

Quick Reference Guide

Completing a Summary Return in the Queensland Waste Data System (QWDS)

Summary Returns need to be completed monthly, in the month after the levy period i.e. you will complete a Summary Return in August for July activity. Both Data Entry people (DE) and Verifiers (V) can complete a Summary Return but only a Verifier can submit the return.

1. Complete the Summary return

AUDIENCE: This can be completed by the **Data Entry** person or the **Verifier**

Summary returns will be completed on a monthly basis. Following are the steps to complete the Summary Return so that it can be submitted by a Verifier.

Steps:

1. Select Summary Returns from the Dashboard sidebar

The screenshot shows the dashboard for 'Landfills R Us W259831'. On the left sidebar, 'Summary Returns' is highlighted under 'Waste Levy Activity'. The main content area shows 'Overdue' notifications: 'Your return for March 2019, has not been received.' and 'Your detailed data for March 2019, has not been received.' Below this is an 'Active Applications' table:

Sites	Type	Number	Start Date	End Date	Status	Tonnes Remaining
HiTech Waste Management Facility	Exempt waste - onsite purpose use	190032OPUS	1 Apr 2019	31 Mar 2022	Active	30,000.00

On the right sidebar, there are 'Links' and 'Enquiries' sections.

The Summary Returns Screen will open:

The screenshot shows the 'Summary Returns: Landfills R Us W259831' screen. It features a table with the following data:

Reporting Period	Date Due	Status	Received	Actions
April 2019	31 May 2019	Awaiting Return		Submit
March 2019	30 Apr 2019	Awaiting Return		Submit

Below the table, it indicates 'Page 1 of 1' and the number '1'. The 'Submit' button in the 'Actions' column is highlighted in yellow.

2. **Click Submit** in the row of the return you want to complete. The return for that period will open.
Note: The Default is View Latest Version. To view the return that has an action you can select the radio button Action Required or View All

Orientation of the Incoming Waste Section of the Summary Return

Summary Return: Landfills R Us W259831

Bin Chicken Landfill Reporting Period Ending: 31 Mar 2019

If there has been no waste related activity at this Site for this period please tick here: **A**
 Otherwise, please complete the table below

Incoming Waste B	Tonnes Received C	Tonnes to levyable part of site D
Municipal solid waste	<input type="text"/>	<input type="text"/>
Commercial and Industrial waste	<input type="text"/>	<input type="text"/>
Construction and Demolition waste	<input type="text"/>	<input type="text"/>
Contaminated soil with disposal permit	<input type="text"/>	<input type="text"/>
Regulated Waste - Category 1	<input type="text"/>	<input type="text"/>
Regulated Waste - Category 2	<input type="text"/>	<input type="text"/>
Residue waste from recycling activities with approved discounts	<input type="text"/>	<input type="text"/>
Waste with general levy exemption	<input type="text"/>	<input type="text"/>
Waste with approved levy exemption	<input type="text"/>	<input type="text"/>
Total	E 0.00	F 0.00
Total Levy liability for the reporting period for Bin Chicken Landfill		G \$0.00

- A.** If you don't have a return for this site for this levy period you can tick this box
- B.** Incoming Waste Section – this section is the most important and where the levy calculations are done
- C.** Tonnes Received – all waste received onsite
- D.** Tonnes to levyable part of the site – waste received onsite excluding resource recovery areas.
- E.** Total of column C
- F.** Total of column D
- G.** Total Levy calculation for the site

3. **Incoming Waste** section: Complete all relevant rows in Tonnes Received and Tonnes to levyable part of site

Incoming Waste B	Tonnes Received	Tonnes to levyable part of site
Municipal solid waste	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>
Commercial and Industrial waste	<input type="text"/>	<input type="text"/>
Construction and Demolition waste	<input type="text" value="20.00"/>	<input type="text" value="10.00"/>
Contaminated soil with disposal permit	<input type="text"/>	<input type="text"/>
Regulated Waste - Category 1	<input type="text"/>	<input type="text"/>
Regulated Waste - Category 2	<input type="text"/>	<input type="text"/>
Residue waste from recycling activities with approved discounts	<input type="text"/>	<input type="text"/>
Waste with general levy exemption	<input type="text"/>	<input type="text"/>
Waste with approved levy exemption	<input type="text"/>	<input type="text"/>
Total	120.00	110.00
Total Levy liability for the reporting period for Bin Chicken Landfill		\$8,250.00

The calculation will automatically be done on all amounts entered in the *Tonnes to levyable part of site*. Some of the lines will be exempt and don't attract a levy

4. **Source of Incoming Waste and Waste movements to levyable part of site:** you will need to complete these sections to match the *Tonnes Received* and *Tonnes to levyable part of site*

Source of Incoming Waste B	Tonnes
Levy Zone	<input type="text" value="120.00"/>
Non-Levy Zone	<input type="text"/>
Interstate	<input type="text"/>

Waste movements to levyable part of site B	Tonnes
From offsite to levyable part of site	<input type="text" value="60.00"/>
From resource recovery area to levyable part of site	<input type="text" value="50.00"/>

In this example the *Source of Incoming waste* will total 120

And the *Waste movements to levyable part of site* should equal 110

5. **Non-levyable waste movements on site: relevant only if you have a Resource Recovery Area onsite**
 Complete this section to record the total tonnes moved between the resource recovery area and offsite. Sites that have an onsite operational purpose exemption certificate must record the total tonnes moved to the levyable part of the site in the *Waste approved for an operational purpose at the site*.

Non-levyable waste movements on site 	Tonnes
From offsite to resource recovery area	<input type="text"/>
From resource recovery area to offsite	<input type="text"/>
Waste approved for an operational purpose at the site	<input type="text"/>

6. Once you have completed this section click on **Next (d)**. If you have more than one site, *Next* will take you to the data entry screen for the next site and so on until all site data is entered.

Client Comments

a
b
c
d

Close
Save Changes
Next

Other options from this screen:

a. add comments here – for example, notes from data entry person to verifier.

b. close out of summary returns and not save any data entered

c. allows you to save the changes and exit – your Summary Return will be in Draft and you can return to it when you are ready

7. Clicking **Next** the *Total Levy Screen* will appear. You can add a comment if required

Summary Return: Landfills R Us W259831

Reporting Period Ending: 31 Mar 2019

Total Levy

Total Levy payable for the period March 2019 \$8,250.00

Reporting Summary by Site

Bin Chicken Landfill	\$8,250.00
HiTech Waste Management Facility	\$0.00

Comments

Back
Close
Save

This is the **Data Entry** person's view of the Total Levy screen.

Please see next section for Verifier View

Other options from this screen

Back – takes you back to previous entries

Close – allows you to close the current screen and will ask if you want to discard what you have entered

8. Click **Save**

It is now up to the verifier to review and submit the return.

You will have to inform the Verifier that the Summary Return is ready to be verified

2. Submit (verify) the Summary return

AUDIENCE: The Verifier needs to complete the summary return by submitting it

The only difference between the data entry and verifier screens is the Total Levy screen **Declaration**.

2.1 If Verifier is the Data Entry person also:

If you are a verifier and the data entry person you can follow the steps above except in step 7 you will have the Declaration to complete.

Summary Return: Landfills R Us W259831

Reporting Period Ending: 31 Mar 2019

Total Levy

Total Levy payable for the period March 2019 **\$8,250.00**

Reporting Summary by Site

Bin Chicken Landfill	\$8,250.00
HiTech Waste Management Facility	\$0.00

Comments

I have completed this return based on the data sheet for March

Declaration

I, Dallas Documentation, 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.

Buttons: Back, Close, Save, Submit

Tick the declaration check box and click **Submit** to send it for processing

2.2 Verifier to Submit return

Once your Data Entry person has completed data entry please complete the following steps to submit your Summary Return. **Steps:**

Dashboard > Summary Returns

Summary Returns: Landfills R Us W259831

View Latest Version | Action Required | View All

Reporting Period	Date Due	Status	Received	Actions
May 2019	28 Jun 2019	Awaiting Return		Submit
April 2019	31 May 2019	Awaiting Return		Submit
March 2019	30 Apr 2019	Draft	18 Jun 2019	Submit

Page 1 of 1

Note: Here we are verifying the March Summary Return (note: it says Draft in the Status Column – this will change to Finalised Return once submitted)

1. On the Dashboard sidebar **click Summary Returns**
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 any further comments
5. **Tick the checkbox** under Declaration (refer to picture in 2.1 above)
6. Click on **Submit**

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

More information

For any enquiries relating to QWDS please call 13 QGOV (13 74 68) or email Enquiries.QWDS@des.qld.gov.au