Australian Government

National Offshore Petroleum Titles Administrator

NOPTA Corporate Plan 2017–2020

Our Vision   Contributing to national prosperity through administering a thriving offshore oil and gas industry.

Our Purpose   To advise on and administer the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* for Australia's offshore petroleum titles regime to support the effective regulation of our offshore oil and gas resources consistent with good oil field practice and optimum recovery.

Our Culture   We value mutual respect, openness and inclusiveness. We are responsive, consultative, accountable and transparent.

Our functions	Our objectives	How we will deliver	Our indicators of success
Assist and advise the Joint Authority and the responsible Commonwealth Minister	» Contribute to the efficient decision making of the Joint Authority (JA) and responsible Commonwealth Minister. » Maintain and promote open and transparent stakeholder engagement.	» Provide sound advice and recommendations to the JA and responsible Commonwealth Minister, as set out in the JA protocol. » Identify and provide options to streamline and reduce regulatory burden, where appropriate. » Take a risk based approach to engagement, compliance and enforcement, allowing for proportionate responses. » Ensure guidelines and factsheets are up to date and relevant through timely and effective review and consultation. » Risk-based compliance and enforcement policy is regularly reviewed. » Contribute effectively to resource management initiatives. » Field performance monitoring strategies to secure optimum recovery. » Clear, targeted and effective stakeholder engagement.	» Effective management of offshore oil and gas resources in Australia. » Advice to the JA and the responsible Commonwealth Minister is timely, accurate and consistent. » Assessment timeframes set by the JA protocol are met. » Positive feedback from the JA, industry and other stakeholders as measured through stakeholder surveys and other feedback mechanisms. » Guidance information provided to industry is accurate, complete and readily accessible on the NOPTA website, incorporating stakeholder feedback. » Reduction in stakeholder enquiries and non-compliance.
Manage and complete Titles Administrator statutory decisions and authorisations	» Deliver efficient and consistent Titles Administrator decisions and authorisations. » Maintain and promote open and transparent stakeholder engagement.	» Clear, targeted and effective stakeholder engagement. » Ensure timely decisions and authorisations.	» Decisions and authorisations are timely, consistent, defensible and readily accessible. » Positive feedback from industry and other stakeholders as measured through stakeholder surveys and other feedback mechanisms.
Keep a register of titles	» Maintain a publicly available titles register and approvals tracking system for applications.	» Maintain and improve the National Electronic Approvals Tracking System (NEATS). » Upload historical title registers in NEATS for all active titles. » Enhance the tracking process and system for applications and key regulatory submissions.	» The titles register is publicly available, and up to date. » Tracking system for regulatory submissions implemented.
Manage data and reporting submissions	» Streamline data and reporting submissions. » Improve data quality and data integration. » Complete consolidation of offshore data collection. » Facilitate ease of access to open file data.	» Manage the National Offshore Petroleum Data and Core Repository. » Coordinate with Geoscience Australia and States and Territory representatives to finalise data integration and quality control processes. » Maintain timely authorisations to release well, survey and petroleum mining sample data. » Implement systems for enhanced delivery of data, including further enhancements to the National Offshore Petroleum Information Management System (NOPIMS).	» Submission non-compliance is minimised. » Data consolidation and integration program implemented. » NOPIMS is implemented.
Engage, consult and cooperate with stakeholders	» Continue to strengthen our relationships with key stakeholders including NOPSEMA, the department's Offshore Resources Branch, delegates of the JA, Geoscience Australia and industry. » Maintain and promote open and transparent stakeholder engagement.	» Work with NOPSEMA and the Offshore Resources Branch to identify options to simplify and streamline legislation, guidelines and processes for industry. » Contribute to applicable national and international fora. » Contribute advice and technical expertise to intra and interdepartmental meetings and taskforces. » Engage with APPEA and other industry groups. » Communication is clear, targeted and effective.	» Positive feedback from agencies, industry and other stakeholders as measured through stakeholder surveys and other feedback mechanisms. » Timely and responsive delivery of ongoing Geographic Information System services to NOPSEMA. » Developing and maintaining networks through attending national and international fora. » Active participation in policy and legislative discussions. » A monthly dashboard is published providing application and data statistics.
Provide corporate support to facilitate delivery of legislated functions	» Maintain a competent capacity. » Maintain strong financial management and risk management systems, processes and culture. » Ensure all NOPTA staff are appropriately trained in corporate systems, processes and *Public Governance Accountability Act 2013* (the PGPA) requirements relative to their role. » Maintain secure, reliable and responsive information technology systems.	» Recruit and retain skilled professionals. » Encourage individuals' professional learning and development. » Facilitate an annual NOPTA planning and training workshop. » Maintain and improve staff work-life balance. » Provide a safe and supportive workplace with flexible work options. » Provide a reliable and stable ICT service to support NOPTA functions.	» NOPTA is fully cost recovered and maintains its Cost Recovery Impact Statement in line with the Australian Government Charging Framework. » Manage NOPTA's Special Account in accordance with the PGPA and Commonwealth Procurement Rules. » Risk management integrated into financial and corporate decision making processes. » Flexible working arrangements implemented. » Increased efficiency and effectiveness through the use of collaborative work platforms. » ICT systems and services are robust, flexible, solutions oriented and relevant to business requirements.

Key Performance Indicators

(Regulator Performance Framework)

KPI 1   NOPTA does not unnecessarily impede the efficient operation of Titleholders.

KPI 2   Communication with Titleholders is clear, targeted and effective.

KPI 3   Actions undertaken by NOPTA are proportionate to the regulatory risk being managed.

KPI 4   Compliance and monitoring approaches are streamlined and coordinated.

KPI 5   NOPTA is open and transparent in its dealings with Titleholders.

KPI 6   NOPTA actively contributes to the continuous improvement of regulatory frameworks.