



# Queensland Waste Data System

## Personnel Profile

Use this form to update existing personnel details or set up new personnel access for the Queensland Waste Data System (QWDS).

If your organisation is not a registered QWDS client, a Client Profile application (including Site Profiles where relevant) must accompany this form.

Section 1: The section below to be completed by the new Personnel		
1.1	<u>Personnel Status</u>	
1.2	<u>Organisation Name</u>	
1.3	<u>Personnel Details</u>	
	Name <input type="text"/>	Position <input type="text"/>
	Email <input type="text"/>	
	Office <input type="text"/> 	Mobile <input type="text"/> 
1.4	<p><u>Authorised Role</u>    <input type="checkbox"/> Viewer    <input type="checkbox"/> Data Entry    <input type="checkbox"/> Verifier</p> <p><i>Please check role that applies.</i></p> <p><b>Viewers</b> can access the organisation's dashboard including site profiles (including accessing relevant exemptions), the account summary page, and access (but not edit) data submitted by verified users, including Annual Surveys and Waste levy Summary Returns, Detailed Data and Volumetric Surveys.</p> <p><b>Data Entry</b> personnel have the same access as Viewers, and can edit and save Waste Levy Summary Returns, Summary Return Adjustments and upload Detailed Data (detailed data does not require two step authorisation).</p> <p><b>Verifiers</b> have the same access as Data Entry personnel, and can submit Waste Levy Summary Returns, Summary Return Adjustments and Volumetric Surveys.</p>	
1.5	<p><u>Activity Contact</u>    <input type="checkbox"/> Summary Return    <input type="checkbox"/> Detailed Data    <input type="checkbox"/> Annual Survey    <input type="checkbox"/> Finance</p> <p><i>Please check all that apply.</i></p> <p>If you nominate as an <b>activity contact</b>, you are agreeing to receive notifications via email regarding items that require actioning, for example a reminder for an upcoming or overdue waste levy data return or levy invoice payment. Activity contacts should have the correct delegations or approval from within their organisation to receive these notifications or reminders.</p>	
1.6	<p><u>Site Contact</u>    <input type="checkbox"/> All Sites    OR</p> <p>Please list all the sites, listed in QWDS, for which you may act as a contact</p>	
1.7	<p><u>Section 1 Completed</u>    Date: <input type="text"/></p>	

Section 2: Privacy and Declaration		
2.1	<u>Privacy</u>	<p>The Department of Environment and Science (the department) manages personal information in accordance with the <i>Information Privacy Act (2009)</i>. The department collects information as authorised or required under the <i>Waste Reduction and Recycling Act (2011)</i>.</p> <p>The personal information we collect in these forms is stored in the Queensland Waste Data System and in the departments Customer Relationship Manager database where they are used to facilitate your interactions with the department.</p> <p>Your personal information will not be provided to any other party without your consent unless authorised or required by law. For more information about how we your information, please go to <a href="http://www.qld.gov.au/legal/privacy">www.qld.gov.au/legal/privacy</a>.</p>
2.2	<u>Declaration</u> <i>This section to be completed by the new personnel.</i>	<p>In signing this form, I declare that I have the appropriate delegations or approval to act on behalf of the above listed organisation.</p> <p>Signature _____</p> <p style="text-align: right;">Date _____</p>
Section 3: The section below to be completed by a person authorised to act on behalf of the organisation		
3.1	<u>Certification</u> <i>This section to be completed by the appropriate delegate or representative with authorisation to act on behalf of this organisation.</i>	<p>I certify that the new personnel named above should be granted access to QWDS to act on behalf of the organisation (as per the Authorisation level proposed in this form) and that I am authorised to certify this new personnel on behalf of the organisation. I agree it is the responsibility of my organisation to manage personnel access to QWDS and to notify the department where access should be updated or no longer granted.</p> <p>By signing this form, I agree to allow the Department of Environment and Science to contact this organisation to verify its contents or conduct due diligence activities.</p> <p>Name _____</p> <p>Role _____</p> <p>Signature _____</p> <p style="text-align: right;">Date _____</p>

**Section 4: Department of Environment and Science (Administrative Use Only)**

4.1	<u>Administration</u>	New Operator Approved <input type="checkbox"/> Yes <input type="checkbox"/> No (enter details below)		
		Name		Position
		Signature		Date
4.2	<u>QWDS Data Entry</u>	<input type="checkbox"/> Information Verified	Data Entered by	Date
		<input type="checkbox"/> New QWDS Client Data checked	Verified by	Date