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

Exempt Residue Waste - Material Recovery Facility (MRF)

This template may be used by approval holders of a certificate of exempt residue waste for material recovery facilities (MRF) granted under section 312 of the Waste Reduction and Recycling Act 2011(the Act) to submit the required annual report. Annual reports must be submitted no later than 30 November each year the exemption is valid. Reports must contain the information as detailed in the conditions of the approval of exempt residue waste.

# 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 annual reports.

If no residue waste has been disposed of to a waste disposal site during the reporting period, please advise under section 5 of the below template that no residue waste was disposed of, and please provide all other required information as per the conditions of your exemption approval.

If you no longer require your residue waste exemption, please contact the Waste Levy Implementation team at wastelevyapps@des.qld.gov.au to discuss.

If the reporting condition of the approval of exempt residue waste is not complied with, the chief executive may seek to cancel or amend the approval. Please refer to section 315 of the *Waste Reduction and Recycling Act 2011* for further information.

# Approval holder details

|  |
| --- |
| NAME OF COMPANY/ORGANISATION      |
| TRADING NAME (if applicable)      |
| EXEMPT RESIDUE WASTE NUMBER:       |

# Contact person for report

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

# Reporting Period

Annual reports must be submitted for each financial year. Please provide the financial year period to which this report relates.

|  |  |
| --- | --- |
| Start of Reporting period: 1 **JULY**  | Finish of reporting period: **30 JUNE**  |

# Minimum Recycling Efficiency

A condition of the exemption approval is that the entity maintain a minimum recycling efficiency threshold, as listed on the entity’s Certificate of Exempt Residue Waste. Please detail below the recycling efficiency achieved over the reporting period.

|  |  |
| --- | --- |
| Total quantity of waste received at the site and used as feedstock (tonnes) during the reporting period |       tonnes |
| Total amount of residue waste disposed of to waste disposal site (tonnes) during the reporting period |       tonnes |
| Total amount of feedstock material recycled (tonnes) during the reporting period |       tonnes |
| Recycling efficiency*<NOTE: Recycling efficiency = (total amount of recycled material from feedstock / total quantity of waste received at the site used as feedstock) \* 100>* |       % |

**Was the minimum recycling efficiency maintained over the reporting period?**

[ ]  YES

[ ]  NO – please provide further information in notes below.

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| ***Notes:***      |

# The quantity and type of feedstock received for the recycling activity at the MRF

Please populate the below table, with the quantity (recorded in tonnes) for each type of feedstock material received at the MRF for the recycling activity, separated for each month of the reporting period. (Examples might include glass, plastic, aluminium, etc.). Please provide any additional comments or explanations in the notes box below, if required.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MATERIAL TYPE | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | **TOTAL****(tonnes)** |
|       |       |       |       |       |       |       |       |       |       |       |       |       |  |
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| ***Notes:***      |

# The quantity and type of residue waste disposed of at the waste disposal site

Please populate the below table, detailing the quantity (in tonnes) for each type of residue waste disposed of at a waste disposal site, separated for each month of the reporting period. Please provide any additional comments or explanations in the notes box below, if required.

[ ]  N/A – No residue waste disposed of to a waste disposal site during the reporting period

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RESIDUE WASTE TYPE  | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | **TOTAL****(tonnes)** |
|       |       |       |       |       |       |       |       |       |       |       |       |       |  |
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| ***Notes:***      |

# Practices/actions to improve recycling efficiency

Please provide further details on the other reporting requirements conditioned on your certificate of exempt residue waste.

[ ]  Not applicable

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|       |

# Additional Information

Please provide any further information you would like to include in the report:

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|       |

# Attached supporting material:

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

*Note: if these are supplied as a reporting condition of your certificate of exempt residue waste, please also note which condition the attachment relates to.*

|  |
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| ***Report attachments include:***      |

# Declaration

*<NOTE: This section is to be completed by the person authorised to sign this report on behalf of the approval holder. 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 exempt residue waste 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 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)).>

|  |  |
| --- | --- |
| 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 – Exempt Residue Waste – Material Recovery Facility.

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.

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