

September 2025

Exploration reporting and lodgement of reports in Titles Management System

This document provides links to the appropriate guidelines for exploration reporting and lodging reports in Titles Management System (TMS)

Documents to upload with your exploration report

The table below provides guidance on documents that must and must not be uploaded with an annual, partial relinquishment or final report.

For further information on reporting requirements and lodgement refer to [Exploration reporting](#).

Supply these documents with your exploration report	
✓ Part A (Annual Report)	See Exploration reporting: A guide for reporting on exploration and prospecting in NSW
✓ Part B (Annual Report)	See TMS Guide - Lodging geological reports, data and requests in TMS
✓ Partial relinquishment report	
✓ Final Report	
✓ Appendices	Upload appendices if applicable.
✓ Geoscientific data	Upload all geoscientific data acquired during the reporting period, in accordance with Exploration reporting: A guide for reporting on exploration and prospecting in NSW and Clause 63 of the Mining Regulation 2016. Data submission for Mineral Groups 1-6, 10 & 11 • Include original laboratory certificates. • Use the most recent template (Version 4.6). Templates for can be found here: https://www.resources.nsw.gov.au/mining-and-exploration/compliance-and-reporting/exploration-reporting Data submission for Mineral Group 9 (Coal) • Use the 'CoalLog' format.

Do NOT supply these documents with your exploration report

✗ Community consultation reports

Do not lodge Community Consultation Reports in TMS.

Title holders must publish their Community Consultation reports online or make them available upon request within 14 days.

Further information is available at: [Exploration code of practice: community consultation](#)

✗ Environmental and rehabilitation compliance reports

Do not lodge annual Environmental and Rehabilitation Compliance Reports in TMS.

The annual Environmental and Rehabilitation Compliance Report must be lodged separately via the NSW Resources Regulator Portal (<https://portal.resources.nsw.gov.au/>).

If unable to lodge via the portal, contact: <https://oneplace.resources.nsw.gov.au/>

Further information: [Exploration guidelines annual activity reporting for prospecting titles](#)

✗ Work programs

Do not lodge work programs with an exploration report.

Work programs are mandatory at application, renewal and transfer of an authority, or when requesting to vary a work program.

If seeking to amend a work program during the term of an authority, this must be done via the Vary Work Program process in TMS (not via lodgement with an annual report).

✗ Additional activity and expenditure information

Do not lodge activity and expenditure spreadsheets or include expenditure tables within the exploration report.

Activity and expenditure spreadsheets are no longer required to be submitted with an annual report, as activity and expenditure information is now captured directly in TMS at the time the exploration report is submitted.

✗ Work program completion spreadsheets

Do not lodge work program completion summary spreadsheets. These are no longer required to be submitted with an annual report.

Private or personal information

Title holders must not include any private or personal information in any part of an annual, partial relinquishment or final report. Examples of information that must not be included are below.

Do not include private or personal information in your exploration report

✗ Landholder information	Do not include landholder information, including but not limited to; names or contact details of landholders, property locations, images, excerpts/images of correspondence with landholders.
✗ Community information	Do not include information about community members, including but not limited to; names or contact details, images, excerpts/images of correspondence with community members
✗ Company personnel information	Do not include information about company personnel, including but not limited to contact details and images. The only exception is providing the name of the report author, as required in the report title page.

© State of New South Wales through the Department of Primary Industries and Regional Development 2025. You may copy, distribute, display, download and otherwise freely deal with this publication for any purpose, provided that you attribute the Department of Primary Industries and Regional Development as the owner. However, you must obtain permission if you wish to charge others for access to the publication (other than at cost); include the publication in advertising or a product for sale; modify the publication; or republish the publication on a website. You may freely link to the publication on a departmental website.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (September 2025) and may not be accurate, current or complete. The State of New South Wales (including Department of Primary Industries and Regional Development), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.