



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 regarding 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 included in the measurement report will also vary. The following information is provided as a guide to assist in the preparation of the report.

The report should be a concise document an example of a “typical” standard report with no non-compliances may be in the order of 3-6 pages plus tables/map/appendices as required.

Preferred lodgement method is an electronic copy (PDF or MS WORD) emailed to gassafe@rshq.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 latter 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">• A simple statement as to whether compliance was achieved or not (against the scheme and the Act) should be made



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. |
| 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. |
| 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 |
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