

# Quarterly Coal Statistics

How to submit through the GSQ Lodgement Portal for Coal Quarterly Statistics report

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# Purpose

The purpose of this slide pack is to provide a step by step “how to” for lodgement of Quarterly Coal Statistics to the Department of Natural Resources and Mines, Manufacturing and, Regional and Rural Development through the the Geological Survey of Queensland’s (GSQ) [Lodgement Portal](#)

Two methods are explained:

1. Lodging through the Portal without a template (online webforms).
2. Filling out the template and uploading into the Lodgement Portal.

For simple returns it is recommended that data be loaded directly into the online webforms (Option 1, above).

# Getting set up to use the Lodgement Portal

- The [GSQ Lodgement Portal](#) will require confirmation of your identity. When entering, click the “Continue with **QDI (QGov replacement)**” icon and follow instructions either to establish your identity (via the **sign up** icon) or re-verify your identity from your old QGov account.
- It is recommended that you use your personal email address as QDI can be used for a number of Queensland Government services.
- If you have trouble setting up your QDI account, please call [1800 000 658](tel:1800000658).
- QDI accounts are used by the Queensland Government for the purpose of providing secure access to information and systems administered by the Queensland Government.
- The Department does not have access to any of the identification documents you use to create a QDI account - just the assurance that the identity of the user has been checked.



Continue with **QDI (QGov replacement)**

# Template and Practice directions

- Most coal reports are done using the template which can be located [here](#).
- Scroll down to “Coal Mines” where you can access the latest template and Practice Directions.
- If intending to use the template, please scroll to page 10 of this document.

## Coal mines

You must submit Coal Quarterly Statistics relating to production and sales from first coal production onwards.

The due dates for submitting your returns are shown in the table below.

- [Practice direction – Submission of coal quarterly statistics in relation to production and sales \(PDF, 274KB\)](#)
- [Template – coal quarterly statistics \(XLS, 332KB\)](#)

### Due dates for quarterly coal production and sales returns

Calendar year quarter	Quarterly period	Date due*
Q1	1 Jan – 31 Mar	21 Apr
Q2	1 Apr – 30 Jun	21 Jul
Q3	1 Jul – 30 Sep	21 Oct
Q4	1 Oct – 31 Dec	21 Jan

# Lodging through the Portal without a template (online webforms)

- Access the GSQ Lodgement Portal by:
  - Using this link: [Lodgement Portal](#), or
  - Searching “GSQ Lodgement Portal” in your web browser.
- On the web page, scroll down to “Access the Portal”, and click on the blue button that looks like this:
- Use your QDI login to login.
- Select the report type “Coal Quarterly Statistics”.
- Click “Continue”.

**GSQ Lodgement Portal**

**Report Type**

What type of report are you lodging? \*

Please select from the list

qu

- Coal or Mineral Permit Report - Final Relinquishme
- Coal or Mineral Permit Report - Partial Relinquishr
- Coal or Mineral Permit Report - Partial Relinquishr
- Coal Quarterly Statistics**
- Geological Survey of Queensland Publication

# Webform lodgement continued [p.2]

- Type part of your mine name and wait for the selection to appear.
- This can also be done for the Mine Operator.
- Once Mine and Operator are selected click the green “Add” button for both of your selections.
- If your Operator is not in the dropdown, please contact [GSQOpenData@resources.qld.gov.au](mailto:GSQOpenData@resources.qld.gov.au)

### Report Details

Fields marked with \* must be completed.

Select the unique Mine Name associated with this report \*

OM1063968 ENSHAM MINE - OPEN CUT

UG1063969 ENSHAM MINE - UNDERGROUND

Provide the Mine Operator associated with this report \*

Add Mine Operator

# Webform lodgement continued [p.3]

- Add your leases and click the green “Add Permit” button, then use the dropdown to select the lease status.
- Enter your name under “Report Author” and the Report Period Start and End Date which is the first and last day of the reporting quarter.
- Answer the question whether there has been production and/or sales, then click “Continue”. If you had either production or sales or both, then click ‘yes’.

Provide the Permit(s) Numbers associated with this report \*

Select - Type

**Add Permit**

Type	Number	Production Status
ML	60024	Select - Status

Authorised Holder (if multiple permits are selected, holder of first permit is shown)

BARFUSS CORPORATION PTY. LTD.

Report Author \*

Please enter the name of the person who has authored this report

Select - Status

Not Producing

Operating Not Producing

**Producing**

Supporting Operations

Does the mine have any reportable production or sales for this period? \*

☒ Yes ☐ No

# Webform lodgement continued [p.4]

- If filling in online webforms only, click “continue” to ignore the upload template.

## Document Uploads

Optional - click continue to enter details via the webform

### Upload statistical reporting template(s)

Must be uploaded using the [latest template versions](#) in xlsx or csv formats only. Filenames to be alphanumeric and under 255 characters.  
Please contact [GSQOpenData@resources.qld.gov.au](mailto:GSQOpenData@resources.qld.gov.au) for additional submission options.

Drag and drop your file here or

Browse file to upload

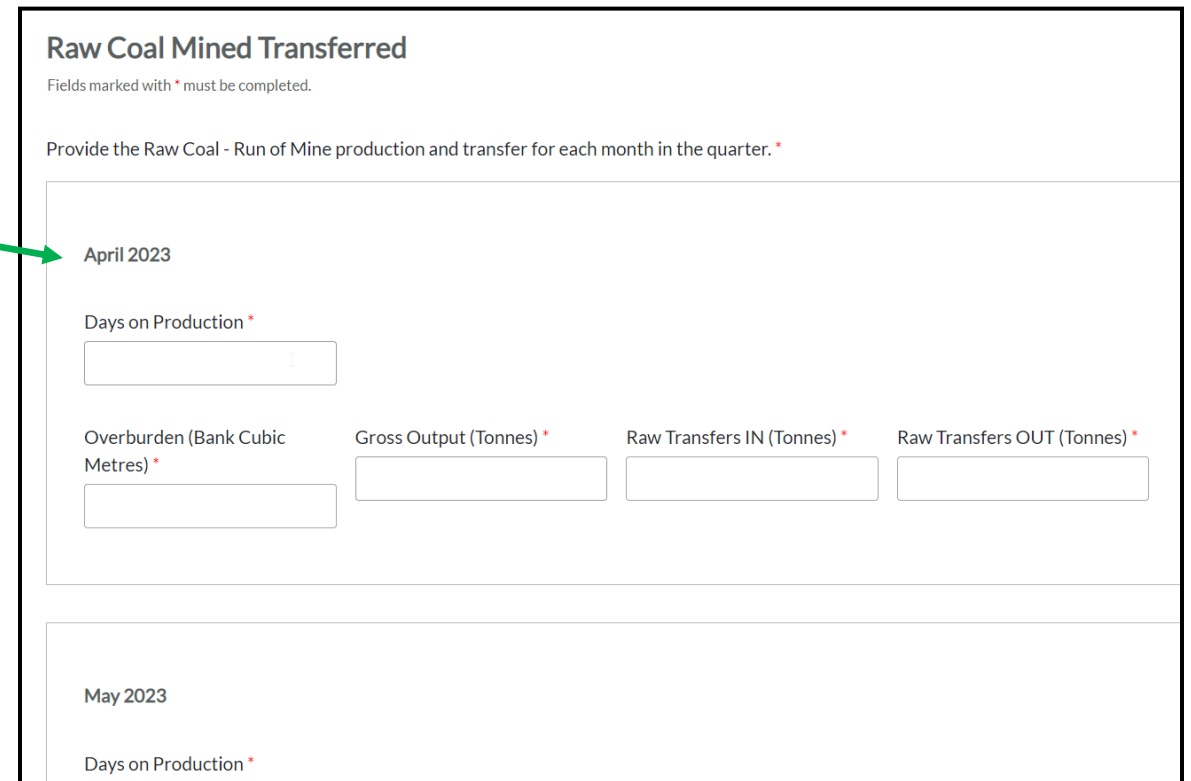
Back

Continue



# Webform lodgement continued [p.5]

- The Raw\_Material\_Mined page allows you to enter the raw gross output of the mine for each month in the quarter.
- Continue working through the pages by clicking continue.
- In the SALES page, ensure Transaction Status is restricted to “Original” or “Adjustment”.
- See slide 15 for Submit page.



**Raw Coal Mined Transferred**

Fields marked with \* must be completed.

Provide the Raw Coal - Run of Mine production and transfer for each month in the quarter. \*

**April 2023**

Days on Production \*

Overburden (Bank Cubic Metres) \*      Gross Output (Tonnes) \*      Raw Transfers IN (Tonnes) \*      Raw Transfers OUT (Tonnes) \*

**May 2023**

Days on Production \*

# Lodgement via template [p.1]

- The [template](#) has seven data sheets to be filled out (see image at the bottom of the page). If any are not applicable leave blank. Where there are dropdown selections, these must be used.
- For the MINE\_DETAILS sheet, your mine should be in the drop down. With the MINE\_OPERATOR, write this in exactly as it is written in the Lodgement Portal. If your operator is not in the Lodgement Portal, please email [GSQOpenData@resources.qld.gov.au](mailto:GSQOpenData@resources.qld.gov.au)

B	
MINE_NAME	
<p>MINE NAME: Name assigned to the reporting entity (mining operation) as listed in the GSQ Lodgement Portal.</p> <p>Open-cut and Underground operations within the same mine must be reported separately, as named in the GSQ Lodgement Portal selection list.</p>	<p>MINE for th opera</p> <p>The r repor occuri</p>
<div><div>BARALABA CENTRAL PROJECT</div><div>BARALABA NORTH MINE</div><div>BLACKROCK PROJECT</div><div>BLACKWATER MINE</div><div>BLAIR ATHOL</div><div>BLUFF COAL MINE</div><div>BROADLEA</div><div>BROADMEADOW EAST</div></div>	

# Lodgement via template [p.2]

- The definitions (Row 7 all sheets) will explain what is required to be entered (see image below).
- Take note of the TEMPLATE\_NOTES sheet which provides information relating to formats and other template rules.
- Fill out all applicable sheets in the template using dropdowns where provided.

FIELD	PRODUCTION_MONTH	PRODUCTION_YEAR	PROCESSING_TONNAGE	DISCARD_WASH	PROC_WASHED_COKING
DEFINITION	<p>PRODUCTION MONTH: The month of coal processing activity for the tonnes being reported.</p> <p>All three constituent months must be reported for each quarter.</p> <p>Month names must be entered in full as per the drop down list.</p>	<p>PRODUCTION YEAR: The calendar year of coal processing activity for the tonnes being reported.</p> <p>Enter as a four-digit number.</p>	<p>PROCESSING AND SORT TONNAGE: The total tonnage of material received by the processing plant during the reporting period and any tonnage bypassing the plant to become saleable product. Also known as Amount Sent for Processing plus Amount Bypassing Processing.</p> <p>It is mandatory to report this in Tonnes. Enter 0 for any months in which no coal was processed, and no bypass coal was produced.</p>	<p>DISCARDS: The total tonnage of rejects, tailings, or other material discarded during the reporting month.</p> <p>It is mandatory to report this in Tonnes. Enter 0 for any months in which no discards were produced from the wash plant.</p>	<p>PROCESSED WASHED COKING COAL: The total tonnage of saleable washed coking coal produced by the reporting mine during the reporting month.</p> <p>It is mandatory to report this in Tonnes. Enter 0 for any months in which no washed coking coal was produced.</p>
	January	2023	34565	3432	5456
	February	2023	32332	6794	6787
	March	2023	323443	3234	4567

Example of definitions from Products Processed sheet

# Template upload into Lodgement Portal [p.3]

- Login to the GSQ [Lodgement Portal](#) using your QDI login.
- Enter mine details as shown above in the Report Details page of the Lodgement Portal.
- The MINE\_DETAILS details will have to be entered in the Lodgement Portal for validation before it is uploaded.
- Click blue upload button to upload your template.
- If the file is correctly named this will load.
- Example template file name: MINE  
NAME\_quarterly-coal-return-form\_Q1-2025.

### Document Uploads

Optional - click continue to enter details via the webform

Upload statistical reporting template(s)

Must be uploaded using the [latest template versions](#) in xlsx or csv formats only. Filenames to be alphanumeric and und

Please contact [GSQOpenData@resources.qld.gov.au](mailto:GSQOpenData@resources.qld.gov.au) for additional submission options.

Drag and drop your file here or

Browse file to upload

Back

Continue



# Template upload into Lodgement Portal

## [p.4]

- After clicking “Continue”, if any errors have been made, they will be highlighted with sheet, column and row where the error is located.
- These will need to be rectified before re-uploading the template.

File Validation Errors			
Tab ↑↓	Row # ↑↓	Column # ↑↓	Error Message ↑↓
BARFUSS CORPORATION - ML 7536_annual-mineral-return-form_2022.xlsx			
MINE_DETAILS	8	3	Operator name selected in the previous step does not match the operator name in the uploaded file(s).
			Total Errors: 1

# Template upload into Lodgement Portal [p.5]

- All the data from your template will be populated into the Lodgement Portal webforms.
- As you go through the pages you can check and edit your data here in the online webforms.
- You will have to go through all the pages. **Do not click “No” for a filled-out page to skip to the next page as this will be taken as an edit and will delete and ignore the data you entered in the template.**

April 2023

Processing and Sortage Tonnage *	Discards (Tonnes) *	
<input type="text" value="5677"/>	<input type="text" value="434"/>	
Processed Washed Coking Coal (Tonnes) *	Processed Washed PCI Coal (Tonnes) *	Processed Washed Thermal Coal (Tonnes) *
<input type="text" value="4554"/>	<input type="text" value="0"/>	<input type="text" value="1123"/>
Bypass and Unwashed Coking Coal (Tonnes) *	Bypass and Unwashed PCI Coal (Tonnes) *	Bypass and Unwashed Thermal Coal (Tonnes) *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# Template upload into Lodgement Portal [p.6]

- At the Submit page, check the general overview of the data such as mine and sheets with data entered.
- Enter you preferred email address for your confirmation of lodgement.
- Tick the declaration, then click “Submit report” button.
- For further assistance with lodgement please email [CoalandMineralStats@resources.qld.gov.au](mailto:CoalandMineralStats@resources.qld.gov.au) or call (07) 3199 7915.

☐ I/We confirm that: \*

- All information in this lodgement is true, complete and accurate.
- The data supplied meets all prescribed data standards and naming conventions.
- The metadata presented on this page, including all dates, permits, and sites, has been reviewed and confirmed as accurate.
- All applicable data has been supplied in the prescribed formats including the naming of files and data tables where applicable.
- This lodgement meets all requirements of the relevant Practice Direction or Guidelines applicable to the report being submitted.