

Protection of the Environment Operations (Waste) Regulation 2005

Yearly Waste Data Report

For landfills not required to pay the waste and environment levy under section 88 of the *Protection of the Environment Operations Act 1997*

- The requirement to report yearly is provided under clause 47(5) of the Protection of the Environment Operations (Waste) Regulation 2005 which specifies: 'Within 60 days after the end of each subsequent financial year, the occupier of a landfill site to which this clause applies must provide, in the approved form, the EPA with such information as the EPA requires in respect of the landfill site. Maximum penalty: 200 penalty units in the case of a corporation, 100 penalty units in the case of an individual.'
- You must keep records to substantiate information provided in this form in accordance with the Protection of the Environment Operations (Waste) Regulation 2005. Substantial penalties apply for failing to keep records or providing false or misleading information about waste.
- You must complete the yearly report by completing this form. The EPA will accept no other form.
- See '5. Definitions' for a definition of terms used in this form.
- See '6. Methods of measuring quantities of waste' for acceptable methods for measuring waste.
- Enter all waste amounts in metric tonnes to **two decimal places**.
- If you need more space, please photocopy the relevant page and provide the additional details.
- You need to complete this form for each financial year, even if you **do not receive any waste in a financial year**.
- If you need more information, please contact the EPA's Waste Data Levy Team on (02) 9995 5641.

Return this completed report to:

**Waste Data Levy Team
Waste and Resource Strategy Section
NSW Environment Protection Authority
PO Box A290
Sydney South NSW 1232**

or fax it to **(02) 9995 5930**.

This form is also available at www.environment.nsw.gov.au/wr/paperforms.htm.



1. Details

1A Facility details

Reporting period	1 July [insert year] _____ to 30 June [insert year] _____		
EPA licence number (if applicable)			
Name of occupier/licensee			
Name of facility			
Facility address			Postcode:
Lot/deposit plan number			
	Parish:		County:
Where is the facility located (see 5. Definitions)? [Please tick one box]	<input type="checkbox"/> SMA <input type="checkbox"/> ERA <input type="checkbox"/> Rest of NSW		

1B Contact details of occupier

Name of contact person			
Telephone number			
Mobile phone number			
Fax number			
Postal address			Postcode:
Email address			

1C Landfill owner details (if different from occupier)

Name of landfill owner			
Name of contact person			
Telephone number			
Mobile phone number			
Fax number			
Postal address			Postcode:
Email address			

2B Waste received from **commercial and industrial** sources

Weighed waste received from commercial and industrial (C&I) sources, including small vehicles where contents are weighed

Material composition code. If 'Other' please describe. (see '5. Definitions').	Quantity to 2 decimal places (tonnes)
VENM	Only record VENM under construction and demolition waste in part 2C
Total quantity received from C&I sources – weighed	

Unweighed waste received from C&I sources (see '6. Methods of measuring quantities of waste')

Material composition code. If 'Other' please describe (see '5. Definitions').	Quantity to 2 decimal places (tonnes). Use appropriate conversion method to determine quantities (see '6. Methods of measuring quantities of waste').
VENM	Only record VENM under construction and demolition waste in part 2C
Total quantity received from C&I sources – unweighed	
Total C&I sources – weighed plus unweighed	
TOTAL B	

2C Waste received from **construction and demolition** sources

Include VENM from all construction, excavation and earthwork activities, including council works.

Weighed waste received from construction and demolition (C&D) sources , including small vehicles where contents are weighed	
Material composition code. If 'Other' please describe (see '5. Definitions').	Quantity to 2 decimal places (tonnes).
VENM	
Total quantity received from C&D sources – weighed	

Unweighed waste received from C&D sources (see '6. Methods of measuring quantities of waste')	
Material composition code. If 'Other' please describe (see '5. Definitions').	Quantity to 2 decimal places (tonnes). Use appropriate conversion method to determine quantities (see '6. Methods of measuring quantities of waste').
VENM	
Total quantity received from C&D sources – unweighed	
Total C&D sources – weighed plus unweighed	
TOTAL C	

3. Transported waste

Transported waste is waste that has been removed from your facility and either sent to another facility for lawful processing or recycling, or sent to another place for lawful use (3A). It also includes waste that has been sent to another facility for lawful disposal (3B).

3A Transported waste – processed, recovered, recycled or re-used

Transported waste – recovery or re-use		
Name of customer or facility waste was exported or sold to	Material composition code. If 'Other' please describe (see '5. Definitions')	Quantity to 2 decimal places (tonnes).
Total transported for recovery/re-use – TOTAL E		

3B Transported waste – disposal

Transported waste – disposal			
Name of facility waste was transported to for disposal	Waste stream – municipal, C&I, C&D, or other waste facilities	Material composition code. If 'Other' please describe (see '5. Definitions').	Quantity to 2 decimal places (tonnes).
Total transported for disposal – TOTAL F			
Total waste transported		Add totals E and F	

4. Certification

You MUST complete the certification at **either** 4A or 4B below for this report to be valid.

4A Complete if you are the occupier of the landfill or are signing this report on behalf of the occupier

I [full name of person making this declaration]
certify that the information provided in this report to the EPA about the landfill located at:

.....
.....

for the reporting period from [month and year] to
is true and correct as required by the Protection of the Environment Operations (Waste) Regulation 2005.

Signature: Date:

Please tick one box:

<input type="checkbox"/>	I am the occupier
<input type="checkbox"/>	I am the Chief Executive Officer of the corporation that is the occupier
<input type="checkbox"/>	I am the General Manager of the council that is the occupier
<input type="checkbox"/>	I am a person delegated to sign on the occupier's behalf and am approved by the EPA in writing to sign this report

4B Complete if the occupier of the landfill is a corporation and the corporation's seal is to be affixed to this report

The information provided to the EPA in this report in respect of the landfill located at:

.....
.....

for the reporting period from [month and year] to
is certified as being true and correct as required by the Protection of the Environment Operations (Waste) Regulation 2005.

In the case of a public authority/local authority, the affixing of the seal must be witnessed in accordance with the relevant legislation and any necessary changes should be made to the details below.

The seal of [insert corporation name]:

[insert seal]

was affixed to this report by the authority of the Board of Directors in the presence of

Name [print full name].....

Signature [Director]

Date

Name [print full name]

Signature [Director/Secretary]

Date

You are not required to submit Part 5. Detach this part from your yearly report.

5. Definitions

Act: *Protection of the Environment Operations Act 1997*

Approved: approved by the EPA from time to time

Commercial and industrial (C&I) waste: waste generated by businesses and industries, including shopping centres, restaurants and offices, and institutions such as schools, hospitals and government offices, excluding construction and demolition waste and municipal waste

Construction and demolition (C&D) waste: waste sourced from construction and demolition works, which includes building and demolition waste, asphalt waste and excavated natural material

Domestic waste: all household waste placed on the kerbside for regular collection by local councils or council contractors, i.e. weekly or fortnightly kerbside collection of garbage and recyclables. Note: domestic garden and vegetation wastes should be recorded as 'Garden organics'.

EPA: the Environment Protection Authority as constituted under the *Protection of the Environment Administration Act 1991*

Extended regulated area (ERA): the area comprising the local government areas listed under ERA (see Table 1 below)

Garden organics: waste comprising grass, leaves, plants, loppings, branches, trees (including stumps), composts and mulches

Local government area (LGA): Each local government area is defined as being in the Sydney metropolitan area (SMA), extended regulatory area (ERA), regional regulated area (RRA) or the rest of NSW (see Table 1 below).

Material composition code: see Table 2 below

Municipal waste: wastes arising from the four waste substreams: domestic waste, other domestic waste, other council waste and garden organics, as defined here. Note: for the purposes of completing a yearly report, garden and vegetation wastes derived from municipal sources should be recorded as 'Garden organics'.

Other council waste: waste collected by the council or council contractors from the clean-up of municipal parks and gardens, street sweepings, council tidy bins, drop-off centres and large events within the council's jurisdiction (e.g. Opera in the Park). Note: for the purpose of completing a yearly report, council garden and vegetation wastes should be recorded as 'Garden organics'. Further, other wastes generated by council should be recorded in the appropriate waste stream table in the yearly report. For example, wastes from council engineering works should be recorded in '2C Waste received from construction and demolition sources'.

Other domestic waste: domestic clean-up waste collected from residential kerbsides by the council or council contractors or waste transported by residents directly to a landfill or waste facility. Note: for the purpose of completing a yearly report, domestic garden and vegetation wastes should be recorded as 'Garden organics'.

Regional regulated area (RRA): the area comprising the local government areas listed under RRA (see Table 1 below)

Regulation: Protection of the Environment Operations (Waste) Regulation 2005

Rest of NSW: all NSW local government areas not listed under the Sydney metropolitan area (SMA), extended regulated area (ERA) and regional regulated area (RRA) (see Table 1 below)

Scheduled waste facility: a waste facility required to be licensed under the Act

Sydney metropolitan area (SMA): the area comprising the local government areas listed under the SMA (see Table 1 below)

Table 1: Local government areas

Sydney metropolitan area (SMA)					
Ashfield	Camden	Hunters Hill	Manly	Randwick	Waverley
Auburn	Campbelltown	Hurstville	Marrickville	Rockdale	Willoughby
Bankstown	Canada Bay	Kogarah	Mosman	Ryde	Woollahra
Baulkham Hills	Canterbury	Ku-ring-gai	North Sydney	Strathfield	
Blacktown	Fairfield	Lane Cove	Parramatta	Sutherland	
Botany Bay	Holroyd	Leichhardt	Penrith	Sydney	
Burwood	Hornsby	Liverpool	Pittwater	Warringah	
Extended regulated area (ERA)					
Cessnock	Kiama	Maitland	Port Stephens	Shoalhaven	Wollongong
Gosford	Lake Macquarie	Newcastle	Shellharbour	Wingecarribee	Wyong
Hawkesbury					
Regional regulated area (RRA)					
Ballina	Clarence Valley	Great Lakes	Lismore	Richmond Valley	Wollondilly
Bellingen	Coffs Harbour	Greater Taree	Muswellbrook	Singleton	
Blue Mountains	Dungog	Kempsey	Nambucca	Tweed	
Byron	Gloucester	Kyogle	Port Macquarie-Á Hastings	Upper Hunter	
Rest of NSW					
Albury	Cabonne	Forbes	Junee	Orange	Wagga Wagga
Armidale Dumaresq	Carrathool	Gilgandra	Lachlan	Palerang	Wakool
Balranald	Central Darling	Glen Innes-Severn	Leeton	Parkes	Walcha
Bathurst Regional	Cobar	Goulburn-Á Mulwaree	Lithgow	Queanbeyan	Walgett
Bega Valley	Conargo	Greater Hume	Liverpool Plains	Snowy River	Warren
Berrigan	Coolamon	Griffith	Lockhart	Tamworth Regional	Warrumbungle
Bland	Cooma-Monaro	Gundagai	Mid-Western Regional	Temora	Weddin
Blayney	Coonamble	Gunnedah	Moree Plains	Tenterfield	Wellington
Bogan	Cootamundra	Guyra	Murray	Tumbarumba	Wentworth
Bombala	Corowa	Gwydir	Murrumbidgee	Tumut	Yass Valley
Boorowa	Cowra	Harden	Narrabri	Unincorporated	Young
Bourke	Deniliquin	Hay	Narrandera	Upper Lachlan	
Brewarrina	Dubbo	Inverell	Narromine	Uralla	
Broken Hill	Eurobodalla	Jerilderie	Oberon	Urana	

Vegetation or garden waste: grass, leaves, plants, loppings, branches, tree trunks and stumps, and any combination of those materials

Virgin excavated natural material (VENM): A waste material such as clay, gravel, sand, soil and rock, that is not mixed with any other type of waste and that:

- (a) has been excavated from areas of land that are not contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities, and that does not contain sulfidic ores or soils, or
- (b) consists of excavated natural materials that meet such criteria as may be approved by the EPA.

Table 2: Material composition codes

Description	Code
Aggregate, roadbase or ballast	AGG
Aluminium (non-ferrous)	AL
Asbestos	ASB
Ash	ASH
Batteries	BATT
Bricks or concrete	BC
Biosolids or manures	BIO
Car bodies (ferrous)	CAR
Carpet	CARPET
Ceramics, tiles, pottery	CER
Commingled recyclables	COMM
Composts or mulches	COMP
Contaminated soil	CONT
Dredging spoil	DSP
Ferrous (iron or steel)	FE
Food or kitchen	FOOD
Glass	GLASS
Mixed waste	MIX
Non-ferrous (metals not AL or FE)	NFE
Oil	OIL
Paper or cardboard	PAPER
Plasterboard	PB
Pharmacy or clinical	PHARM
Plastic	PL
Residues or rejects	RES
Soil – not contaminated or VENM	SOIL
Textiles, rags	TEXT
Tyres	TYRE
Vegetation or garden	VEG
Virgin excavated natural material	VENM
Veterinary waste	VET
Wood, trees or timber	WOOD
Other (specify)	OTH/...

Waste: includes:

- (a) any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or
- (b) any discarded, rejected, unwanted, surplus or abandoned substance, or
- (c) any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
- (d) any processed, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
- (e) any substance prescribed by the Regulation to be waste for the purposes of the *Protection of the Environment Operations Act 1997*.

A substance is not precluded from being waste for the purposes of the Act merely because it is or may be processed, recycled, re-used or recovered.

Waste and environment levy: amount payable by licensed waste facilities to the EPA for all waste received at the facility. The requirement to pay contributions is provided for in section 88 of the *Protection of the Environment Operations Act 1997*. Also known as the 'waste levy'.

Waste facility: any premises used for the storage, treatment, processing, sorting or disposal of waste.

6. Methods of measuring quantities of waste

The measurement of waste quantities must be conducted using the most appropriate of the following four methods:

1 Landfills with weighbridges

If the landfill has a weighbridge installed, waste quantities in tonnes must be derived from the computer system or weighbridge docket.

2 Landfills with staffed gate (the vehicle count method)

If the landfill does not have a weighbridge but is staffed at the gate, record the number of vehicles entering and transporting wastes from the premises on a daily basis according to:

- vehicle type (see '7. Weight conversion factors')
- waste stream (that is, municipal, commercial and industrial, construction and demolition or 'other waste facility')
- material composition code(s) (see Table 2 in '5. Definitions').

At the end of each day, multiply the number of each vehicle type by the relevant weight factor (see '7. Weight conversion factors') to assess tonnage of waste received and transported that day. Successively add each day's waste for each waste stream to an annual tonnage of waste received and transported.

3 Landfills with no staff at the gate (the vehicle survey method)

If the landfill is not staffed at the gate, conduct a survey of vehicles entering and transporting waste from the landfill site. The survey is to be divided into four one-week surveys, conducted each quarter (that is, one week (7 days) in the following periods: 1 July–30 September, 1 October–31 December, 1 January–31 March and 1 April–30 June).

To conduct each survey, count the number of vehicles entering and transporting waste from the premises every day for a week according to:

- vehicle type (see '7. Weight conversion factors')
- waste stream (that is, municipal, commercial and industrial, construction and demolition or 'other waste facility')
- material composition code(s) (see Table 2 in '5. Definitions').

At the end of the week, multiply the number of each vehicle type by the relevant weight factor (see '7. Weight conversion factors') to assess tonnage of waste received and transported that week. Add all four weeks' data together for each waste stream and multiply by 13 to estimate the annual amount of waste received and transported for each waste stream.

4 Landfills with a total capacity of < 1000 tonnes or disposing of < 300 tonnes of waste and no staff at the gate (the waste survey method)

'Landfill void space consumed' means the cumulative total landfill volume (airspace in cubic metres) consumed in the last financial year. The waste survey method requires measuring the void space consumed during the reporting year and then converting the volume to tonnes.

The steps are:

- 1 Void space consumed during the reporting year must be determined by volumetric survey undertaken by a registered surveyor or a qualified local government employee. Void space is determined by subtracting the void space remaining at the end of the reporting year from the void space remaining at the beginning of the reporting year. The void space remaining at the beginning of the year can be determined by volumetric survey or by keeping a running total of void space consumed and subtracting this each year from an earlier volumetric survey or the initial capacity of the landfill.
- 2 Estimate the proportion of waste from each waste stream (that is, municipal, commercial and industrial, construction and demolition or 'other waste facility') by visually inspecting waste received at the landfill during the reporting year.
- 3 Using the following conversion factors (derived from Perry 1984, *Chemical engineer's handbook*, sixth edition) convert the void space used during the reporting year to tonnes:

Waste stream description	Density factor (tonnes/m³)
Municipal	0.13
Commercial and industrial	0.2
Construction and demolition	0.7

If void space information is not available, method 3 (vehicle survey method) must be used.

7. Weight conversion factors

Where a facility does not have a weighbridge installed, or where the waste arrives at a facility via a small vehicle such as a car or ute, the weight conversion factors set out below should be used to record the amounts of waste that enter or leave a facility.

Vehicle type	Description	Weight factor
Small vehicle		All mixed waste
A	Car/station wagon	0.06
B	Van/ute/trailer	0.30

Vehicle type	Description	Weight factor		
		Municipal, commercial and industrial waste	Construction and demolition waste	Virgin excavated natural materials
Open truck				
C	Single rear axle with two rear wheels or four small rear wheels	0.62	0.98	2.47
D	Single rear axle with four normal size wheels	1.16	2.76	5.58
E	Tandem rear axle (bogie drive)	3.74	7.14	10.97
F	Twin steer with twin rear axles	5.57	7.61	10.97
G	Tipping semi-trailer	5.79	15.00	15.00

Vehicle type	Description	Weight factor
Enclosed truck and compactor		All mixed waste
H	Single steer with single rear axle	2.72
I	Single steer with tandem rear axle	6.38
J	Twin steer with tandem rear axle	7.96
K	Waste transfer truck	19.89

Example: On 5 December 2012, Landfill X receives a ute full of mixed waste. Landfill X uses the EPA's weight conversion factors to calculate the amount of waste received:

$$1 \text{ ute of waste} \times 0.30 = 0.30 \text{ tonnes} \\ \text{(vehicle type B)}$$

In its records, Landfill X records that on 5/12/12 it received 0.30 tonnes of mixed waste (material composition code: MIX) from vehicle registration number ZIG 433, which was placed in stockpile 1. Depending on the origin of the waste, it should be recorded as waste from the municipal, commercial and industrial, construction and demolition or other waste facility category.

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