**PERMANENTLY CONFIDENTIAL WHEN COMPLETED**

**Annual Assessment Report**

Petroleum and Geothermal Energy Resources   
(resource Management and Administration) Regulations 2015

Petroleum (Submerged Lands) (Resource management and administration) regulations 2015

**RETENTION LEASE**

**TEMPLATE**

The Department of Mines, Industry Regulation and Safety (DMIRS) provides this template in the interests of creating efficiency and streamlining the manner in which annual assessment reports (AARs) are prepared and assessed. This template provides a base model and guidance on the types of information that may be provided by petroleum title holders to prepare, submit and comply with their obligation to submit an AAR.

The Department advises that the usage of this template is optional, and that petroleum titles holders may instead opt to prepare AARs in an alternative form, provided that the content of these reports meet the requirements of an AAR as prescribed in the Petroleum and Geothermal Energy Resources (Resource Management and Administration) Regulations 2015 and/or the Petroleum (Submerged Lands) (Resource Management and Administration) Regulations 2015.

**All NOTES in yellow boxes are for instructional and guidance purposes only.**

**NOTES:**

Title holders are required to be aware of their rights and obligations under the *Petroleum and Geothermal Energy Resources Act 1967* (PGERA67), the *Petroleum (Submerged Lands) Act 1982* (PSLA82), and Part 5 and Schedule 2 of the RMAR 2015.

Subject to regulation 37, a title holder must give the Minister an AAR providing the required information for each year of a term of the title, due within 30 days after the day on which the year of the term ends.

An AAR is a permanently confidential document under the RMAR 2015. All AARs submitted to DMIRS should be marked as Confidential.

The AAR covers a 12-month period for each year a title is in force starting on the date of grant or renewal of a title, or the anniversary of that date. It should be noted that the reporting period and due date for submission of an AAR are independent of the conditions of a title requiring work to be undertaken in accordance with a work program. For clarity, this includes where the dates of a work program change following approval of a suspension of conditions (with or without an extension of title term) in accordance with the provisions of the PGERA67 or PSLA82.

A title holder may be required to provide an AAR for part of a year pursuant to regulation 39, which applies where a title ceases to be in force (i.e. has expired, was surrendered, cancelled, revoked or terminated), or if the term of the title was not a whole number of years (for example, where a lease is deemed to continue in force per section 48G(9) of PGERA67 or section 38G(9) of PSLA82).

**Identification of Lease and Reporting Period**

|  |  |
| --- | --- |
| **Lease(s)\*** |  |
| **Reporting period** | \_\_\_ / \_\_\_ / \_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_ |

**NOTES:**

\* If the AAR relates to more than one lease, please provide details of the date approval was given for the combination of the reports under regulation 38 of the RMAR 2015.

**Lessee (Title Holder(s))**

|  |  |
| --- | --- |
| Company Name | ACN / ABN |
|  |  |
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|  |  |

**Additional Information**

**Regulation 37(3)** – An annual assessment report may include any other information that the title holder believes is relevant to the title.

Please enter any information to be provided for the purpose of **regulation 37(3)** below:

**NOTES:**

This may include an overview which outlines the main aspects of the lease, for example:

* location map of the lease area
* summary of exploration and appraisal activity undertaken during the reporting period
* brief outline of reference case development concept and other development options
* brief summary of any barriers to commercialisation
* other relevant lease history
* applications and relevant dealings having an effect on the lease lodged or approved within the reporting period

**Required Information**

**Regulation 37(2)** – For the purposes of subregulation (1), the required information is –

(b) in the case of a lessee – the information listed in Schedule 2 Division 2

**Schedule 2 – Annual Assessment Report, Division 2 – Required information: lessee**

**Item 6.** A description of work and expenditure commitments as detailed in the lease.

**Item 7.** For all work, evaluations and studies carried out in relation to the lease –

1. the total expenditure on the work, evaluation and studies; and
2. the results of the work, evaluation and studies, including details about any leads and prospects identified.

**Items 6 and 7(a) of Schedule 2 Division 2** may be satisfied by completing the required information in the table below:

| **Lease Year**  **(work program year)** | **Start Date for Year** | **End Date for Year** | **Minimum Work Requirement**  **(per title instrument)** | **Estimated Expenditure**  **(per title instrument)** | **Actual work undertaken including name of operation\*** | **Date completed** | **Actual Expenditure $AU\*\*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**NOTES:**

This information may be used to identify and track compliance with the conditions to which a lease is subject, such as those relating to the work program. Lessees are advised that only work undertaken within a lease area will meet a work program commitment condition.

\* Actual work undertaken (whether per a work program commitment, or considered in addition to commitments) should be described in relation to an activity, for example:

* For geotechnical studies - seismic planning, rock property studies
* For exclusive survey acquisition – the name of the survey, type (2D, 3D, AEM, gravity, etc.), size of survey (line km/km2) within the lease area
* For non-exclusive surveys (purchase/licensing) – the name of the dataset, the name of the survey, total area, size of survey (line km/km2) within the lease area
* For seismic processing or reprocessing – the name of the survey, processed or reprocessed, type of processing, amount of data (line km/km2) processed within the lease area
* For well activities – the name of the well

\*\* Actual expenditure should reflect the actual expenditure incurred in undertaking the activity and be more than an estimate. Amounts should be reported in nominal terms.

Please enter information to be provided for the purpose of **Item 7(b) of Schedule 2 Division 2** below:

**NOTES:**

This section should summarise all evaluation and study efforts (geological and/or geophysical), including surveys and drilling that have furthered the understanding of the petroleum potential of the lease. Please buttress any changes to the development strategy being pursued as a result of updated knowledge, new data, techniques, etc.

Specific information should relate to:

* any drilling activity during the reporting period
* studies (geological and geophysical)
* new data and surveys
* updated knowledge of the petroleum system

Where a discovery has been made within the lease, this summary should identify how the work undertaken has contributed to the understanding and evaluation of the pool and any revision to previous estimates.

See also tables on the following page.

For the purpose of **Item 7(b) of Schedule 2 Division 2**, please provide summary details of any leads and prospects identified in the lease in the tables below:

**Prospects and leads**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Prospect / Lead** | **Target Hydrocarbon**  **(Oil / Gas)** | **Petroleum System**  **(Target Reservoir / Source Rock)** | **Trapping Mechanism** | **New (identified during the period) or Existing** | **Progressed During the Period (Y/N)** | **Summary of progress in characterisation or understanding of lead/prospect\*** |
|  |  |  |  |  |  |  |
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**Resources associated with key prospects**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Prospect** | **Probability**  **of Success** | **Reference Date** | **Prospective Oil/Condensate Resources in GL (MMbbl in brackets)** | | | **Prospective Gas Resources in 109 m3 (Bcf in brackets)** | | |
| **Low** | **Best** | **High** | **Low** | **Best** | **High** |
|  |  |  |  |  |  |  |  |  |
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Please enter any additional information\*\* to be provided for the purpose of **Item 2(b) of Schedule 2 Division 2** regarding prospects and leads below:

**NOTES:**

\* For example, new seismic, revised mapping, charge modelling, change to resource estimate, plans for drilling.

\*\* In respect of each lead and prospect identified or further evaluated during the reporting period, the Department recommends including the following information:

* A clear and concise map with legible contours that shows the location and outline of all leads and prospects within the lease area currently considered valid
* A description of all leads and prospects, providing details on the trap type and mechanism, reservoir, source rock and seal for each individual prospect/lead
  + Maturation efforts for all leads and prospects, including those identified during the reporting period
  + Updated understanding of leads and prospects as a result of work undertaken during the reporting period

Volumes reported at Standard Conditions: 15.56 °C (60 °F) and 101.325 kPa (1 atm); 1 cf = 0.02831685 m3; 1 MMbbl = 0.1589873 GL

**Item 8.** A list of the reports submitted to the Minister in accordance with these regulations during the year.

**Item 8 of Schedule 2 Division 2** may be satisfied by identifying in the table below all reports submitted to the Minister under the RMAR 2015 for the 12-month period relating to this AAR.

|  |  |  |
| --- | --- | --- |
| **Date Submitted** | **Document Name / Version** | **Related work program activity  (include activity name)** |
|  |  |  |
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**Item 9.** Details of the lessee’s plans for further evaluation of discoveries, including work that is to be carried out in the lease area.

Please enter information to be provided for the purpose of **Item 9 of Schedule 2 Division 2** below:

**NOTES:**

The Department suggests outlining a work program that addresses all aspects of barriers to development of known discoveries.

These may relate to the following:

* planned activities that address or mitigate against any geological and geophysical barriers
* planned activities that address or mitigate against any technological and engineering issues
* planned activities that address or mitigate against any commercial barriers to development

This should also include or demonstrate a path to commercialisation of discovered resources.

**Item 10.** For the work, evaluations and studies expected to be carried out in relation to the lease during the next year of the lease –

1. a description of work commitments and expenditure estimates; and
2. a description of the measures taken by the lessee to prepare for the work mentioned in paragraph (a).

**Item 10(a) of Schedule 2 Division 2** may be satisfied by completing the required information in the table below.

| **Lease Year**  **(work program year)** | **Start Date for Year** | **End Date for Year** | **Minimum Work Requirement**  **(per title instrument)** | **Estimated Expenditure**  **(per title instrument)** | **Work planned or scheduled\*** | **Expected start date** | **Expected date of completion** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
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Please enter information\*\* to be provided for the purpose of **Item 10(b) of Schedule 2 Division 2** below:

**NOTES:**

This information may be used to identify and track compliance with the conditions to which a lease is subject, such as those relating to the work program. Lessees are advised that only work undertaken within a lease area will meet a work program commitment condition.

Details are only required for work program commitments covered by the next reporting period.

\* Planned or scheduled work (whether to meet a work program commitment, or considered in addition to commitments) should be described in relation to an activity, for example:

* For geotechnical studies - seismic planning, rock property studies
* For exclusive survey acquisition – the name of the survey, type (2D, 3D, AEM, gravity, etc.), size of survey (line km/km2) within the lease area
* For non-exclusive surveys (purchase/licensing) – the name of the dataset, the name of the survey, total area, size of survey (line km/km2) within the lease area
* For seismic processing or reprocessing – the name of the survey, processed or reprocessed, type of processing, amount of data (line km/km2) processed within the lease area
* For well activities – the name of the well

\*\* Measures taken to prepare for the planned or scheduled work may include land access negotiations, approvals sought/received, contractors for rig or survey, etc.

**Item 11.** For a year after the first year of the lease\*, the following information about each petroleum pool or geothermal resources area situated in the lease area –

1. a description of the pool or geothermal resources area;
2. any new information relating to the evaluation of the pool or geothermal resources area;
3. an estimate of the quantity of petroleum in the pool, or geothermal energy resources in the geothermal resources area, at the end of the previous year;
4. an estimate of the quantity of recoverable petroleum in the pool, or recoverable geothermal energy in the geothermal resources area, at the end of the previous year;
5. any new or revised data upon which the estimates in paragraphs (c) and (d) are based, including a report of any study carried out that has resulted in a revised estimate;
6. a table summarising the quantities mentioned in paragraphs (c) and (d) by reference to resources and reserves.

Please enter information\*\* to be provided for the purpose of **Item 11(a) of Schedule 2 Division 2** below:

Please enter information to be provided for the purpose of **Item 11(b) of Schedule 2 Division 2** below:

Please enter information\*\*\* to be provided for the purpose of **Item 11(c) of Schedule 2 Division 2** below:

Please enter information\*\*\* to be provided for the purpose of **Item 11(d) of Schedule 2 Division 2** below:

Please enter information to be provided for the purpose of **Item 11(e) of Schedule 2 Division 2** below:

**NOTES:**

\* Means in every year after Permit Year 1

\*\* The description should include a depth structure map, cross section (strike and dip or inline and crossline), stratigraphic column and well log, as well as a description of the petroleum system (trap, reservoir, seal and source rock)

\*\*\* ‘The end of the previous year’ means the end of the previous calendar year (1 January to 31 December)

**Item 11(f) of Schedule 2 Division 2** for the 12-month period relating to this AAR may be satisfied by completing the required information in the table below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Resource Table** | | | | | | | | | | | | | | | | | | | |
| **Field Name:** | | | | | | | **Number of Pools:** | | | | | | | | | | | | |
| **Reference Date:** | | | | | | | **Reservoir Name (if different to pool name):** | | | | | | | | | | | | |
| **Reference Point:** | | | | | | |
| **Brief summary of notional or actual development associated with resource estimate:** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Resource for all pools in field** | **Petroleum Initially in Place** | | | | | | | **Reserves** | | | | | | **Contingent Resources** | | | | | |
|  | **1P /1C** | | **2P/2C** | | **3P/3C** | | | **1P** | | **2P** | | **3P** | | **1C** | | **2C** | | **3C** | |
| **SI Units** | | | | | | | | | | | | | | | | | | | |
| **Natural Gas (109 m3)** | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| **Condensate (GL)** | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| **Oil (GL)** | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| **Field Units** | | | | | | | | | | | | | | | | | | | |
| **Natural Gas (Bcf)** | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| **Condensate (MMbbl)** | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| **Oil (MMbbl)** | |  | |  | |  | | |  | |  | |  | |  | |  | |  |

If there is more than one pool, use the table below for each pool in the lease:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Table for Pools in a Field** | | | | | | | | | | | | | | | |
| **Pool Name:** | **Petroleum Initially in Place** | | | | | **Reserves** | | | | | | **Contingent Resources** | | |
| **Reservoir name  (if different):** | **1P/1C** | **2P/2C** | **3P/3C** | | **1P** | | | **2P** | | **3P** | | **1C** | **2C** | **3C** | |
| **SI Units** | | | | | | | | | | | | | | | |
| **Natural Gas (109 m3)** |  |  |  | |  | | |  | |  | |  |  |  | |
| **Condensate (GL)** |  |  |  | |  | | |  | |  | |  |  |  | |
| **Oil (GL)** |  |  |  | |  | | |  | |  | |  |  |  | |
| **Field Units** | | | | | | | | | | | | | | | |
| **Natural Gas (Bcf)** |  |  | |  | | |  | |  | |  |  |  |  |
| **Condensate (MMbbl)** |  |  | |  | | |  | |  | |  |  |  |  |
| **Oil (MMbbl)** |  |  | |  | | |  | |  | |  |  |  |  |

**NOTES:**

Probabilistic (P90, P50 and P10) or deterministic (low, best and high) values for 1P, 2P or 3P and 1C, 2C and 3C estimates are acceptable under the SPE-PRMS (Petroleum Resources Management System) 2018.

Volumes reported at Standard Conditions, 15.56 °C (60 °F) and 101.325 kPa (1 atm); 1 cf = 0.02831685 m3; 1 MMbbl = 0.1589873 GL

**Item 12.** Any other information that is required to be included in the annual assessment report by a condition of the lease.

Please enter information to be provided for the purpose of **Item 12 of Schedule 2 Division 2** below:

**NOTES:**

This information may be used to identify and track compliance with the conditions to which a lease is subject.

Lessees should include a submission on their compliance with legislation and the conditions of title for the reporting period here.