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

Measure and record a particular amount of waste or other material, other than by weighbridge

This form may be used by a waste disposal site operator (operator) to seek written agreement from the chief executive1, under section 60(3) of the Waste Reduction and Recycling Act 2011(the Act), to measure and record a particular amount of waste or other material in another way (the ‘agreed way’) if it is not practicable to use the weighbridge for this purpose.

Section 60(3) of the Act provides that if it is not practicable to use the weighbridge to measure and record a particular amount of waste or other material, the waste or other material may be measured and recorded in a way agreed between the chief executive and the operator.

Please complete all relevant sections of this form. If the chief executive agrees to the request, the information provided in this request will form the terms of the ‘agreed way’ and the Department of Environment, Science and Innovation will send a letter of agreement to the operator.

*When completing this form, it is recommended that operators read the information about weighbridge requirements and measurement of waste and refer to the* [*‘Operational Policy – Measure and record particular amount of waste other than by weighbridge’*](https://www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/applications)*. This information will assist the operator in identifying any supporting information that may be needed.*

NOTE: Whilst this form is not mandatory, the operator is encouraged to use this form as it identifies the type of information the chief executive may take into account when considering a request for an agreed way under section 60(3) of the Act.

**INTRODUCTION – PLEASE COMPLETE**

**Business details**

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| NAME OF COMPANY/ORGANISATION | | |
| TRADING NAME (if applicable) | | |
| ABN/ACN | | |
| CHIEF EXECUTIVE OF COMPANY/ORGANISATION | | |
| REGISTERED OFFICE ADDRESS (not a post office box) | | |
| SUBURB | POSTCODE | |
| POSTAL ADDRESS (if different from above) | | |
| SUBURB | POSTCODE | |
| OFFICE MAIN PHONE | | |
| EMAIL OF ENTITY (if applicable) | | |
| CONTACT PERSON FOR NOTIFICATION | | |
| POSITION | | |
| PHONE | | MOBILE |
| EMAIL | | |

How would you like to receive correspondence from the department?

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| To your nominated email addresses above | Mailed to your postal address above |

**Site details**

Please provide the following details for the site to which the notification relates:

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| LOCAL GOVERNMENT AREA |
| SITE NAME  SITE ID <From the Queensland Waste Data System.> |
| ENVIRONMENTAL AUTHORITY NUMBER |
| SITE ADDRESS <Physical address, Lot/Plan, Global Positioning System (GPS coordinates.> |

**Prior agreed way**

Has the operator previously held an agreement (a ‘prior agreed way’) as per section 60(3) of the Act to measure and record a particular amount of waste or other material other than by weighbridge in the previous 12 months? This includes any current agreements applicable to the site/s included in this request.

Yes  No

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| *<If multiple agreements (current or expired), please list the reference number for each agreement.>*  Prior agreed way reference Number: **WLA** |

*<Note: The chief executive may choose not to agree to a proposed ‘agreed way’ if the terms of any prior agreed way have not been complied with.>*

**Agreement criteria**

**Key concepts:**

One-off amount – means a single delivery or movement of waste or other material

Multiple amounts – means more than one delivery or movement of waste or other material

The chief executive will generally only agree to a request for an ‘agreed way’ for a one-off amount of waste or other material.

However, the chief executive may consider a request for an ‘agreed way’ for multiple amounts of waste or other material where consistent with the ‘Operational Policy – Measure and record particular amount of waste other than by weighbridge’.

In particular, requests for multiple amounts may only be considered where the waste or other material is being moved between different areas within a waste disposal site (‘internal movement’), such as from a resource recovery area and a levyable waste disposal site. Any agreement is further subject to the chief executive being satisfied of the following:

* that it is not practicable to use the weighbridge to measure and record the waste or other material due to site safety, logistical or planning permission restrictions;
* that the proposed ’agreed way’ is temporary (must end by 30 September of the same year the agreement starts, or, if the agreement start date is between September and December, by 30 September of the year after the agreement starts); and
* that the operator is taking all reasonable actions to remedy the situation and enable the weighbridge to be used to measure and record the particular amount of waste or other material.

The chief executive will not agree to requests relating to particular amounts of waste or other material moved into or out of the waste disposal site on a regular basis.

If either the operator or the chief executive do not agree in writing to the terms of a proposed ‘agreed way’, then the weighbridge must be used to measure and record the waste or other material.

*CONTINUED OVER PAGE*

**Frequency**

**Please indicate if the request is for:**

A one-off amount of waste or other material. **(Complete Part A and Part C)**

*<For example, a large aircraft that will not fit over the weighbridge. In these circumstances, deeming or an alternative way of measuring if the weight of the waste is known, may be an acceptable agreed way.>*

Agreement period sought:

<Please specify the date, if known, or otherwise the week or month in which the delivery or movement is anticipated to occur.>

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| DATE:  Click or tap to enter a date. | OR:  Week Click or tap to enter a date. to Click or tap to enter a date.  OR  Month:      <MM/YYYY> |

**OR**

Multiple amounts of waste or other material moved internally between different areas within the waste disposal site. **(Complete Part B and Part C)**

*<For example, particular vehicles used for moving waste within the waste disposal site cannot safely use the weighbridge. In this circumstance, measuring and recording using a National Measurement Institute (NMI) Trade Approved Instrument with a Certificate of Verification and data plate displaying the approval number from the NMI may be an acceptable agreed way. Agreements in this category cannot exceed 12 months and will be subject to additional reporting requirements.>*

Agreement period sought:

<Please specify the period of time for the proposed agreed way.>

<NOTE: The agreement must be temporary and end by 30 September of the same year as the agreement starts, or, if the start date is between September and December, by 30 September of the year after the agreement starts. Earlier end dates may be agreed to.>

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| FROM:  Click or tap to enter a date. | TO:  Click or tap to enter a date. |

**-------------------------*END OF INTRODUCTION*--------------------------**

**PART A**

**One-off amount of waste or other material**

**A1. Type of waste or other material**

Please provide details of the type/s of waste or other material to be measured and recorded using the proposed agreed way.

*<Note: You may use the material types listed in the ‘*[*Appendix D – Material type codes*](https://www.qld.gov.au/__data/assets/pdf_file/0031/98590/levy-detailed-data-file-specification.pdf)*’ table of the Levy Detailed Data File Specification document.>*

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| *<For example: municipal solid waste, clean earth, construction and demolition waste including concrete, asphalt or object being disposed.>* |

**A2. Waste levy rate for the type of waste**

If the proposed agreed way is for a waste, please state the type of waste as per Schedule 1 ‘Waste Levy Rate’ of the [Waste Reduction and Recycling Regulation 2023](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2023-0127)

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| *<For example, ‘other levyable waste’.>*  *<Please add N/A if the agreement request is for a material (not a waste).>* |

**A3. Exemptions or discounts**

If the proposed agreed way is for a waste, please indicate whether a waste levy exemption or discount is known to apply to the waste, such as an approval of exempt waste for on-site operational purpose

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| *<Please add N/A if proposed agreed way is for a material or there is no exemption or discount for the waste.>* |

**A4.** **Movement of waste or other material**

Please provide details of where the waste or other material is being moved from and to (e.g. from outside the waste disposal site to a levyable waste disposal site).

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**A5. Why it is not practicable to use of the weighbridge**

Please provide details of why it is not practicable to use the weighbridge to measure and record the waste or other material.

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| *<For example, the waste may be an aircraft or boat that is too large to fit across the weighbridge or a large amount of waste taken to be delivered to the levyable part of the waste disposal site because of a cancellation or revocation of the declaration of a resource recovery area.>* |

**A6. Proposed way the waste or other material will be measured and recorded**

Please provide details of the proposed way the waste or other material will be measured and recorded consistent with the criteria under section 60(5) of the Act as if the weighbridge were being used.

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| <*For example, a measurement instrument, methodology for deeming the weight, or the weight of the waste or other material is known along with the process for recording the necessary particulars of the type and delivery of the waste or other material.>* |

**-------------------------*END OF PART A*--------------------------**

**PART B**

**Multiple amounts of waste or other material moved internally between different areas within the waste disposal site**

**B1. Type of waste or other material**

Please provide details of the type/s of waste or other material to be measured and recorded using the proposed agreed way. *<Note: You may use the material types listed in the ‘*[*Appendix D – Material type codes*](https://www.qld.gov.au/__data/assets/pdf_file/0031/98590/levy-detailed-data-file-specification.pdf)*’ table of the Levy Detailed Data File Specification document.>*

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| *<For example: municipal solid waste, clean earth, construction and demolition waste including concrete, or asphalt.>* |

**B2. Waste levy rate for the type of waste**

If the proposed agreed way is for a waste, please state the type of waste as per Schedule 1 ‘Waste Levy Rate’ of the [Waste Reduction and Recycling Regulation 2023](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2023-0127)

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| *<For example, ‘other levyable waste’.>*  *<Please add N/A if proposed agreed way is for a material (not a waste).>* |

**B3. Exemptions or discounts**

If the proposed agreed way is for a waste, please indicate whether a levy exemption or discount is known to apply to the waste type, such as an approval of exempt waste for on-site operational purpose

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| *<Please add N/A if proposed agreed way is for a material or there is no exemption or discount for the waste.>* |

**B4.** **Movement of waste or other material**

Please provide details of where the waste or other material is being moved from and to (e.g. from a resource recovery area to a resource recovery area, or from a resource recovery area to a levyable waste disposal site).

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**B5.** **Why it is not practicable to use the weighbridge**

Please provide details of the site safety, logistical or planning permission restrictions that mean it is not practicable to use the weighbridge to measure and record the amount of waste or other material.

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**B6. Proposed way the waste or other material will be measured and recorded**

Please provide details of the proposed way the waste or other material will be measured and recorded each time it is moved between resource recovery areas or moved between a resource recovery area (RRA) and a levyable waste disposal site (LWDS).

This includes the process for measuring the waste or other material, how each amount and movement will be recorded, and the process to ensure each record includes the same information as required under section 60(5) of the Act as if the weighbridge were being used.

Include details on how data will be included in the [waste data returns](https://www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/operators/levy-zone/summary-return) as per section 72 of the Act.

*<NOTE 1: The chief executive may refuse to agree to a request for an ‘agreed way’ for waste moved from a RRA to a LWDS unless a Trade Approved Instrument[[1]](#footnote-1) is to be used to measure and record the amount of waste or other material.>*

*<NOTE 2: Due to problems maintaining calibration, the chief executive will not agree to a measuring instrument used in association with an excavator.>*

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**B7. Evidence of Trade Approved Instrument**

If proposing to measure and record the amount of waste or other material using a Trade Approved Instrument, please:

1. list the approval number from the National Measurement Institute (NMI);
2. attach a copy of the NMI Certificate of Verification for the measuring instrument; and
3. attach evidence that the measuring instrument has a data plate displaying the approval number from the NMI.

*<Note: If more than one Trade Approved Instrument is proposed to be used under the agreed way, please provide the required information for each instrument. All material must be provided for the chief executive to accept this request.>*

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**B8. Calculating the waste levy**

If the proposed agreed way is for a type of waste being moved to a levyable waste disposal site, please provide details of how the proposed way of measuring and recording the waste will accurately calculate the total waste levy amount owing on waste delivered to a levyable waste disposal site.

If an exemption or discount approval applies to the waste, please also provide details of how the proposed way of measuring and recording the waste will be accurately recorded against the approval.

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| *<Please add N/A if proposed agreed way is for a material (not a waste).>* |

**B9. Estimated amount of the waste or other material**

Please provide an estimate of the amount (in tonnes) of the waste or other material identified likely to be measured and recorded using the proposed agreed way.

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**B10. Remedial actions proposed**

Please provide details of the actions or processes that will be implemented during the proposed agreement’s duration to remedy the site safety, logistical or planning permission restrictions and enable the waste or other material to be measured and recorded using the weighbridge.

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| *<For example, site reconfiguration will be undertaken to allow on-site vehicles to use the weighbridge safely.>* |

**B11. Reporting Requirements**

The operator will prepare and submit a report to the chief executive detailing:

1. how measurement and recording of waste or other material using the ‘agreed way’ has provided an equivalent standard of measurement, record keeping and reporting as measurement by a weighbridge; and
2. measures and practices implemented by the operator during the agreement period to remedy site safety, logistical or planning permission restrictions so that the weighbridge can be used to measure and record the particular waste or other material subject to the proposed agreed way.

The report must be submitted to the chief executive:

1. for an agreement of more than 31 days and ending on 30 September – by the end of August, one month before the agreement is due to end
2. for an agreement of more than 31 days and ending before 30 September – by the end of the month before the agreement is due to end (e.g. if the agreement is due to end on 30 June, the report is due by 31 May)
3. for an agreement of 31 days or less – by the end of the agreement

The operator agrees to these report requirements.

Yes  No

*<Note: The chief executive may choose not to agree to a proposed ‘agreed way’ if the operator does not agree to the reporting requirements as part of the terms of the agreement.>*

**-------------------------*END OF PART B*--------------------------**

**PART C**

**Declaration**

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

* I seek agreement from the chief executive of a way to measure and record an amount of waste or other material other than by weighbridge as per section 60(3) of the Act.
* I confirm that waste or other material will be measured as required under section 59 of the Act.
* I confirm that the particulars of the waste or other material will be recorded as required under section 60(5) of the Act.
* Subject to agreement by the chief executive, I confirm the proposed agreed way will be implemented in accordance with the terms as stated in this agreement.
* I acknowledge that, if the terms of the agreed way are not complied with, the chief executive may cancel the agreed way by notifying the operator in writing.
* I acknowledge that the chief executive may otherwise cancel the agreement at any time by notifying the operator in writing.
* I note that I may cancel the agreement at any time by notifying the chief executive in writing.
* I acknowledge that cancellation of the agreement does not relieve me of any reporting or record keeping requirements under the agreement or the *Waste Reduction and Recycling Act 2011*.
* I acknowledge the agreement does not affect conditions or requirements of any authority, permit or obligation under the *Environmental Protection Act 1994*, the *Waste Reduction and Recycling Act 2011* or any other 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*.

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| FULL NAME | POSITION |
| SIGNATURE | DATE |

*<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)*).>*

**Please submit this completed form and supporting information via email to:**

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

The email subject line should state ‘**Agreement request – measure and record particular amount of 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).

If needed, please contact Levy Services at wastelevyapps@des.qld.gov.au

**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 department is collecting your personal information in this form in order to determine what information is available and respond to your request. The information 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](mailto:privacy@des.qld.gov.au) or telephone: 13 74 68.

1. A ‘Trade Approved Instrument’ is a measuring instrument approved by the National Measurement Institute (NMI), with certificate of verification and data plate displaying the approval number from the NMI. [↑](#footnote-ref-1)