***Waste Reduction and Recycling Act 2011***

Agreement to measure and record waste and other material other than by weighbridge

This form may be used by holders of an agreement to measure and record waste other than by weighbridge (agreed way) granted under section s60(3) of the Waste Reduction and Recycling Act 2011(the Act) to submit the required report.

Reports must be submitted to the Department of Environment, Science and Innovation (the department) no later than the date indicated in the agreement and must contain the information as detailed in the conditions of the agreement.

# IMPORTANT INFORMATION FOR COMPLETING THIS REPORT TEMPLATE

NOTE: Whilst not mandatory, operators are encouraged to use this template when submitting their reports, as it easily identifies the type of information the chief executive[[1]](#footnote-2) will consider when reviewing reports.

If no waste has been received and/or moved under this agreement during the reporting period, please advise via email to wastelevyapps@des.qld.gov.au before the due date of the report. In doing so please ensure that a reason for not using the agreement is provided.

Please refer to the Act, the Agreement request form, the Agreement letter, and the [Operational Policy – Measure and record particular amount of waste other than by weighbridge](https://www.qld.gov.au/__data/assets/pdf_file/0009/131220/wastelevy-operational-policy-weighbridge-alternatives-agreement.pdf) for further information regarding the agreement and reporting requirements.

#  Agreement holder details

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| NAME OF COMPANY/ORGANISATION      |
| TRADING NAME (if applicable)      |
| DES Reference Number: WLA      |

# Contact person for report

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| NAME       |
| POSITION       |
| PHONE       | MOBILE       |
| EMAIL       |

# Data measurement, recording keeping and reporting details

Your agreed way outlined (refer to section B11 of your agreed way) the process by which movement of waste was to be measured and recorded to ensure:

1. fair calculation of the total waste levy amount payable to the State on waste moved to a levyable waste disposal site; and
2. the same standard of record keeping, waste data returns and reporting of data as if the waste or other material were measured using the weighbridge.

**Please provide the type of waste or other material moved under the agreed way.**

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**Please provide the details of any exemption or discount applying to the waste.**

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**Please provide the details of the vehicle used to move the waste or other material.**

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**Please provide evidence that data measurement and recording is consistent with section 3.3.3 of** [**levy detailed data file specification**](https://www.qld.gov.au/__data/assets/pdf_file/0031/98590/levy-detailed-data-file-specification.pdf).

*<NOTE: As supporting information, please provide a Queensland Waste Data System (QWDS) extract of agreed way transactions (and where applicable, up to 5 sample dockets (from alternative measuring instrument) that correspond with agreed way transactions) to verify that all data was entered correctly into QWDS/the weighbridge software.>*

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# Remedial Actions

A condition of the agreed way is that the operator must detail the extent to which measures and practices are being implemented to remedy site safety, logistical or planning permission restrictions so that a weighbridge can be used in the future to measure and record the particular amount of waste or other material.

Please outline the remedial actions agreed with the department and indicate the actions taken to implement them.

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# Attached supporting material:

Please provide a list of any supporting material and/or documents provided as attachments to the report:

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# Declaration

*<NOTE: This section is to be completed by the person authorised to sign this report on behalf of the agreement holder. If you have provided false or misleading information in this report you may be liable for prosecution under the Act.>*

* I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
* I understand that it is an offence under sections 265 and 265A of the Actto give to the chief executive information, or a document containing information that I know to be false, misleading or incomplete in a material particular.
* I understand that all information supplied on or with this agreement request may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

*<NOTE: For more information, please refer to the Basic Guide to Confidentiality on the Queensland Office of the Information Commissioner website (*[*https://www.oic.qld.gov.au/about/news/what-is-confidentiality*](https://www.oic.qld.gov.au/about/news/what-is-confidentiality)*).>*

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| --- | --- |
| FULL NAME      | POSITION      |
| SIGNATURE      | DATE      |

**Please submit this completed report and supporting information to:**

**Email:** wastelevyapps@des.qld.gov.au

The email subject line should state **‘Report –Agreement to measure and record waste other than by weighbridge**.

The file size limit for submission via email is 20MB. Any submission via email which exceeds 20MB will need to be broken down into separate emails, with each email subject line clearly stating ‘Part X of X’ (e.g. Part 1 of 2).

**Privacy statement**

The Department of Environment, Science and Innovation is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. The information provided in this form will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*.

For queries about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.

1. The Director-General of the Department of Environment, Science and Innovation is the chief executive under the *Waste Reduction and Recycling Act 2011*. [↑](#footnote-ref-2)