

Guide to content requirements for annual measurement reports lodged under the *Petroleum and Gas (Production and Safety) Act 2004*

A measurement controller is required to lodge an annual measurement report with regard to their measurement scheme. Measurement schemes will vary in their type and complexity depending on the size of the production, transportation or consumption being measured and flow rates and accuracy requirements. Consequently the size and complexity of information that should be included in the measurement report will also vary, however the following information is provided as a guide to assist in the preparation of the report.

The report should be a concise document and as a guide to size, a typical standard report with no non-compliances may be in the order of 3-6 pages plus tables/map/appendices as required.

Note: A hard copy and an electronic copy (PDF or MS WORD preferred) of the report should be provided. **Hard copy** to be sent to the Chief Inspector, Petroleum and Gas, PO Box 15216, City East Q 4002. **Electronic copy** of reports should be forwarded to gassafe@dnrm.qld.gov.au

Legislative requirement Section 650	Information to be provided
a) the controller's name contact details	<ul style="list-style-type: none"> • Include phone, email, and address details • Note the measurement controller is a person who owns the meter or if the owner has arranged for some else to operate and maintain the meter the other person is the controller. If the later is the case this relationship should be explained here.
b) the nature and extent of the metering operations	<ul style="list-style-type: none"> • A brief summary description of the measurement scheme, number and type of meters • Include a map showing broad extent of operations and location of meters. Map should include any relevant petroleum or mining tenure information. • Where multiple schemes owned or operated by the same person are being reported brief details are required on each scheme. These can be made generic where applicable
c) whether or not the operations complied with the scheme and the Act	<ul style="list-style-type: none"> • A simple statement as to whether compliance was achieved or not (against the scheme and the Act) should be made.



d) an assessment against the key performance indicators for the scheme, as required under section 637(1) (g)	<ul style="list-style-type: none">• Details should be provided here as the performance measures, performance of the scheme against those measures. This should include accuracy and reliability measures.• This may include reference to findings from any testing, review or audits of the scheme.
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e) if the operations have not complied with the scheme—	
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i. details of each non-compliance and	<ul style="list-style-type: none">• Each non-compliance with the scheme should be itemised• Items (i-iii) could be tabulated with the non-compliance and remediation/proposed remediation in separate columns/rows.
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ii. details of any remediation of the noncompliance	<ul style="list-style-type: none">• If an issue was recognised as non-complaint during the year and has been remedied this should be itemised along with how and when it was made compliant.
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iii. if the non-compliance has not been remedied in whole or part—how it is proposed to remedy the noncompliance	<ul style="list-style-type: none">• Specific details and timelines should be provided for any proposed remediation action.
