

Titles Management System User Guide

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), formerly the Division of Resources and Geoscience, and allow users to initiate, save, submit and pay for all applications required under the *Mining Act 1992* and the *Petroleum (Onshore) Act 1991*.

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

Once fully deployed the TMS will provide:

- a customer portal that provides convenient 24/7 access to titles management services provided by the Division
- online lodgement of 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 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
- the ability to save TMS created applications as a draft for completion later
- geospatial selection of application areas

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- automatic population of contact details
- attachment of documents to draft applications
- secure payment of application fees by credit card and direct deposit.

Phase 2 release of TMS

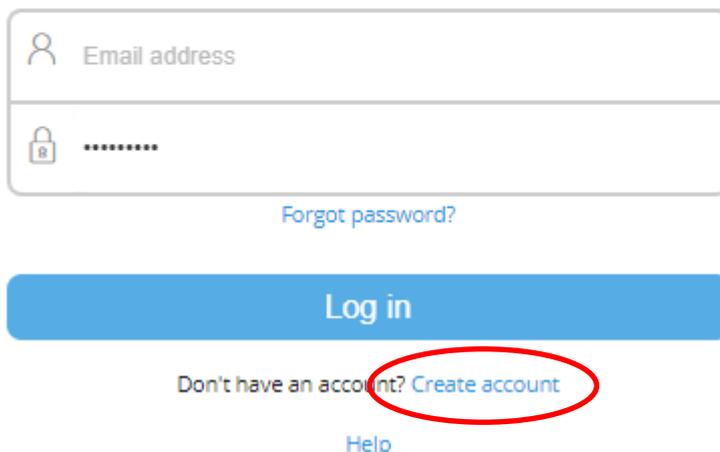
Phase 2 of the new TMS, launched in June 2020, will:

- allow 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.

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



The screenshot shows the TMS login interface. It features a white form with two input fields: 'Email address' and a password field. Below the password field is a blue link for 'Forgot password?'. A blue 'Log in' button is positioned below the form. At the bottom, there is a link for 'Don't have an account? Create account', which is circled in red, and a blue 'Help' link.

To create your TMS account follow the steps below:

1. Go to the [TMS homepage](https://tmsportal.pegacloud.net/prweb/IAC) at: <https://tmsportal.pegacloud.net/prweb/IAC>.
2. Select 'Create account'.

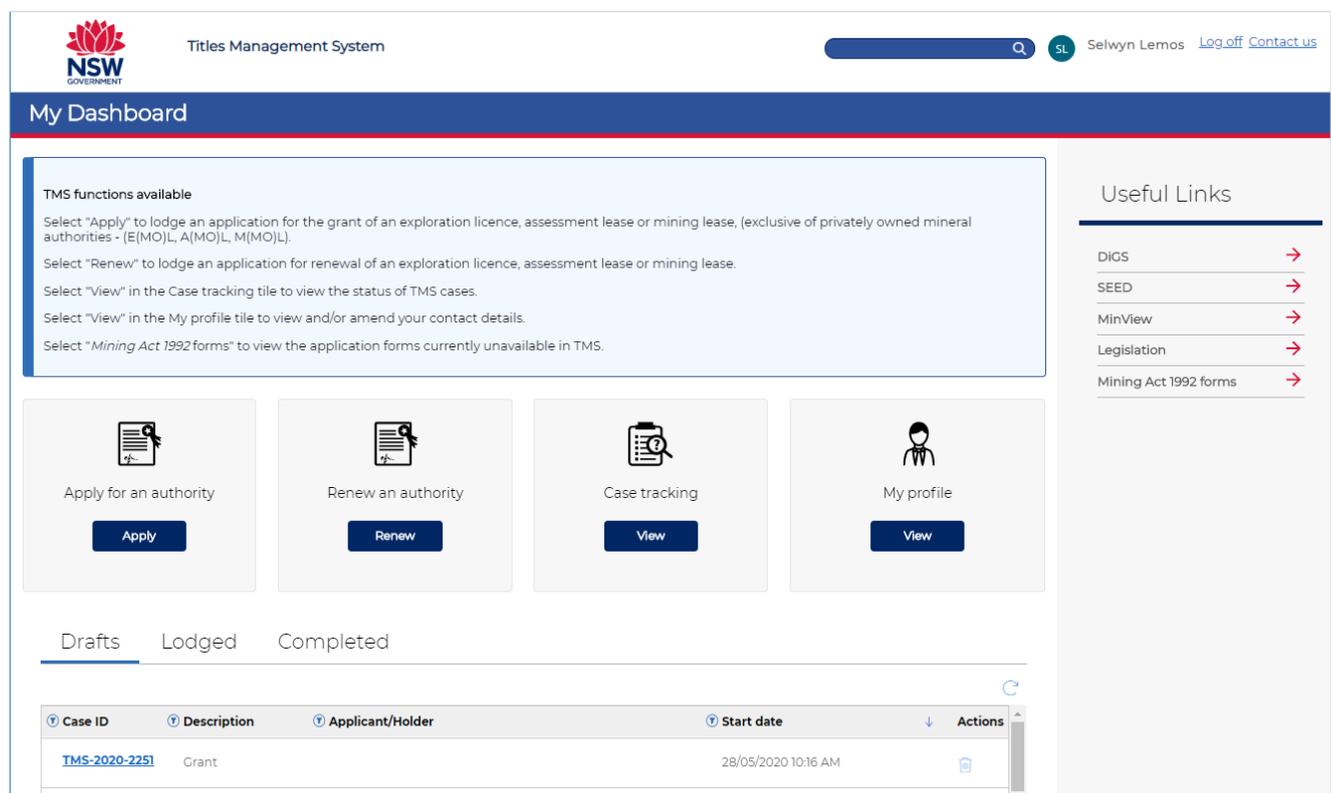
3. Enter the required details in the fields provided.
4. Select the 'Create account' button. You will then receive a confirmation email to the address provided in step two.
5. Open the confirmation email message and select the 'Verify' button.
6. Enter the email address and the password you submitted in step two.
7. Complete your profile details.
8. 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.*

About the TMS dashboard

The dashboard is the central hub for accessing all functions provided by TMS.



The screenshot shows the TMS dashboard with the following elements:

- Header:** NSW Government logo, "Titles Management System", search bar, user profile "Selwyn Lemos", and links for "Log off" and "Contact us".
- My Dashboard:** A blue header bar.
- TMS functions available:** A light blue box containing instructions: "Select 'Apply' to lodge an application for the grant of an exploration licence, assessment lease or mining lease, (exclusive of privately owned mineral authorities - [E(MO)L, A(MO)L, M(MO)L].", "Select 'Renew' to lodge an application for renewal of an exploration licence, assessment lease or mining lease.", "Select 'View' in the Case tracking tile to view the status of TMS cases.", "Select 'View' in the My profile tile to view and/or amend your contact details.", "Select 'Mining Act 1992 forms' to view the application forms currently unavailable in TMS."
- Action Tiles:** Four tiles with icons and buttons: "Apply for an authority" (Apply), "Renew an authority" (Renew), "Case tracking" (View), and "My profile" (View).
- Useful Links:** A sidebar with links: DIGS, SEED, MinView, Legislation, and Mining Act 1992 forms, each with a right-pointing arrow.
- Case Tracking:** Tabs for "Drafts", "Lodged", and "Completed". Below is a table with columns: Case ID, Description, Applicant/Holder, Start date, and Actions.

Case ID	Description	Applicant/Holder	Start date	Actions
TMS-2020-2251	Grant		28/05/2020 10:16 AM	

The dashboard allows you to:

- apply for the grant or renewal of an authority
- access other Mining Act 1992 forms
- access your account profile to view and update details as necessary
- view and complete all 'draft' applications that you have commenced but not lodged
- view your "lodged" applications and track their progress

- view your “completed” applications
- track the progress of selected* cases lodged prior to Phase 1
- access other useful MEG web services.

Note*: For users to view the status of pending applications in TMS, they must first be physically created in TMS by our project team. We will continue to create cases for pending dealings post the Phase 2 deployment, so your patience while this process continues is appreciated.

Status	Prerequisite for status change
Lodged	All required information must be provided by applicant.
Assess	Business units have prepared advice for the decision-maker, TRC (and CROAC) has occurred, NoRD sent to applicant.
Awaiting proposed decision	Decision Maker has made a proposed decision, NoPD sent to applicant.
NoPD/ NoRD 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 updated, signed instrument sent to applicant or final decision communicated to applicant*.

About the different TMS screens

Overview of TMS screens

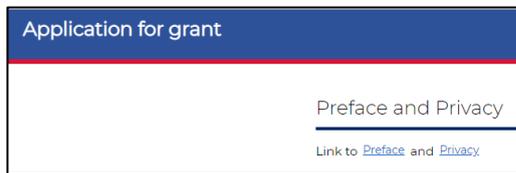
TMS displays various screens to capture all the information required to complete your application. These same screens will be displayed for all interactions with the system.

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

Application for grant 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

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 current 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.

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 complete this screen. You will also be able to view overlapping authority and application information.

**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.

* File names with a space after a number, or the following special characters will not upload successfully; '&', '/', '?'

* File names with spaces after words are acceptable.

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 or cheque in the payment screen).

Export 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.

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.

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