

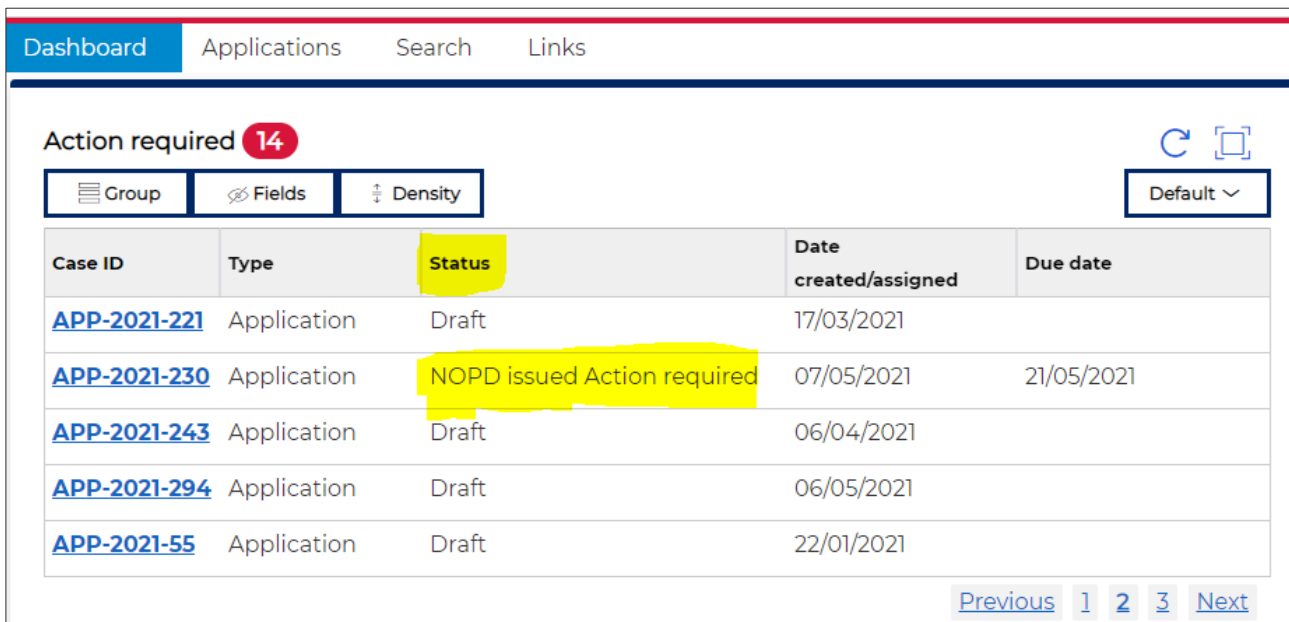
How to respond to actions in TMS

As an applicant, you may be required to respond to actions in TMS.

This can include responding to a **Notice of Proposed Decision** (NOPD), authorising a profile association or other additional actions to be introduced in future).

Your dashboard includes the '**Action required**' panel located on the top left corner.

We have tweaked the default view of this list so that it now includes a **Status** column where the '**NOPD issued action required**' action item is visible without you having to customise it.



The screenshot shows the TMS dashboard with the 'Action required' panel. The panel has a red notification badge with the number '14'. Below the notification are controls for 'Group', 'Fields', 'Density', and a 'Default' dropdown. The table below has the following data:

Case ID	Type	Status	Date created/assigned	Due date
APP-2021-221	Application	Draft	17/03/2021	
APP-2021-230	Application	NOPD issued Action required	07/05/2021	21/05/2021
APP-2021-243	Application	Draft	06/04/2021	
APP-2021-294	Application	Draft	06/05/2021	
APP-2021-55	Application	Draft	22/01/2021	

At the bottom right of the table, there are navigation buttons: 'Previous', '1', '2', '3', and 'Next'.

Once the Assessment stage is completed on your application for grant or renewal application, the applicant will be required to consider the NOPD.

The NOPD is delivered to you via email, sent by the case officer handling your application and we also attach the correspondence to your lodged case in TMS. Concurrently, the system will also generate an email to notify the applicant contact, which was selected in the Party details screen of the Apply stage of lodging your application.

From the '**Action required**' panel on the dashboard, which displays a status item 'NOPD Issued – applicant response required', click on that Case ID link that will take you to the following screen (see screenshot below).

Notice of Proposed Decision

Apply for an authority Case ID: APP-2020-3065

Action required by applicant

NOPD response due date
28/05/2021

Do you want to make representations in regard to the proposed decision? *

Yes No

Fee

First year rent	\$600.00
First years levy	\$100.00
Total invoice amount	\$700.00
Security amount	\$10,000.00

Would you like to pay any of the security amount by security bond? *

Yes No

Total security amount	\$10,000.00
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On this **Action required by applicant** screen, you will see the NOPD response due date.

Making representations

The applicant is required to indicate if they wish to make representations in regard to the proposed decision, in which case they should supply more information to support the request. If you select 'Yes', you then tick the Request reassessment box and add details in the 'Comments' field explaining your reasons for requesting reassessment. If you select 'No' then the screen will expand out to what you see in the above screenshot, showing you what the fees and security amounts are, offering you the option to pay any of the security amount by security bond.

The payment requirement is not relevant to renewals.

If you select 'Yes', the screen then expands out to allow you to nominate the bond amount and the ability to identify the financial institution covering the bond and for you to upload the security bond before completing the action. If you select 'No' you can proceed to complete the action.

Renewal of exploration licence where you are directed to reduce area

If you are renewing an exploration licence and the decision maker directs you nominate a reduced number of units (in the notice of proposed decision), please upload the area details as a separate document. You can do this by switching to the lodged application, select the relevant dealing and use the attach/upload feature on the far right.

For applications for grant, you will see an additional screen where you can pay or record offline payment of the pre-grant fees and securities.

Waiting for invoice to generate

You should next receive a notification regarding the issuance of an invoice to make payment. Upon completing this action, you will see the notice in pink indicating you should 'wait for invoice to generate'. The Department will send the applicant contact (or the alternative finance accounts if you have nominated one for payment purposes) an invoice.

• Notes: Wait for invoice to generate

Wait for invoice to generate MC

i Our records indicate an invoice has not yet been issued for your application. On receipt of your invoice, you may complete the payment of authorisation fees in TMS.

If you have received an invoice and are ready to complete the required payments please contact your case officer or email resource.operations@planning.nsw.gov.au

We apologise for any inconvenience.

Payment details

Apply for an authority Case ID: APP-2021-230

Payment details MC

Fees	
First year rent	\$240.00
First year levy	\$100.00
Total invoice amount	\$340.00
Total security amount	\$10,000.00
Total fees	\$10,340.00

Invoice number * Invoice due date 21/06/2021

Make payment

Payment Method *	Payment amount	Payment Reference *
<input type="text" value="Cash"/>	\$10,340.00	<input type="text"/>

Following receipt of the invoice, the action required will then move to a 'Payment details' screen.

Invoice number

On the 'Payment details' screen the applicant must insert into the mandatory Invoice number field the number of the Invoice received from the department.

If the accounts department of the holder has already made payment and informed the applicant contact, they simply need to update the screen with the payment details including, if relevant, the proof of payment.

Making payment

The applicant can then opt for a method of payment, which then expands the screen depending on the method selected.

Make payment

Payment Method *	Payment amount	
Credit Card/Debit Card v	\$10,340.00	<input type="button" value="Pay Online"/>

Direct deposit:

Account name: Department of Regional NSW
BSB: 032001
Account number: 183837
Reference: APP-2021-230

Direct deposits will require a copy of the deposit receipt issued by the banking authority as evidence to accompany the application form.

Authorisation association or affiliation for a TMS profile

If you are the TMS account manager you may also receive requests related to the profile in your 'Outstanding Tasks'.

This would apply to you if you are the owner of a company profile and a colleague makes a request to be associated with the company profile you manage, ensuring their applications become viewed as part of the portfolio of applications within the company.

An authorisation action will have an AUTH-XX case ID when it appears on your Action required panel. See screenshot below.

Dashboard	Applications	Search	Links
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Action required **14**

Group Fields Density With Status column v

Case ID	Type	Status	Date created/assigned	Due date
AUTH-55			28/04/2021	12/05/2021
REN-2020-103	Renewal	Draft	15/04/2021	
REN-2021-1	Renewal	Draft	21/01/2021	
SUS-2021-25	Suspend a con...	Draft	30/03/2021	

Previous 1 2 3

The action screen will look like this (see screenshot below).

If you agree or disagree with the association or allocation requested by other TMS user, details as shown in the requestor contact information box, select either the 'Yes' or 'No' radio button and then click on Complete to approve the request.

Authorise Case ID: AUTH-55

Authorise association or affiliation MC

Company
ULAN COAL MINES LIMITED

Requestor name Jedi QuiGon

I would like to be the administrator of this employer or company profile in TMS
Yes

Requestor contact information

Preferred contact method Mail	Primary email tmsr405@gmail.com
Phone number 5875969122	Mobile number 84122454

Do you wish to approve the association request ? *

Yes No

© State of New South Wales through Regional NSW May 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (May 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Regional NSW or the user's independent adviser.