

Queensland Resources Reporting Lodgement Guideline GSQ Data Portal

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1 Introduction

The Geological Survey of Queensland (GSQ) within the Department of Resources (DoR) has implemented a new geoscience data repository termed the GSQ Open Data Portal. This repository replaces the former QDEX system, and is designed to be consistent with the principles of the Queensland Government Open Data strategy.

The GSQ Open Data Portal is the umbrella term used to describe three core elements of the new data repository system:

- An **Open Data Portal**, which stores and makes available for access all public geoscience data.
- A **Confidential Data Portal**, which stores all geoscience data held confidential by government (either for a defined period or permanently)
- A **Lodgement Portal**, which is for use by industry participants required to submit geoscience data as a condition of holding mineral or energy resources tenure in Queensland.

Data must be submitted via the Lodgement portal in digital form.

Data submitted for petroleum and gas and mineral and coal reports must meet the standards for content and file formats in either the Petroleum Reporting Practice Direction or Minerals and Coal Reporting Practice Direction. In most cases data lodgement uses standardised submission templates, designed to guide the user in assembling data, and to ensure consistency with the defined data formats and standards.

Reports that do not meet these standards will not be accepted.

Reports for Greenhouse gas storage permits and Geothermal permits should use this guideline for data formats and standards. There are no standardised templates designed as yet.

2 Confidentiality

Data confidentiality and security are key features of the GSQ Open Data Portal. Submitted data will be held in the Confidential Data Portal. In cases where that data passes a defined confidentiality period it will be moved programmatically to the Open Data Portal where it will become publicly available, often referred to as “open file”. Note that some data will remain permanently in the Confidential Data Portal where it will be accessible only by authorised users within the Queensland Government.

Reports and data are required for DoR to build up comprehensive databases of exploration and production data, and make those databases available to the minerals, coal, petroleum, geothermal and greenhouse gas industries. Refer to the tables 3 and 4 for the lodgement and confidentiality periods for each Resource Act.

3 Submitting Data

The underlying methodology of geoscience reporting in Queensland has been revised to place greater emphasis on component data rather than preparation and submission of traditional reports. However, for simplicity of communication and linkage to legislative and regulatory requirements, the term reports is maintained to describe the assemblages of data required to be submitted.

Generally, most reports should be submitted via the GSQ Lodgement Portal (Portal). Some reports are required to be lodged through MyMinesOnline including the petroleum Production report and the Expenditure report for minerals and coal.

The following documents set out the content and format requirements for each report:

- For Minerals and Coal - the Minerals and Coal Reporting Practice Direction
- For Petroleum and gas related reports- in the Petroleum and Gas Reporting Practice Direction
- For Geothermal reports – the [Geothermal Energy Regulation 2022](#) and format requirements under this Guideline
- For Greenhouse gas reports – the [Greenhouse Gas Storage Regulation 2021](#) and format requirements under this Guideline

The Lodgement Portal has no upper limit in terms of file size that can be accepted. However, in practical terms for extremely large file transfers (multiple gigabytes or terabytes) it is preferable that other mechanisms are discussed with the Department, for example to utilise direct file transfer from the Amazon Web Services cloud.

Any additional information, support or requests relating to lodgement of data should be directed to GSQOpenData@resources.qld.gov.au.

4 Digital Reports

The file formats for submission of reports and associated data are as set out in Section 2.6 of both the Minerals and Coal reporting practice direction, and Petroleum reporting practice direction.

5 Publication of reports and data

Once any confidentiality period expires, DoR may publish reports and data as follows:

- in a journal published by the department or under the Minister's authority
- in another publication considered appropriate by the chief executive
- on a Queensland Government website
- in a publicly available database
- for spatial data - made available to the public for inspection or purchase
- by displaying it on a notice that is available to the public for inspection at:
 - the head office of DoR
 - other places the chief executive considers appropriate
- by telling it to another person or presenting it to the person in a visual form.

6 Spatial data

The department has prepared a guideline for how spatial data should be provided. Refer to the Spatial Data Guideline for detail about naming conventions, scales and format type.

Mapping data can be submitted via .pdf format in exceptional circumstances, and where prior consultation with the Department via GSQOpenData@resources.qld.gov.au.

7 Common Reporting Contents

The following requirements must be included for every report type for Geothermal or Greenhouse Gas Storage. For Petroleum and Minerals and Coal refer to practice directions on [DoR website](#).

7.1 Report content and structure

Until templates are created for GHG and Geothermal reports, the reports can be lodged in PDF accompanied by any data files, appendices or other associated data, which can be lodged as separate files.

Each report needs to also include the following elements:

- the main report including:
 - title page
 - report name
 - project name
 - resource authority (tenure) type and number
 - name of the resource authority holder
 - name and affiliation of the report author
 - name and affiliation of the report submitter
 - the report period in day-month-year format
 - the report date in day-month-year format
 - table of contents
 - report sections
 - references
 - associated maps, images and cross-sections (in jpg, tif, or png formats)
 - appendices (where applicable as separate associated documents)
 - data files (as separate original data files and/or data templates as per the Data Files section of the Practice Directions)

The format for Expenditure Statements, Production and Resource/Reserve information consists of data files and any appendices or other associated data, which can be lodged as separate files.

7.2 Ancillary reports

Any ancillary reports, including contractor reports, completed as part of the activity, must be included as appendices. These include analytical and interpretation reports, which must adequately describe the methodologies and assumptions used in conducting the analyses or interpretations for comparison with results from similar activities. The results tables must also be provided in a digital native format as supplied by the party which conducted the work (i.e. the contractor). Any outstanding results must be submitted once they become available. See 'Ancillary reports' (Appendices) and 'Data – Ancillary reports' in the Practice Directions for further information on this requirement.

7.3 Consistency

In order to ensure confidence in the information provided, the detail contained within each report section must be consistent throughout the report. Any inconsistencies in the detail of information provided in the main body of the report and any appendices or data files must be explained. This includes where corrections have been made and incorporated into the final report. All reports and appendices are to be written and submitted in English.

7.4 Data formats and standards

Detailed information must be provided in a digital form to allow efficient capture and validation of data submitted on report lodgement. As such, it is important that standards and formats for data submission are in place and enforced.

7.4.1 Digital standards

Acceptable digital standards for wireline logs are Log ASCII Standard (LAS) or Log Information Standard (LIS). Seismic data should be submitted as per the Society of Exploration Geophysicists (SEG) standard, being SEG-Y or SEG-D formats for processed and acquisition data, respectively. Geophysical surveys provided should be compliant with the Australian Society of Exploration Geophysicists (ASEG) standard in either general data format (ASEG-GDF2) or format for exchange of electrical survey data (ASEG-ESF).

7.4.2 Written reports

Written sections of the report must use the specified headings and be submitted in a machine readable file type (*.TXT, *.DOCX, or *.PDF in ISO19005-1 compliant (PDF/A) format).

7.4.3 Spatial data

Spatial data must be provided in a standard GIS file format such as ESRI shape (*.SHP) file format or MapInfo tab (*.TAB) file format. Data may comprise linear, point, or polygonal features in GDA2020 datum with the projection and zone specified. The file must include metadata to describe its context, key attributes, and identity. Tabular data must be provided as *.ASCII, *.CSV or *.XLSX or *.TXT format.

Where files are composite sets all associated files must be submitted (e.g. shape files must be submitted as a *.ZIP including a *.SHP, *.SHX, *.DBF, *.PRJ, and *.XML file set as a minimum).

Dates must be specified in DD-MM-YYYY format with standard calendar days spanning from 00:00:00 to 23:59:59 hours.

Stratigraphic units must be listed as per the Australian Stratigraphic Units Database (ASUD).

All spatial references and azimuthal measurements (e.g. strike, directional downhole surveys, etc.) must be referenced to True North, with magnetic declination, corrections, and conversions detailed where relevant.

7.4.4 Tabular data

Tabular data must be provided in Microsoft Excel formats (*.XLS, *.XLSX) or standard comma-delimited ascii formats (*.TXT, *.ASC, *.CSV). Tables must include a header row that describes the content of the data column. Where practical and applicable, tabular files should be based on the data submission templates for Petroleum and Gas Reporting Practice Direction available from <insert link or reference>. Files should be provided with identical field (column) names to the templates where equivalent fields are available and equivalent mandatory fields should be provided where available to ensure a valid dataset.

There is further detail on the submission requirements and file formats for data files lodged with a report within the relevant sections of the associated Practice Direction.

7.5 Depth reference datum

The all downhole depths must be referenced to a common datum at Ground Level (GL). The reference datum for any other activity (e.g. airborne geophysical surveys) must be reported. The

reference datum must be consistent throughout the report: within text, tables, figures, and attached data files. Elevation values must be relative to the Australian Height Datum (AHD). All downhole depth measurements must be in Measured Depth (MD) or Downhole Depth, unless otherwise stated.

7.6 Units of measure

For the following measurements, 'standard reporting units' are mandatory, unless specified otherwise in this Practice Direction, as follows:

- depth and depth intervals (thickness) must be stated in metres
- All spatial coordinates must be reported as either:
 - projected coordinates stated as easting and northing in metres, and including meta-data to describe the coordinate reference system, projection and zone specified (noting that GDA 2020 is the preferred coordinate reference system).
 - geographic coordinates stated as latitude and longitude in decimal degrees, and including meta-data to describe the coordinate reference system and datum (noting that GDA2020 is the preferred coordinate reference system) with no less than five decimal place accuracy with coordinate system specified.
- All ore and coal quantification must be reported as quantity and grades in SI units or appropriate units of measurement. Any quantification of resource that is not compliant with the JORC Code must be clearly stated as such.

All other numeric values must be reported in their original unit of measure with units stated. This is particularly important for engineering components e.g. casing, which are manufactured to a standard such as the American Petroleum Institute (API). Significant figures must be reported as per the original measurement, unless specified otherwise in this Practice Direction. Assay data must be reported in the original units of measure as provided by the testing laboratory. This must be accompanied by minimum levels of detection, precision, and accuracy of the testing equipment.

7.7 Information in Prior Reports

Information stated in previous reports should not be repeated. References to previous reports should be included where relevant.

8 Reporting for Geothermal Resource Authorities

Table 1 details the types, lodgement requirements, and confidentiality periods of statutory reports for geothermal tenures administered under [Geothermal Energy Act 2010](#). Please refer to the relevant provision under the [Geothermal Energy Regulation 2022](#) or [Geothermal Energy Act 2010](#) for the information requirements for each report type.

Table 1 – Geothermal report types, lodgement requirements and open filing details

Report Type	Relevant Provision:	Lodgement Due Date	Open Filing Due Date
Relinquishment Report	Section 17 - Regulation Section 190 - Act	Six months after relinquishment	Immediately
Surrender Report for Geothermal Tenures	Section 18 - Regulation Section 302(2) - Act	Accompany surrender application for a geothermal tenure administered under the Geothermal Energy Act 2010	Immediately
End of Tenure Report	Section 19 - Regulation Section 191 - Act	Six months after the tenure/authority ends	Immediately
Daily Drilling Report	Section 21 - Regulation	With the Well Completion Report or on	Appraisal and exploration wells: three years from lodgement due date Development wells: five years from lodgement due date
Well Completion Report	Section 22 - Regulation	Within 12 months after the rig release day	Appraisal and exploration well: three years from lodgement due date Development wells: five years from lodgement due date
Well Abandonment Report	Section 23 - Regulation	For a well that is plugged and abandoned before the rig release day for the well - with the well completion report for the well (within six months after the rig release day); or otherwise - within six months after the completion day.	Appraisal and exploration wells: three years from lodgement due date Development wells: five years from lodgement due date (except where on coal or oil shale mining tenement)
Annual Resources Report	Section 24 - Regulation	Within 60 business days after the last day of each year for the tenure	Six months after the last day of the period to which the report relates
Production Testing Report Geothermal Permit	Section 26 - Regulation	Within 40 business days after the testing period ends	Three years after the last day of the period to which the report relates

Report Type	Relevant Provision:	Lodgement Due Date	Open Filing Due Date
<u>Production Testing Report</u> Geothermal Lease	<u>Section 26 - Regulation</u>	Within 40 business days after the testing period ends	Five years after the last day of the period to which the report relates
<u>Injection Testing Reports</u> Geothermal Permit	<u>Section 28 - Regulation</u>	Within 60 business days after the injection testing period ends	Three years after the last day of the testing period to which the report relates
<u>Injection Testing Report</u> Geothermal Lease	<u>Section 28 - Regulation</u>	Within 60 business days after the injection testing period ends	Five years after the last day of the testing period to which the report relates
<u>Production Report</u>	<u>Section 25 - Regulation</u>	*Within 60 business days after the end of each 6-month period for the tenure	Six months after the last day of the period to which the report relates
<u>Injection Report</u>	<u>Section 27 - Regulation</u>	Within 60 business days after the end of each year for the tenure	Six months after the last day of the period to which the report relates
<u>Hydraulic Fracturing Activities Completion Report</u>	<u>Section 31 - Regulation</u>	Within six months after completion of the activities	Five years after the day on which the hydraulic fracturing activities are completed
<u>Geophysical Survey Report</u>	<u>Section 29 - Regulation</u>	Within 12 months after the completion day for the survey	Three years after the completion day for the survey to which the report relates
<u>Scientific or Technical Survey Report</u>	<u>Section 30 - Regulation</u>	Within 12 months after the completion day for the survey	Three years after the completion day for the survey to which the report relates

* A 6 month period means a following period in a year during which, for all or part of the period, the relevant geothermal tenure or authority is in effect:

- (a) 1 January to 30 June;
- (b) 1 July to 31 December.

9 Reporting for Greenhouse Gas Resource Authorities

Table 1 details the types, lodgement requirements, and confidentiality periods of statutory reports for greenhouse gas authorities administered under [Greenhouse Gas Storage Act 2009](#). Please refer to the relevant provision under the [Greenhouse Gas Storage Regulation 2021](#) or [Greenhouse Gas Storage Act 2009](#) for the information requirements for each report type.

Table 2 – Greenhouse gas report types, lodgement requirements and open filing details

Report Type	Relevant Provision:	Lodgement Due Date	Open Filing Due Date
Relinquishment Report	Section 7 - Regulation Section 255(1) - Act	Within six months from relinquishment	Immediately
End of Tenure Report	Section 8 - Regulation Section 256 - Act	Within six months after the tenure/authority ends	Immediately
Surrender Report	Section 9 - Regulation Section 177(2) - Act	Accompany surrender application for a geothermal tenure administered under the Greenhouse Gas Storage Act 2009	Immediately
Daily Drilling Report	Section 15 - Regulation	With the well completion report	See Well Completion Reports
Well Completion Report	Section 16 - Regulation	Within 12 months after the rig release day	3 years after the rig release day for the GHG well
Well Abandonment Report	Section 17 - Regulation	For a well that is plugged and abandoned before the rig release day for the well - with the well completion report for the well (within six months after the rig release day); or otherwise - within Six months after the completion day.	Three years after the rig release day for the GHG well
Seismic Survey Report	Section 18 - Regulation	Within 2 years after the completion day for the survey	Three years after the completion day for the survey
Scientific or Technical Survey Report	Section 19 - Regulation	Within 12 months after the completion day for the survey	Three years after the completion day for the survey
GHG Storage Injection Testing Report GHG Permit	Section 21 - Regulation Section 253(2) - Act	Within 40 business days after the GHG storage injection testing ends	The third anniversary of the injection testing
GHG Storage Injection Testing Report GHG Lease	Section 21 - Regulation Section 253(2) - Act	Within 40 business days after the GHG storage injection testing ends	The fifth anniversary of the injection testing

Report Type	Relevant Provision:	Lodgement Due Date	Open Filing Due Date
GHG Stream Storage Capacity Report	Section 22 - Regulation	*Within 40 business days after the last day of a six-month period for the tenure	Six months after the last day of the period to which the report relates
GHG Stream Storage Injection Report	Section 23 - Regulation	*Within 40 business days after the last day of a six-month period for the lease	Six months after the last day of the period to which the report relates
Monitoring Report	Section 254 - Act	Within two months after each of its anniversary days	

*A 6 month period means a following period in a year during which, for all or part of the period, the relevant geothermal tenure or authority is in effect:

(a) 1 January to 30 June;

(b) 1 July to 31 December.

#Anniversary day, for a GHG lease, means each day that is the anniversary of the day on which it took effect.

10 Reporting for Petroleum Licences and Water Reports

The requirements for reports for petroleum resource authorities under the Petroleum and Gas (General Provisions) Regulation 2017 are contained in the Petroleum and Gas Reporting Practice Direction with exception of the Petroleum Licence and Petroleum Facility Licence Annual Report and the Non-Associated Water report – contained in this guideline.

Reports for mineral and coal resource authorities are contained in the Minerals and Coal Reporting Practice Direction with the exception of the Associated Water Reports contained in this Guideline

10.1 Report Types

Report Type	Relevant Provision:	Lodgement Due Date	Open Filing Due Date
Pipeline licence and Petroleum facility licence annual report	Section 13 -P&G Regulation Section 552(2) - P&G Act	Within two months after each of its anniversary days	5 years after the last day of the period to which the report relates
Reporting of Non-associated water	<u>Section 56 – P&G Regulation</u> <u>Section 186(4) - P&G Act</u>	Within 20 business days of reporting period, 30 June and 31 December, Otherwise on the day the tenure expires or is surrendered.	There is no confidentiality period however the department does not release these reports.
Annual Associated water volume report	Section 31B(2) MRR Section 334ZP(5)(b) MRA	Within 1 calendar month after end of reporting period, which is 31 October	There is no confidentiality period however the department does not release these reports.
Associated water closure report	Section 31B(3) MRR 334ZP(5)(b) MRA	On the day the licence or lease expires or is surrendered.	There is no confidentiality period however the department does not release these reports.

10.2 Pipeline Licence and Petroleum Facility Licence Annual Report

For each reporting period for a pipeline licence or petroleum facility licence the holder must, within 2 months after the anniversary day, lodge a report containing the following¹:

- a description of the authorised activities for the tenure carried out in that part, and the results of the activities
- *tenure information* - Tenure and general information for the resource authority must be provided and include the following information:
 - the licence number
 - the licence holder name
 - the day the licence was granted, and the term of the licence
- *location map* - A location map must show the relevant licence and any area where activity may be occurring, at a scale that provides useful context. Features specific to the activity or area must be provided and may include sample locations, survey line locations, physical transects, and survey areas. Every map must have title, coordinates, scale, legend (legible), datum, projection, and zone stipulated. The map must be to standard base-10 scale e.g. 1:10,000, 1:250,000.

¹ Section 13 P&G Regulation

1:1,000,000. Location map images must be at a sufficient image resolution so that all features and text are legible at the scale of the image.

- *Activities summary* - the authorised activities for the pipeline licence or petroleum facility licence carried out during the period to which the report relates must be provided and include:
 - a description of the location of the pipeline or facility, and access to the pipeline or facility
 - the details of all maintenance carried out on the pipeline or facility during the period of the licence.
- *Proposed Activities summary* - a statement of the authorised activities proposed to be carried out under the licence during the next 12 months.

10.3 Non-Associated Water Report

For each reporting period the following information is required²:

- the total volume of non-associated water taken in the area of the tenure during the reporting period; and
- for non-associated water extracted from a bore in the area of the tenure—
 - the volume of non-associated water extracted from the bore during the reporting period; and
 - the source geological formation from which the non-associated water was taken; and
 - whether the source geological formation is artesian or subartesian; and
- the authorised activity for the tenure for which the non-associated water was used; and
- if, during the reporting period, the holder uses an alternative method under section 55(3) for the first time—an explanation of the alternative method.

A water volume report template is provided on the DoR website to assist with reporting requirements.

10.4 Associated Water Reports

The holder of a mineral development licence or mining lease may take or interfere with underground water during the course of carrying out an authorised activity³.

Where a mining lease or mineral development licence takes associated water, the holder must report the volume or estimated volume of associated water taken as prescribed in the regulation⁴.

Refer to the table at section 8.1 of this Guide for reporting periods and lodgement timeframes.

Details about how to measure associated water can be found in the Guideline - Quantifying the volume of associated water taken on a mining lease or mineral development licence

10.4.1 Annual Associated water volume report

For each reporting period, the holder must report if the total volume of associated water taken in the area of the licence or lease during the reporting period is 2ML or more⁵—

- the total volume of associated water taken in the area; and
- if dewatering of a surface mine or an underground mine is achieved using bores—
 - the volume of associated water extracted from each active bore field during the reporting period; and
 - the source geological formation from which the associated water was taken; and

² Section 56 P&G Reg

³ Section 334ZP(1) MRA

⁴ Section 334ZP(5)(b) MRA

⁵ Section 31B(2) MRR

- whether the source geological formation is artesian or subartesian; and
- if, during the reporting period, the holder uses an alternative method under section 31A(3) for the first time—an explanation of the alternative method.

Reports should be lodged using the Associated water volume report template available on the [Water reporting for coal and mineral activities | Business Queensland](#) webpage.

10.4.2 Associated water closure report

If the licence or lease expires or is surrendered, the holder must also report, for each surface mine in the area of the licence or lease⁶—

- the relationship between the horizontal area of any pit associated with the mine and the elevation from the bottom of the pit based on survey data for the pit; and
- a prediction of the long term annual, steady state entry of underground water into any pit/area of the mine that is rehabilitated; and
- an explanation of the method the holder used to make the prediction.

Reports should be lodged using the Closure report template available on the [Water reporting for coal and mineral activities | Business Queensland](#) webpage.

⁶ Section 31B(3) MRR

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Related documents	Petroleum and Gas Reporting Practice Direction Minerals and Coal Reporting Practice Direction Quantifying the volume of associated water taken under a mining lease or mineral development licence Spatial Data Guideline
Contact:	For help and information contact the following: For Portal support Email: PortalSupport@resources.qld.gov.au For technical support contact the MyMinesOnline Helpdesk. Telephone: (07) 3199 8133 Email: mines_online@resources.qld.gov.au 8.30am – 4.30pm (AEST) Monday to Friday on Queensland business days.