



## Monthly production reports

All fact sheets should be read in conjunction with the [Offshore Petroleum and Greenhouse Gas Storage Act 2006](#) (the Act), associated regulations, relevant guidelines and policies (available on [NOPTA's website](#)).

Regulation 7.19 of the *Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011* (the RMA Regulations) requires production licensees to submit monthly production reports. The following information is provided as a quick reference and should be read in conjunction with the RMA Regulations.

### What information must be in a monthly production report?

A monthly production report should be submitted using the attached template. Any monthly production report that does not use the attached template must, as a minimum, include the information required by the template. Data regarding exploration or appraisal wells are not required to be included in monthly production reports. A monthly production report must be submitted for each production licence. Any monthly production report that covers more than one production licence must clearly segregate the data for each licence, and each licence's wells, in the combined report.

### Do I still have to submit a monthly production report if there were no activities for the month?

**Yes.** A monthly production report must still be submitted regardless of whether any production activities were carried out during the month.

It would be helpful to include an explanation of the status of production to enable the understanding of any 'nil' responses given.

### What period must be covered in a monthly production report?

Each report must cover a calendar month.

When a production licence is first granted, the first report is to cover the period starting on the date the production licence was granted until the last day of the calendar month (this period will likely be shorter than one month).

### When must I submit a monthly report?

Each report must be submitted within 15 days after the end of the calendar month.

If a renewal application has been lodged and the expiry date passes, the production licence is still in force. Therefore, monthly production reports must still be submitted as above. If the renewal application is granted, the requirement to submit monthly production reports continues. If the renewal application is refused, the requirement to submit monthly production reports ceases on the date the renewal is refused.

### How and where do I submit monthly production reports?

NOPTA has developed a monthly production report template in consultation with operators of offshore production licenses. It is expected this template will be used for all production reporting purposes from July 2014.

Notes to assist in the completion of this template have also been developed.

The template and notes on completion are available at: <https://www.nopta.gov.au/forms/reporting-templates.html>.

Reports, in Excel format, should be submitted electronically to [reporting@nopta.gov.au](mailto:reporting@nopta.gov.au).

### More information

If you have any specific questions, please contact NOPTA via [reporting@nopta.gov.au](mailto: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.

### Version history

Version	Date	Comment
2.0	30/07/2019	Update to layout, format and links.