

Report template

Waste Reduction and Recycling Act 2011

Discounted waste levy rate for residue waste (EXAMPLE)

This form may be used as an example for approval holders of a discounted waste levy rate for residue waste under section 47 of the Waste Reduction and Recycling Act 2011 (the Act) on what information is required to submit a waste levy discount report. Waste levy discount reports must be submitted within two months of a reporting period's end date and must address all requirements stated in section 11J(2) and 11J(3) of the Waste Reduction and Recycling Regulation 2011 (the Regulation).

NOTE: Whilst not mandatory, operators are encouraged to use the form provided when submitting their reports, as it easily identifies the type of information the chief executive will consider when reviewing residue waste discount reports.

1 Approval holder details

NAME OF COMPANY/ORGANISATION Example Recycling Company Pty Ltd
TRADING NAME (if applicable) Recycling Examples
DEPARTMENT REFERENCE WLA000
RESIDUE WASTE DISCOUNT NUMBER 0000000RSD

2 Contact person for report

NAME John Smith	
POSITION Manager	
PHONE 07 ---- ----	MOBILE 04 ---- ----
EMAIL johnsmith@email.com.au	

3 Recycling efficiency threshold

A condition of the residue waste discount approval is that the entity maintain a minimum recycling efficiency threshold, as listed on the entity's Certificate of Residue Waste Discount. Please detail below the recycling efficiency achieved for each month of the reporting period.

<NOTE: Recycling efficiency = (weight of waste not disposed to landfill / weight of waste used as feedstock) * 100>

For the reporting period starting on 1 January and ending on 30 June in the year:

Condition 1	Jan	Feb	Mar	Apr	May	Jun	Average
Recycling efficiency (%)	93	92	93	93	95	90	93

Commented [A1]: These percentages are calculated from the figures below. 'Waste not disposed to landfill' divided by 'waste used as feedstock' times by 100 (to give percentage value).

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4 Waste tonnages (JAN – JUN reporting period)

Please populate the below table, including information for each month of the reporting period, in accordance with section 11J(2)(a)(i)-(iii) of the Regulation.

<NOTE: The Certificate of Residue Waste Discount states the maximum weight of discounted residue waste for which the exemption can be claimed for the approval's duration. The cumulative amount claimed, across all reporting periods, under the residue waste discount should not be in excess of this amount.>

For the reporting period starting on 1 January and ending on 30 June in the year:

Section 11J(2)(a)(i)-(iii)	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Waste used as feedstock for recycling activity (tonnes)	30	50	40	30	40	30	220
Waste not disposed to landfill as a result of the recycling activity (tonnes)	28	46	37	28	38	27	204
Residue waste disposed to landfill (tonnes)	2	4	3	2	2	3	16

Commented [A2]: 'Waste used as feedstock' will equal 'waste not disposed to landfill' plus 'residue waste disposed to landfill'

Commented [A3]: The figures reported below under 'recovery rates' should add up to this number.

Commented [A4]: This should be consistent with the tonnes claimed under the residue waste discount approval.

5 Recovery rates

For waste not disposed to landfill as a result of a recycling activity please detail below, for each month of the reporting period, how much of each waste type in tonnes was recovered as a result of the recycling activity, in accordance with section 11J(2)(b)(i)-(v) of the Regulation.

<NOTE: Please complete individual tables for each waste type approved under the residue waste discount under section 44 of the Act, detailing the waste type in row 1 of the table.>

For 'Waste Type' please use the waste descriptions from the following list:

Paper	Polystyrene (PS - code 6)	Contaminated Soil
Cardboard	Other plastics (OTHER - code 7)	Acid sulfate soil
Glass	Timber	Tyres
Steel Cans	Lead acid batteries	Mineral oil
Aluminium Cans	E-waste	Waste chemicals
Packaging Plastics (General)	Ferrous metal	Plasterboard
Polyethylene Terephthalate (PET - code 1)	Non-ferrous metal	Fibre cement
High-Density Polyethylene (HDPE - code 2)	Concrete	Green waste
Polyvinyl Chloride (PVC - code 3)	Asphalt	Biosolids
Low-Density Polyethylene (HDPE - code 4)	Bricks and Tiles	Other materials
Polypropylene (PP - code 5)	Clean earth	

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For the reporting period starting on 1 January and ending on 30 June in the year:

Waste type: Ferrous metal							
Section 11J(2)(b)(i)-(v)	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Recycled to produce same or a different product (tonnes)	0	0	0	0	0	0	0
Consigned to other recyclers in Queensland (tonnes)	15.75	25.87	20.81	15.75	21.37	15.18	114.75
Consigned to other recyclers in Australia (other than Queensland) (tonnes)	5.25	8.62	6.93	5.25	7.12	5.06	38.25
Consigned to other recyclers outside of Australia (tonnes)	0	0	0	0	0	0	0
Not recycled to make another product or consigned to other recyclers (tonnes)	1.5	3	2.25	1.5	1.5	2.25	12

Commented [A5]: Waste type copied from the list above.

Commented [A6]: Total of all material types (other than those not recycled or consigned to another recycler) should add up to 'total waste not disposed to landfill' above

Waste type: Non-ferrous metal							
Section 11J(2)(b)(i)-(v)	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Recycled to produce same or a different product. (tonnes)	0	0	0	0	0	0	0
Consigned to other recyclers in Queensland (tonnes)	5.25	8.62	6.93	5.25	7.12	5.06	38.25
Consigned to other recyclers in Australia (other than Queensland) (tonnes)	1.75	2.87	2.31	1.75	2.37	1.68	12.75
Consigned to other recyclers outside of Australia (tonnes)	0	0	0	0	0	0	0
Not recycled to make another product or consigned to other recyclers (tonnes)	0.5	1	0.75	0.5	0.5	0.75	4

Commented [A7]: This includes the amount of material that was sent to landfill. If materials have been accepted and stockpiled but not yet recycled, they are to be reported here.

<NOTE: Please add or delete tables as required.>

6 Strategies to improve recycling efficiency

A condition of the entity's approval is that the entity implement strategies or practices to progressively improve their recycling efficiency threshold. These strategies and practices must be reported on bi-annually in the entity's residue waste discount report, as stated by section 11J(2)(c) of the Regulation.

Please detail below the strategies or practices implemented by the entity in the reporting period to progressively improve the entity's recycling efficiency.

<NOTE: For an approval with a residue waste discount for more than one waste type, please detail the strategies or practices implemented for each waste type.>

Please indicate if further supporting information has been attached.

The approval contains two strategies and improvements to practices being implemented.

The strategy to be implemented (as per the approval certificate) is <example>

To achieve this, we implemented <example> and updated procedures (see attached procedures). Funds saved with the waste levy discount were used for capital investment to improve the efficiency of recycling activities at the site. Equipment was purchased/updated/serviced on <date>, see attached receipt. The upgrades included <example> - see attached photos. The efficiency of the recycling process was improved by the measures carried out.

Commented [A8]: This section will need to be written specific to each approval. If this box is not big enough please attach further supporting information.

Provide supporting information such as photos of upgraded equipment, proof of staff training, receipts for equipment purchases etc.

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The practices to progressively improve (as per the approval certificate) is <example>
Between January and June Example Recycling Company Pty Ltd implemented improvements to this process by undertaking <example>. Staff training on using the new equipment was held on <date>. See attached supporting information for further details.

7 Declaration

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

- I acknowledge that, if the terms of the Certificate of Residue Waste Discount are not complied with, the chief executive may seek to cancel or amend the approval, providing notice to the approval holder.
- 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 Act to 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 report 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>).>

FULL NAME John Smith	POSITION Manager
SIGNATURE	DATE

Please submit this completed report and supporting information using the following methods:

Email: wastelevyapps@des.qld.gov.au

The email subject line should state 'Report - Discounted waste levy rate for residue waste'. 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 and Science 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.