Practice Direction

Submission of statistical data relating to coal production and sales

This document forms part of the practice manual maintained by the chief executive under section 202 of the Mineral and Energy Resources (Common Provisions) Act 2014. It provides directions about what information, documents or instruments a person must give, the format a person must supply the information in, and how or when the requested information must be given under this legislation.

Application

This practice direction provides guidance about the information, document or instruments a person must give under the following sections of the Mineral Resources Act 1989:

- S404C: Information Requirements for holders of mining tenements

The practice direction is also applicable to the Mineral Resources Regulation 2013. Where this direction conflicts with the statutory requirements of a resource Act or a regulation, the legislation or regulation prevails to the extent of any inconsistency in respect of the collection of statistical data related to coal production and sales.

Purpose

This practice direction has been developed to provide uniform and consistent instructions relating to how producing coal mining permits are required to submit their production and sales data to the Department under section 404C of the Mineral Resources Act 1989.

Noncompliance

If a quarterly report is not received by the 21st day after the end of a quarterly reporting period, a notice may be issued under section 404C of the Mineral Resources Act 1989. The notice will request the submitter to provide the required information within seven days.

If you are having trouble complying with this practice direction, the department encourages early engagement with Mining and Petroleum Operations (Coal Statistics) team via the email below.

Submitters should note that it is also an offence to provide false and misleading information under section 404D of the Mineral Resources Act 1989.
Lodging Returns

Mines are required to submit statistical returns four times a year, corresponding to the following quarterly periods:

<table>
<thead>
<tr>
<th>Quarterly Period</th>
<th>Date Due with Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January to 31 March (Financial Year Q3)</td>
<td>21 April</td>
</tr>
<tr>
<td>1 April to 30 June (Financial Year Q4)</td>
<td>21 July</td>
</tr>
<tr>
<td>1 July to 30 September (Financial Year Q1)</td>
<td>21 October</td>
</tr>
<tr>
<td>1 October to 31 December (Financial Year Q2)</td>
<td>21 January</td>
</tr>
</tbody>
</table>

All returns should be forwarded to the Department of Natural Resources and Mines within twenty one (21) days of the period covered by the return. All forms must be lodged directly to CoalandMineralStats@dnrm.qld.gov.au

Where the 21st of a month falls on a weekend or public holiday, the submission date will be the next available business day.

Format of Data Submissions

All submissions must be made to the department using the forms provided and available on the departmental website and which are linked to and form part of this practice direction. The forms must be saved in a Microsoft Excel format (.xls or .xlsx). Any .pdf or other file types will not be accepted as they result in the inefficient processing of the information into departmental databases, and other file types such as .jpg should not be embedded in the forms for submission.

Definitions

For the purposes of this practice direction, the following definition is used:

Mine – A mine is considered to be any registered mining operation engaged in the extraction and production of raw coal. For statistical purposes, tailings recovery is regarded as a separate operation. Open-cut and underground mining operations are to be considered as separate mines for the purposes of the submission of coal statistical returns. Coal production at a mine resulting from other recovery methods such as tailings re-processing or highwall mining/augering methods are to be submitted separately for that mine.

Coal Mining Statistics – Specific Form Requirements

Mines are required to submit production returns (Form S3.0 – broken down into three monthly interval periods) and sales returns (Form S3.1 – for the quarterly period) from the time employees are either engaged at the mine for development work prior to the extraction of raw coal (such as pre-stripping activities for open-cut operations or mine portal or shaft development activities for underground operations), or begin undertaking coal mining activities.
Separate statistical returns are required for each mine.

These forms are to be completed for each quarter of the year as outlined above; variations of the forms are not permitted.

**Completing Forms S3.0 (Production Return)**

A Production return is required for each individual mine and tailings\(^1\) recovery operation.

Shaded areas are not required to be completed. Hours worked and lost should be expressed as nearest whole hours.

**Note:** Please note that although returns are only required to be submitted quarterly, form S3.0 contains three sub-forms to collect the monthly production data within the relevant quarterly period. This will allow for the continued reporting of monthly production by: overall (aggregate) tonnes; coal type (coking / thermal); mine type (underground / open-cut); and regions or districts.

**Name of mine**

This is the name of the actual mine, not the company holding title or the operator.

**Return for the Quarter/Month**

Input the appropriate Quarter and Month for which the data applies.

**Days worked during period on coal production**

Number of days when raw coal is won.

**Other days**

Number of days when no raw coal is won, this includes days where other work is carried out. For example coal washing, loading, maintenance, etc, or where no work is performed for any reason, including statutory holidays, weekends and non-rostered days.

**Total number of days in period**

The number of days in the period, covering first to last days.

**Total overburden removed in BCM (bank cubic metres) (ONLY FOR OPEN CUT MINES)**

This is the number of cubic metres of overburden removed, measured in situ, i.e. measured before it is displaced from the ground. Underground mines do not need to complete this field.

---

1 For the purpose of these sections, unprocessed tailings at tailings recovery operations are regarded as raw coal
Stocks, Output, Deliveries

1. Gross raw output

This is the amount, in tonnes, of raw coal produced as a result of mining activities undertaken at the mine during the period. Irrespective of whether or not some/all of that coal may be subsequently sold without being beneficiated, in providing this figure, the assumption is to be made that all coal mined at the coal (face(s) during the period is delivered to the Run-of-Mine stockpile).

2. Coal used for processing and/or raw product

This is the amount of raw coal fed from the Run-of-Mine stockpile which includes coal ‘feed’ undergoing processing and/or unprocessed raw coal from which all the saleable product coal is derived. It is equal to the total net output (Item 6) plus all discarded material and rejects resulting from the crushing and processing of coal during the beneficiation process (Item 3). A maximum variance of plus / minus 10% is acceptable.

Note:  Raw (saleable) product coal is coal that is saleable without requiring further processing, distinct from ROM coal.

3. Discard

This is the amount, in tonnes, of un-saleable material removed by beneficiation from the raw coal fed into the coal preparation plant during the period. Show separate figures for crusher and preparation plant discard where indicated, with the right hand column showing the total discard derived from both sources.

Note:  Prep plant – consists of all beneficiation processes e.g. crushing, washing.

4. Washed saleable product

This is the amount, in tonnes, of beneficiated saleable (‘clean’) coal produced as a result of processing through the coal preparation plant during the period.

5. Other saleable product

This is the amount, in tonnes, of any other saleable coal produced at the mine during the period e.g. saleable coal not requiring washing (raw product).

6. Net output (4 + 5)

The total amount, in tonnes, of saleable coal produced during the period, i.e. washed saleable product PLUS other saleable product. For tailings recovery operations, the total saleable output for the period is required.
Note: As a check, total Net Output equals coal used for processing and/or raw product (Item 2) LESS any discard (Item 3). A maximum variance of plus / minus 10% is acceptable.

7. Saleable stocks at start of period

This is the amount, in tonnes, of saleable coal which was on hand in stockpiles (mine and port) at the beginning of the reporting period. This amount must be the same as the stocks reported at the end of the previous reporting period.

Note: If the Saleable stocks at start of period differs from Saleable stock at end of period in the previous return, the previous closing stock must be entered here and the difference included under Item 9, Adjustments.

8. Coal transferred from/to other mines, in or [out]

This field refers to transfers between mines owned by the same company or group of companies and where no sale has occurred. Coal is sometimes received in from another mine for blending prior to a sale, or received from a tailings recovery operation for blending prior to sale. This entry is the amount of tonnes transferred during the reporting period.

For the purpose of completing Forms S3.0, the delivering or producing mine (mine a) should show the figure as a negative figure, whilst the receiving mine (mine b) enters an equivalent positive figure. The reason for any transfer should be entered in the space below Item 12 e.g. “to mine b to blend for domestic sale”.

Where recovered tailings are blended with product from an open cut or underground mine, the coal should be shown as a transfer in on the return (S3.0) of the mine which subsequently sells the coal.

9. Adjustments, + or [-]

This entry is for adjusting the stockpile of saleable coal, i.e. tonnes added to or removed from the stockpile at end of period. A positive figure adds tonnes to the stockpile while a negative figure will subtract tonnes from the stockpile. The reason for any adjustment should be entered in the space below Item 12. e.g. stock adjustment after aerial survey.

Sales

Where sale consignments comprise coal from different mines, enter only the tonnage details of the coal which was produced at your operation.

Note: sales should equal the actual sales as reported on the Sales return for the calendar month
10. Sales within Australia (domestic sales)

This is the total amount, in tonnes, of coking (hard coking plus pci/soft coking) or thermal coal, including coal blended from tailings recovery operations, sold to Australian consumers including consumers in other states. Coal that is sold (or loaned) to other mining companies to meet contractual export arrangements; or sold trade companies for export shall be considered an export sale.

11. Sales overseas (export sales)

The total amount, in tonnes, of coal including reclaimed coal, coking (hard coking plus pci/soft coking) or thermal coal, including coal blended from tailings recovery operations, exported overseas during the period. In the case of multi-colliery blends only include details of coal produced from your operation.

12. Saleable stocks at end of period

This entry is the balance of stock on hand at the end of the period. It should be arithmetically correct, i.e. the sum of Items 6, 7, 8 and 9 (taking transfers and adjustments into account) LESS sales (Items 10 and 11). Should the stock figure differ from the physical stock of saleable coal, the difference should be incorporated in the adjustments (Item 9). Any reasons for adjustments should be entered in the line below Item 12.

Completing Forms S3.1 (export and domestic sales)

The details entered on Forms S3.1 must refer to one quarter only as defined above for the relevant reporting periods. Quantities are to be expressed to the nearest whole tonne. If a single shipment contains multiple coal types a separate line entry should be made for each coal type.

Name of mine

This is the name of colliery, not company holding title or operator.

Return for the quarter

This is the Quarter to which the return refers.

Freight and cartage for the quarter

This is the total freight and cartage for the quarter in Australian dollars. List the cost incurred in transporting minerals sold by the mine or closely located treatment works point of sale. Information required:
• payments to owner-drivers for delivery;
• cost of delivery by own employees (including wages and salaries of relevant employees and running expenses of vehicles and other transport equipment); and
• loading costs, port charges for stockpiling away from the mine, e.g. incurred by the mining operation, if sold FOB.

Note: Exclude sea and air freight on goods exported from Australia.

Destination (country or Australian state)

Input the name of the overseas country, or if a domestic sale, the name of the Australian state of final delivery.

Note: Domestic sales transported to other Australian States by sea are not considered exports.

Purchaser

The trading names of the purchaser. In the case of two or more purchasers trading under the one name, also include the location of the purchaser. For example

James Hardie, Carole Park OR Queensland Cement, Darra
James Hardie, Meeandah OR Queensland Cement, Gladstone

Ship date

This is the date on which the domestic or export vessel departed the port or coal terminal.

Port/coal terminal

This is the Queensland port or coal terminal the coal shipment was loaded and the ship sailed from (eg Gladstone, Brisbane, Abbot Point, Dalrymple Bay or Hay Point). For the purpose of reporting port of export, the following definitions are used:

• GLAD (Gladstone Port)
• POB (Port of Brisbane)
• AAPT (Adani Abbot Point Terminal)
• DBCT (Dalrymple Bay Terminal)**
• HPCT (Hay Point Coal Terminal) – only BHP/BMA export from HPCT**

Note: The Port of Hay Point comprises two separate coal export terminals: Dalrymple Bay Coal Terminal (DBCT) and the Hay Point Coal Terminal (HPCT), which is owned by BHP Billiton Mitsubishi Alliance. It is important when exporting through the Port of Hay Point that the correct coal terminal is identified.
Transport method

This cell is used to identify how the coal is transported, ie legitimate entries for this field are sea, rail, road, or belt (conveyor belt).

Ship name

Self explanatory.

Coal type

A description of the coal type as sold. Legitimate entries for this field are: hard coking coal; soft coking coal or thermal coal. PCI coal should be reported as soft coking coal.

Tonnes

Figures are to be entered as metric tonnes.

Value

The dollar value of each shipment is to be costed on a Free-on–Board (FOB) basis.

Currency

The currency should be reported in Australian Dollars (AUD) or United States Dollars (USD) only.

Coal purchased, transferred, borrowed or loaned

If, during the reporting period, coal is purchased (loaned or borrowed) from another mine – or is sold to another mine to meet an export quota – this sale must be identified and is considered as a split shipment. The portion provided by each individual mine is considered an export sale from that (ie originating) mine and must be reported by each mine individually.

Rights of appeal

Persons aggrieved by an administrative decision made as a result of this practice direction may apply for a review of the decision under Judicial Review Act 1991.

If you have not received a Statement of Reasons, before you apply for a judicial review of the decision you may write to the decision maker and ask for a Statement of Reasons. The request should be made to the decision maker within 28 days of receiving written notice of the decision.
An application for Judicial Review must be made within **28 days of receiving written notification of the decision.** If you requested a Statement of Reasons, then you have **28 days from receiving the Statement of Reasons,** to file an application for judicial review.

**Version history**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>10 February 2015</td>
<td>Initial Approved Version</td>
</tr>
<tr>
<td>1.1</td>
<td>16 September 2016</td>
<td>Minor changes</td>
</tr>
</tbody>
</table>

**Executive Director**
Mining and Petroleum Operations
September 2016

**Enquiries:**
For help, information and technical support contact the Coal Statistics Team
8.30am – 4.30pm (AEST) Monday to Friday on Queensland business days.
Telephone: +61 7 3199 7915
Email: CoalandMineralStats@dnrm.qld.gov.au

**Disclaimer**

*While this document has been prepared with care it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Queensland Government should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.*