alternatively, navigate to the ‘Reports’ tab, and the ‘Drafts’ subtab (Figure 31). Locate the draft report and click on the Case ID hyperlink.

Figure 31 Reports tab in the TMS dashboard, showing the Drafts subtab

Case ID	Description	Holder / Group party	Authority	Group	Report year	Reporting contact	Start date	Actions
REP-2023-109	Annual report	PEEL MINING LIMITED	EL6961		2023	MEA User	30/01/2023 04:43 PM	
REP-2023-60	Partial relinquishment report	PEEL MINING LIMITED	EL6961		2023	MEA User	17/01/2023 11:27 AM	

When you re-open a draft report, it will navigate to the latest stage of the draft report. Complete the report lodgement as outlined in Steps 1-8 of the ‘Lodge a report’ process in this Guide.

Delete a draft report

Navigate to the ‘Reports’ tab, and the ‘Drafts’ subtab.

In the far right of the table displaying draft report details, select the trash can icon in the ‘Actions’ column (Figure 32).

Figure 32 Reports tab in the TMS dashboard, showing the Drafts subtab and ‘delete’ (trash can) option

Case ID	Description	Holder / Group party	Authority	Group	Report year	Reporting contact	Start date	Actions
REP-2023-109	Annual report	PEEL MINING LIMITED	EL6961		2023	MEA User	30/01/2023 04:43 PM	
REP-2023-60	Partial relinquishment report	PEEL MINING LIMITED	EL6961		2023	MEA User	17/01/2023 11:27 AM	

Retrieve or edit a lodged geological report

Where all steps to submit and make the declaration for a new report have been completed, but the report has not yet been verified by a Department officer, it is referred to in TMS as **Lodged**.

To view a lodged report

Navigate to the ‘Reports’ tab, and the ‘Lodged’ subtab (Figure 33). Locate the lodged report and click on the hyperlinked Case ID.

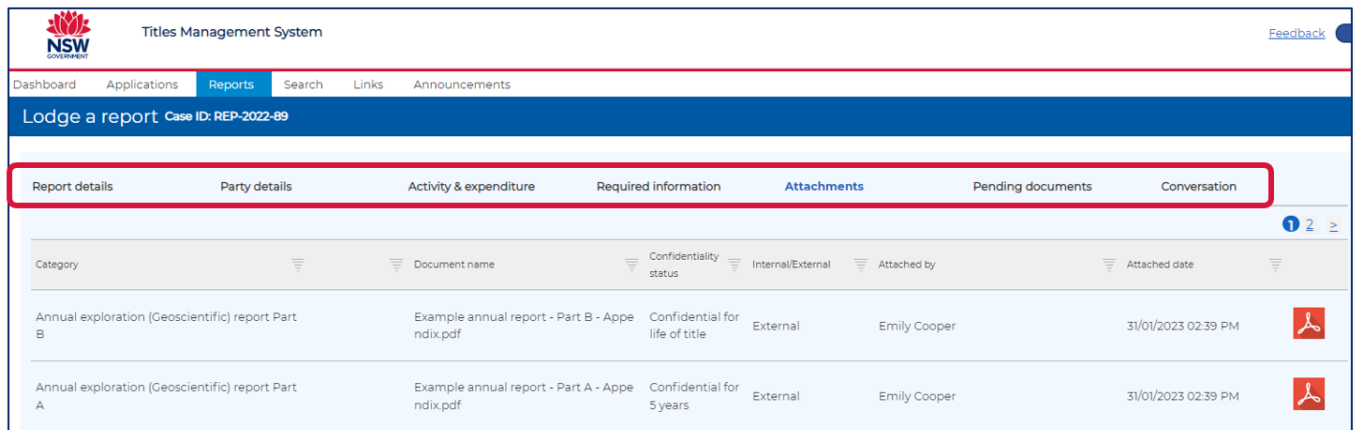
Figure 33 Reports view in the TMS dashboard, showing the Lodged subtab



Report details such as status, activity and expenditure, attachments, and return comments can be located by browsing the tabs within the report case (Figure 34).

- Report details: Shows authority details, report period, and abstract.
- Party details: Shows parties associated with the lodgement, including the Reporting Contact.
- Activity and expenditure: Shows the reported activity and expenditure summary.
- Required information: Shows attachments uploaded under each document category.
- Attachments: Shows all attachments uploaded, including confidentiality, date and author.
- Pending documents: Shows additional files required for next lodgement, as nominated by the reporting contact at time of submission.
- Conversation: Shows return comments, where a report has been returned by a Department officer.

Figure 34 View details of a lodged report using the tabs within a report case



Add report files a lodged report

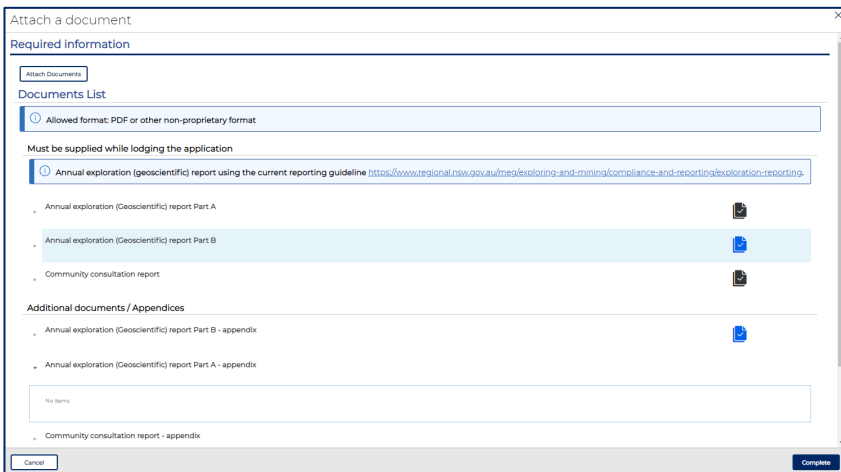
Navigate to the 'Reports' tab, and the 'Lodged' subtab. Locate the lodged report, and in the far right of the table displaying report details select the 'Actions' hyperlink in the 'Actions' column. This will prompt you to 'Attach file' (Figure 35).

Figure 35 Reports view in the TMS dashboard, showing the Lodged subtab and how to attach new report files



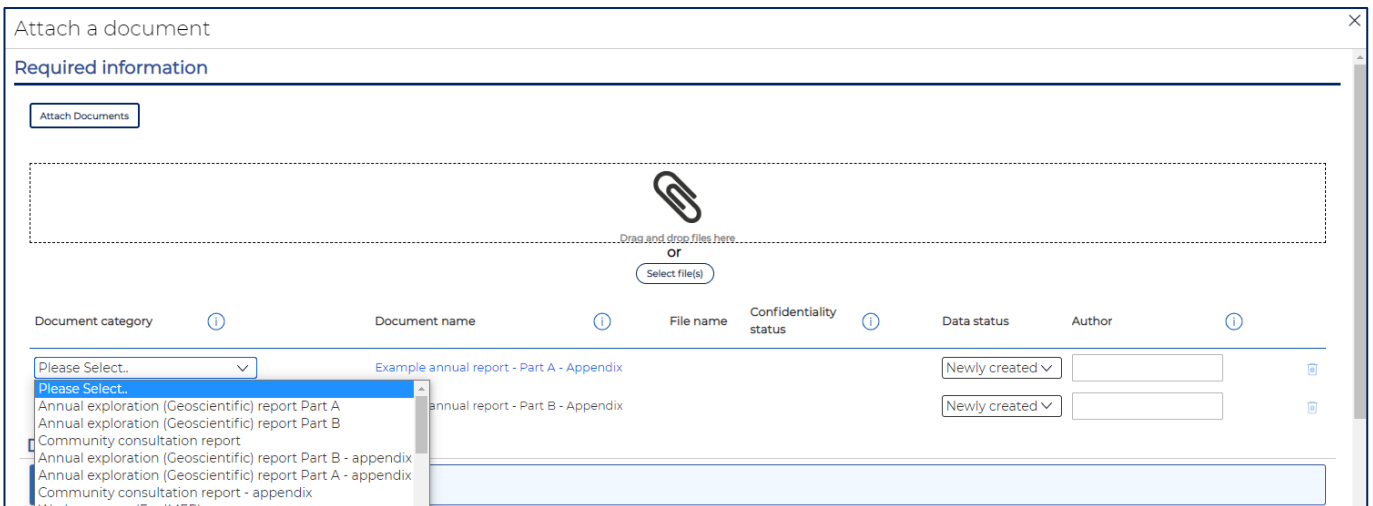
At the following prompts, select 'Attach Documents' to upload new files (Figure 36). Multiple files can be added by navigating to the file location or drag-and-drop.

Figure 36 Attach new report files to a lodged report



Select a document category for each attachment being added from the drop-down menu, and author (Figure 37). Select 'Complete' when all required attachments are uploaded.

Figure 37 Select a document category for new report files being attached to a lodged report



After selecting 'Complete', you will be returned to the Reports tab. To review the report and ensure that attachments were uploaded correctly, click on the hyperlinked Case ID. When in the report case, select the 'Attachments' tab to review all attachments.

Note – Only additional files can be **added** via this method. If you need to delete and replace submitted report files, please email mining.explorationassessment@regional.nsw.gov.au to request that your report case is returned for resubmission. Include the TMS Case ID (e.g., REP-2022-XXXX) in correspondence.

A lodged report cannot be deleted. If you have lodged a report in error, please email mining.explorationassessment@regional.nsw.gov.au and include the issue and TMS Case ID (e.g., REP-2024-XXXX) in the correspondence.

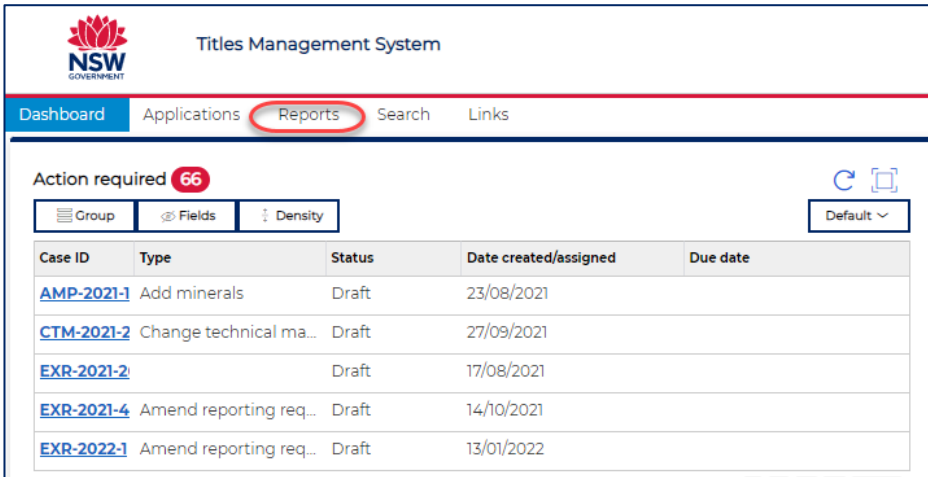
Retrieving previously supplied reports and documents

Where all steps to submit a report have been completed, and the report has been verified by a Department officer and accepted, it is referred to in TMS as **Completed**.

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

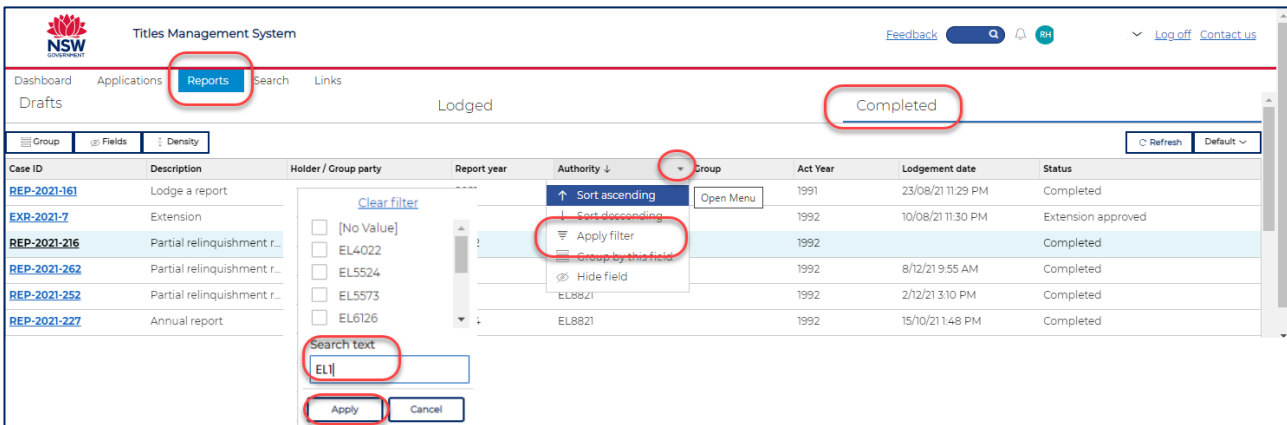
1. Select the 'Reports' tab from the Dashboard (Figure 38).

Figure 38 Dashboard – Reports tab



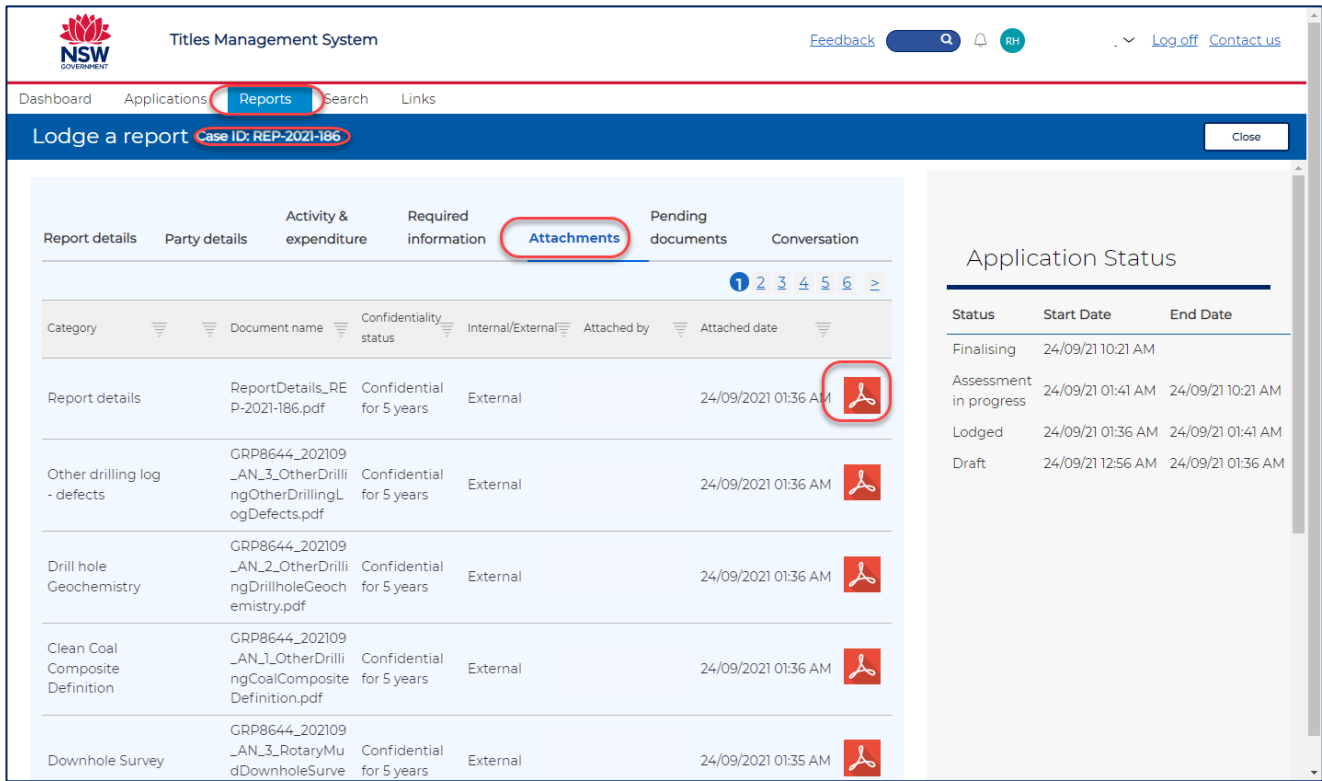
2. Select 'Completed Reports' and use the search function or apply a filter to the 'Authority' column (Figure 39).

Figure 39 Search and filter case by Authority ID Search and filter case by Authority ID



3. Select the Case ID hyperlink to access the lodgement where the case will open is display mode.
4. Select the 'Attachments' tab to view all lodged material (Figure 40).
5. Select the icon for each required document to view and download using standard browser function (Figure 40).

Figure 40 Open report attachments and download required documents



A completed report cannot be edited or deleted. If you have lodged a report in error, please email mining.explorationassessment@regional.nsw.gov.au and include the issue and TMS Case ID (e.g., REP-2024-XXXX) in the correspondence.

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

A notification email will be sent to the reporting contact advising that there are actions outstanding for the report case.

Locate a returned report, view comments, and action

1. Locate the returned lodgement via the 'Action Required' section of your dashboard (Figure 41). Returned reports are identifiable by looking at 'Status' = 'Returned to the customer' and will have a TMS Case ID which begins with the prefix 'REP' (e.g., REP-2024-XXX).
2. Open the returned lodgement by clicking on the hyperlinked Case ID e.g., REP-2024-XXX to review the required corrective actions under the 'View Comments' tab (Figure 42).

Figure 41 Locating a returned report from the TMS Dashboard

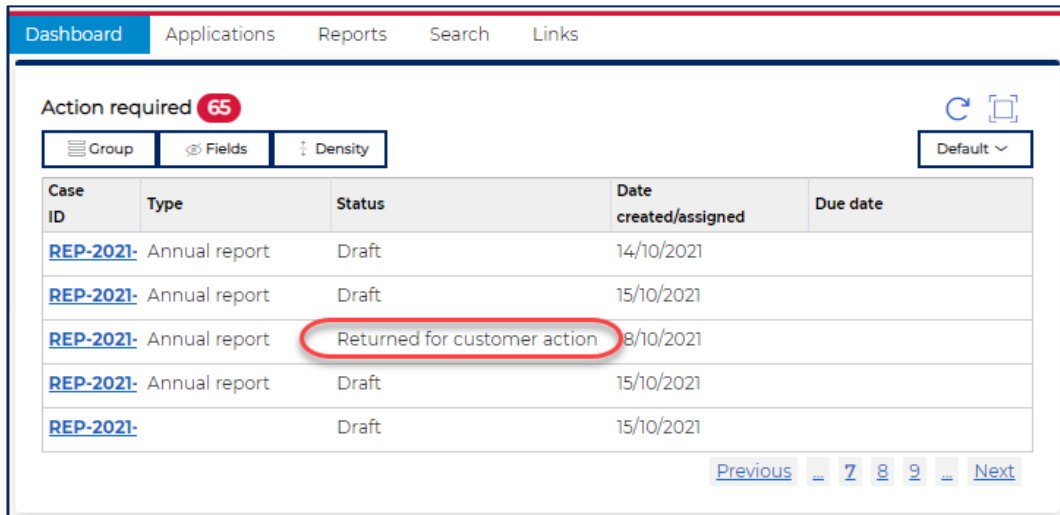
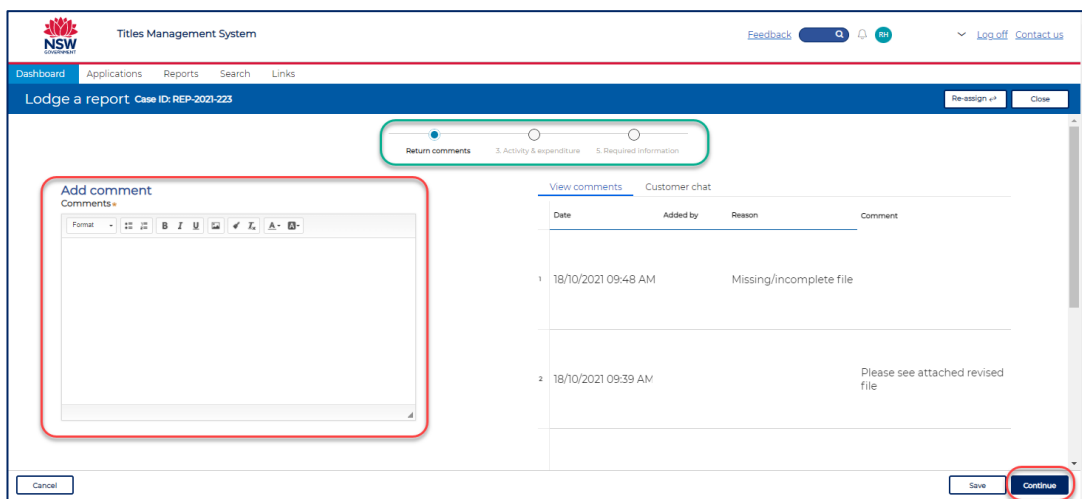
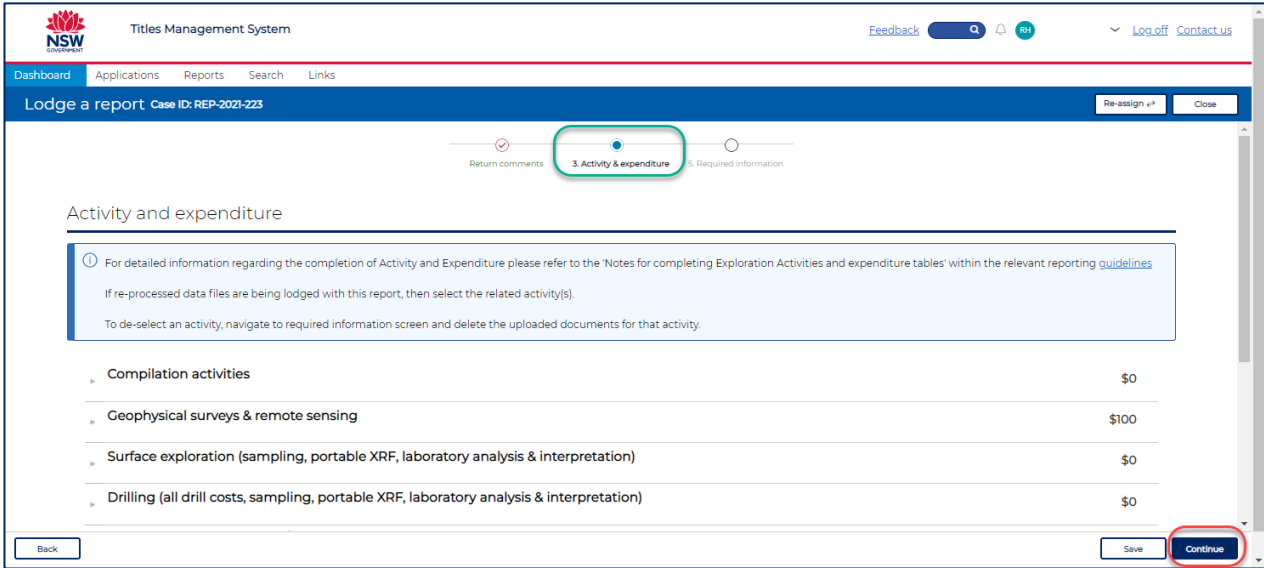


Figure 42 Adding and reviewing returned report comments



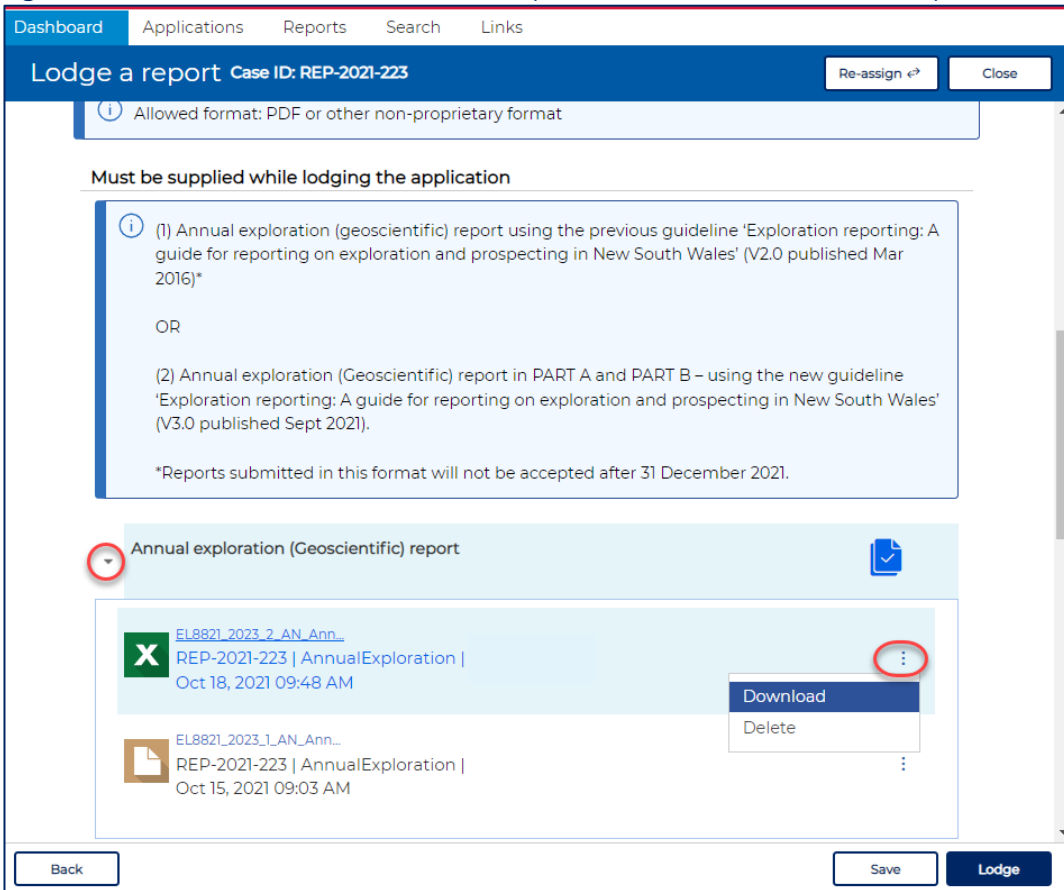
3. Enter comments in the 'View comments' field. Do not use the 'Customer Chat' function.
4. Select 'Continue' to progress to the next screen.
5. Edit relevant report details.
 - The abstract cannot be edited once the initial report is lodged. If you wish to edit a submitted abstract, please raise a ticket using the Feedback link.
 - If required, modify activity and expenditure information as requested (Figure 43). To do this, expand the required section on the Activity and Expenditure screen and modify 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.

Figure 43 Activity and expenditure return report modification as required



6. If required, modify supplied documents and/or files. You can modify, add new files, replace previously supplied files, or delete previously supplied files (Figure 44). 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. See screen grab on next page.
 - Upload the replacement report using the ‘Attach Documents’ option.

Figure 44 Download or delete documents, and upload new material for a returned report



7. Select 'Lodge' to re-lodge the report.

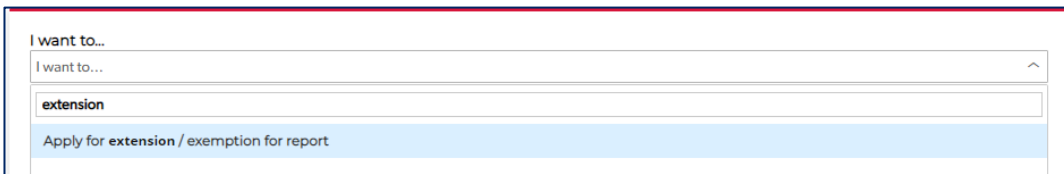
Lodge an exemption from reporting or an extension of time to report

An application for an exemption from reporting or an extension of time to lodge a report must be done accordance with the relevant reporting guidelines and the Mining Regulation 2016.

To lodge a request, navigate to the dashboard.

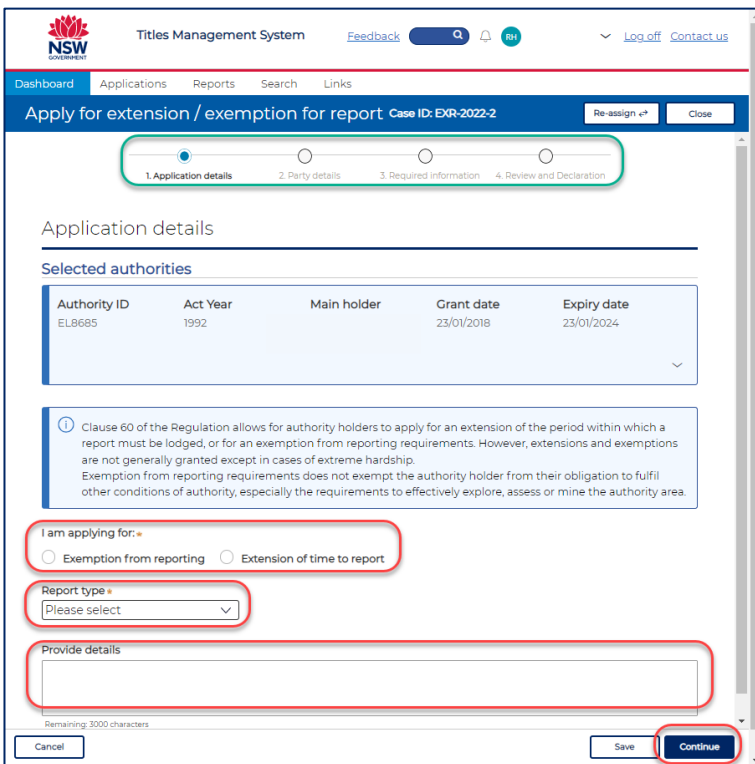
1. Select or type 'Extension' into the 'I want to' function and select 'Apply for extension / exemption for report' (Figure 45).

Figure 45 Apply for an exemption or extension of time to lodge a report from the Dashboard using the 'I want to' function



2. Select 'Initiate'.
3. Identify a single authority or a group report (same function as lodge a report) and select 'Create'.
4. Identify the type of request: Exemption from reporting or Extension of time to report (Figure 46)
5. Select the type of report the request relates to (e.g., annual report, final report etc) by using the drop-down option. Some report types have additional fields that must be completed as required.
6. Provide free text details to support the request and select 'Continue'.

Figure 46 Application details for an extension or exemption request



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

Redacted reports (Annual release policy)

Lodge a redacted report

Before historical reports are made publicly available under the Annual report release policy, authority holders have the opportunity to redact personal, proprietary and/or commercially sensitive information.

A listing of report contents and data that can and cannot be redacted under the Annual report release policy is provided in Appendices 1 & 2 of the Annual report redaction guide.

The department is unable to redact documents on behalf of an authority holder. All redactions must be completed by the authority holder.

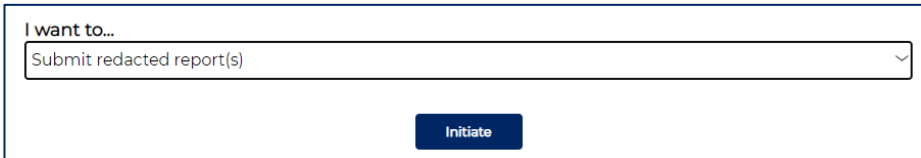
Other report documents that may have been submitted with annual exploration reports (including community consultation reports, environmental/rehabilitation approvals or reports, work programs, activity and expenditure and work program completion summaries) are not for release under the Annual report release policy and therefore do not need to be redacted.

When submitting a redacted report, all documents that were part of the original report, whether redacted or not, should be supplied as part of the redaction submission.

To submit a redacted report, navigate to the Dashboard.

1. Select or type Redacted into the 'I want to' function and select 'Submit redacted report(s)', then select 'Initiate' (Figure 47).

Figure 47 Submit redacted reports from the Dashboard using the 'I want to' function

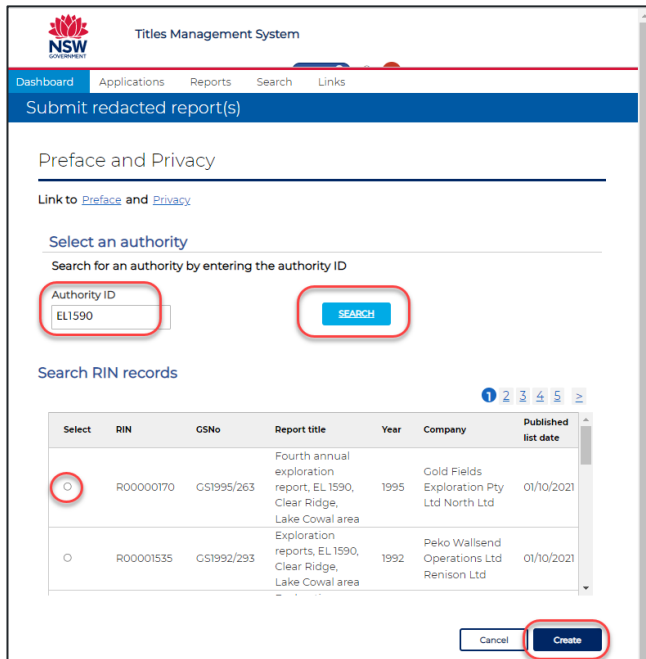


The image shows a user interface element for selecting a function. It features a dropdown menu with the text 'I want to...' above it. The selected option is 'Submit redacted report(s)'. Below the dropdown is a blue button labeled 'Initiate'.

2. Type the Authority ID and select 'Search'
3. Select the required RIN and select 'Create' (Figure 48). Only reports that have been published in the 'List of reports eligible for release' will be available to select.

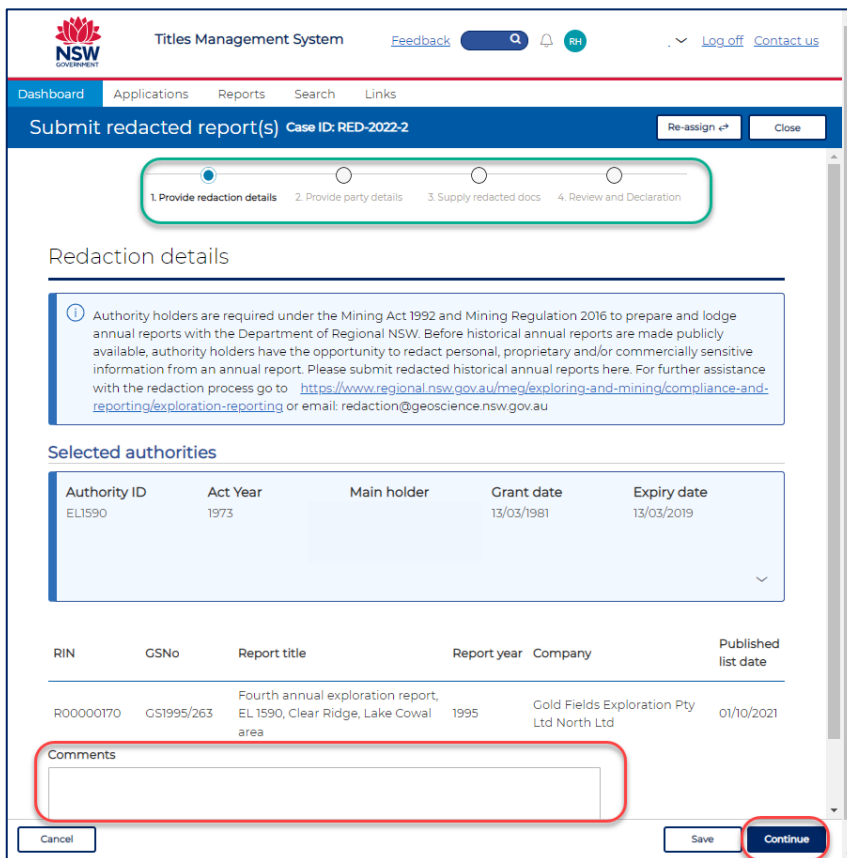
Note: Reports for only one past lodgement can be lodged at a time.

Figure 48 Select RIN for the redacted report being uploaded



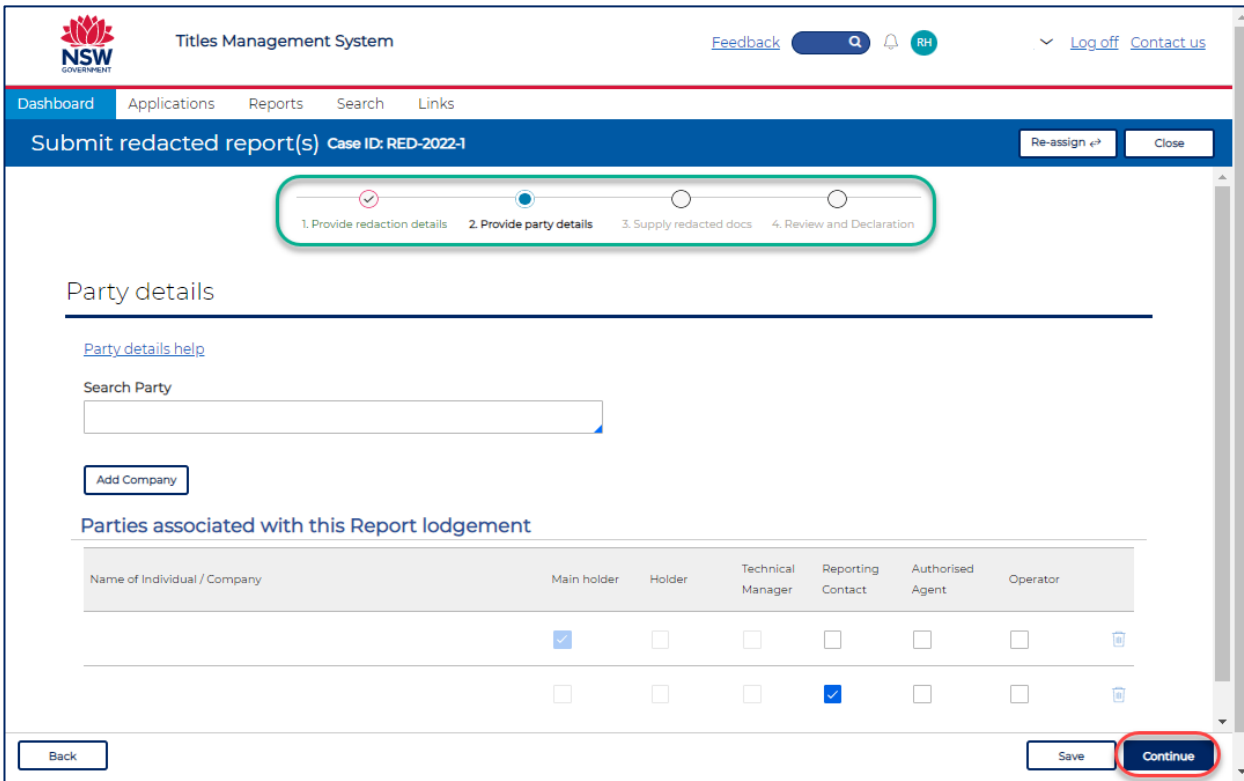
4. Review the redaction details and enter required comments and select 'Continue' (Figure 49).

Figure 49 Redaction details



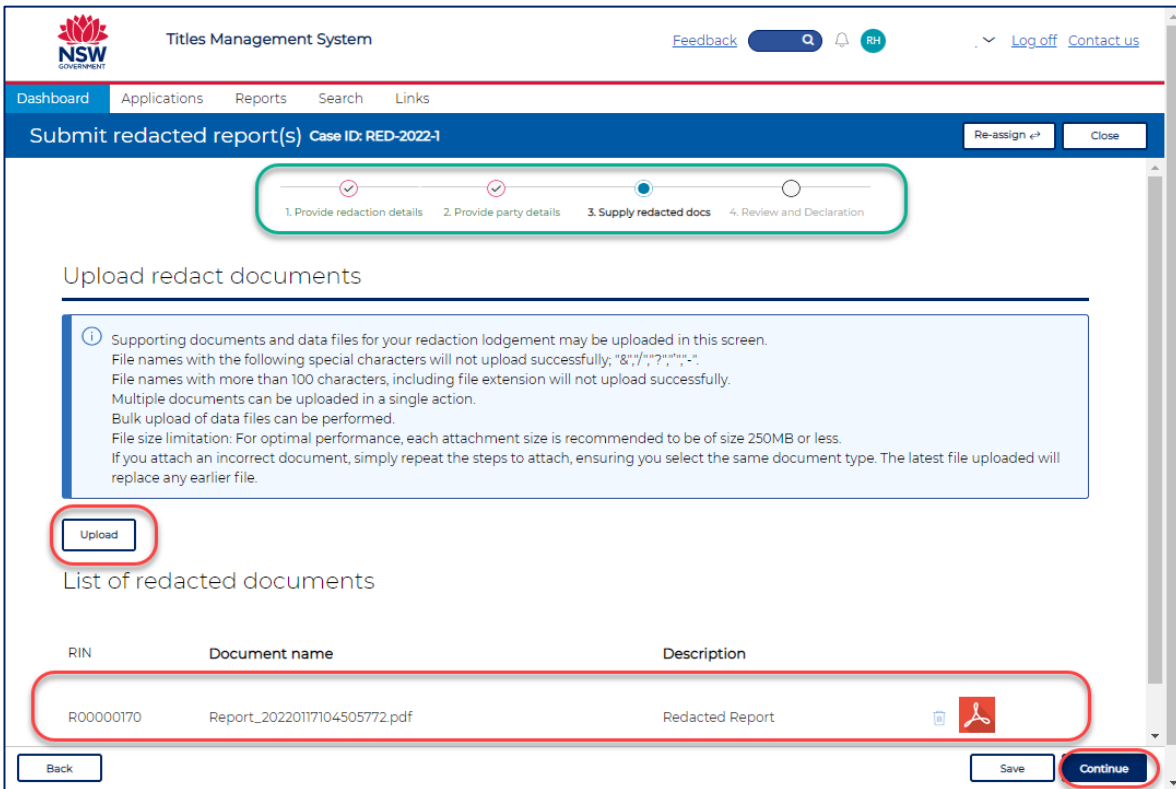
5. Review the party details and select 'Continue' (Figure 50).

Figure 50 Redaction case – Party details



6. Upload the redacted documents by selecting the 'Upload button' and then the 'Select file(s)' button (Figure 51).

Figure 51 Upload redacted documents



7. Select required files from your file explorer. You do not have to assign a document category. Optionally enter a description and select 'Attach'.

8. Declare the redaction by selecting the checkbox and select 'Lodge' (Figure 52).

Figure 52 Redaction case – Review and declaration

Titles Management System

Feedback [Search] [RH] [Log off] [Contact us]

Dashboard Applications Reports Search Links

Submit redacted report(s) Case ID: RED-2022-1 [Re-assign] [Close]

1. Provide redaction details 2. Provide party details 3. Supply redacted docs 4. Review and Declaration

Review and declaration

Redact details Party details Redact documents

Selected authorities

Authority ID	Act Year	Main holder	Grant date	Expiry date
EL1590	1973	[Redacted]	13/03/1981	13/03/2019

RIN	GSNo	Report title	Report year	Company	Published list date
R00000170	GS1995/263	Fourth annual exploration report, EL 1590, Clear Ridge, Lake Cowal area	1995	Gold Fields Exploration Pty Ltd North Ltd	01/10/2021

Comments

I declare that I am authorised to complete and submit this report redaction. I declare that the information in this report, including any attachments, is true and correct. I acknowledge that under section 378C of the Mining Act 1992 it is an offence to provide false or misleading information. I acknowledge that this report, including any attachments, does not include any person information that could identify a person that is not already in a publicly available publication. I acknowledge this report:

a. Is lodged with the Secretary in accordance with section 163c of the Mining Act 1992 and clause 59 of the mining regulation 2016.
b. Reports and data lodged under section 163c of the Mining Act 1992, may be disclosed in accordance with clause 64 of the Mining Regulations 2016.
c. Reports and data may otherwise be disclosed in accordance with law, including in accordance with a requirement imposed under the Government Information (Public Access) Act 2009.

[Back] [Save] [Lodge]

Resubmit a redacted report that has been returned by the department

After a redacted report is lodged, it is assessed by department officers prior to the report being accepted and archived.

If the redacted report or any accompanying data or supporting files are assessed as not adhering to the Annual Report Release Policy and Redaction Guide, the redacted report will be returned to the reporting contact along with comments as to what action is required to rectify the lodged report.

A notification email will be sent to the reporting contact advising that the lodgement contains one or more documents that have been assessed as not adhering to the policy and/or guide.

Locate a returned redacted report and view comments

Locate the returned lodgement via the 'Reports' tab, and the 'Lodged' subtab. Returned reports are identifiable by looking at 'Status' = 'Returned to the customer' and will have a TMS Case ID which begins with the prefix 'RED' (e.g., RED-2022-XXX). Locate the redacted report and click on the hyperlinked Case ID (Figure 53).

Figure 53 Reports view in the TMS dashboard, showing the Lodged subtab. The 'Status' field shows reports that have been returned for customer action.

Case ID	Description	Holder / Group party	Report year	Reporting contact	Authority	Group	Act Year	Lodgement date	Status ↑	Target Date	Case officer	Actions
REP-2022-174	Annual report	FMC RESOURCES ...	2023	Emily Cooper	EL9035		1992	05/12/2022 01:04 PM	Assessment in progress	5/12/2023	Report case officer	Actions
REP-2022-99	Annual report	PEEL MINING LIM...	2024	Emily Cooper	EL8656		1992	21/07/2022 10:35 AM	Assessment in progress	21/07/2023	Report case officer	Actions
REP-2022-91	Annual report	PEEL MINING LIM...	2023	Sridhar Cherukuri	EL6961		1992	27/07/2022 06:28 PM	Assessment in progress	27/07/2023	Report case officer	Actions
RED-2023-3	Redact the documents	ALKANE RESOUR...		Emily Cooper	EL8550		1992	17/01/2023 10:15 AM	Assessment in progress			Actions
RED-2023-4	Redact the documents	SILVER CITY MINE...		Emily Cooper	E(MO)13		1992	17/01/2023 10:29 AM	Assessment in progress			Actions
REP-2022-90	Annual report	PEEL MINING LIM...	2025	Emily Cooper	EL8656		1992	25/07/2022 10:39 AM	Returned for customer ac...	25/07/2023	Report case officer	Actions
REP-2023-1	Annual report	PEEL MINING LIM...	2024	Emily Cooper	EL6961		1992	09/01/2023 04:35 PM	Returned for customer ac...		Report case officer	Actions
RED-2022-31	Redact the documents			Emily Cooper	EL4620		1992	23/12/2022 01:06 PM	Returned for customer ac...			Actions
RED-2023-5	Redact the documents	ALKANE RESOUR...		Emily Cooper	EL8550		1992	31/01/2023 03:48 PM	Returned for customer ac...			Actions

Report details such as status, attachments, and return comments can be located by browsing the tabs within the report case (Figure 54).

- **Redaction details:** Shows authority details, report period, and comments added by the holder upon lodgement.
- **Party details:** Shows parties associated with the lodgement, including the Reporting Contact.
- **Assessment details:** Shows the documents which have been deemed ‘Acceptable’ or ‘Non-acceptable’, and a reason.
- **Attachments:** Shows all attachments uploaded, including confidentiality, date and author.

Figure 54 View details of a lodged redacted report using the tabs within a report case. The ‘Assessment details’ tab provides comments on issues noted with any components.

RIN	File name	Description	Satisfactory*	Comments
R00029692	Example annual report - Part B_20230131034805227.pdf		Acceptable	
R00029692	Example annual report - Part A_20230131034805223.pdf		Non-Acceptable	Incorrect document - Wrong attachment uploaded

No action can be completed in this screen.

Select ‘Close’ from the top right of the screen to return to the ‘Reports’ tab.

Action a returned redacted report

1. Navigate to the ‘Reports’ tab, and the ‘Lodged’ subtab (Figure 55).
2. Locate the lodged/returned report and in the far right of the table displaying report details, select the ‘Actions’ hyperlink in the ‘Actions’ column (Figure 55). This will prompt you to either ‘Resend’ or Request review’.
 - **Resend** – Select this option to replace the original documents and resubmit for assessment
 - **Request review** – Select this option where a review is requested in accordance with the Annual Report Release Policy. Written cause will be required, and documents can be attached.

Figure 55 Reports tab in the TMS dashboard, showing the Lodged subtab and how to action a returned redacted report

Case ID	Description	Holder / Group party	Report year	Reporting contact	Authority	Group	Act Year	Lodgement date	Status	Target Date	Case officer	Actions
REP-2022-174	Annual report	FMG RESOURCES	2023	Emily Cooper	EL9035		1992	05/12/2022 01:04 PM	Assessment in progress	5/12/2023	Report case officer	Actions
REP-2022-89	Annual report	PEEL MINING LIM.	2024	Emily Cooper	EL8656		1992	21/07/2022 10:35 AM	Assessment in progress	21/07/2023	Report case officer	Actions
REP-2022-91	Annual report	PEEL MINING LIM.	2023	Sridhar Cherukuri	EL6961		1992	27/07/2022 06:28 PM	Assessment in progress	27/07/2023	Report case officer	Actions
RED-2023-3	Redact the documents	ALKANE RESOUR.		Emily Cooper	EL8550		1992	17/01/2023 10:15 AM	Assessment in progress			Actions
RED-2023-4	Redact the documents	SILVER CITY MINE.		Emily Cooper	E[MO]L1		1992	17/01/2023 10:29 AM	Assessment in progress			Actions
REP-2022-90	Annual report	PEEL MINING LIM.	2025	Emily Cooper	EL8656		1992	25/07/2022 10:39 AM	Returned for customer ac...	25/07/2023	Report case officer	Actions
REP-2023-1	Annual report	PEEL MINING LIM.	2024	Emily Cooper	EL6961		1992	09/01/2023 04:35 PM	Returned for customer ac...		Report case officer	Actions
RED-2022-31	Redact the documents			Emily Cooper	EL4620		1992	23/12/2022 01:06 PM	Returned for customer ac...			Actions
RED-2023-5	Redact the documents	ALKANE RESOUR.		Emily Cooper	EL8550		1992	31/01/2023 03:48 PM	Returned for customer ac...			Actions

- To resubmit, select 'Resend' and at the following prompts, follow the prompts to upload new files under the 'upload documents' menu (Figure 56). Multiple files can be added by navigating to the file location or drag-and-drop.

Figure 56 Upload new documents to a redacted report case

- Follow the prompts to select which 'non-accepted file' is being replaced with the new attachment (Figure 57).

Figure 57 Upload new documents to a redacted report case, to replace a non-acceptable file

- Select complete when all files are uploaded.
- After selecting 'Complete', you will be returned to the Reports tab. To review the report and ensure that attachments were uploaded correctly, click on the hyperlinked Case ID. When in the report case, select the 'Attachments' tab to review all attachments.

The report status will update from 'Returned to the customer' to 'Assessment in Progress' once a department officer notes receipt of the re-lodgement and progresses the case.

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.

1. Select or type Technical into the 'I want to' function and select 'Notify a change of Technical Manager' and select 'Initiate'
2. Search and select one or many authorities that the change in Technical Manager relates to and select 'Create' (Figure 58).

Figure 58 Add one or more authorities to notify a change of Technical Manager

Select an authority

Search an Authority by Authority ID or holder's name

Authority ID: Authority holder name:

Search results

Authority ID	Act Year	Authority type	Authority holder	Grant date	Expiry date
EL8685	1992	Exploration licence	Details	23/01/2018	23/01/2024

Selected authorities

Authority ID	Act Year	Authority type	Authority holder	Grant date	Expiry date
No items					

3. Review the authority details and select 'Continue'
4. Identify the new Technical Manager by using either method 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.
5. 'Continue' to the 'Required information' screen.
6. All changes to Technical Manager require consent. A Technical Manager form must be attached using the 'Attach document' button. Browse to your file location and attach your consent, then select 'Continue'.
7. Complete the declaration and select 'Complete'.

Appendix 1 Glossary

Table 2 Glossary of key terms in this guide

Abbreviation	Description
Annual report	Annual exploration report including associated data submitted together with the report.
Assessment Lease	Assessment lease (AL), assessment (mineral owner) lease (A(MO)L)
Baseline geological data - Group 9/9A	Borehole locations, rehabilitation status, borehole metadata, downhole surveys, geological logging, geophysical and wireline logging, geotechnical logging and sampling, formation depths, seam details, core and chip photos, water observations, and other sampling such as hydrogeochemistry etc.
Commercially sensitive	Commercially sensitive and/or proprietary information that is not already publicly available through other means.
Confidentiality condition	Some old authorities previously had a confidentiality period written into their licence conditions. These conditions have been removed from all current Mining Leases.
DIGS	Mining, Exploration and Geoscience's publicly accessible online collection of reports, publications, and data
Exploration licence	Authorisation (Auth), exploration licence (EL), exploration (prospecting) licence (EPL), exploration (mineral owner) licences (E(MO)L)
Flow on authority	<p>For the purposes of this policy, a flow on is where an application for a new authority has been lodged or granted over the same ground (or part thereof), of a current authority and the ownership is retained for that subsequent new authority, even though the authority type may change.</p> <p>e.g., MLA/ML lodged/granted over a previous EL or AL, an ALA/AL lodged/granted over previous EL, or a consolidated EL granted over previously separate ELs.</p>
MEG	Mining, Exploration and Geoscience
Mining lease	Mining lease means a mining lease granted under Part 5 of the Mining Act and includes a consolidated mining lease.
Mineral Group	Mineral Group as defined in Schedule 2 of the Mining Regulation 2016

Abbreviation	Description
Personal information	Personal information means information or an opinion (including information or an opinion forming part of a database and whether recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion (Privacy and Personal Information Protection Act, 1998).
Published list of reports	The list of reports that have been lodged for more than 5 years. This list will be published on the MEG webpage in accordance with the dates in this document.
TMS	Titles Management System