



## STAKEHOLDER NOTICE: COVID-19

This notice is to inform you of the measures that NOPTA has put in place, effective immediately, to proactively protect our people and visitors whilst ensuring NOPTA continues to operate effectively.

### Stakeholder meetings

Until further notice NOPTA will not be hosting face to face meetings in NOPTA's Perth and Melbourne offices. Teleconferences and videoconferences will replace face to face meetings. NOPTA's attendance at external meetings will also be restricted.

### Data Submissions

Please contact [data@nopta.gov.au](mailto:data@nopta.gov.au) prior to the physical submission of data. NOPTA cannot guarantee that the reception desk will be open to receive deliveries by couriers/or in person. Leaving deliveries at an unattended reception desk is not secure and NOPTA will not take responsibility for items left in this manner.

### Reports

Please continue to submit reports via email at [reporting@nopta.gov.au](mailto:reporting@nopta.gov.au) or at [resources@nopta.gov.au](mailto:resources@nopta.gov.au). NOPTA will no longer sign transmittal documents, rather will send email confirmations.

### Application Submissions

NOPTA encourages all titleholder applications to be submitted via email at [titles@nopta.gov.au](mailto:titles@nopta.gov.au). Please note the valid submission of transfers and dealings requires the relevant instrument to be submitted with the application. For applicants wishing to submit transfer and dealings, please contact [titles@nopta.gov.au](mailto:titles@nopta.gov.au) to make submission arrangements.

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### Late Submissions of Data, Reports and Applications

Should titleholders face difficulties in meeting timelines for the submission of data, reports and applications, NOPTA should be advised as early as possible. Requests for the extension of submission times will be considered on a case-by-case basis

Please note, NOPTA has no discretion to waive or alter the submission of applications beyond a prescribed timeframe (e.g. titleholders cannot apply to renew at title past the expiry date) or extend acceptance of offers beyond those timeframes specified in section 260 of the *Offshore Petroleum and Greenhouse Gas Act 2006*.

### Payments

NEATS payments are currently unavailable. Credit card payments over the phone remain in place. Please contact [corporate@nopta.gov.au](mailto:corporate@nopta.gov.au) to arrange a credit card payment.

### Working Remotely

NOPTA has the necessary ICT arrangements in place to operate effectively remotely if required. Some staff are already working remotely and this may increase over the coming weeks as appropriate or necessary.

NOPTA is committed to maintaining a high-quality service at all times and we encourage you to contact us in relation to any concerns or questions you may have.

17 March 2020