Titles Management System (TMS)

User guide

September 2021

Contents

Amendment schedule

Date	Version #	Amendment
December 2019	1.0	First published. Phase 1
June 2020	1.1	Phase 2: allows the lodgement of applications for the grant and renewal of mineral and coal authorities, enable the creation of a PDF version of your application, track status of dealings lodged via other channels, automatically create the application and renewal dealing in the public register.
December 2020	1.2	Phase 3: allows users to lodge other types of applications required by the Mining Act 1992 and Petroleum (Onshore) Act 1991. .
March 2021	1.3	Phase 3: allows users to reassign draft applications to other associated TMS users and for offline applications to have full case tracking visibility.
September 2021	1.4	Phase 4: additional dealings delivered. TMS users can now lodge exploration reports and data files via TMS. New Reports tab in dashboard.

Introduction

The Titles Management System (TMS) is an electronic lodgement and tracking system for authorities issued under the *Mining Act 1992* and the *Petroleum (Onshore) Act 1991*.

When fully deployed, it will deliver convenient online access to titles management services provided by Mining, Exploration and Geoscience (MEG) and allow users to initiate, save, submit and pay for all applications required under the *Mining Act 1992* and the *Petroleum (Onshore) Act 1991*.

TMS is being rolled out in stages to ensure the system is fit-for-purpose. Each release will increase the system's functionality.

Once fully operational the TMS will provide:

- a customer portal giving convenient 24/7 access to titles management services provided by MEG
- online lodging applications, documents, reports and payments
- progress tracking of lodged applications
- notification of key dates (e.g. annual report due dates)
- enhanced profile management
- automated correspondence
- a contemporary public register
- streamlined report lodgement.

Phase 4 release of TMS

The latest functionality available as part of the fourth phase release allows users to lodge other types of applications required by the *Mining Act 1992* and *Petroleum (Onshore) Act 1991*, such as:

- request approval for a change in control (as per the exploration licence/assessment lease condition)
- nominate a party for grant of an authority
- vary an authorisation (as per Schedule 1B)
- notify a change of technical manager
- vary a work program/significant variation to a work program
- apply for appointment of an arbitrator
- alter colliery records
- apply for an extension to report/exemption from reporting
- lodge a significant improvement claim*
- lodge an agricultural land objection*
- *Note: The last two dealings will be associate with the "parent" mining lease application and will support internal processes for assessing the application.

Exploration reporting (annual, relinquishment and final) and Onshore Petroleum reporting (annual, relinquishment, final, annual statistics, well completion, seismic survey, well assessment, well status notification, notification of discovery) and data can be lodged via the TMS portal instead of EROL.

Phase 3 release of TMS

The latest functionality available as part of the third phase release allows users to lodge other types of applications required by the *Mining Act 1992* and *Petroleum (Onshore) Act 1991*, such as:

- transfer approval
- part-transfer approval
- register, vary, cancel a legal or equitable interest
- suspension of mining operations or conditions
- register, vary, renew, deregister a sub-lease
- cancellation
- part cancellation.

Note: Registration of a transfer or part transfer must still be lodged via paper form.

This expands on the functionality delivered in previous phases that included lodgement of applications for the grant and renewal of coal and mineral authorities additional including:

- exploration licences
- assessment leases
- mining leases.

Phase 3 also introduces the following new features:

- Dashboard enhancements that include more user-friendly information to track the status of applications lodged online via TMS (list and graphic form).
- Ability to pay the first years rent levy and security.
- Display of actions required by the user in a dedicated section of their dashboard.
- Ability to view recent items recently worked on in the system.
- Ability to manage a company profile that would benefit users who belong to larger organisations that manage a portfolio of titles and applications, especially with multiple staff accessing information on the status of applications.
- Ability to associate with one or more companies.
- Ability for a company to be affiliated with a subsidiary or parent company.
- Ability to reassign draft application to another associated TMS user (Phase 3.1).
- Ability for offline applications (once entered manually into TMS by the Department's Titles and Customer Operations team) to have full case tracking visibility (Phase 3.1).

Note: Instructions for Phase 3.1's new function of reassigning draft applications can be found within this guide.

Phase 2 release of TMS

Phase 2 of the new TMS was launched in June 2020. Functionality in Phase 2 allowed users to:

- lodge applications for the grant and renewal of mineral and coal authorities
- create a PDF of their application
- track status of dealings lodged via other channels
- automatically create an application and renewal dealing in the public register.

Phase 1 release of TMS

Phase 1 of TMS was launched in December 2019. This allowed users to create their TMS account and provided them with their personal dashboard.

It also allowed users to lodge applications for the grant of authorities (exclusive of Groups 9 and 9A, coal and oil shale) including:

- exploration licences
- assessment leases

- mining leases.

Features available as part of the initial release included:

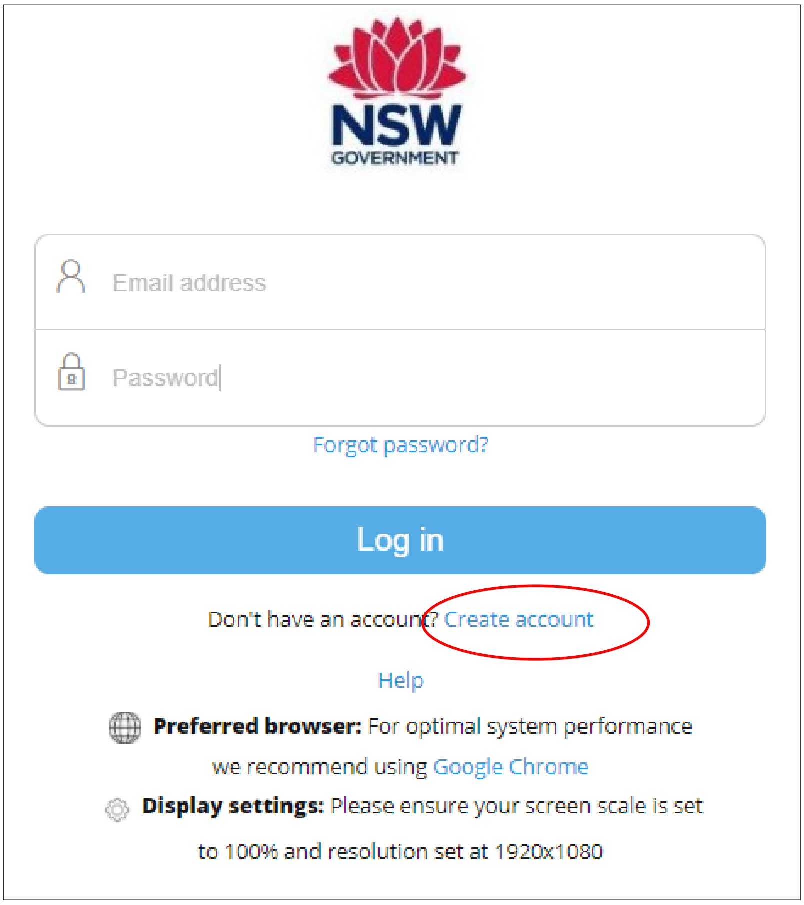
- A dashboard to track the progress of lodged applications.
- Ability to save TMS-created applications as a draft for completion later.
- Geospatial selection of application areas.
- Automatic population of contact details.
- Attachment of documents to draft applications.
- Secure payment of fees by credit card and direct deposit.

Purpose of this user guide

The purpose of this guide is to assist users to create their TMS account, provide an overview of the dashboard and summarise the standard TMS screens.

Creating your TMS account

Figure 1 Log in interface



To create your TMS account follow the steps below:

- Go to the TMS homepage at: https://tmsportal.pegacloud.net/prweb/IAC.
- Select 'Create account'.
- Enter the required details in the fields provided.
- Select the 'Create account' button. You will then receive a confirmation email to the address provided in step two.
- Open the confirmation email message and select the 'Verify" button.
- Enter the email address and the password you submitted in step two.
- Complete your profile details.
- On successful completion you will receive another confirmation email. You will now be able to login to TMS.

*If the email does not arrive within 30 minutes, please check your junk/spam folder.

*The link within the confirmation email is only active for 24 hours.

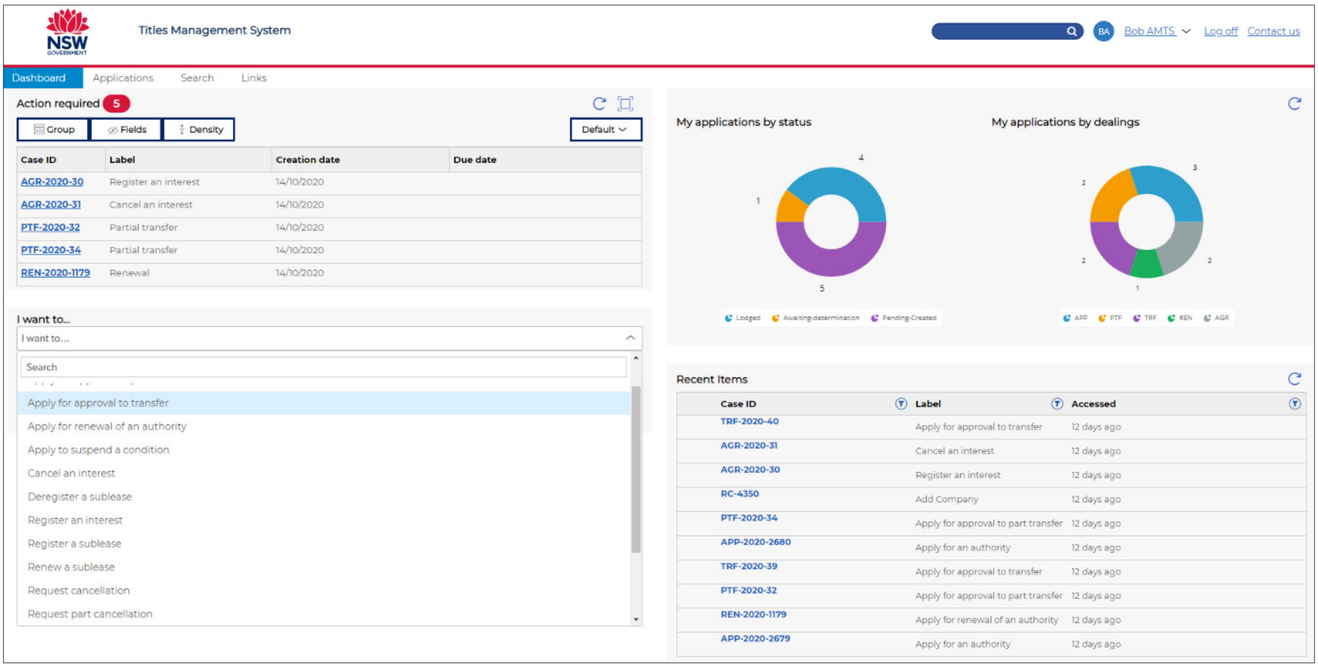
Preferred browser and display settings

For optimal system performance we recommend using Google Chrome. Please also ensure your display setting on your screen scale is set to 100% and resolution set at 1920 x 1080. To do this go to your computer settings, select System (Display, notifications, power) and under Display, select this resolution option from the available menu.

About the TMS dashboard

The dashboard is the user's central hub for accessing all functions provided by TMS. The dashboard enhancements introduced in Phase 3 includes more user-friendly information about their online applications (in list and graphic form) and their statuses.

Figure 2 Sample of the improved dashboard



The improved dashboard has four main panels:

'Actions required' panel (top left)

- This panel includes a list of cases which are assigned to the logged in user
- Actions would be assigned to the user in the following three scenarios:
  - Drafts, i.e., cases started and yet to be lodged
  - NoPD issued - action required, i.e., cases pending for customers response
  - Authorise cases (for managers) – to review and approve association/affiliation requests
  - Where a report has been returned for further action by the user

'I want to' panel (bottom left)

- An intuitive way of starting a new transaction
- A user can either:
  - select a dealing type from the drop-down list. You may need to scroll down to see the full list of transactions that are available for you to initiate.
  - start typing their intent, for system to filter the options that will come up related to your search. E.g. if you type '*transfer*' the two options for 'apply for approval to part *transfer*' and 'apply for approval to *transfer*' will appear.

Figure 3 Selecting a dealing type you wish to initiate from the drop-down list, scroll down for full list, then select and click on 'Initiate' button

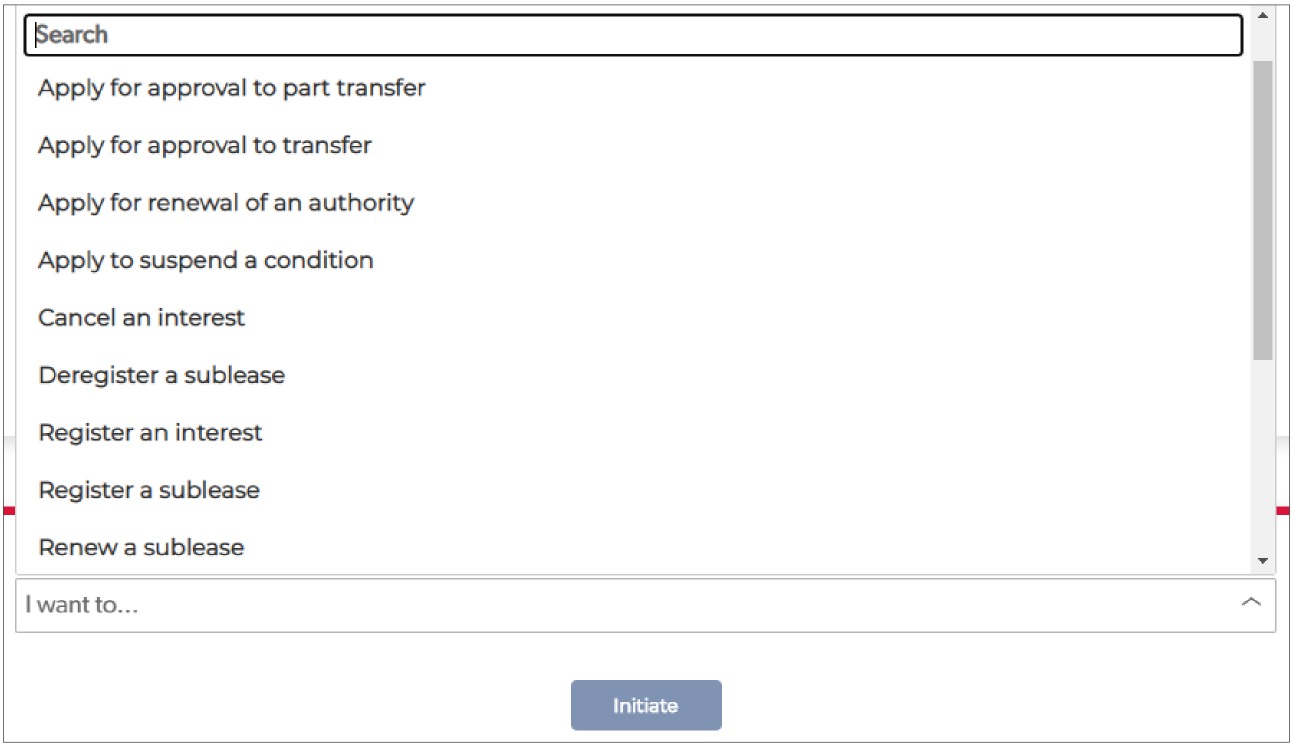
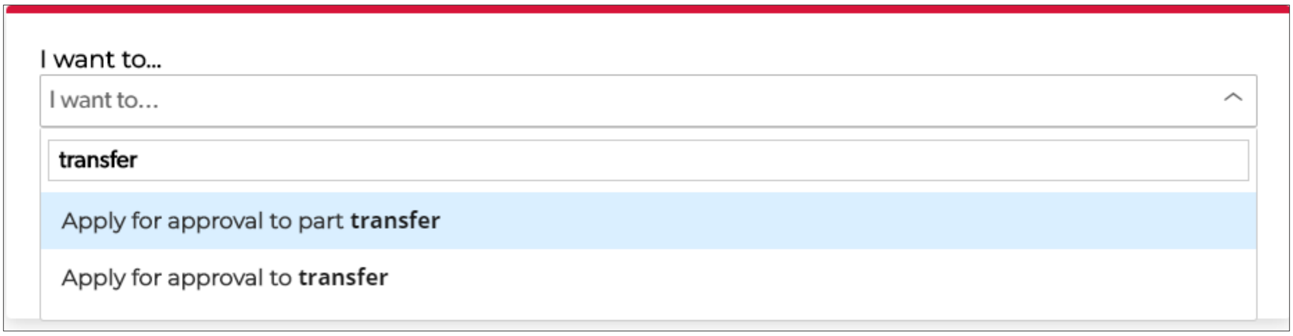


Figure 4 Start typing words relating to your intent and the relevant dealing types will appear for selection – what happens when you type 'transfer'.



'Graphs' panel (top right)

- This panel includes two pie charts:
  - applications by status
  - applications by dealing type.
- The intent of these charts is to provide a 'portfolio' view, including:
  - cases lodged or started (including drafts) by logged in customer
  - cases lodged by colleagues if association feature has been utilised.
- Note: Report cases are not included in the graphs.

'Recent items' panel (bottom right)

- This panel provides users with a quick access to their most recent work (in the portal). Please note that the content in this section is read only. It you want to continue a draft application; you have to access that draft from the 'Actions required' section.

Customising your dashboard views

Expanding the ‘Actions’ panel to full screen mode and back

Figure 5 Expand to full screen mode – click on expand symbol on top right corner

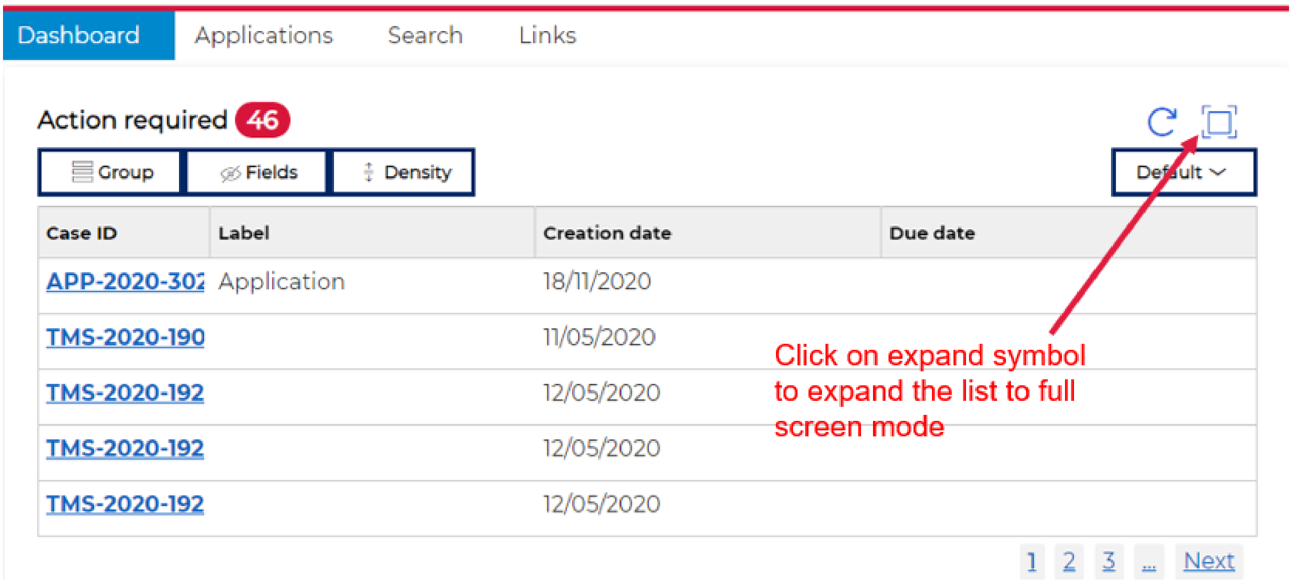
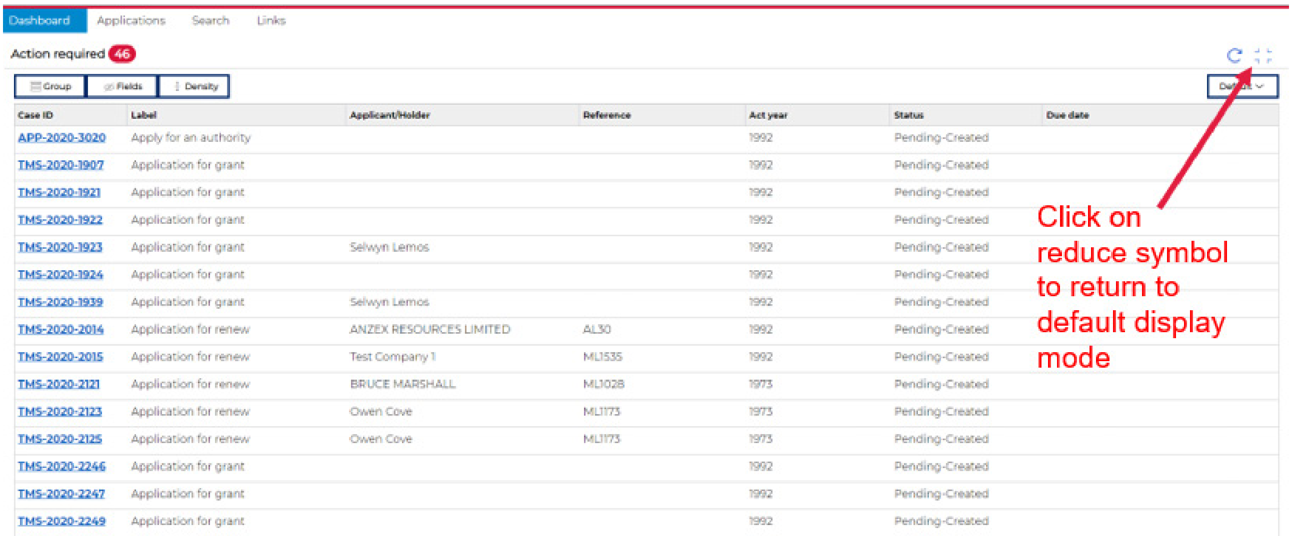


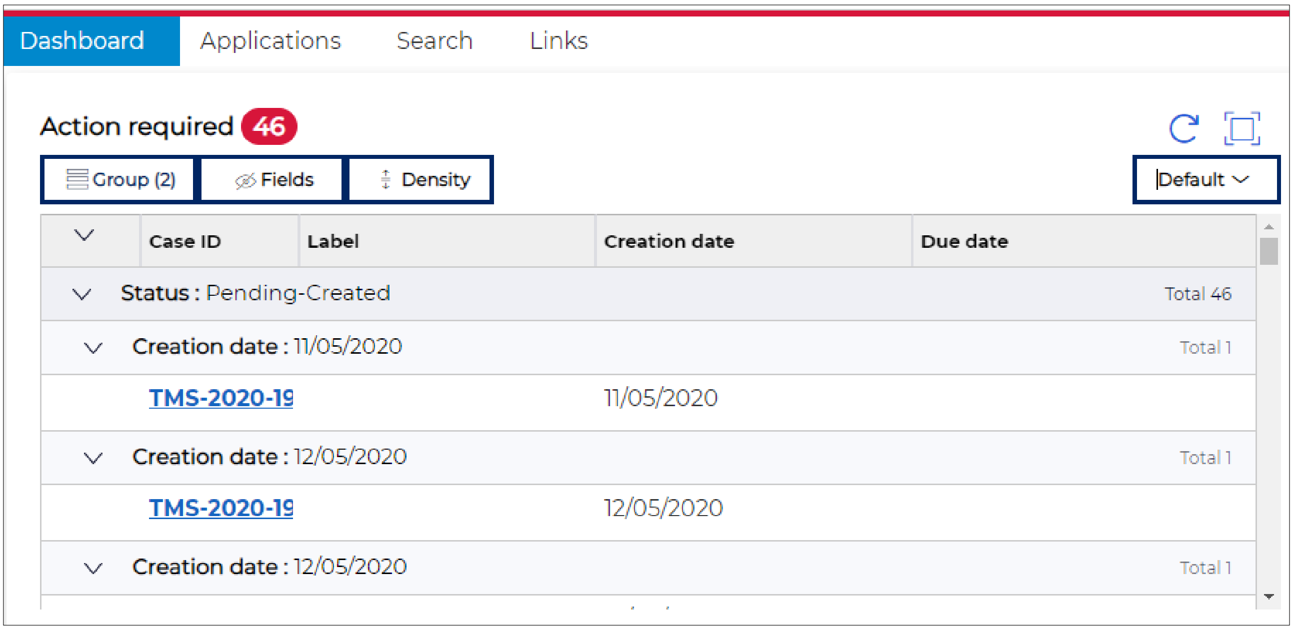
Figure 6 Return from full screen mode to condensed mode – click on reduce icon on top right corner



Grouping the Action required list

Click on the Group button. Click on '+ Add a field to group'. Then choose option from Select field. You can choose to group either by Case ID, Label, Reference, Status, Creation Date or Due date. Use the Trash button to remove a selection.

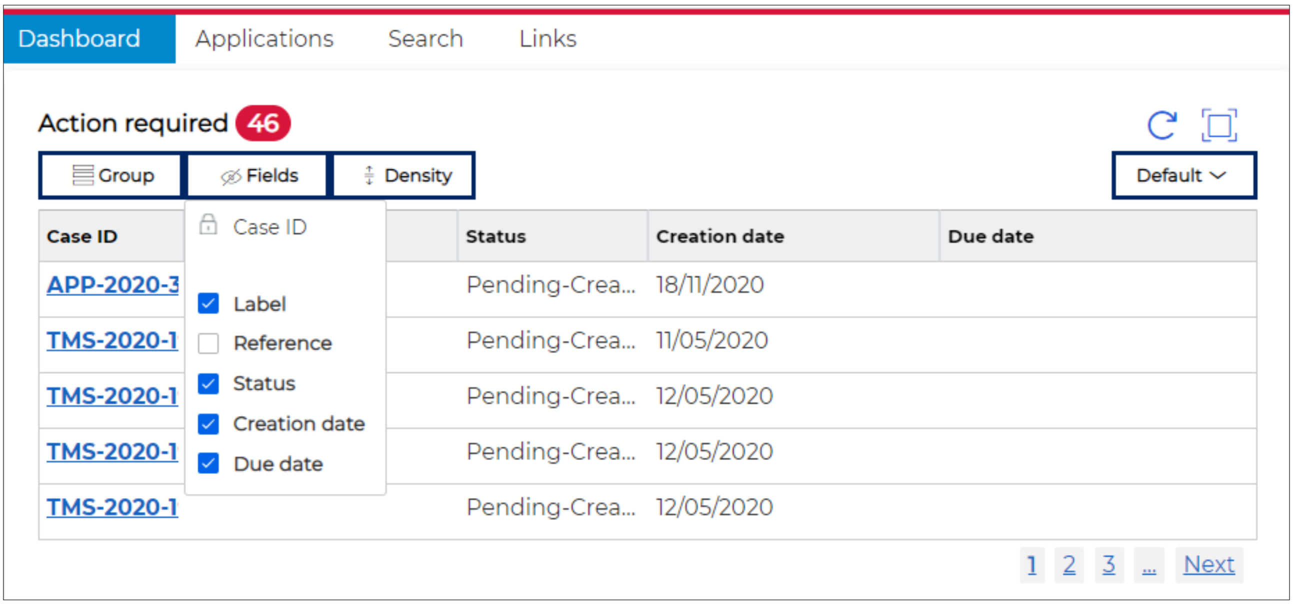
Figure 7 Sample customised display for Action required list, grouped by Creation date



Customising the fields for your Action required list

You can select, by ticking or unticking the available fields you wish to see on your Action required list.

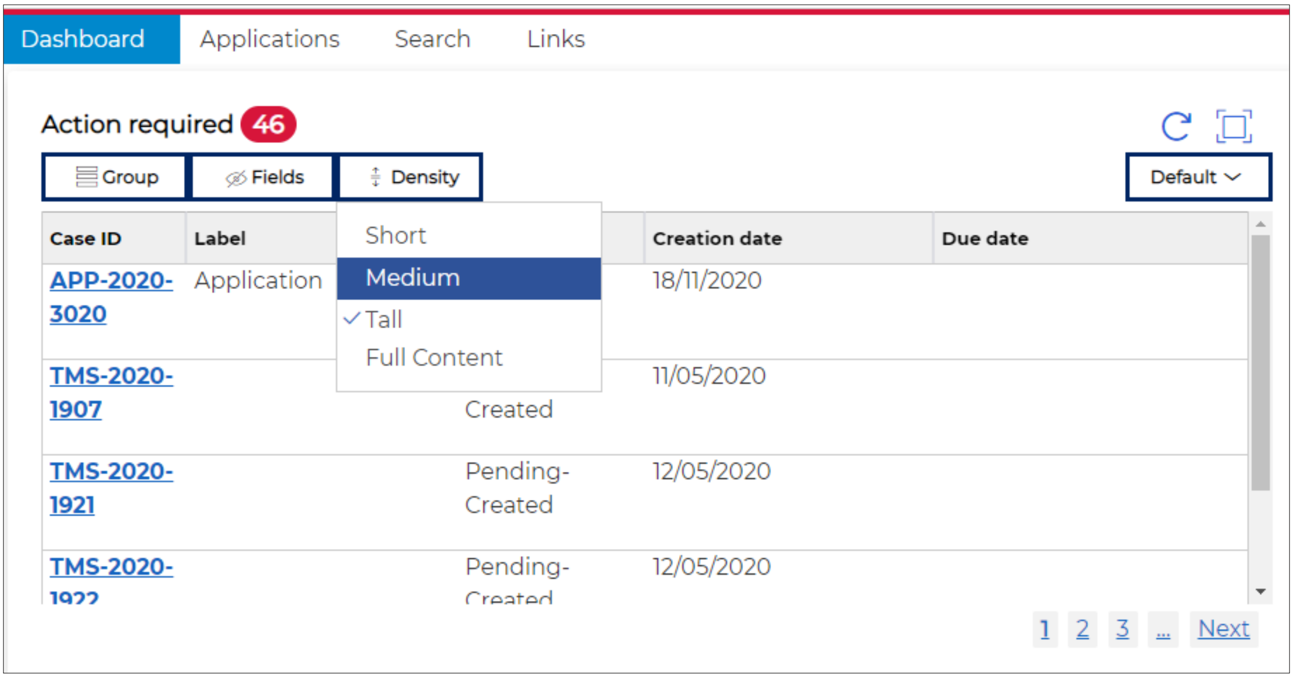
Figure 8 Selecting the fields you wish to see on your Actions required list



Customising display density for your Action required list

You can alter the density of the list by clicking on the 'Density' button and selecting from the available options; Short, Medium, Tall or Full Content.

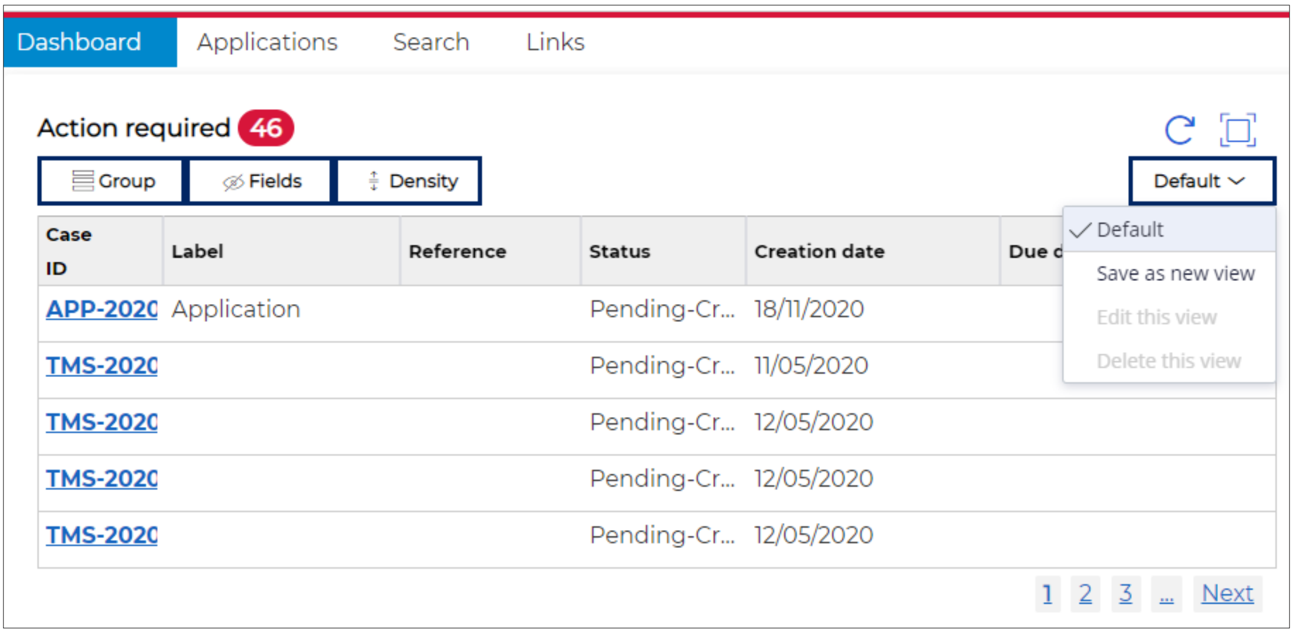
Figure 9 Selecting the density of the Actions required list



Saving your customised view for Action required list

For each customisation view option, you can save your preferred view by clicking on the 'Default' button on the right of the list. When you click on 'Save as a new view', you will get the option to assign a View name, which you type into the field. You can also tick the box below to mark it as a default view. Once a named view is saved, it will be available for you to select as a display option moving forward. The customisation functionality offers you the ability to edit these saved view names or to delete them.

Figure 10 Saving a new view, via the Default button



Profile management

These enhancements delivered in Phase 3 allow a user to:

- track the progress of your employer's applications
- have greater visibility of applications lodged by your colleagues
- oversee the progress of applications relating to any subsidiaries of a parent organisation, allow a parent organisation to have visibility over applications of their subsidiaries.

Association

Registered TMS users can *associate* their profile with the company/s or employing companies they will be lodging applications on behalf of.

In scenarios where you are the application contact for multiple subsidiaries of a parent company or your employer; you are advised to associate your profile with the parent entity and then *affiliate* the parent entity with each of its subsidiaries.

Affiliation

Registered TMS users can create and link a parent company with its subsidiaries which are either existing authority holders or applicants.

Benefits of associating and affiliating

By establishing these relationships of association and affiliation in TMS, a user can:

- create a portfolio view of your TMS transactions
- reassign draft applications to your colleagues
- view applications lodged by their colleagues (noting that a user will be able to view cases in draft status assigned or currently with their colleagues via the 'Company profile' page).

Portfolio view

A portfolio view is 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.

Figure 11 Sample relationship diagram of a company entity in TMS with associations and affiliations

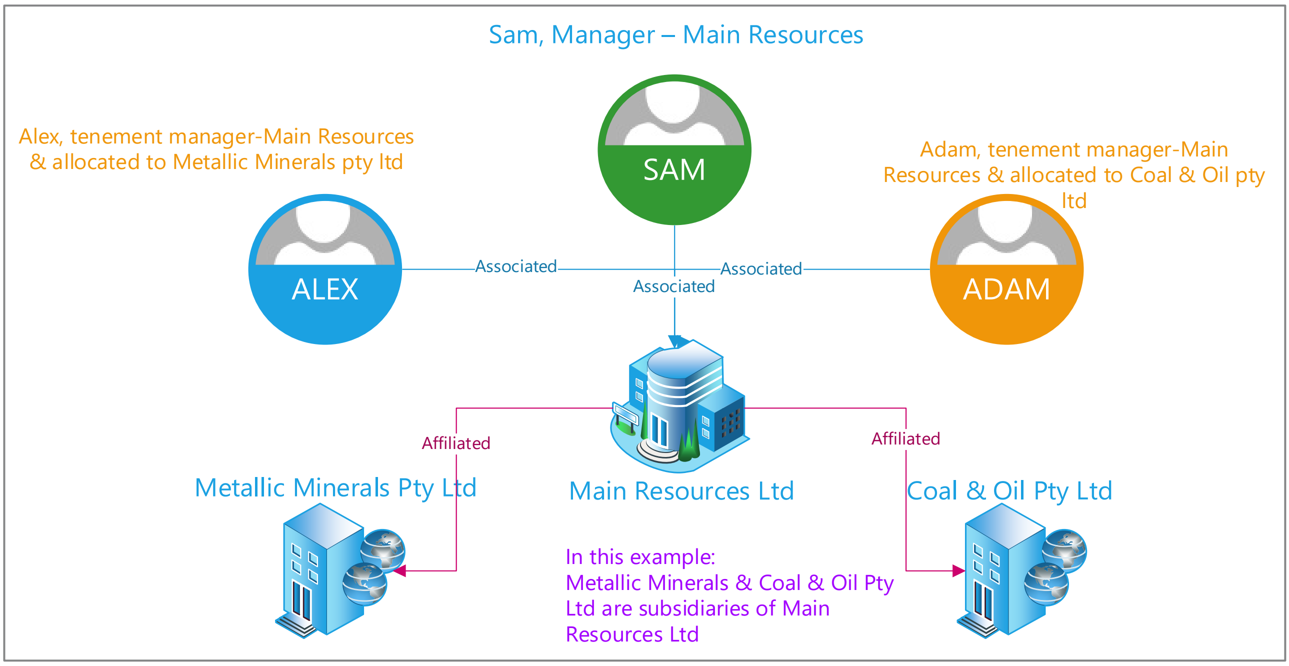
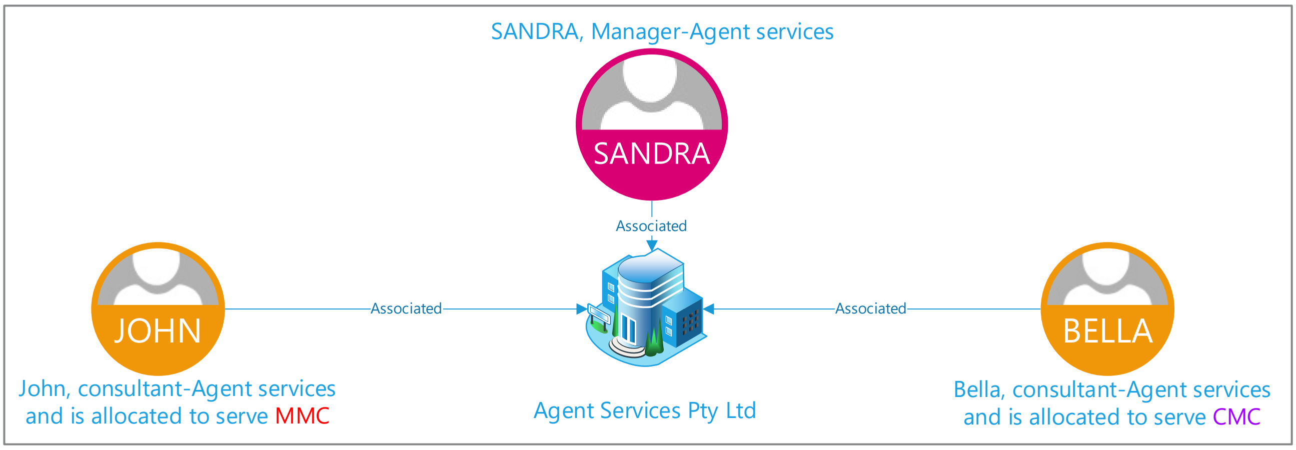


Figure 12 Sample relationship diagram of an agency in TMS with associations and affiliations



How to associate, affiliate and reassign?

Figure 13 How to associate – use 'My Profile' drop down option on the top right of dashboard

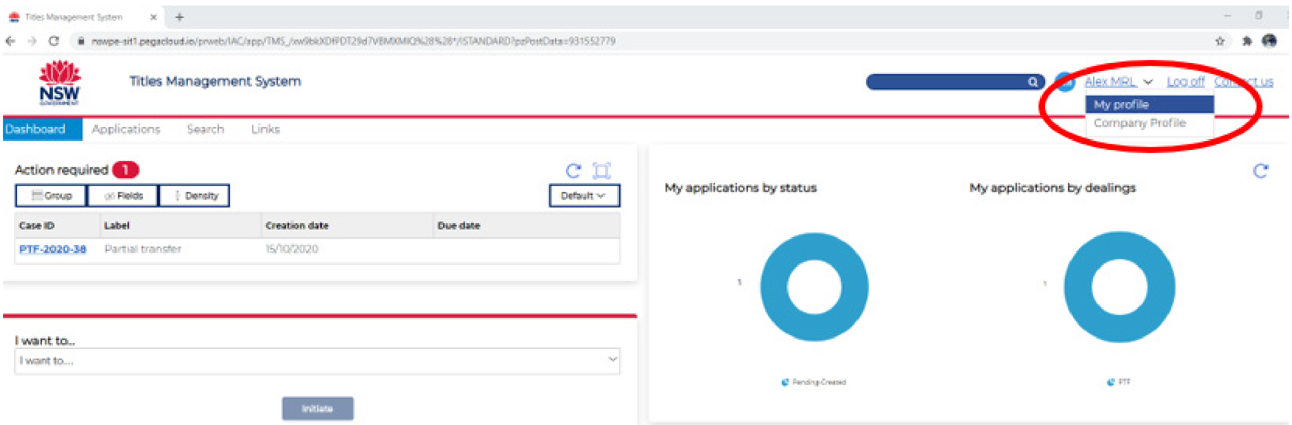
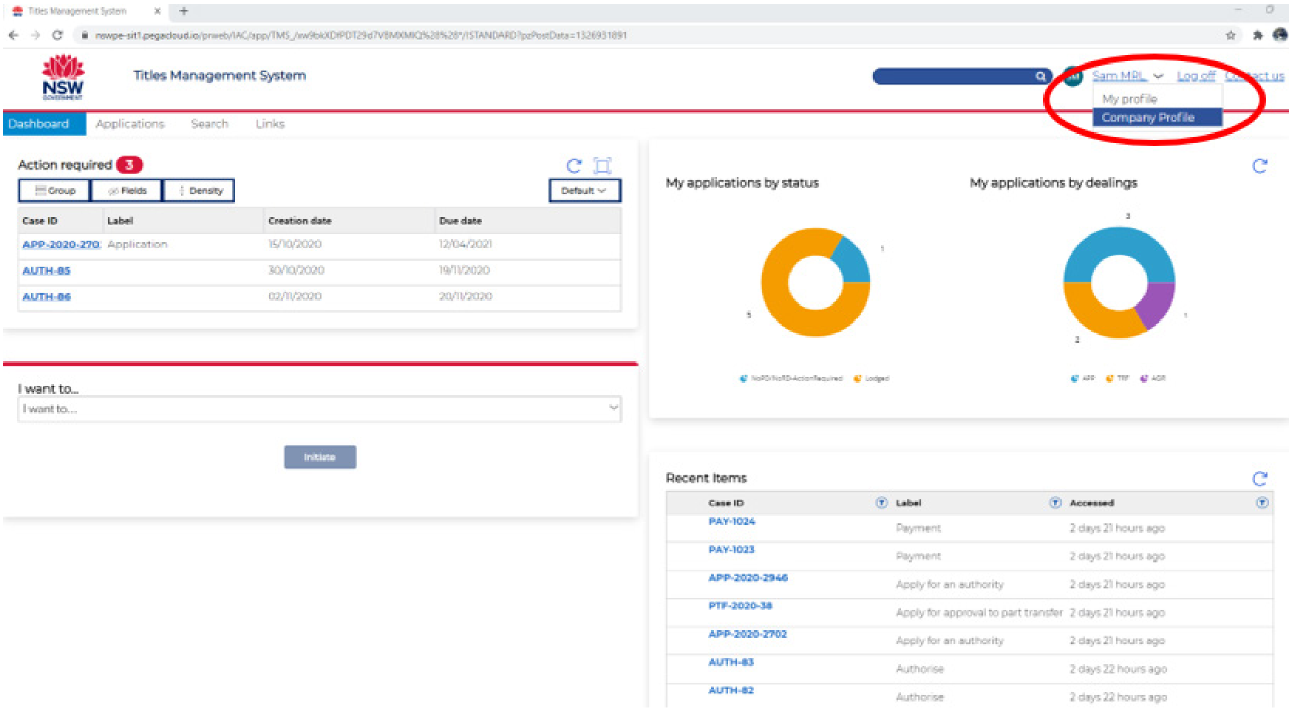


Figure 14 How to affiliate – use 'Company Profile' drop down option on the top right of dashboard

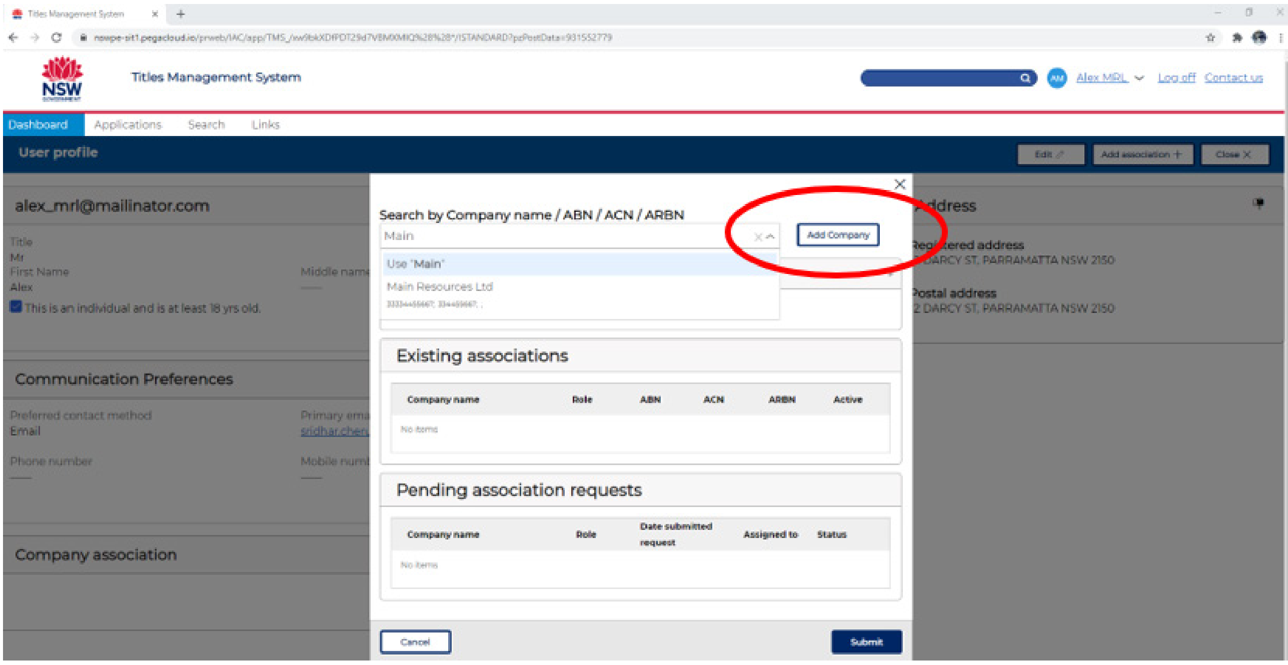


Other profile management features and questions

What if the company I wasn't to associate with does not exist in TMS?

After searching and confirming the company does not exist in TMS, you will need to add the company first, using the 'Add Company' button.

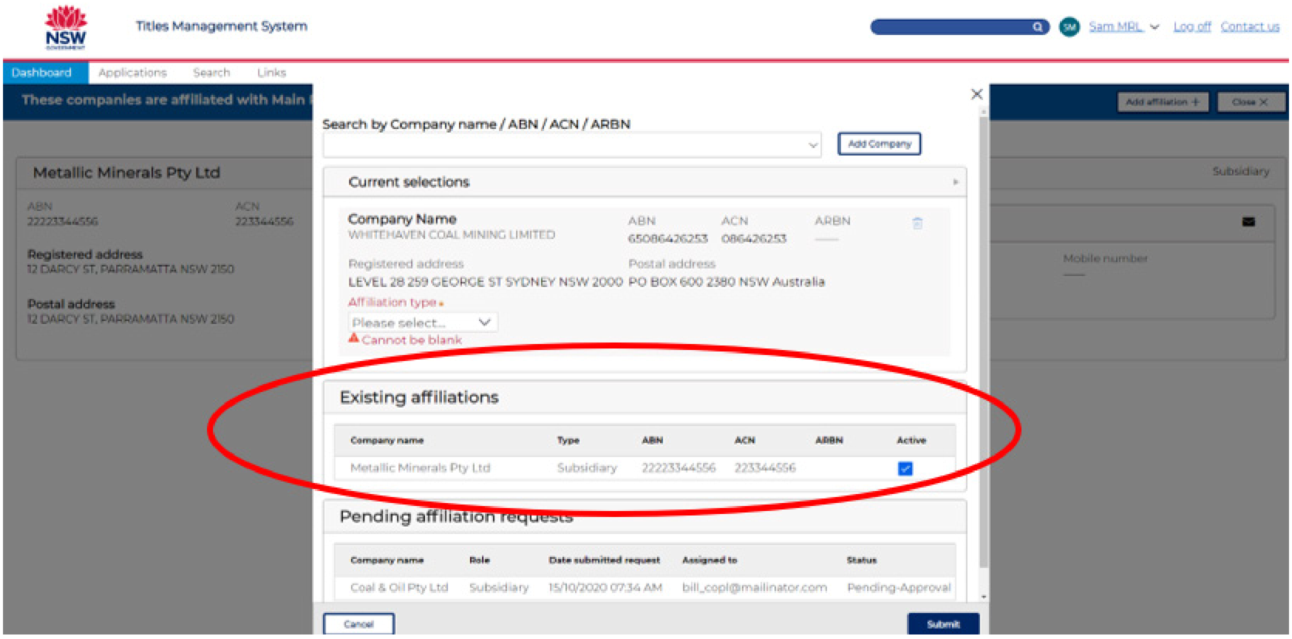
Figure 15 Adding a company – use the 'Add Company' button.



How do I check my current associations/affiliations in TMS?

Search for the specific company. Any existing affiliations with that company will be displayed in the 'Existing affiliations' panel relating to that company.

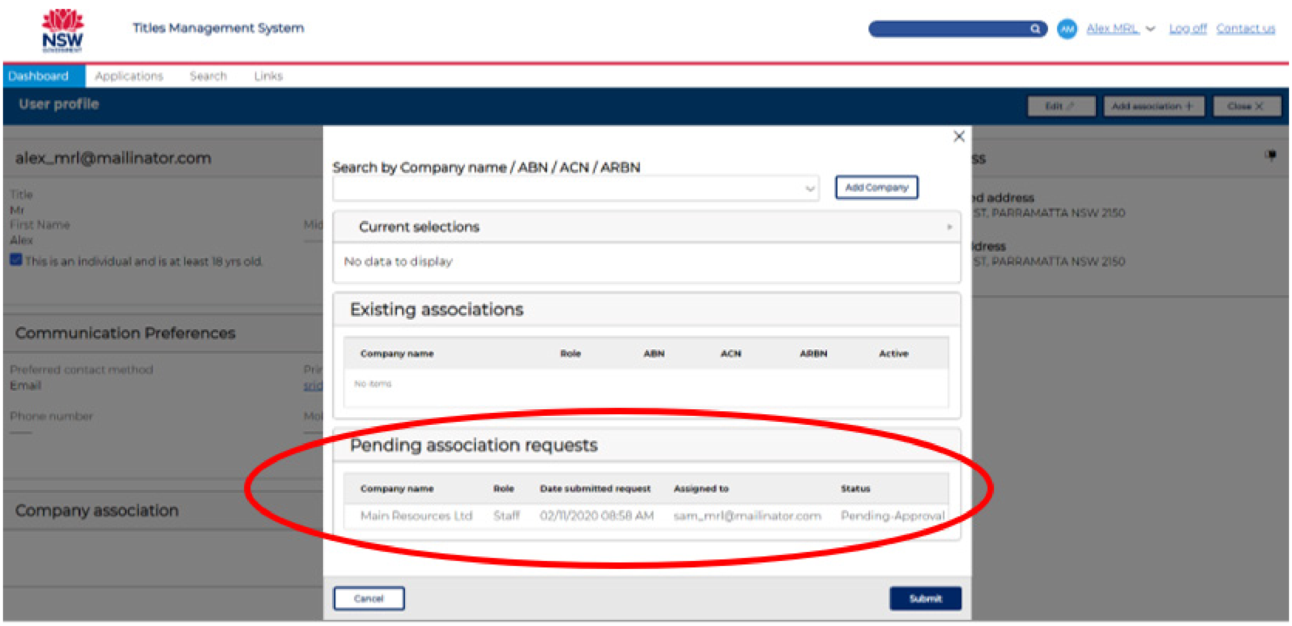
Figure 16 Checking for existing affiliations with a specific company



What happens after submitting a request for association or affiliation?

Once you have submitted a request to associate or affiliate a company with an existing one, the request will be sent to the owner of the relevant company profile for their approval. You will see your request in the 'Pending affiliations requests' panel.

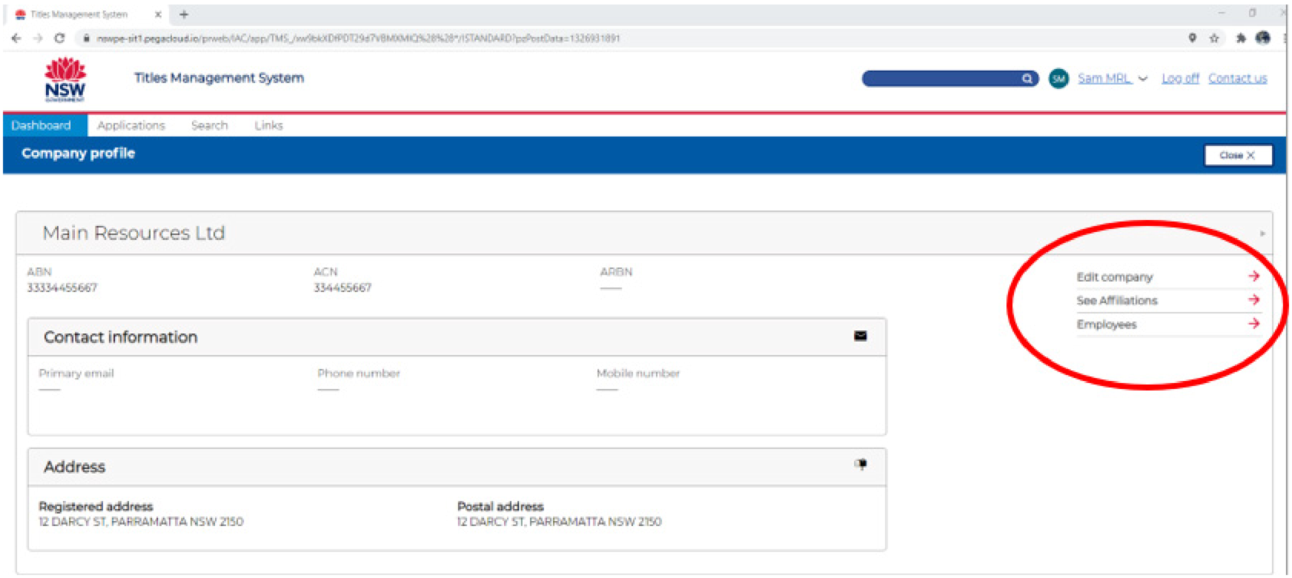
Figure 17 After submitting an association or affiliation request



How and where can I see list of TMS users currently associated with my company?

On the right-hand side of a Company profile page, there are options to 'Edit company', 'See affiliations' and 'Employees'.

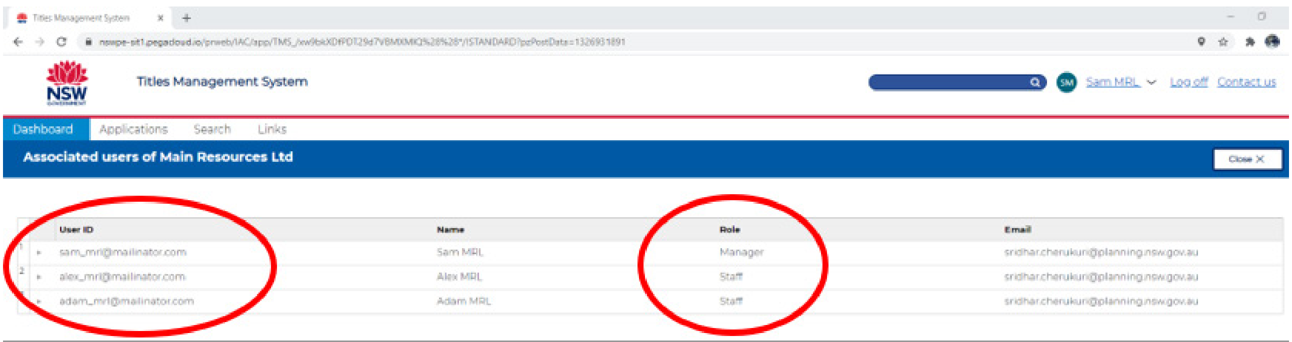
Figure 18 How to see a company's affiliations and employees



How and where can I see list of the affiliations my company has?

When you click on Employees option, you will see the list users associated with the company.

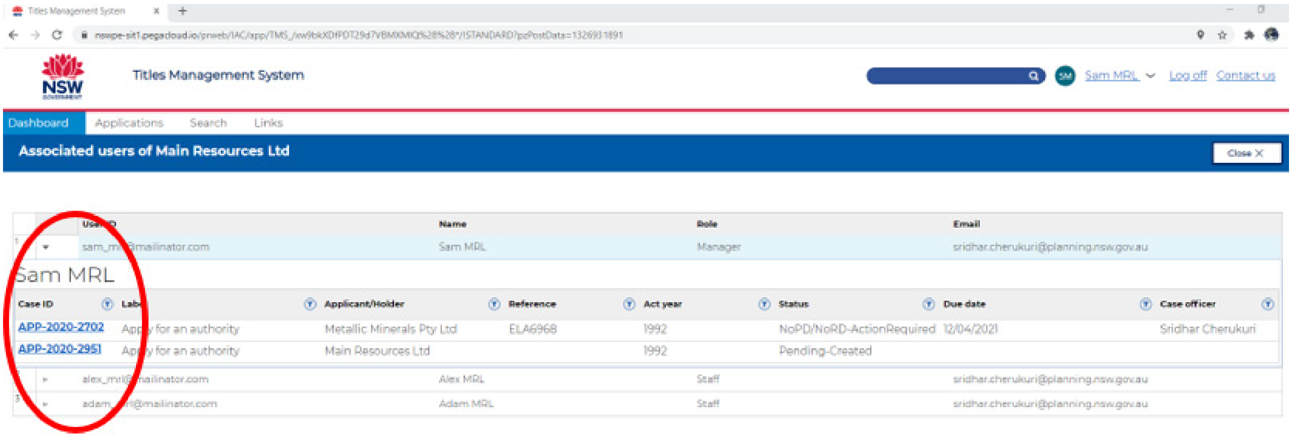
Figure 19 Viewing the associated users of a company



What is the difference between a manager versus staff role of companies?

- Manager of the company can view and edit:
  - company details
  - submitted affiliation requests
- Staff of the company can only view the above details.

Figure 20 Viewing the applications of the associated users of a company



Case tracking statuses

As an application is progressed by MEG, the applicant will be able to track its progress by the following statuses, offering more transparency to the customer:

Table 1. Case tracking statuses available to the applicant

Status	Status description for applicant
Draft	Content in progress, applicant preparing the application
Lodged	All required information must be provided by applicant
Assessment in progress	Business units have prepared advice for the decision maker, Titles Assessment Panel makes recommendation (and CROAC) has occurred, NoPR sent to applicant
Awaiting proposed decision	Decision Maker has made proposed decision, NoPD sent to applicant
NoPD issued Action required	Applicant has made comments on the conditions, term, etc, paid monies or indicated that determination can proceed
Awaiting determination	Payments processed if applicable. Decision maker makes final decision
Finalising	Instrument and TAS uploaded, signed instrument sent to applicant or final decision communicated to applicant
Registration in progress	Application to register transfer received
Returned to customer	The report has been lodged to the user for further action

Reassigning drafts in progress

With the interim Phase 3.1 new functionality was added that allows applicants to reassign an application a user has created in TMS to another user to continue and then lodge.

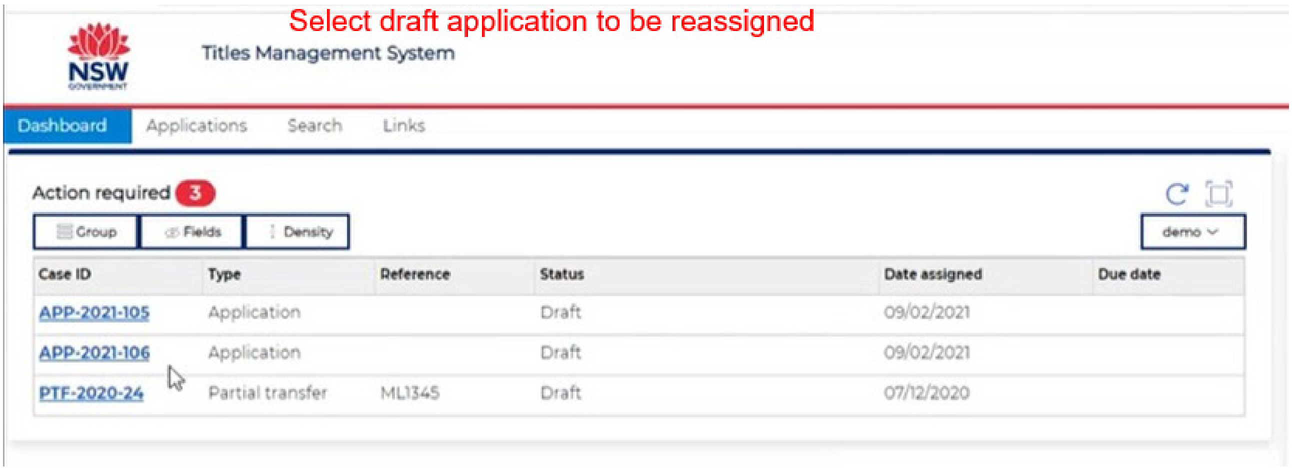
Whom can you reassign a draft application to?

A draft application can only be reassigned to another TMS user from the company which the applicant is associated with.

How to reassign a draft?

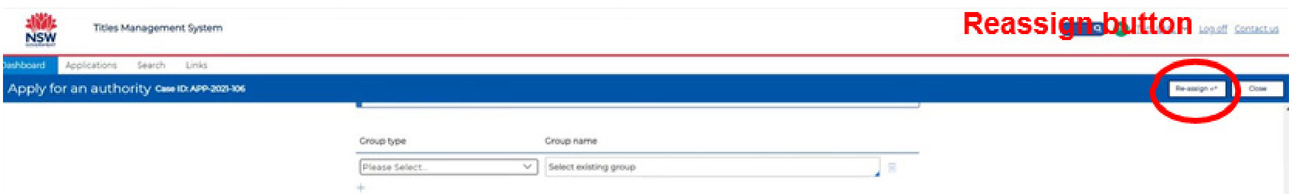
Select the draft from your dashboard list of current drafts which you wish to reassign and click to open the application.

Figure 21 Reassigning draft applications



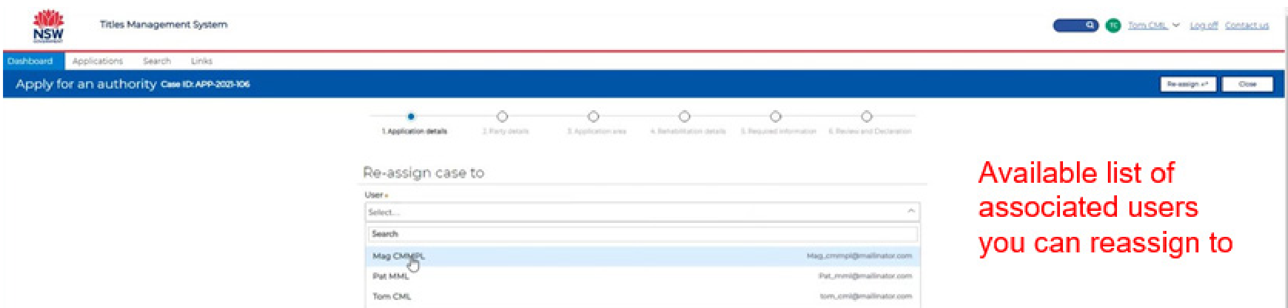
When working on the application, click on the “Reassign” button located on the top right corner of the screen.

Figure 22 The reassign button



You will then see a pick list of other associated TMS users whom you can select to reassign the draft application to. Click on “Continue” to proceed with the reassignment.

Figure 23 Selecting an associated user



Following reassignment, the user will receive a notification email to confirm that the reassignment has been made.

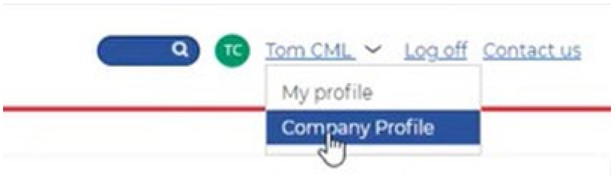
The TMS user will then also notice that the draft has now disappeared from their dashboard list of current drafts.

Note that when the new assignee opens the draft in their dashboard list, they will be taken to the spot that the draft was last worked on. Other than the assignee being changed, nothing in the draft will be changed by the reassignment, including the contact person, should that have already been completed in the Party Details section of the application.

How to check it that person you want to reassign the draft to is an associated user?

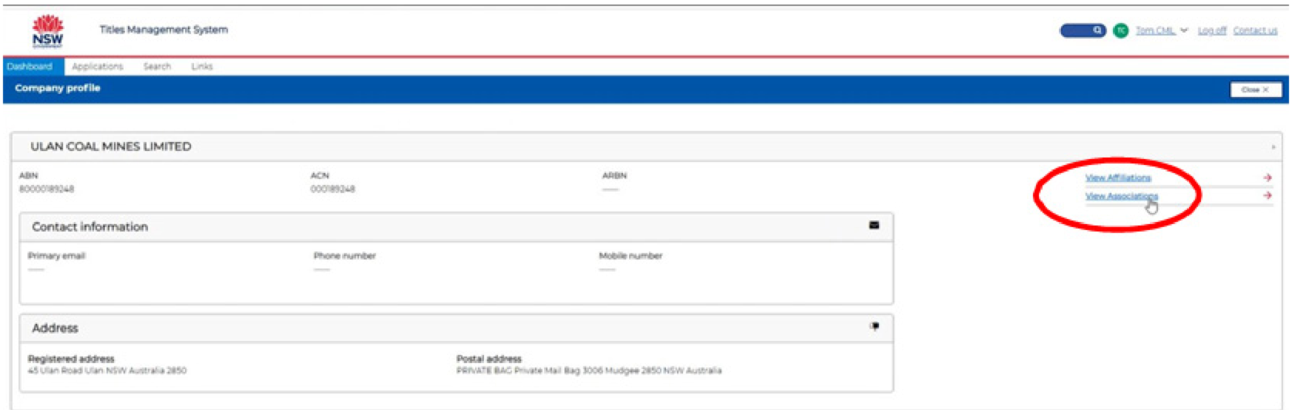
The TMS user should check their current company profile settings and who else has been associated with their company. To do this, click on the user’s profile name on the top right corner of the screen, then the “Company Profile” in the dropdown options.

Figure 24 Locating associated users through the Company Profile



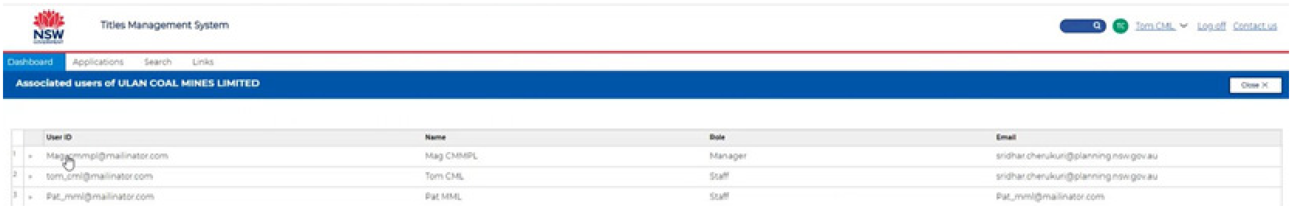
Clicking on the “Company Profile” will present the company and its details which the user is associated with, in this example seen in the screenshot below, it is Ulan Coal Mines.

Figure 25 Viewing associations and affiliations



By clicking on “View Associations” link on the right of the screen, the user can then see which other TMS users are currently associated with this company.

Figure 26 Viewing TMS user associated with the company



If the user cannot see the person or associated TMS user they wish to reassign the draft application or report to, then it could be because that person may not have registered or have a valid TMS account or their account hasn’t been associated with the company via the Company Profile functionality. That step would have to be done first.

Confirm users can also reassign NoPD issued – action required.

About the different TMS screens

Overview of TMS screens

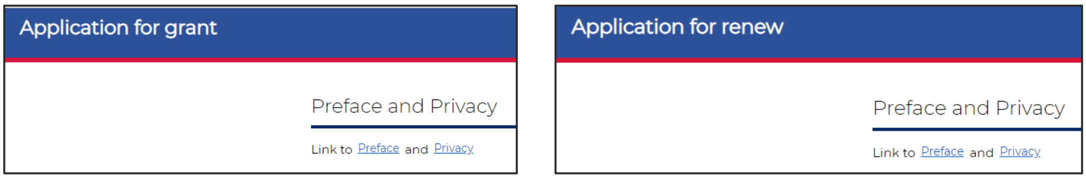
TMS displays various screens to capture all the information required to complete your application. These same screens will be displayed for all interactions with the system.

TMS also provides guidance notes specific to your application and helpful on-screen text to assist you to lodge applications.

We recommend you read the preface and privacy information prior to starting your application, available in the:

- ‘Application for grant’ screen – when applying for a new authority.
- ‘Application for renew’ screen – when renewing an existing authority.
- ‘Lodge a report’ screen – when lodging a new report.
- A generic preface is also available for the remaining dealings.

Figure 27 Preface and privacy information



Apply for an authority screen

Selecting from the following options will inform the content of the following screens:

- Application Type (it is set to read-only as per selection made in dashboard.
- Resource Type.
- Authority Type.
- Term of the Authority.

Renew an authority screen

When renewing an authority, you will be required to search either by Authority ID or holder name. From the search results provided, you will be required to select an authority and select the ‘Create’ button.

Application details screen

The application details screen includes questions specific to the application type you are submitting. For example, you may get asked whether you have development consent.

Party details screen for grant applications

The ‘Party details’ screen allows you to select parties, add them to the application and assign them roles.

A TMS party is any person or company with a direct relationship to the application.

You can add a party using the ‘Add company’ feature if they are not already available in the drop-down list.

By assigning roles you confirm the responsibilities of each party. Roles include:

- main applicant

- applicant
- technical manager
- application contact
- authorised agent
- mine operator.

*A main applicant does not have pre-eminence over any other applicant. The distinction is required for display purposes in other departmental services (e.g. Minview).

The party details screen for renewals

When renewing an authority TMS will display the existing holders. You will be required to confirm those holders who are seeking renewal, the application contact and technical manager. If relevant, the authorised agent may also be added. More guidance is available in the renewal party details screen.

The party details screens for other dealings

Depending on the dealing, the party details may vary, for example a transfer will introduce the new party types of 'transferor' and 'transferee'. For a sublease you will be asked to nominate the 'sublessee'. Help text will guide you where relevant.

Application area screen

This screen allows you to describe your application area. There are several methods available to do this. You may need to upload a file to view the area of interest. You will also be able to view overlapping authority and application information.

Depending on the dealing, you may not be required to provide spatial information, for example a request for approval to transfer does not require a spatial description and so the application area screen will not be displayed.

*If you upload a co-ordinate file or ESRI shapefile in this screen, you will need to upload it again in the required information screen.

The application area screen for renewals

When renewing an authority TMS will display the current area of your authority. You will be able to seek renewal over the whole area or reduce the area, in accordance with statutory requirements. More guidance is available in the renewal application area screen.

*If you upload a co-ordinate file or ESRI shapefile in this screen, you will need to upload it again in the required information screen.

Rehabilitation details screen

This screen allows you to provide rehabilitation details to support the application. Rehabilitation details are not compulsory for exploration licence applications but are required for all other authority types.

Renewal justification screen

This screen allows you to directly input the information required to support your application for renewal. An interim feature will allow you to upload your statement (in the Required information screen) if you have already prepared it in a stand-alone document.

Required information screen

This screen displays the required information that must accompany the application.

Additional documents to further support the application can also be added using a general document upload function.

Review and declaration screen

This screen allows you to review all the details you have provided in your application and declare the information is correct.

This screen offers the ability to navigate back through the application if necessary, prior to making payment and completing the application.

Payment screen

The 'Payment screen' calculates the fees required for the application and offers a range of payment methods.

In case of online payments (with credit/debit card), once the payment is successful, the system will display a receipt that will be automatically attached to your TMS case. You will be required to upload proof of payment for other payment methods (i.e. direct deposit, confirmation or receipt for cash in the payment screen).

Save the application to PDF

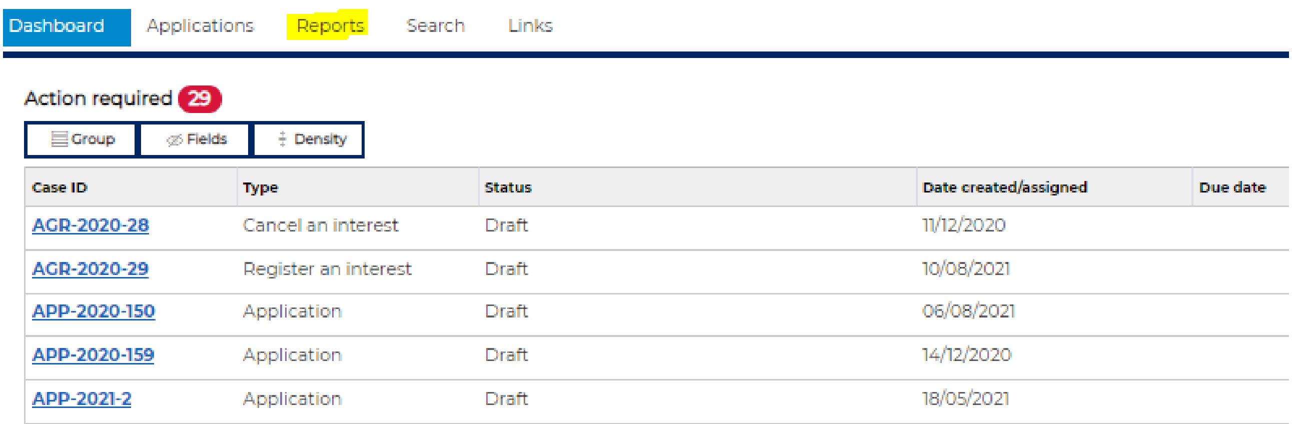
TMS allows the user to export the application data to a PDF document. This feature is available in the:

- lodged tab of your dashboard, under actions
- review and declaration screen
- acknowledgement screen
- review screen.

Lodging geological reports

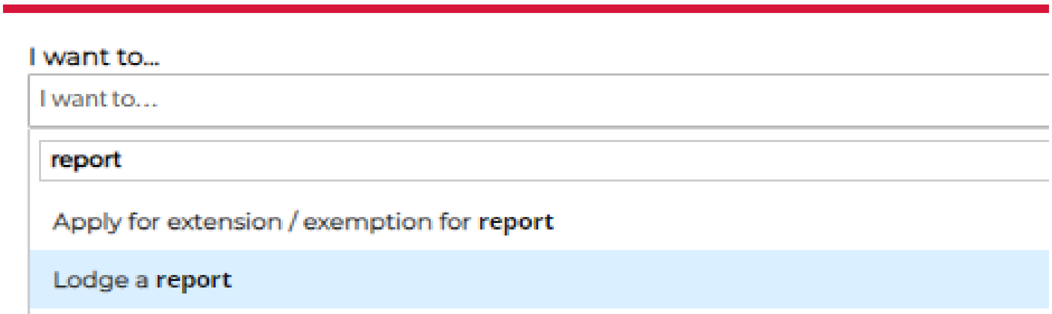
Reports formerly lodged via EROL may now be lodged in TMS. A new tab is available to differentiate reports from applications.

Figure 28 New reports tab



To lodge a report, you can initiate from the lower left-hand section of your dashboard.

Figure 29 Initiating report lodgement



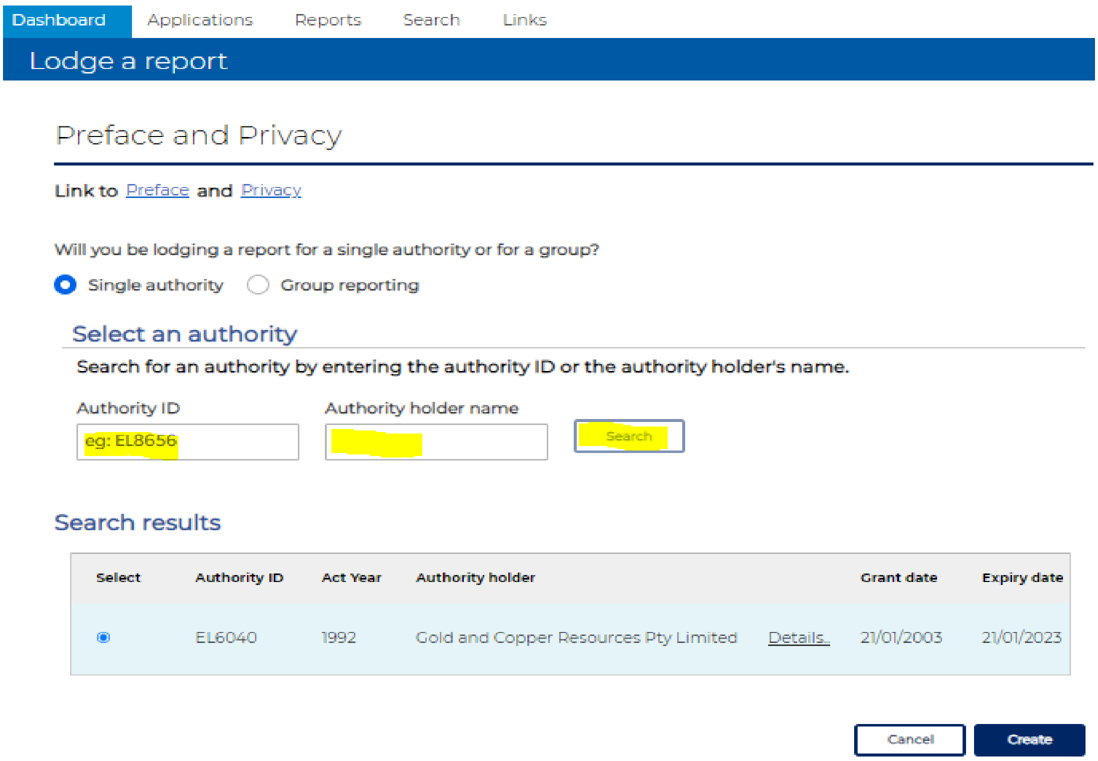
You then complete the relevant fields to identify the authority and view the subsequent screens. Community consultation reports may be lodged in TMS.

You will need to select whether the lodgement is for an approved reporting group or a single authority. To locate an approved group search using any Authority ID within the group or search using the group name.

To locate single authorities, search using the Authority ID or the Authority Holder's name.

Lodge a report

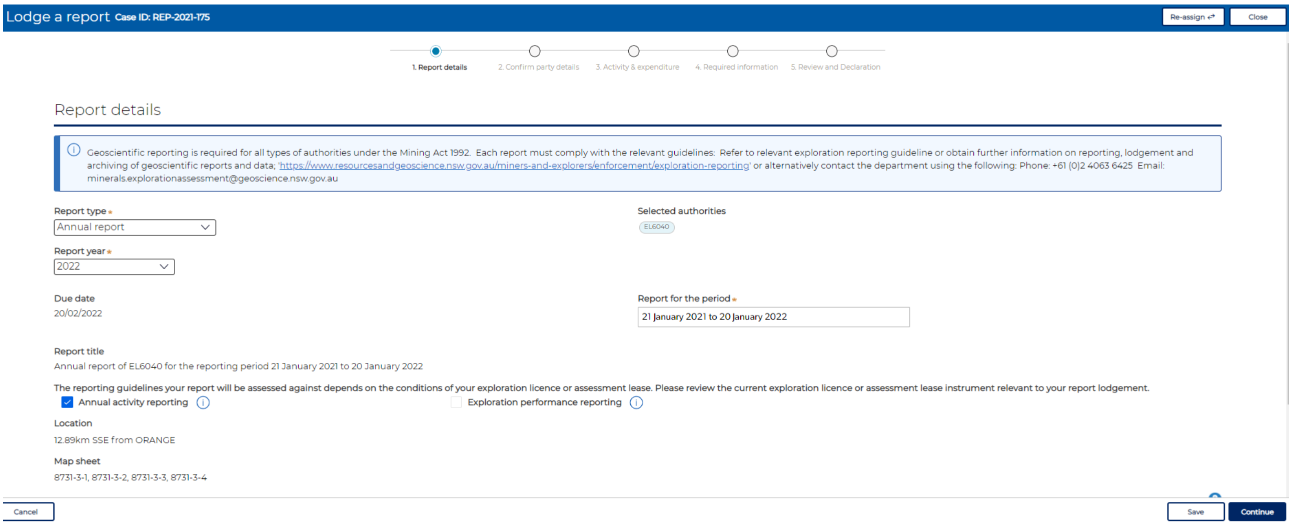
Figure 30 Lodgement preface and privacy screen



Report details

This screen allows you to input summary information about the report.

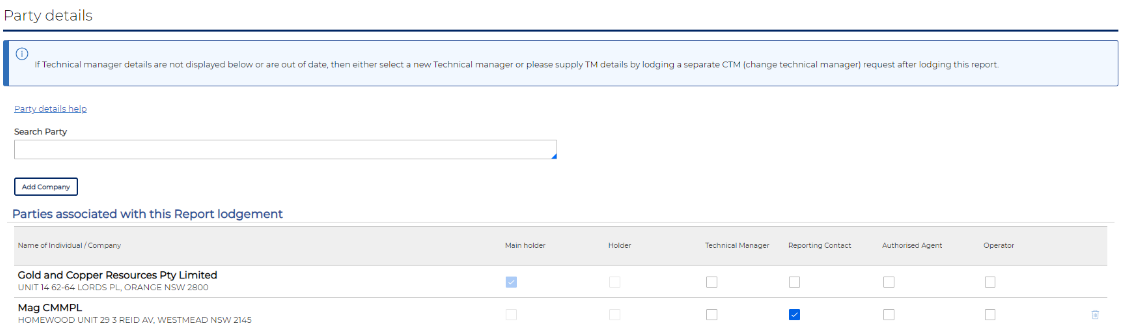
Figure 31 Report details screen



Confirm party details

This screen allows you to confirm the parties relevant to the lodgement. The logged in user is defaulted to the 'Report contact'. This may be changes, however only one report contact can exist for each report lodgement. A new technical manager may also be identified on this screen.

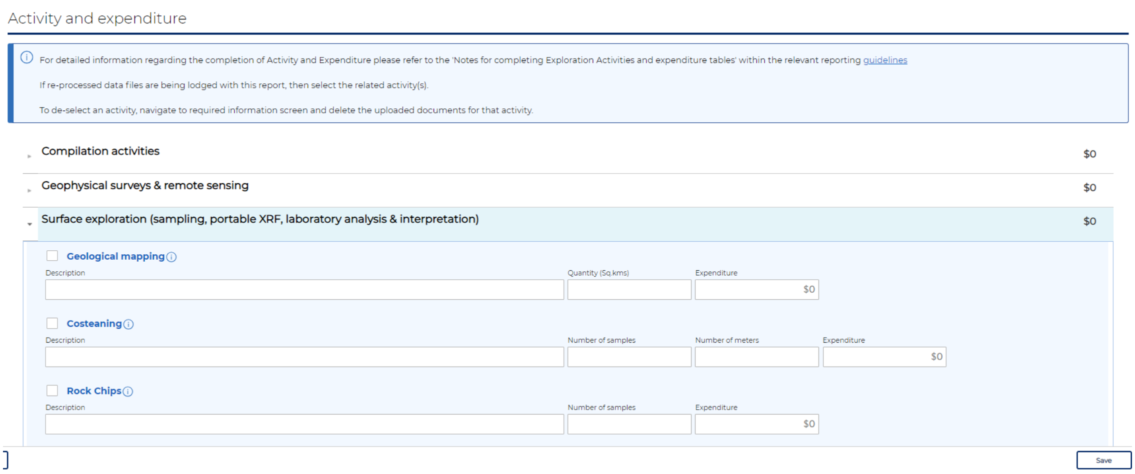
Figure 32 Confirm party details screen



Activity and expenditure

This screen is designed to capture information in a format that supports further analysis. If you prefer to provide this information in a separate document or file, please contact us at mining.explorationassessment@geoscience.nsw.gov.au to discuss alternative options.

Figure 33 Activity and expenditure screen

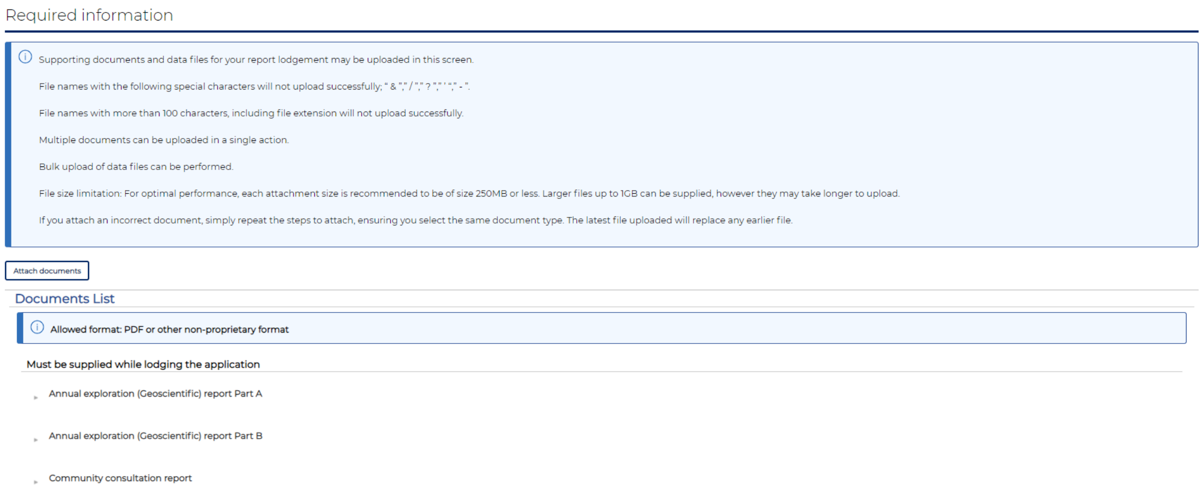


Required information

This screen displays the required data that should accompany the report lodgement. For optimal performance, each attachment size is recommended to be of size 250MB or less. Larger files up to 1GB can be attached, however they may take longer to upload.

File can be uploaded individually or bulk uploaded.

Figure 34 Required information screen



Review and declaration screen

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

This screen offers the ability to navigate back through the report if necessary, prior to making payment and completing the application.

Further Information

TMS technical support

If you have any technical enquiries concerning TMS (e.g. difficulties uploading an attachment or access issues), please contact us via email at tms@planning.nsw.gov.au

General application support

If you have any general enquiries concerning the authority application process (e.g. the information required to support an application), please contact resource.operations@planning.nsw.gov.au