



Annual title assessment reports

Part 3 of the *Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011* (the RMA Regulations) sets out the requirements for titleholders to submit an annual title assessment report.

Which titles require the submission of an annual title assessment report?

The collective registered holders of any of the following titles are responsible to submit an annual title assessment report:

- Exploration Permit
- Retention Lease
- Production Licence

What period must be covered in an annual title assessment report?

The first report must cover the first 12 month period of the term of the title commencing on the date the title was granted. All subsequent reports must also cover a 12 month period beginning on each anniversary of the grant of the title.

For renewed titles, what period must be covered in an annual title assessment report?

If the title has been renewed, the first report must cover the first 12 month period of the renewal term of the title commencing on the date the title was renewed. All subsequent reports must also cover a 12 month period beginning on each anniversary of the renewal of the title.

What is the effect of a suspension or a suspension and extension on the timeframe and submission of an annual title assessment report?

There is **no** effect on either the period to be covered in a report, nor when the report must be submitted.

A report must still cover a period of 12 months and be submitted within 30 days after the date of the anniversary.

This may mean that the period covered by a report does not align with the timeframe of the work program years and may need to be lodged in the middle of a work program year.

Also, if the expiry date of the title does not fall on an anniversary date, NOPTA may issue a notice requiring the submission of a report to cover the period that was less than 12 months. The decision to issue a notice is on a case by case basis.

When must I submit an annual title assessment report?

A report must be submitted **within 30 days** after the date of the anniversary of the grant of the title.

If the title has been renewed, a report must be submitted **within 30 days** after the date of the anniversary of the renewal of the title.

If a notice is issued requiring the submission of a report for a period of less than 12 months, the timeframe to submit the report will be specified in the notice.

A report must still be submitted even if no work took place.



How and where do I submit annual title assessment reports?

Reports can be submitted electronically to reporting@nopta.gov.au or in hard copy to NOPTA's Perth office.

I have more than one title so what can I do to simplify reporting obligations?

If you hold more than one title and the registered holders of that title are the same as the registered holders of other titles, you may seek permission from NOPTA to combine the reports for those titles, even if they are in different offshore areas, into a single document.

Should permission be granted, NOPTA will specify the following details for the combined report:

- Which titles may be in a combined report.
- Due date of combined report.

What must I include in an annual title assessment report?

The contents of a report must include, as a minimum, the information specified in the attached checklists for each type of title. The checklists reflect the information required by regulations 3.06, 3.07 and 3.08 of the RMA Regulations to be included in a report.

If permission has been granted for a combined report, the minimum information as per each type of title specified in the checklists must still be provided in the combined report.

Other information, while not explicitly required to be included in an annual title assessment report, may be included to assist explaining the geological understanding of the title area (eg reprocessing data reports).

What happens if I can't submit an annual title assessment report on time?

In certain circumstances, an extension may be given. If you find that you will be unable to submit your report on time, prior to the due date you should submit a request to reporting@nopta.gov.au.

More information

If you have any specific questions regarding your report, please contact reporting@nopta.gov.au.

Please note: this document is intended as a guide only and should not be relied on as legal advice or regarded as a substitute for legal advice in individual cases.

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Annual title assessment report— Exploration permit

The following information must be included in each annual title assessment report for exploration permits.

No.	Requirement	Included
1	Period of report starts on anniversary date of grant, or last renewal, and runs for 12 months.	<input type="checkbox"/>
2	Details of permission to combine reports of multiple titles in a single report.	<input type="checkbox"/>
3	Current work program and expenditure commitments.	<input type="checkbox"/>
4	Details of all work carried out, and the corresponding expenditure, during the report period.	<input type="checkbox"/>
5	Details of the results of the work, evaluation & studies completed.	<input type="checkbox"/>
6	Details of any leads or prospects identified.	<input type="checkbox"/>
7	A description of the planned work, and corresponding expenditure, for the next report period.	<input type="checkbox"/>
8	A description of the preparatory work completed in order to carry out the planned work for the next report period.	<input type="checkbox"/>
9	Any other information as required by a condition of the permit.	<input type="checkbox"/>
10	A list of all reports submitted to NOPTA in the report period.	<input type="checkbox"/>

CHECKLIST

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Annual title assessment report— Retention lease

The following information must be included in each annual title assessment report for retention leases.

No.	Requirement	Included
1	Period of report starts on anniversary date of grant, or last renewal, and runs for 12 months.	<input type="checkbox"/>
2	Details of permission to combine reports of multiple titles in a single report.	<input type="checkbox"/>
3	Current work program and expenditure commitments.	<input type="checkbox"/>
4	Details of all work carried out, and the corresponding expenditure, during the report period.	<input type="checkbox"/>
5	Details of the results of the work, evaluation & studies completed.	<input type="checkbox"/>
6	Details of any leads or prospects identified.	<input type="checkbox"/>
7	A description of the planned work, and corresponding expenditure, for the next report period.	<input type="checkbox"/>
8	A description of the preparatory work completed in order to carry out the planned work for the next report period.	<input type="checkbox"/>
9	Details of plans for further evaluation of discoveries.	<input type="checkbox"/>
10	Details of the following for each pool in the lease area for all reports covering a period after the first year of the lease: <ul style="list-style-type: none"> a. Description of the pool. b. Any new information regarding the evaluation of the pool. c. Estimate of quantity of petroleum in the pool at the end of the previous year. d. Estimate of recoverable petroleum in the pool at the end of the previous year. e. Any new or revised data upon which the above estimates are based. f. A report of any study carried out that resulted in a revised estimate. g. A table summarising the resource and reserve quantities. 	<input type="checkbox"/>
11	Any other information as required by a condition of the lease, including any special condition(s) specified in the covering letter attached to the granted lease.	<input type="checkbox"/>
12	A list of all reports submitted to NOPTA in the report period.	<input type="checkbox"/>

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Annual title assessment report— Production licence

The following information must be included in each annual title assessment report for production licences.

No.	Requirement	Included
1	Period of report starts on anniversary date of grant, or last renewal, and runs for 12 months.	<input type="checkbox"/>
2	Details of permission to combine reports of multiple titles in a single report.	<input type="checkbox"/>
3	The total amount of petroleum produced during the report period.	<input type="checkbox"/>
4	The amount of each substance injected into a reservoir during the report period.	<input type="checkbox"/>
5	The amount of each substance flared or vented during the report period.	<input type="checkbox"/>
6	A production forecast for each producing or potential development project.	<input type="checkbox"/>
7	Details of any leads or prospects identified.	<input type="checkbox"/>
8	A description of the planned work during the next report period to be carried out due to a condition.	<input type="checkbox"/>
9	A description of the planned work to further evaluate the licence area during the next report period.	<input type="checkbox"/>
10	Details of the following for each pool in the licence area for all reports covering a period after the first year of the licence: a. Description of the pool. b. Any new information regarding pool evaluation. c. Estimate of quantity of petroleum in the pool at the end of the previous year. d. Estimate of recoverable petroleum in the pool at the end of the previous year. e. Any new or revised data upon which the above estimates are based. f. A report of any study carried out that resulted in a revised estimate. g. A table summarising the resource and reserve quantities.	<input type="checkbox"/>
11	Any other information as required by a condition of the licence, including any special condition(s) specified in the covering letter attached to the granted licence and accepted field development plan.	<input type="checkbox"/>
12	A list of all reports submitted to NOPTA in the report period.	<input type="checkbox"/>

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