

Guidelines for completing and submitting the Queensland petroleum and gas safety and health fee return forms

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Guidelines for completing and submitting the Queensland petroleum and gas safety and health fee return annual census forms

These guidelines are provided to assist petroleum and gas industry operators with completing the annual Queensland petroleum and gas safety and health fee return census forms. This guideline provides information for the completion of both paper and online forms.

Opening the census form (online form)

The link to the online census form is in the Queensland Petroleum and Gas Safety and Health Fee Return Annual Census Form email that you received from safetyandhealthlevy@dnrm.qld.gov.au.

Take the following steps to open your census form.

1. From the body of the census form email, click the census form link.

The census form launching page is displayed.

The screenshot shows the 'Form: 2014-17 - Queensland Petroleum and Gas Safety and Health Fee Return Form' page. It features two main buttons: 'Open New Form' (green) and 'Login and Open Form' (grey). Below the 'Open New Form' button is the text 'Use a blank form and keep your own records'. Below the 'Login and Open Form' button is the text 'Keep a record of this submission in your Australian Business Account (ABA)'. To the right, under 'Service provided by', is the Queensland Government logo and the text 'Department of Natural Resources and Mines - QLD' and 'Website: www.business.qld.gov.au'. Below this is a section for 'PDF downloads' with a note that PDF forms open in a new browser window and may require a later version of Adobe Reader. At the bottom left, there is a 'Requirements' section listing a compatible web browser and Adobe Reader, followed by a 'SmartForm Troubleshooting' section with a link to a help page and an 'Australian Business Account home page' link.

Read this page and ensure that your computer has the appropriate software to open and complete the form.

If your computer does not have the appropriate software, follow the instructions provided on this page to install the software.

Or

Contact the Senior Levy Officer, Safety and Health on (07) 3199 8014 and request a paper form that you can complete and return via Australia Post or Facsimile to (07) 3237 1069.

2. Click **Open New Form** and then click **Continue**.

The census form is displayed.

Or

3. If you have an Australian Business Account (ABA) profile and wish to save the census form in your ABA profile, click **Login and Open Form** and then click **Continue**.

The Australian Government Authentication Service page is displayed. Login using your account details and follow the screen prompts until the census form is displayed.

Note: You can save the online census form at any time for completion later.

Scroll to the bottom of the form and click **Save**.

Before you start

The online census form is interactive and displays information according to your responses. You will need the following information, if applicable, to assist with completing the census form.

- ☐ For existing clients, Reference ID.
Your Reference ID (Ref ID) is shown at the end of the subject line on the census form notification email. For example, *Queensland Petroleum and Gas Safety and Health Fee Return Census Form – Ref XXXX*
- ☐ Operator name.
- ☐ If a business, the ABN or ACN.

Mandatory fields

Mandatory responses are indicated with an * (asterisk) at the end of the field name. You must complete all mandatory fields before submitting the online census form.

Census Period and Client status (online form)

Your client status must be selected to display the appropriate sections of the census form.

Please select the applicable period *	
Census form for the financial year ending:	<input type="radio"/> 30 June 2014 <input type="radio"/> 30 June 2015 <input type="radio"/> 30 June 2016 <input type="radio"/> 30 June 2017
Client status *	<input type="radio"/> New client <input type="radio"/> Existing client
Have you completed a Census form before?	

Select the period you are returning a census form for.

If you are an existing client and have a Reference ID, click **Existing client**.

If you are a new client and do not have a Reference ID, click **New client**.

Note: Reference IDs are shown at the end of the subject line on your census form notification email

Section 2 - Display Categories (online form)

The online census form lists all applicable categories relating to the Queensland petroleum and gas safety and health fee return form in section 2, and will display the category details according to your selection in section 2, in section 3.

All categories are displayed for the paper form.

Section 2 - Applicable categories		
Please tick all the category types for which the liable person is to pay the safety and health fee and provide the relevant information for the period 01 July 2199 to 30 June 2200 under those categories in the form below. *		
Tick	Category	Category definition
<input type="checkbox"/>	1	The operator of an operating plant used to drill a prescribed well, geothermal well (other than a well drilled for wet geothermal production), GHG well or UCG well (i.e. Drilling company drilling a well related to petroleum or gas geothermal, greenhouse gas storage or UCG).
<input type="checkbox"/>	2	The operator of a work over rig that performs well completion or maintenance work for a prescribed well, geothermal well, GHG well or UCG well.
<input type="checkbox"/>	3	The principal holder of any of the following: i. authority to prospect (ATP) ii. geothermal exploration permit (EPG) iii. greenhouse gas permit (GHG)
<input type="checkbox"/>	4	The principal holder of a petroleum lease or 1923 ACT lease, under which petroleum was produced.
<input type="checkbox"/>	5	The operator of a petroleum facility that is any of the following: i. a major processing facility ii. a facility that produces syngas iii. a facility that produces a gasification or retorting product, other than mineral (f) produced by an underground gasification activity iv. a facility that produces LPG from petroleum v. a facility that produces LNG and (A) is not a major hazard facility under the Work Health and Safety Regulation 2011; and (B) must operate under a safety management plan vi. a facility that produces CNG and must operate under a safety management plan vii. a facility that produces mineral (f) under an underground gasification activity viii. a petroleum facility on an area to which a petroleum facility licence applies that is not included in subparagraphs (i.) to (vii.)
<input type="checkbox"/>	6	The operator of a facility, including a well, or a series of wells, and associated storage and injection equipment used to carry out injection of a GHG stream into the same or associated reservoirs that are part of the one GHG project.
<input checked="" type="checkbox"/>	7	i. the operator of a pipeline under a pipeline licence ii. the operator of a distribution pipeline that is not part of a distribution system iii. the operator of a GHG stream pipeline under the <i>GHG Storage Act 2009</i>
<input checked="" type="checkbox"/>	8	The operator of a distribution system (i.e. natural gas / LPG reticulation system).
<input type="checkbox"/>	10	The operator of an LPG delivery network that is an operating plant if s675A(1) of the <i>Petroleum and Gas (Production and Safety) Act 2004</i> does not apply to the network.
<input type="checkbox"/>	11	The product supplier of automotive LPG (i.e. organisation that sells / provides automotive LPG to service stations / industrial sites).
<input type="checkbox"/>	12	Tanker delivery carrier.
<input type="checkbox"/>	13	The operator of a site (a major consumer) if the gas devices at the site have a total gas capacity of 50GJ/hr or more and gas has been consumed at the site by a gas device.
<input type="checkbox"/>	14	The operator of a facility that produces or processes any of the following: i. biogas ii. gas derived from a waste disposal tip iii. gas derived during the treatment of sewage
<input type="checkbox"/>	15	The operator of a gas system used for special effects for entertainment or amusement purposes.

☐ I am not liable for any of the categories above

Only categories you selected in Section 2 are displayed for you to complete.

Example:

Category 7 - Pipelines systems

The liable person is the operator. A pipeline or distribution system as defined under the *Petroleum and Gas (Production and Safety) Act 2004*.

This category includes LPG reticulation networks including any network supplying to more than one customer, regardless of whether they are on a single premise.

Please provide the length (km) and outside diameter (mm) for any of the following pipelines operated during the financial year.
Note: Operated includes all stages of operating plant from commissions through to decommissions.

☐ i. a pipeline under the licence
☐ ii. a GHG stream pipeline under the *GHG Storage Act 2009*
☐ iii. a distribution pipeline that is not part of a distribution system

#	Licence number (PPL) *	Pipeline system name *	Length (km) *	Outside diameter (mm) *	Pipeline type (please select) *
1					

Add Row

Category 8 - Distribution systems

The liable person is the operator. A pipeline or distribution system as defined under the *Petroleum and Gas (Production and Safety) Act 2004*.

This category includes LPG reticulation networks including any network supplying to more than one customer, regardless of whether they are on a single premises.

A Distribution system consists of:

(i) mains
(ii) services
(iii) embedded networks piping

Please provide the length (km) for any of the following pipelines operated during the financial year.
Note: Operated includes all stages of operating plant from commissions through to decommissions.

#	Licence number (PPL) if applicable	Distribution system name *	Length (km) *
1			

Add Row

Comments

Add any additional information that you think is relevant in this field.

Please Note: The comments field within the online census form is limited to 250 characters.

Lodgement

Please note, in accordance with legislation, late fees will apply for late lodgement of your census form. If the Chief Executive reasonably believes, based on the information available to the Chief Executive, that the liable entity has given a Safety and Health census containing information that is incorrect/incomplete, penalties may apply.

Before lodging your census form, check your census form and ensure that all mandatory information has been provided.

- If you have completed a paper census form, return the form to:
Department of Natural Resources and Mines
Senior Levy Officer
PO Box 15216
City East, Queensland 4002
or
Fax: 07 3237 1069
- If you have completed an online census form, you can:

Save the online census form

You can save your online census form for completing at a later date. You do not need to complete mandatory fields to save the census form.

- From the **Lodgement** section, click **Save**, and then follow your computer screen prompts to save the file on your computer's hard drive.

Print the census form

You can print your online census form at any time. You do not need to complete mandatory fields to print the census form.

- From the **Lodgement** section, click **Print**, and then follow your computer screen prompts.

Submit your completed census form

To ensure that you submit the form correctly, you will need to verify if you have a web mail or desktop email tool. Desktop email tools include Microsoft Outlook and Apple Mail/Entourage. Web mail applications are those which you log into on the internet.

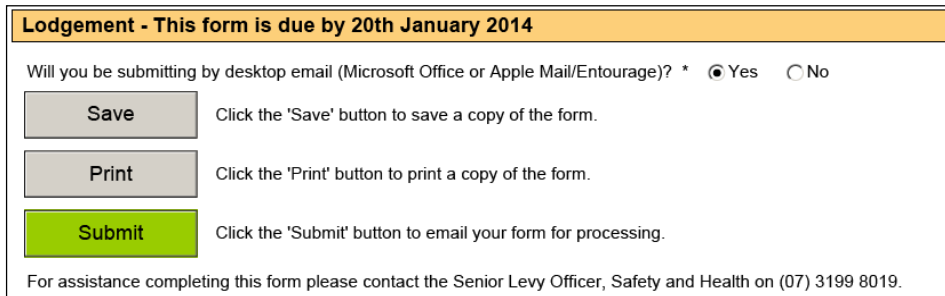
Web mail applications (for example, Gmail or Hotmail) are not supported. However, you can save the form (as explained above) to your computer and then, from your web mail application (Gmail/Hotmail) attach and send the completed census form to safetyandhealthlevy@dnrm.qld.gov.au.

Note: If you do not want to, or cannot submit via email, print the completed form and fax to (07) 3237 1069, or mail via Australia Post.

If you are using a desktop email application, take the following steps to submit your census form.

1. Scroll through the form and check that all mandatory fields are completed. Mandatory fields are indicated with an * (asterisk).
2. From the **Lodgement** section, click **Yes** to submit by desktop email.

The **Submit** button will display only when selecting **Yes**.



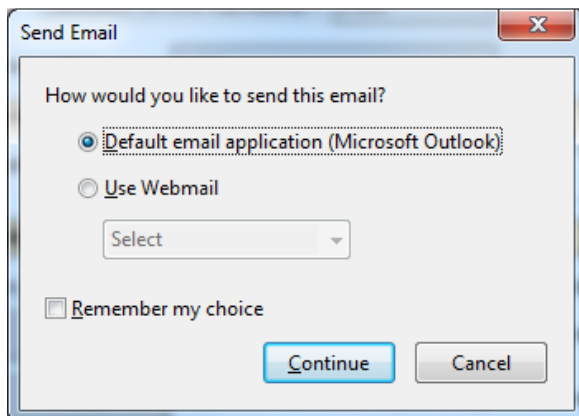
The screenshot shows a form titled "Lodgement - This form is due by 20th January 2014". It contains a question: "Will you be submitting by desktop email (Microsoft Office or Apple Mail/Entourage)? *". There are two radio buttons: "Yes" (selected) and "No". Below the question are three buttons: "Save", "Print", and "Submit" (highlighted in green). Each button has a description: "Click the 'Save' button to save a copy of the form.", "Click the 'Print' button to print a copy of the form.", and "Click the 'Submit' button to email your form for processing." At the bottom, there is a note: "For assistance completing this form please contact the Senior Levy Officer, Safety and Health on (07) 3199 8019."

3. Click **Submit**.

If you have not completed mandatory fields:

- A dialogue box listing the fields that must be completed is displayed, click **OK**.
 - Fields that must be completed are indicated with a red box, complete these fields and click **Submit**.
4. A confirmation dialogue box, asking if you are ready to submit the form, is displayed, click **OK**.

The **Send Email** dialogue box is displayed.



The screenshot shows a "Send Email" dialogue box. It asks "How would you like to send this email?". There are two radio buttons: "Default email application (Microsoft Outlook)" (selected) and "Use Webmail". Below the radio buttons is a "Select" dropdown menu. At the bottom, there is a checkbox labeled "Remember my choice" and two buttons: "Continue" and "Cancel".

Warning

Do not select **Use Webmail**.

This function is unsupported and will not send the census form.

5. Click Default email application and click Continue.
6. An open email message, with the census form attached and addressed to safetyandhealthlevy@dnrm.qld.gov.au is displayed.
7. Click Send.
8. The census form email should appear in your sent items for your own record.
9. The Safety and Health Levy Team may contact you if there is any enquiries.