

STAKEHOLDER NOTICE: COVID-19

Last updated 1 September 2020

This notice informs you of the measures that NOPTA continues to put in place to proactively protect our people and visitors whilst ensuring NOPTA continues to operate effectively.

NOPTA is committed to maintaining a high-quality service and we encourage early engagement with us in relation to any concerns or questions you may have.

NOPTA's Perth office

Perth based staff have returned to the office.

NOPTA's Perth office is now open for deliveries between 8am and 5pm weekdays.

NOPTA's Melbourne office

All Melbourne based staff are continuing to work remotely.

NOPTA's Melbourne reception desk is not available to receive deliveries by couriers/or in person until further notice. Leaving deliveries at an unattended reception desk is not secure and NOPTA will not take responsibility for items left in this manner.

Stakeholder meetings

Until further notice, NOPTA will not be hosting face to face meetings. Teleconferences and videoconferences will replace face to face meetings. NOPTA's attendance at external meetings may also be restricted at the current time.

Well and survey data submissions

Where possible, NOPTA will be flexible in its approach to the submission of well and survey data. Please contact data@nopta.gov.au to discuss suitable arrangements for each data submission.

Please continue to submit samples and field tapes at the applicable repository.

Reports and notifications

Please continue to submit regulatory reports and notifications via email at reporting@nopta.gov.au or at resources@nopta.gov.au. NOPTA will no longer sign transmittal documents, but will send email confirmation of receipt.

Application submissions

NOPTA encourages all titleholder applications to be submitted via email at titles@nopta.gov.au. If the combined file size is over 10MB, please contact titles@nopta.gov.au regarding use of NOPTA's large file transfer system.

Please note the valid submission of transfers and dealings requires the relevant instrument to be submitted with the application. Given Melbourne based staff are continuing to working remotely and the reception desk is closed, please submit any hard copy documents to NOPTA's Perth office or contact titles@nopta.gov.au to make submission arrangements.

Late submission of data, notifications, 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 or extend a 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. Contact corporate@nopta.gov.au to arrange a credit card payment (please do not email credit card details).