# Queensland Waste Data System (QWDS)
# User Guide

# For

# Waste Disposal Site Operators (WDSO)

Queensland Government

# Contents

# 1 About QWDS (Queensland Waste Data System)

## 1.1 Introduction

On 1 July 2019, Queensland's waste levy commenced. The levy underpins the Queensland Waste Management and Resource Recovery Strategy and aims to help achieve the Strategy's vision and targets.

The levy legislation places obligations on waste disposal site operators (WDSOs) to remit the levy to the state government. To help deliver this, the Department of Environment and Science (DES) has enhanced the existing Queensland Waste Data System (QWDS), a web-based reporting system within an easy-to-use, secure portal.

QWDS provides the portal for operators to submit their monthly summary and detailed data returns and monitor their levy liabilities and payments, among other functions.

This user guide provides WDSOs with instructions to maintain their personnel and site profiles and guide them when they are using QWDS to submit and manage summary returns and detailed data uploads.

# 2  Setting up your Password and Security Questions

QWDS is accessed through your web browser.  If you have been given access to QWDS as an Authorised User you will be assigned one of the following roles (the role you are assigned determines the actions you can complete within QWDS):

- Verifier
- Data Entry

Access to QWDS is provided by DES once the Authorised User form has been processed and approved. When DES has received and approved this form you will be set up as an Authorised User and receive notification by email when this process is complete. You can then access QWDS and set up your Password and Security Questions.

## 2.1    Logging into QWDS for the first time

| Step | Action |
| --- | --- |
| 1 | When DES has set you up as a QWDS Authorised User you will receive an email advising you need to complete the registration process.<br><br>Click on the link provided in the email:<br><br>Hi Mary,<br><br>We have received a request to provide you with access to the QWDS website. In order to finalise this process please click here and you will be taken to the QWDS website and asked to answer some security questions. Please use your email address as your user ID to login to QWDS.<br><br>Please note that the link contained within this email is only valid for a period of 48 hours after which time it will expire.<br><br>We want to make sure you can always get in touch. If you need any support or want to contact us, please don't reply to this system generated message. You can reach us using any of the options below.<br><br>Regards<br><br>**Waste Avoidance and Recovery Service | Office of Resource Recovery**<br>Department of Environment and Science<br><br>**P:** 13 QGOV (13 74 68) **E:** Enquiries.QWDS@des.qld.gov.au<br>400 George Street, Brisbane<br>GPO Box 2454, Brisbane, QLD, 4001<br>Department website: https://www.des.qld.gov.au/<br>Queensland Waste Data System<br><br>You will automatically be taken to the QWDS website and prompted to set up your Security Questions. The Security Questions are used to verify your identity if you forget your Password. |
| 2 | Select the first question by clicking on the arrow on the right of the field and selecting a question from the dropdown list:<br><br>**Department of Environment and Science**<br><br>**Set Security Questions**<br><br>Please select and answer 3 questions below.<br><br>These provide added security around your user account when you forget your password or need to confirm your identity over the phone.<br><br>Select a question   ▼<br>Select a question   ▼<br>Select a question   ▼<br><br>Ok     Cancel<br><br>**Need help? Call 13 QGOV (13 74 68)** |

| 3 | 
Once you have selected the question, enter the answer to the question in the field to the right of the question.



Complete all three questions by repeating the above process. When you have completed the questions click on **Ok** to save the questions. *Click on Cancel if you wish to cancel the process.*

*Note: Clicking on Cancel will redirect you to the QWDS log in screen. You will still be able to access the security questions using the link in the email you were sent until the link expires.* |
|---|---|
| 3 | When you have clicked **Ok** you will be prompted to enter a Password.

 |

| | |
|---|---|
| | Enter the Password in the *New Password* field and then in the *Confirm Password* field and click on **Ok**.<br><br>Your password must be at least 9 characters long and must contain 3 of the following 4 characteristics:<br><br>• upper case letter, e.g. A, B, C<br>• lower case letter, e.g. a, b, c<br>• numerals, e.g. 1, 2, 55<br>• non-alphanumeric, e.g. \$, \*, #<br><br>You will be taken to the QWDS log in screen. |

## 2.2    How to log into QWDS

| Step | Action |
|---|---|
| 1 | QWDS is accessed through the below URL: **https://qwds.des.qld.gov.au**<br><br>Enter the QWDS URL into your web browser and the QWDS log in screen will open.<br><br> |
| 2 | **Enter your username** (your username is the email address provided to DES when you requested access to QWDS) and **Password** and click **Log On**.<br><br>QWDS will open. |

## 2.3    If you have forgotten your Password

| Step | Action |
|---|---|
| 1 | If you forget your Password you can reset it by accessing the QWDS log in screen and clicking on the Forgotten your Password link. |

| | |
|---|---|
| 2 |  |
| 3 | You will be prompted to **enter your Username/Email**:<br><br><br><br>Then click **Submit.**<br><br>A verification email will be sent to the email address provided. Click on the link in the verification email and you will be taken to a secure page where you will be prompted to answer a combination of your Security Questions and reset your Password. |

# 3  Client screens

Your landing page, after logging in, is your organisation's Dashboard:
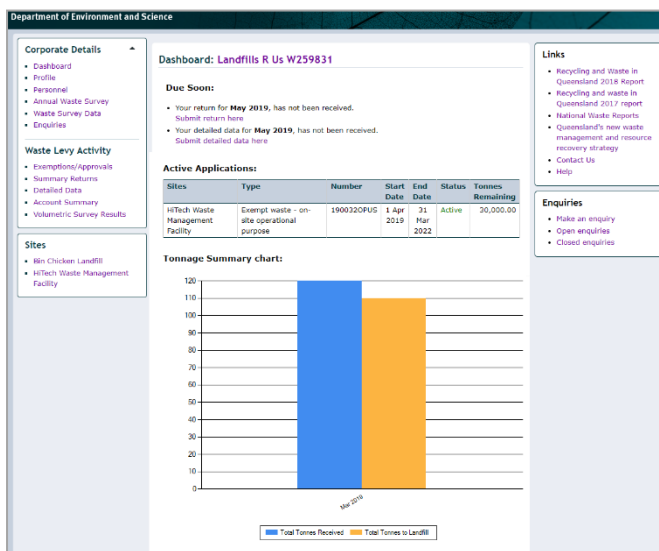


*Note: the centre section of your Dashboard will vary over time and will include a Tonnage Summary Chart after your first summary return.*

*Active applications will be the applications relevant to your Organisations' site(s).*

## 3.1  Corporate Details
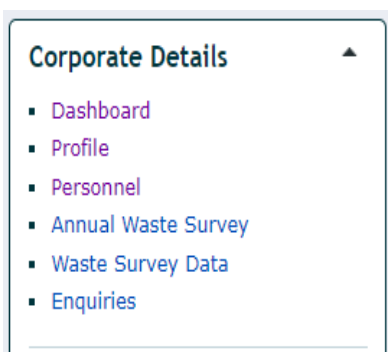


**Dashboard:** This appears when you log into QWDS. You can also select this when you have moved away from the Dashboard.

**Profile:** This is the profile of the Organisation (see table below for those able to edit Profile information).

**Personnel:** Lists all of the active (and non-active) users for your organisation (see table below for those able to edit information here).

**Annual Waste Survey:** Captures data about waste generation, resource recovery, treatment and disposal in Queensland. Completed once a year online in QWDS.

**Waste Survey Data:** Historical data you may have submitted is available here (see 3.1.2 on how to produce reports).

**Enquiries:** Submit new and/or view existing enquiries.

### 3.1.1  Edit Access for Profile and Personnel

| Function | Option | Data Entry Person can edit: | Verifier can edit: |
|---|---|---|---|
| Profile | Client Details | No | Yes - limited changes |
| | Associations | No | Yes - add |
| | Financial Summary | No | No |
| | Contact Information | No | Yes – all |
| | Physical Address | Yes - all | Yes - all |
| | Postal Address | Yes - all | Yes – all |
| Personnel | Details | No | Yes – limited changes. Can also [Add Person] (if you want them to be a verifier or data entry person – please contact DES) |
| | Contact information | No | Yes |
| | Client Contact | No | Yes |
| | Authorised User | No | Yes – remove only |
| | Site Contact | No | Yes |

### 3.1.2 Annual Waste Survey



When you select Annual Waste Survey you will see a list of survey data previously data provided through QWDS by your organisation.

Please note: QWDS is no longer used to collect data for the annual survey, you can only access your historical annual survey data in QWDS up until and including 2018-2019. For a copy of your annual survey from 2019-2020 onwards please email enquiries.QWDS@des.qld.gov.au.

### 3.1.3 Waste Survey Data



Category: Survey is the default.

Survey Sector: Default is Landfill, other options here are Organic Processing, Recycling, and Summary Return.

Financial Year: available years will be listed.

Survey(s): past surveys provided will be listed.

Transaction Number: not required.

Include State Totals: shows the state totals for each field.

Generate: will generate your report on screen.

Export Excel: will create a file with extension .csv (you may want to save it as an excel spreadsheet).

## 3.2 Waste Levy Activity



Exemptions/Approvals: Displays all approved exemptions or discounts that apply to waste being brought to your site/s, including those approved for other operators e.g. charities. (*You can export the list from here also*).

Summary Returns: Takes you to your Summary return(s) and displays current and any outstanding Summary returns (*see section 4 for how to complete and submit summary returns*).

Detailed Data: Displays the list of reporting periods that require an upload of Detailed Data. *To view Accepted files, click the View All radio button.*

Account Summary: Outlines the details of your account.

Volumetric Survey Results: Shows your baseline survey once it has been submitted to DES for entry into QWDS. You can also add new cells or sites – please contact DES prior to generating New Volumetric Surveys as Survey due dates are generated automatically by the system.

### 3.3 Sites

**Sites**

- Bin Chicken Landfill
- HiTech Waste Management Facility

Your sites (including transfer stations) will be listed alphabetically. Clicking on a site will take you to the site Details.

- You will be able to edit some of the details (*see table below*).
- To add new sites or removes sites you will need to contact QWDS administrators as well as complete a form.
- Click on a site to access more details about that site. If you want to change any details please refer to the following table to see what you have access to:

| Function | Data Entry Person | Verifier |
|---|---|---|
| Site Details | No | Can only change the Estimated end of life |
| Activities | Click through to Activity Details, Activity Processes and Resource Recover Area | Click through to Activity Details, Activity Processes and Resource Recover Area |
| Contact Information | Yes – change all | Yes – change all |
| Physical Address | No | Yes – change all |
| Levy Information | No | No |
| Infrastructure | No | No |
| Locality | No | No |

If you want to make changes to the details you don't have access to changing on your current sites or wish to add a new site, please contact DES.

### 3.4 Links

**Links**

- Recycling and Waste in Queensland 2021 Report
- Recycling and Waste in Queensland 2020 Report
- Recycling and Waste in Queensland 2019 Report
- Recycling and waste in Queensland 2018 Report
- National Waste Reports
- Queensland's new waste management and resource recovery strategy
- Energy from Waste Policy Discussion Paper
- QWDS Registration Forms
- Detailed Data Specifications
- Contact Us
- Help

Various Reports and strategies: Updated as required. Click on the links to be taken to the report or strategy.

QWDS Registration Forms: Scroll to the bottom of the page.

Detailed Data Specifications: Links to the detailed data file specification and to a detailed data troubleshooting guide.

Contact Us: link to Phone, Email and the Queensland Government Waste website.

Help: links to the Queensland Government QWDS website.

(please note these all open new windows).

## 3.5    Enquiries

**Enquiries**
- Make an enquiry
- Open enquiries
- Closed enquiries

**Make an enquiry:** allows you to make a new enquiry.
**Open enquiries:** displays only enquiries that are open.
**Closed enquiries:** displays only closed enquiries.

Make an enquiry:

Dashboard > Enquiries > Enquiry

**Enquiry: Landfills R Us W257332**

Enquiry

Site Name:

\* Subject Area:

\* Title:

\* Enquiry Message:

Notify Other Users:  Select options

Please complete all fields marked with ▪

Clear    Send

**Site Name:** Choose the site the enquiry is in relation to.

**Subject Area:** Choose from the drop down list

**Title:** Message/enquiry title .

**Enquiry Message:** Type message body here.

**Notify Other Users:** All users listed for the chosen site will be listed here – you can check the boxes for those you want to notify of this enquiry.

**Clear:** clears all of the fields.

**Send:** If you have completed the enquiry details (ensuring all fields marked with a red asterisk are complete) this will send your enquiry to DES.

# 4 Summary Returns

## 4.1 Summary Returns Overview

A summary return lists all levyable and exempt waste delivered to each levyable waste disposal Site during a relevant levy period.

The summary return includes information supplied by the WDSO showing movements of quantities of waste by waste class into the Site, to landfill, to stockpile and removed (exported) from the levyable waste disposal Site.

For each levy period, the waste data return must be submitted by the last business day of the next month after a levy period. Levy payment must be submitted by the end of the month after the levy data return is submitted (e.g. Waste data collected in July, summary return completed by last business day of August and Payment for that July Levy Period amount due by end of September).

If a WDSO is required to submit summary returns for any of the Sites it manages, the summary return will be automatically generated for each levy period.

WDSOs operating more than one Site receiving levyable waste are required to report a summary return for each Site and this will be on a single summary return. This means that data will be entered for each Site managed by the same WDSO and submitted as a single summary return.

Summary Returns will be created on the **1st of every month** for the previous levy period for all valid Sites for your WDSO if your Site/s meets the following criteria:

- ✓ The Site is active; AND
- ✓ One or more Sites report monthly
    - Or
- ✓ On Receipt of Levyable Waste

Summary Returns are completed at a Site level over a number of screens (dependent on the number of valid Sites a WDSO must submit Summary Returns for).



**Summary Return Sections**

Summary Return: Landfills R Us W261163

Phoenix Landfill  Reporting Period: 1 Jul 2022 – 31 Jul 2022

If there has been no waste related activity at this Site for this period please tick here: ☐
Otherwise, please select the levy zone below from where you have received waste and it will expand for you to complete the relevant fields

Waste Received from Metro Levy Zone

Waste Received from Regional Levy Zone

Waste Received from Non-levy Zone (includes interstate and Qld non-levy zone)

| Incoming Waste | Tonnes Received | Tonnes to levyable part of site |
| --- | --- | --- |
| Municipal solid waste | | |
| Commercial and Industrial waste | | |
| Construction and Demolition waste | | |
| Earth contaminated with a hazardous contaminant from EMR/CLR | | |
| Regulated Waste - Category 1 | | |
| Regulated Waste - Category 2 | | |
| Discounted Residue Waste - standard levy rate | | |
| Discounted Residue Waste - Regulated waste - Category 1 | | |
| Discounted Residue Waste - Regulated waste - Category 2 | | |
| Waste with general levy exemption | | |
| Waste with approved levy exemption | | |
| Total Waste Received from Non-levy Zone | 0.00 | 0.00 |
| Total Non-levy liability for the reporting period for Phoenix Landfill | | $0.00 |

**A.** If you don't have a return for this site for this levy period you can tick this box.

**B.** Select the zone the waste has come from

**C.** Incoming Waste: this section is the most important and where the levy is calculated.

**D.** Tonnes Received: all waste received onsite.

**E.** Tonnes to levyable part of the site: waste received onsite excluding resource recovery areas.

**F.** Total of column C.

**G.** Total of column D.

**H.** Total Levy calculation for the site.

**Source of Incoming Waste** | **Tonnes**
Metro Levy Zone
Regional Levy Zone
Non-Levy Zone
Interstate

**Waste movements to levyable part of site** | **Tonnes**
From offsite to levyable part of site
From resource recovery area to levyable part of site

**Non-levyable waste movements on site** | **Tonnes**
From offsite to resource recovery area
From resource recovery area to offsite
Waste approved for an operational purpose at the site

**Client Comments**

[Close] [Save Changes] [Next]

**I.** Source of Incoming Waste: this is where the Tonnes Received is coming from.
**J.** Tonnes: The total of this must equal **F** *(total of Tonnes received in incoming waste).*
**K.** Waste Movements to levyable part of site: record General Stockpile Movements (other than tonnes to landfill). All fields are optional.
**L.** Tonnes: The total of this must equal **G** *(total of tonnes to levyable part of site).*
**M.** Non-levyable waste movements on site.
**N.** Client Comments: optional.

**O.** Close: will ask if you want to discard any changes.
**P.** Save Changes: allows you to save all that you have entered and the summary return will be saved as a draft.
**Q.** Next: will take you to either the next screen or the final Total Levy Screen.

If you are in a Non-levy zone please refer to the website about your obligations (if any) in regard to the submission of Summary Returns:  Waste Levy - Non Levy Zone.

## 4.2    Completing your Summary Return

- WDSO Verifiers can complete and submit Summary Returns.
- WDSO Data Entry users can complete returns but cannot submit returns.

Please note: only one user can update a Summary Return at a time.

| Step | Action | Who |
|------|--------|-----|
| 1 | From the Home Page click on **Summary Returns.** The Summary returns screen will open and will show your summary returns that require action. | Data entry and/or Verifier |

| | | | |
|---|---|---|---|
| 2 | <br><br>To Submit your return select **Submit** next to the return you want to complete.<br><br>*Note: selecting submit will not automaticaly submit your return, you will be taken to another screen to entre your data.* | |
| 3 | The Summary Return for that reporting period will open. If you have mulitple sites the first site will open.<br><br>Complete the **Incoming Waste** section first based on what levy zone the waste came from.<br><br><br><br>The **Tonnes Received** is the total tonnes received on site within the levy period, the next column **Tonnes to levyable part of site** is the column that will calculate the levyable waste and is the total tonnes that are going to the levyable part of your site. | <mark>Data entry and/or Verifier</mark> |

| | | | |
|---|---|---|---|
| 4 | Next complete the **Source of Incoming Waste**, **Waste Movements to leveyable part of site** and, if you have a resource recovery area, complete the **Non-levyable waste movements on site**. | | |
| 5 | <br><br>*Note: if you hit the **enter** button it will finalise the screen and show errors if it's incomplete.*<br><br>Click **Next.** | | |

| | | | |
|---|---|---|---|
| | *Close* | *Use this button to close the Summary Return Wizard, you will be returned to the WDSO Summary Search screen.* | |
| | *Save Changes* | *Use this button if you have finished entering data and wish to close the return and either complete and submit the return to DES at a later time or another WDSO user needs to complete and/or verify the return before it is submitted. The return will be saved as a Draft.* | |
| | *Next* | *Use this button to navigate to the next page of the Summary Return.* | |

| | |
|---|---|
| *Please note:*<br>a) *The total tonnes received in **Incoming Waste** from each of the levy zones needs to equal the total tonnes of the **Source of Incoming Waste.***<br>b) *The total of **Tonnes to Levayble part of site** needs to equal the total tonnes in **Waste movements to levyable part of site** section.* | |

| |
|---|
| Once you have completed all of your Summary Return screens you will come to the Total Levy Screen – there is a different view for the Data Entry person and Verifier. |

**Data Entry Person Option**

**Total Levy Screen** - is the final screen and has the main purpose of displaying WDSO and Site Levy information, and is where you confirm the data you have provided.

**Data Entry Person view.**

Summary Return: Landfills R Us Inc W261286

Reporting Period Ending: 31 Aug 2022

**Total Levy**

Total Levy payable for the period August 2022      $37,439.50

**Reporting Summary by Site**

| Waste Received from: | Metro | Regional | Non-levy | Total |
|---|---|---|---|---|
| Landfills R Us Inc - Phoenix | $37,439.50 | $0.00 | $0.00 | $37,439.50 |

**Comments**

[ Back ] [ Close ] [ Save ]

6.    Add a comment and/or **click** on **Save.**

7.    The Summary Return is now saved ready for the verifer to review and Submit. The system doesn't **notify the verifier** so you will need to let them know.

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**Verifier Option**

**Total Levy Screen** - is the final screen and has the main purpose of displaying WDSO and Site Levy information, and is where you confirm the data you have provided and as the verifier where you will Submit the summary return.

Summary Return: Landfills R Us Inc W261286

Reporting Period Ending: 31 Aug 2022

**Total Levy**

Total Levy payable for the period August 2022      $37,439.50

**Reporting Summary by Site**

| Waste Received from: | Metro | Regional | Non-levy | Total |
|---|---|---|---|---|
| Landfills R Us Inc - Phoenix | $37,439.50 | $0.00 | $0.00 | $37,439.50 |

**Last Updated**

2 Sep 2022 8:04 a.m. - Road Runner

**Comments**

**Declaration**

I, Speedy Gonzales, declare that the information provided in this Summary Return is true and correct and I am authorised to make this decision on behalf of the organisation to which this submission relates. ☑

[ Back ] [ Close ] [ Save ] [ Submit ]

6.

   Add a comment (optional) and if you are not ready to submit the return you can select Save.

7.

   To Submit the Summary Return, tick the **Declaration** box**:** this is required by the verifier.
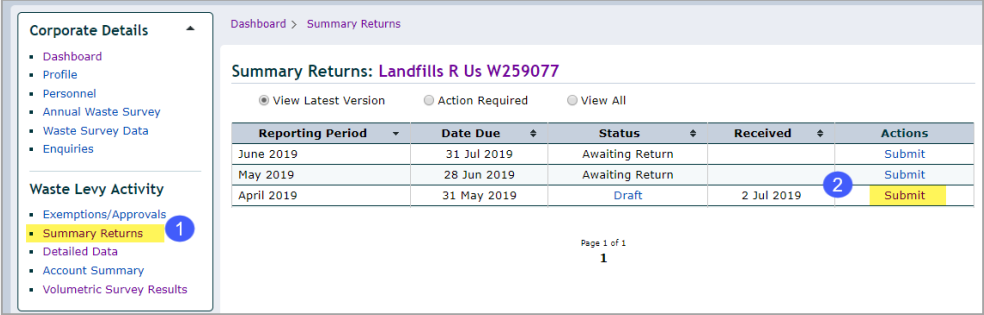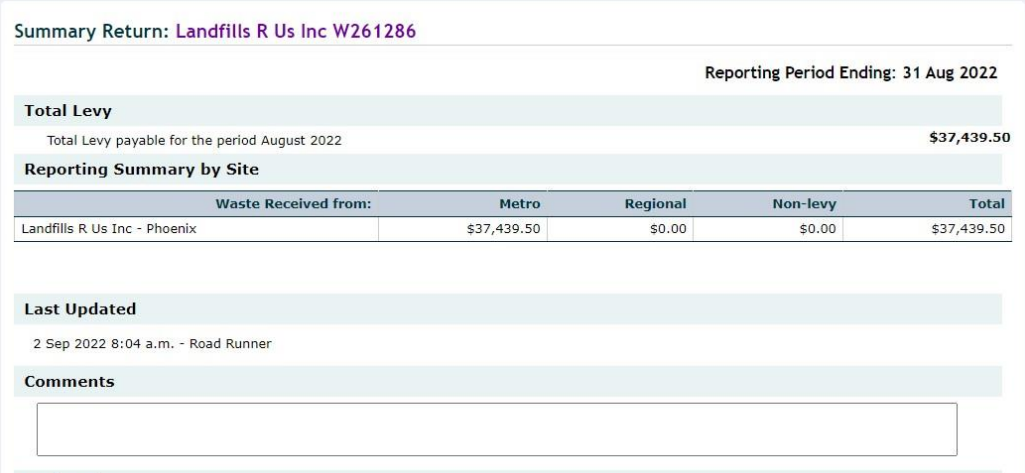
8.

   Click on **Submit.**

The following buttons are available on the Levy Summary screen:

| Button | Function |
|---|---|
| Back | Use this button to return to the last screen you accessed. |
| Close | Use this button to close the Summary Return, you will be returned to either the Summary Return Search results or the WDSO Summary Return screen. |
| Save | Use this button to save your changes without submitting the Summary Return.  This will cause the status of the return to become 'Draft' in the Summary Returns screen. |
| Submit – for Verifier only | Use this button to submit the Summary Return once you have completed the Levy Summary screen.  The button will not display if information is outstanding. |

### 4.3    Submitting the Summary Return – Verifier only

- Only WDSO Verifiers can submit Summary Returns (can also enter them as well).

| Step | Action |
|---|---|
| 1 | On the Dashboard sidebar click **Summary Returns.**<br><br> |
| 2 | Go to the reporting period and click on **Submit.** |
| 3 | Review the Return (for multiple Landfill sites you will need to click **Next**). |
| 4 | On the Total Levy page you can add **comments.**<br><br> |
| 5 | |
| 6 | |

**Tick the checkbox** under Declaration. *Note: the person who is logged in will be the name that appears in the Declaration (in this example it says Verifier twenty four – this would be a name).* Click on **Submit.**

Your Summary Return has now been submitted – an invoice will now be emailed to your nominated email address.

You will be returned to the Summary Returns screen and you will note that the Status is now Finalised Return.

Dashboard > Summary Returns

**Summary Returns: Landfills R Us W259077**

&#9673; View Latest Version &#9711; Action Required &#9711; View All

| Reporting Period ▾ | Date Due ⇕ | Status ⇕ | Received ⇕ | Actions |
|---|---|---|---|---|
| June 2019 | 31 Jul 2019 | Awaiting Return | | Submit |
| May 2019 | 28 Jun 2019 | Awaiting Return | | Submit |
| April 2019 | 31 May 2019 | Finalised Return | 2 Jul 2019 | Adjust  Compare |
| March 2019 | 30 Apr 2019 | Awaiting Return | | Submit |

Also note that under Actions you have the choice to Adjust or Compare. Compare is only available if the Detailed Data file is already uploaded for the same Reporting Period.

**Summary Returns View options**

| Filter Options | Function |
|---|---|
| View Latest Version | Displays the latest version of each Summary Return |
| Action Required | This is the default<br>Displays only those Summary Returns where action is required. |
| View All | Displays all Summary Returns. |

**Summary Returns Table details**

| Column Header | Definition |
|---|---|
| Reporting Period | The Reporting Period the Summary Return covers. |
| Date Due | The date by which the Summary Return must be submitted. |
| Status | The status of the Summary Return. The Summary Return can have one of the following statuses:<br>• Adjusted Return<br>• Awaiting Return<br>• Cancelled<br>• Declined<br>• Draft<br>• Estimated<br>• Final Estimate<br>• Finalised Adjustment<br>• Finalised Return<br>• For Assessment |

|  | • Initial Assessment |
| --- | --- |
| Received | If submitted the date the Summary Return was received. |
| Actions | Actions available to you, this depends on your security role. |

## 4.4    Adjusting a Summary Return

- WDSO Verifiers can adjust and submit adjusted Summary Returns.
- WDSO Data Entry users can adjust a Finalised Return and save it for the Verifier to submit.

An Adjustment is entered when you have identified a Summary Return for your WDSO does not accurately reflect what occurred in that levy period.

When you submit an adjustment to a Summary Return, an email is automatically sent to the DES processing team informing them that an adjustment has been received. DES will assess the Adjustment and you will be notified if the Adjustment has been accepted or declined.  If the Adjustment results in the amount owing for the Levy Period being less than that calculated in the original Summary Return for that period, a Levy Credit will be created against your account.

An adjustment can only be made to a Summary Return with one of the following statuses;

- Finalised Return
- Finalised Adjustment

- 

| Step | Action | Access |
|---|---|---|
| 1 | To adjust a return you must locate the Summary Return you wish to adjust by accessing the Summary Return from the Summary Returns screen. | Data Entry and Verifier |
| 2 | Click on the **Adjust** link in the Actions column next to the Summary Return. | |



| 3 | The Summary Return will open.<br><br>**Change the values** as required.<br><br>Example 1 | |



*In this example the MSW waste amount was increased from 100 to 200 tonnes. Notice the adjustment amount – this would result in an extra levy amount ($9500 in this example).*

| Step | Action | Access |
|---|---|---|
| 5<br><br>6 | Example 2<br><br><br><br>*In this example the MSW waste amount was decreased from 100 to 50 tonnes. Notice the adjustment amount – this would result in a credit to your account ($4,750 in this example).*<br><br>Ensure you add a clear explanation of the reason for the adjustment(s) in the WDSO **Client Comments** field (this is a mandatory field).<br><br> | |

| Step | Action | Access |
|------|--------|--------|
| | If any of the changes don't match they will be highlighted in red with a description of what needs to be done to correct the data in the field at the top of the screen.<br><br>**Summary Return: Landfills R Us Inc W261286**<br><br>Landfills R Us Inc - Phoenix     Reporting Period: 1 Aug 2022 - 31 Aug 2022<br><br>⚠️ ▸ Please provide supporting details in the Client Comments section.<br>▸ Metro Levy Zone Incoming Waste Tonnes Received total must equal the Source of Incoming Waste total<br>▸ Incoming Waste Tonnes to levyable part of site total must equal the Waste movements to levyable part of site total<br><br>If there has been no waste related activity at this Site for this period please tick here: ☐<br>Otherwise, please select the levy zone below from where you have received waste and it will expand for you to complete the relevant fields<br><br>**Waste Received from Metro Levy Zone** ▾<br><br>**Waste Received from Regional Levy Zone** ▾<br><br>**Waste Received from Non-levy Zone** (includes interstate and Qld non-levy zone) ▾<br><br>**Source of Incoming Waste** — **Tonnes**<br>Metro Levy Zone — 425.10<br>Regional Levy Zone — _____<br>Non-Levy Zone — _____<br>Interstate — _____<br><br>**Waste movements to levyable part of site** — **Tonnes**<br>From offsite to levyable part of site — 394.10<br>From resource recovery area to levyable part of site — _____<br><br>**Non-levyable waste movements on site** — **Tonnes**<br>From offsite to resource recovery area — _____<br>From resource recovery area to offsite — _____<br>Waste approved for an operational purpose at the site — _____<br><br>**Client Comments** ⚠️<br>[_____]<br><br>[Close] [Save Changes] [Next]<br><br>*Note: you can click on Save Changes if you want to save and come back to the adjustment later.*<br><br>Click **Next**.<br>If you have other sites that need adjusting, continue until you have completed all adjustments. | |
| | | |

| Step | Action | Access |
|------|--------|--------|
| 7. | Once you are at the Total Levy screen you can either Save (this is the only option available to the Data Entry person. Click **Save.** | |



**Summary Return: Landfills R Us Inc W261286**

Reporting Period Ending: 31 Aug 2022

**Total Levy**

| | | |
|---|---|---|
| Adjusted Levy for August 2022: | | $32,689.50 |
| Original Levy for August 2022: | ( – ) | $37,439.50 |
| Total credit | | ($4,750.00) |

**Reporting Summary by Site**

| Waste Received from: | Metro | Regional | Non-levy | Total |
|---|---|---|---|---|
| Landfills R Us Inc - Phoenix | $32,689.50 | $0.00 | $0.00 | $32,689.50 |

**Last Updated**

2 Sep 2022 9:33 a.m. - Speedy Gonzales

**Comments**

Back   Close   Save

You will then need to notify the Verifer that the adjusted return is ready for review and to Submit.

**OR**

The Verifier view:

**Summary Return: Landfills R Us Inc W261286**

Reporting Period Ending: 31 Aug 2022

**Total Levy**

| | | |
|---|---|---|
| Adjusted Levy for August 2022: | | $32,689.50 |
| Original Levy for August 2022: | ( – ) | $37,439.50 |
| Total credit | | ($4,750.00) |

**Reporting Summary by Site**

| Waste Received from: | Metro | Regional | Non-levy | Total |
|---|---|---|---|---|
| Landfills R Us Inc - Phoenix | $32,689.50 | $0.00 | $0.00 | $32,689.50 |

**Last Updated**

2 Sep 2022 8:48 a.m. - Speedy Gonzales

**Comments**

**Declaration**

I, Speedy Gonzales, declare that the information provided in this Summary Return is true and correct and I am authorised to make this decision on behalf of the organisation to which this submission relates.

Back   Close   Save   Submit

**Check the tick box under** Declaration and then click **Submit.**

| Step | Action | Access |
|------|--------|--------|
| 8. | You will now see an extra line for the adjustment in the summary return list with the Status For Assessment.<br><br>**Summary Returns: Landfills R Us Inc W261286**<br><br>◉ View Latest Version　○ Action Required　○ View All<br><br>| Reporting Period | Date Due | Status | Received | Actions |<br>|---|---|---|---|---|<br>| August 2022 | 30 Sep 2022 | For Assessment | 2 Sep 2022 | |<br>| August 2022 | 30 Sep 2022 | Finalised Return | 2 Sep 2022 | |<br><br>DES will either accept or decline the Adjustment. You will receive an email when the Adjustment has been assessed.<br><br>If the Adjustment is accepted, the adjusted amounts will be used to calculate the Levy for that Levy Period.  DES may choose to change the data you have submitted before accepting the Adjustment. The accepted Adjustment will be displayed with a status of Finalised Adjustment on your Summary Returns screen.<br><br>If the Adjustment is declined, the most recent Summary Return record prior to the Adjustment will be used to calculate the Levy for the Levy Period.<br><br>The declined Adjustment will be displayed with a status of Declined on your Summary Returns screen. Select the View All radio button above the Summary Return grid to view Declined Adjustments.<br><br>Please note: you may adjust Final Adjustments if you believe the record is not correct for that Levy Period. | |

# 5   Account Summary

The WDSO Account Summary screen displays financial information for the WDSO.  You can use the Account Summary screen to view and print transactions for the WDSO.

The Account Summary screen can be accessed from the left hand navigation menu from the WDSO home page.

Dashboard > Account Summary

**Account Summary: Landfills R Us W258907**

*At a glance*

| | | | |
|---|---|---|---|
| | Levy Reporting Frequency: | Monthly | |
| **Current** | Balance Overdue: | $28,335.00 | |
| | Interest Charges: | $93.16 | |
| | Unapplied Credits: | $0.00 | |
| | Total Owing: | **$28,428.16** | Please pay now |
| **Coming Up** | Next Payment due on **29 Jul 2019**: | $26,250.00 | |
| | Payments due after **29 Jul 2019**: | $28,500.00 | |

*Transactions*

Date Filter　From: 1/06/2019　To:　[Go]　[Export]

| Date | Reference | Description | Date Due | Amount | Balance | Actions |
|------|-----------|-------------|----------|--------|---------|---------|
| 4 Jul 2019 | | Levy - April 2019 | 28 Jun 2019 ⚠ | $28,335.00 | $28,335.00 | |
| 4 Jul 2019 | | Levy - June 2019 | 28 Aug 2019 | $28,500.00 | $28,500.00 | |
| 4 Jul 2019 | | Levy - May 2019 | 29 Jul 2019 | $26,250.00 | $26,250.00 | |

By default the Account Summary screen will display account information from and including the first day of the previous month, with any levy liability with an overdue or outstanding balance and any payments which have an unapplied amount available.

*Note: Please pay now is not a link to paying.*

The following buttons are available on the Account Summary screen:

| Field | Definition |
|---|---|
| Levy Reporting Frequency | The most frequent reporting period across all Sites is displayed. |
| Balance Overdue | This displays the balance of any outstanding levy that has not been paid by the due date. |
| Interest Charges | This displays any interest on the outstanding balance. |
| Unapplied Credits | Any amount that has not been applied to debit transactions. |
| Total Owing | The total owed, taking into account any overdue balance, interest charges and unapplied credits. |
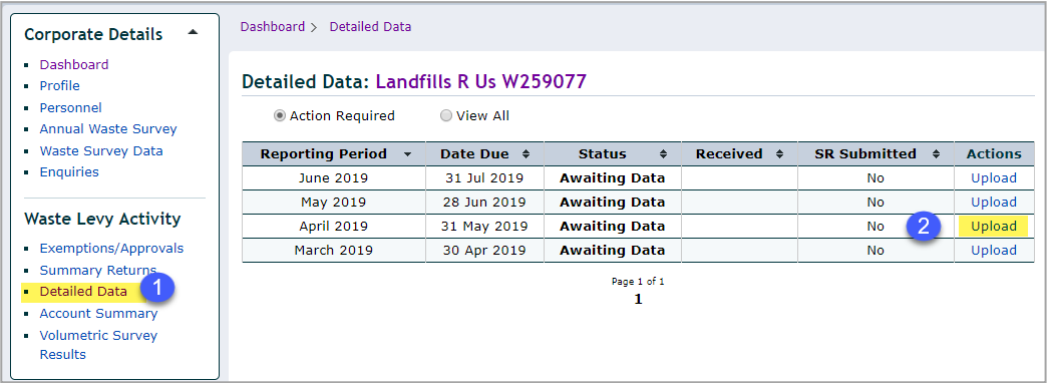
Transactions
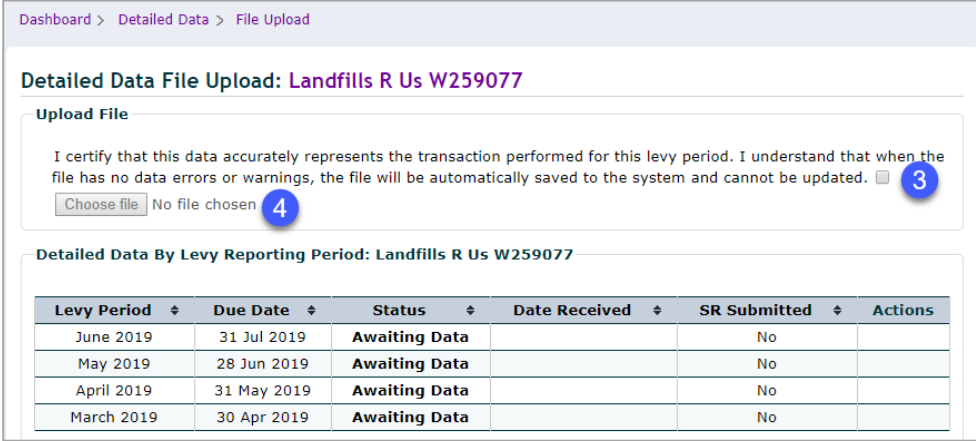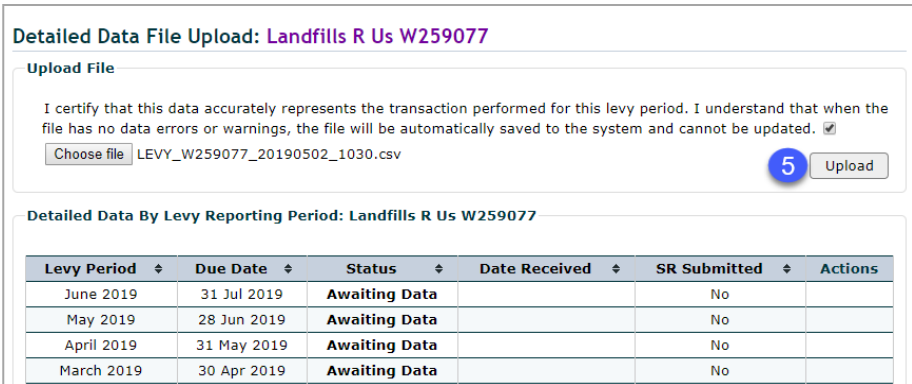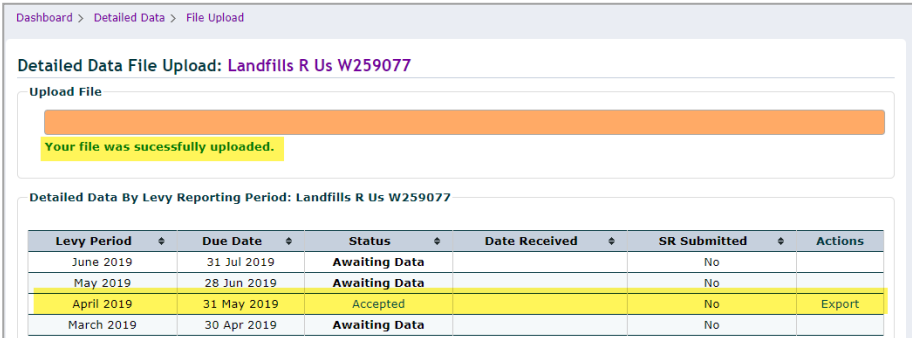
| Button | Function |
|---|---|
| Date Filter | Choose dates From and To: for displaying transactions. |
| Go | Use this button to view transactions once you have specified a range of dates using the date filter. |
| Print icon | Use this button to print the screen. |
| Export button | Use this button to export the Account Summary to Excel. |

# 6   Detailed Data

- **WDSO Verifiers and WDSO Data Entry users can upload Detailed Data files.**

The Detailed Data (DD) file has transactions for the movement of waste and other material to, from and within the site for a levy period.  Both Data Entry users (DE) and Verifiers (V) can upload the detailed data file. The file will come from weighbridge activity and should be uploaded the month after the activity period. The file should be saved to a drive you can upload into QWDS. The file will be in the format of csv file (similar to an excel document however the file extension is csv).

| Step | Action |
|---|---|
| 1 | **Select Detailed Data** from the Dashboard sidebar – the Detailed Data Screen will open. <br><br><br><br> *The default is Action required, you can also choose to View All.* |

| Step | Action |
|------|--------|
| 2 | **Click Upload** in the row of the Reporting Period you want to upload. |
| | The Detailed Data File Upload screen will open.<br><br> |
| 3<br><br>4 | To accept the terms **click the box.**<br><br>**Select Choose file** <choose your file from network drive> (*this may show Browse instead*). |
| 5 | **Click** on **Upload.**<br><br> |
| | The upload file orange bar will go through a few different stages while it validates the detailed data. Once it's uploaded you will see the message *Your File was successfully uploaded.*<br><br> |

| Step | Action |
|---|---|
| | Note the row for the levy period you uploaded now says Accepted in the status and you have an Action option of Export – this will allow you to export the file you uploaded. Note that you don't need to watch for this to upload – you can come back and make sure the the file has been accepted. This may be useful a few months later if you need a copy of the file. |

NOTE: If you have any problems uploading your detailed data file please refer to the Troubleshooting guide for Detailed Data.

# 7  Volumetric Surveys

Volumetric Surveys are used to determine a measurement of the Levyable Waste presented for disposal at unmanned waste disposal sites and as a compliance tool for assessing the amount of waste presented for disposal or stockpiling for a given period versus that reported by the site operator via the Summary Returns and Detailed Data.

These purposes include:
- Establishing a baseline measurement of the amount of waste being stockpiled at a Waste Disposal Site
- Establishing a baseline measurement of the Air Space available in a landfill at a Waste Disposal Site
- Estimating the amount of waste added to a landfill between two points of time for audit purposes
- Estimating the amount of waste added to a landfill between two points of time where the Waste Disposal Site is unmanned or operating without a Weighbridge. In these circumstances the Volumetric Survey is being used as a means of collecting necessary information in lieu of the Summary Return and Detailed Data.

Other events or needs where a Volumetric Survey may be required include the collection of a specific set of information to meet regulatory requirements reporting.

The following Volumetric Survey types are created and/or managed using QWDS:
- Annual Survey
- Baseline Survey
- Compliance Survey
- New Cell Survey
- New Site Survey
- Site Closure Survey.

The WDSO must supply an initial Baseline Survey to DES (DES will enter data for WDSO) and then supply a survey in June every year after.

---

**Non-levy zone requirements**:

Either

(i)     From 1 July 2019 to 31 December 2019 – at least 300 tonnes of levyable waste, generated outside the non-levy zone; is received at the site

OR

(ii)    From 1 January 2010 – at least 600 tonnes of levyable waste, generated outside the non-levy zone. Is received at the site during a year must

    a.  Ensure that a volumetric survey is carried out between 1 January and 30 June of the following year for:

        i.   Each active landfill cell at the site, and

        ii.  All stockpiled waste at the site; and

    b.  Give the chief executive a copy of the results of the survey before the end of July in the following year

---

## 7.1  Volumetric Surveys Summary screen

The Volumetric Surveys Summary screen is opened from the WDSO home page by clicking on the Volumetric Surveys link in the left hand menu.

The Volumetric Surveys Summary screen provides a list of all Volumetric Surveys for your WDSO. From this screen you can view Volumetric Surveys and create new Cell Surveys.

**Volumetric Survey Results Summary screen buttons**
The following buttons are available on the Volumetric Survey Results Summary screen:

| Button | Function |
| --- | --- |
| New | Use this button to create a new Volumetric Survey for the WDSO. |

When you open the Volumetric Surveys Summary screen a list of all Volumetric Surveys for your WDSO will be displayed.

| Field | Description |
| --- | --- |
| Survey Type | The type of Volumetric survey. |
| Date Due | The date the Survey is due. |
| Status | The status of the Volumetric Survey. Click on the status to open the Volumetric Survey in read only mode. |
| Date Received | The date the Volumetric Survey was verified (if status of Complete or Finalised Survey). |
| Actions | Actions available for the Volumetric Survey. Select an Action by clicking on the link, the Volumetric Survey will open in the mode selected or you will be prompted to confirm the action you have selected. |

### 7.2    Volumetric Survey Types

Compliance, Baseline, metro levy zone survey, regional levy zone survey, non-levy zone survey and new cell surveys are created for the WDSO automatically but you can create New Cell surveys for your WDSO each time a new waste disposal cell is created within a site.

New Volumetric Surveys are created either automatically by QWDS or manually through the WDSO.

**This table lists and describes the types of Volumetric Surveys you may be required to complete:**

| Type | Description | Frequency |
| --- | --- | --- |
| Baseline | All landfills in levy zone.<br>Operators submitting result form and maps to department electronically. Department then entering data into QWDS. Operators will be able to view data once entered in by department. | Once |
| Metro and regional Levy zone survey | The Annual Volumetric Survey is created once a year by QWDS for those Sites that have an annual reporting requirement. | Annually in July |

| Non-levy zone survey | Operators in non-levy zone that receive certain amount of levyable waste in previous calendar year. | Annually in Jan |
|---|---|---|
| Compliance | DES may request that you complete a Compliance Survey for one or more sites under the control of your WDSO. | Ad hoc |
| New Cell | Required each time a new waste disposal cell is created within a site. The WDSO elects to submit this survey type. | Ad hoc |

### 7.3 Creating New Cell or New Site Surveys

Audience: Only a **Verifier** has access to adding a New Cell.

A new cell Volumetric Survey must be completed for a site inside the levy zone prior to the new cell receiving waste materials.

A new site volumetric Survey can be used to report the activation of a new site and must be completed prior to receiving waste materials. New site details must be recorded in QWDS prior to creating this survey. To add a new site into QWDS, please contact DES. New site volumetric surveys should not be raised for any existing sites.

To create a New Cell Survey, open the WDSO Volumetric Survey Results screen and click on the New button:
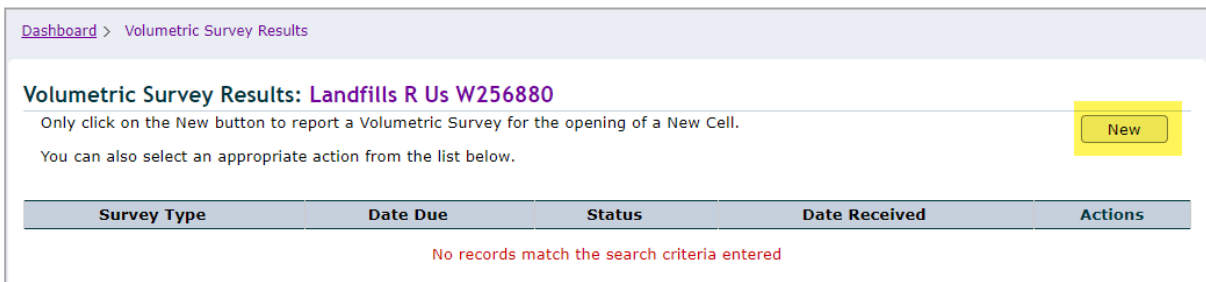


The Create Surveys screen will open.

**Create Survey screen buttons**

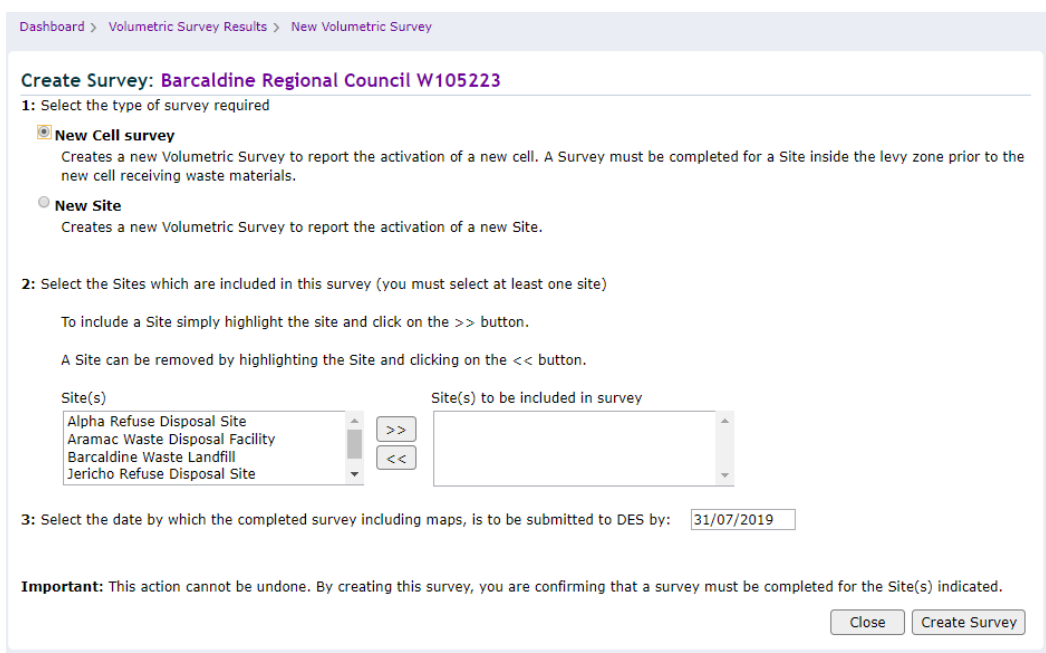| Button | Function |
|---|---|
| New Cell Survey | Creates a new Volumetric Survey to report the activation of a new cell. A Survey must be completed for a Site inside the levy zone prior to the new cell receiving waste materials. |
| New Site | Creates a new Volumetric Survey to report the activation of a new Site. |

The following buttons are available on the Create Survey screen.

| Button | Function |
|---|---|
| Close | |
| Create Survey | Click on the Create Survey button to create the survey when you have completed the Create Survey screen. |

# 8 Reminders

Reminders are emails that are sent to WDSOs from QWDS to remind WDSO users of items that are due to be actioned or are now overdue.

You will receive Reminders if:
- You are due to make a payment for the last Levy Period.
- Your payment for the last Levy Period is now overdue and you may be accruing interest.
- The Summary Return for the last Levy Period is almost due.
- A Summary Return or Summary Returns have not been submitted and are now overdue and the levy may be estimated for you.

Please note: In the future, reminders will also be sent out when Volumetric Surveys and Detailed Data files are due. These reminders will be provided to those personnel listed as contact for those activities.

**Reminder Email example:**

**Subject:** Overdue Waste Levy items require attention

Hi,

We've noticed the following are overdue:

| Type | Period | Due | Reference | Amount |
|---|---|---|---|---|
| Levy Payment | Jul 2019 | 30 Sep 2019 | 1800UAT001 | $37.50 |
| Summary Return | Aug 2019 | 30 Sep 2019 | | |
| Detailed Data | Aug 2019 | 30 Sep 2019 | | |

Please be aware that interest applies to all overdue waste levy amounts. Any unpaid waste levy and interest amounts may be recovered in court as a debt payable to the State.

Summary returns must be submitted by their due date. There are penalties if you fail to lodge your return on-time.

Please disregard this reminder if you no longer have any outstanding items.

Your client identifier is: W257691

Please log in to QWDS to complete these items.

We want to make sure you can always get in touch. If you need any support or want to contact us, please don't reply to this system generated message. You can reach us using any of the options below.

Regards

Waste Avoidance and Recovery Service | Office of Resource Recovery

# 9 Printing or exporting from QWDS

## 9.1 Printing

If a screen can be printed, you will see the Print icon.



The following screens can be printed:

- All Summary Return screens (view only, the Print function is not available when editing or submitting a Summary Return)
- Account Summary

**Steps**:

Click the Print Icon to send to your printer.

## 9.2 Exporting from QWDS

There are options on some screens to export data.

- Exemptions/Approvals – Export will create an excel file and will include all of the information on the screen as well as the Approved tonnes
- Enquiries (just the list not the content of the enquiry)
- When DD has been uploaded:

**Detailed Data:**

| Reporting Period ▼ | Date Due ⇕ | Status ⇕ | Received ⇕ | SR Submitted ⇕ | Actions |
|---|---|---|---|---|---|
| July 2019 | 30 Aug 2019 | Accepted | 1 Aug 2019 | Yes | Export Compare |

○ Action Required   ● View All

**Steps:**

Click on Export and a file with the extensions CSV will download. If you want to save the file it might be relevant to save it as an excel document.

# 10 Glossary

| Term | Definition |
|---|---|
| Breadcrumbs | Breadcrumbs provide links back to each previous page the user navigated through to get to the current page. |
| DES | Department of Environment and Science. |
| Personnel | Personnel are people who have been approved to act or receive information on behalf of the WDSO. A nominated person may have access to the system as a user, be a contact person for a given area or be both.<br>Personnel can be:<br><ul><li>WDSO Contact Person is a contact person for any or all areas of the WDSO (areas: Detailed Data, Finance, General and Summary Returns).</li><li>Site Contact is a contact person for any Site that belongs to the WDSO.</li><li>Authorised User is either the Data Entry or Verifier user for the WDSO.</li></ul> |
| Queensland Waste Data System (QWDS) | Web based database application (QWDS) developed to manage and operate the Levy. |
| Site | Sites are the waste disposal Sites managed by waste disposal Site operators (WDSOs). WDSOs are responsible for paying the waste levy for any/all the Sites they manage. |
| Summary return | The mechanism by which WDSOs advise DES of waste collected, stored and disposed of for the Levy Period. DES uses this to calculate the Levy. |
| Waste disposal Site operator (WDSO) | WDSOs are responsible for calculating the waste levy for each of their waste disposal Sites for a prescribed period.  They are also required to remit the total levy amount calculated for any/all of their Sites to DES, by the due date. |

# 11 Contact us

Anything QWDS related:
Phone 13 QGOV (13 74 68)
Email: Enquiries.QWDS@des.qld.gov.au
Web help:  QWDS online