



# Feasibility Licence Annual Report Content Requirements

## Overview:

Legislation	<a href="#">Chapter 3</a> of OEI Act
Regulations	<a href="#">Part 2</a> of the Regulations
Guidelines	<a href="#">Guideline: Offshore Electricity Infrastructure Licence Administration (the Guideline)</a>
Factsheets	N/A
FAQs	N/A
Form	<a href="#">Annual Report form</a>
Other	Please also refer to the: <ol style="list-style-type: none"> <li>1. Relevant Invitation to Apply instrument published on the <a href="#">Federal Register of Legislation</a></li> <li>2. Relevant Declaration instrument on the <a href="#">Federal Register of Legislation</a></li> <li>3. <a href="#">Suitability Disclosure Forms</a></li> <li>4. <a href="#">Annual Report Attachment</a></li> </ol>

## Required information

Checklist	Description	Provided
1	A completed <b>Annual Report form</b> executed in accordance with the Registrar Forms Guidance, including the following: <ul style="list-style-type: none"> <li>• Licence details <ul style="list-style-type: none"> <li>○ Licence holder name, ACN/ARN, licence number and reporting period</li> </ul> </li> <li>• Annual Report contact details: - please ensure this person is readily contactable in the event of any lodgement issues <ul style="list-style-type: none"> <li>○ Confirmation the licence holder consents to information being given by way of electronic communication</li> </ul> </li> </ul>	<input type="checkbox"/>
2	A <b>description of all work, evaluations and studies</b> carried out in or in relation to the licence area <b>during the reporting period</b> , with total expenditure by item and a summary of the results. ( <i>section 33(4)(a) of the Regulations</i> ) - (Please use the template: <i>Annual Report Attachment</i> )	<input type="checkbox"/>
3	Details of how the licence has continued to meet, and continues to meet, the <b>merit criteria</b> ( <i>section 34 of the OEI Act and sections 25 and 33(4)(b) of the Regulations</i> )	<input type="checkbox"/>
4	A <b>summary of anticipated work, evaluations and studies</b> to be carried out in or in relation to the licence area during the <b>next reporting period</b> for the licence, including estimated expenditure. ( <i>section 33(4)(c) of the Regulations</i> ) - (Please use the template: <i>Annual Report Attachment</i> )	<input type="checkbox"/>
5	A <b>description of how the offshore infrastructure project carried out, or to be carried out, under the licence</b> (including any proposed commercial licence that the licence holder has applied for, or proposes to apply for, on the basis of the feasibility licence) <b>is contributing, or will contribute, to the Australian economy and local communities</b> , including in relation to: <ol style="list-style-type: none"> <li>(i) regional development; and</li> <li>(ii) job creation; and</li> <li>(iii) Australian industries; and</li> <li>(iv) the use of Australian goods and services</li> </ol> ( <i>section 33(4)(d) of the Regulations</i> )	<input type="checkbox"/>
6	Any other <b>information or documents that a condition of the licence requires</b> the annual report to include ( <i>section 33(4)(e) of the Regulations</i> ), if applicable.	<input type="checkbox"/>



The information in the report should provide sufficient detail to demonstrate compliance with the requirements of section 33 of the OEI Regulations. The below table outlines suggested content and should be taken as a guide rather than an exhaustive list. Not all items may be applicable to every licence holder.

The Registrar may request additional information to ensure compliance with section 33 of the Regulations.

### Annual Report content guidance

Checklist	Description
1	<p><b>Executive Summary</b></p> <p>Highlight key activities and project impacts that have occurred during the reporting period, and an <b>index of information/attachments</b> provided.</p>
2	<p><b>Project Overview</b></p> <p>Overview of proposed project that includes details of any <b>changes to project design or layout</b> and drivers behind any <b>material change(s)</b>. A summary of <b>key project characteristic</b> is to be provided using the <i>Annual Report Attachment Project Overview</i> tab.</p> <p>In this context, "material changes" refers to any significant modifications to the proposed project design or layout during the reporting period that could affect the project's scope, feasibility, or compliance with regulatory requirements. This may include alterations in project specifications, layout configurations, technology choices, or any other relevant factors that could influence stakeholders' assessments or decisions regarding the project.</p>
3	<p><b>Project Schedule</b></p> <p>An overview of the current <b>Project Schedule</b> including the <b>critical path</b> and details of any <b>significant changes</b> since the time of the original application and last reporting period. Discussion should be provided in relation to the cause of changes in project schedule.</p> <p>A detailed project schedule should be provided electronically in .mpp file format.</p>
4	<p><b>Activities completed during the reporting period</b></p> <p>A description of all work, evaluations and studies carried out in or in relation to the licence area during the reporting period, with total expenditure by item and a summary of the results to be provided using the <i>Annual Report Attachment Work Undertaken</i> tab.</p> <p>Details of expenditure incurred in relation to the Feasibility licence is to be provided in the <i>Annual Report Attachment FL Expenditure</i> tab. Expenditure is to be reconciled against the funding plan.</p>
5	<p><b>Impact of activities on project matters</b></p> <p>Provide a summary of the impact that the work undertaken during the year has had on key project matters including:</p> <ol style="list-style-type: none"><li>Progress towards addressing <b>commercial complexities</b>. This should include complexities previously identified and any identified as a result of activities undertaken.</li><li>Progress towards achieving <b>route-to-market strategy</b>. This should include details of commercial certainty; and required transmission routing, infrastructure, grid connection and technology.</li><li>Progress with <b>consenting</b> and <b>stakeholder consultation</b></li><li><b>Material change(s) to the assumptions underlying the Economic Impact Assessment</b>, and updated results.</li></ol> <p>In this context, material changes may include changes to cost estimates, project delivery timeframes, impacted region or methodological approaches that are likely to influence the assessment's outcomes for both economic and employment impact.</p>



Checklist	Description
	<p>e. <b>Material change(s) to supply chain development, local content manufacturing and local workforce development initiatives.</b></p> <p>In this context, material changes may include changes in project scope, strategic direction, resource allocation, partnerships, or any other developments that could substantially impact the effectiveness or implementation of these initiatives.</p>
	<p><b>Activities planned for the next reporting period</b></p>
6	<p>A summary of anticipated work, evaluations and studies to be carried out in or in relation to the licence area during the next reporting period for the licence, including estimated expenditure to be provided using the <i>Annual Report Attachment Anticipated Work</i> tab.</p>
	<p><b>Risk Register</b></p>
7	<p>Details of any <b>new or evolving project risk(s)</b> and measures taken to mitigate or resolve them. Summary of any changes to existing risks or the approach to mitigations. A comprehensive current <b>Risk Register</b> is to be provided as an attachment (preferably in .xlsx file format).</p>
	<p><b>Contribution to the Australian economy and local communities</b></p>
8	<p>A description of how the project is contributing to the Australian economy and local communities, including in relation to regional development, job creation, Australian industries and the use of Australian goods and services.</p>
9	<p><b>Updated Information</b></p>
	<p>a. <b>Organisational chart</b> showing current workstreams, project team personnel, vacant positions, and contractor roles. Include CVs for any new personnel/contractors and note personnel who are not full-time on the project.</p> <p>“Project team” includes senior management positions, workstream/discipline/package leads, and other key positions as applicable.</p>
	<p>b. <b>Funding plan</b> for the remainder of the licence term.</p> <p>The funding plan and any supporting documentation should outline funding arrangements, highlight any new funding, investment changes and financial challenges that may impact the project’s viability. Supporting documentation may include bank statements, loan agreements and/or shareholder agreements.</p>
	<p>c. <b>Evidence of cash or funding sufficient to meet at least 150%</b> of the estimated cost of work, evaluations and studies proposed for licence area applicable to the next reporting period.</p>
	<p>d. Most recent <b>audited financial statement(s)</b> for the licence holder and/or the entities it relies on for funding. This should include profit and loss statement(s), balance sheet(s), statement(s) of cash flows and any accompanying notes.</p>
	<p>e. Most recent <b>annual Corporate Governance statement</b>.</p>
	<p>f. <b>Corporate governance policies</b> implemented, and an outline of any new committee member(s) experience.</p>
	<p>g. New or updated <b>Body Corporate or Natural Person Suitability Disclosure forms</b> not previously provided.</p> <p>If any information in previously submitted disclosure(s) is no longer accurate, new disclosures should be made as soon as the information changes. If a key officer is no longer a key person of a body corporate, please notify the Registrar.</p>
	<p>h. <b>Current or proposed project(s)</b> in the licence holder’s (or entities it is relying on to meet the merit criteria) portfolio.</p> <p>Please provide this information in the <i>Annual Report Attachment Project Portfolio</i> tab. This should encompass large-scale renewable projects (onshore or offshore), electricity generation and/or any</p>



Checklist	Description
	other large-scale infrastructure projects in Australia and internationally similar to the proposed project.
10	<b>Any additional information</b> in support of how the licence continues to meet the merit criteria.