

# Guideline

## Waste Reduction and Recycling Act 2011

### Volumetric survey requirements

This guideline is intended to assist operators of a waste disposal site to prepare and submit volumetric survey results using the Queensland Waste Data System (QWDS), as per the obligations set out in the Waste Reduction and Recycling Act 2011.

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## 1 Introduction

The intent of this guideline is to assist operators of waste disposal sites (operators) in undertaking volumetric surveys in accordance with the requirements outlined in the *Waste Reduction and Recycling Act 2011* (WRR Act).

There are two types of volumetric surveys that operators are required to undertake and submit to Department of Environment, Science and Innovation (the department):

1. Annual volumetric survey<sup>1</sup> – carried out on the levyable part of the site and all declared resource recovery areas (RRA), conducted annually; and
2. New landfill cell volumetric survey – carried out on a new landfill cell prior to any waste being disposed of to the new cell.

This guideline also provides details on the information that needs to be included in the topographical plan. A topographical plan must be included when submitting your volumetric survey results to the department.

**Note:** *There are other types of volumetric surveys that may be initiated by the department. These are not subject to this guideline.*

### 1.1 Who is required to undertake volumetric surveys?

#### 1.1.1 For sites in the levy zone

Operators with sites (including ‘small sites’<sup>2</sup>) in the levy zone are required to:

- Undertake annual volumetric surveys on each of their sites levyable areas as required under [section 67](#) of the WRR Act) and for each declared RRA (under [section 72Y](#) of the WRR Act).
- Undertake a volumetric survey for a new landfill cells as required under [section 69](#) of the WRR Act, prior to any waste being disposed of to the new cell.

#### 1.1.2 For sites in the non-levy zone

Operators with sites (including ‘small sites’<sup>2</sup>) in the non-levy zone that receive at least 600 tonnes of levyable waste (generated outside the non-levy zone) during the preceding year are required to:

- Undertake a volumetric survey as required under [section 68](#) of the WRR Act; and for each declared RRA, as required under [section 72Z](#) of the WRR Act.
- Undertake a volumetric survey for a new landfill cell, as required by [section 69](#) of the WRR Act, prior to any waste being disposed of to the new cell.

### 1.2 When are volumetric surveys required to be conducted and results submitted?

#### 1.2.1 For sites in the levy zone

Annual volumetric surveys for sites in the levy zone must be carried out every year between 1 June and 30 June, with the results submitted to the department by 31 July the same year the volumetric survey is carried out.

#### 1.2.2 For sites in the non-levy zone

Annual volumetric surveys for sites in the non-levy zone must be carried out between 1 January and 30 June of the following year, in accordance with the circumstances referred to in section 1.1 above, and the results submitted to the department by end of July in the following year.

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<sup>1</sup> On QWDS, this survey type is identified as Levy zone or Non-levy zone.

<sup>2</sup> Small site means a levyable waste disposal site the operator of which is required to hold an environmental authority for the disposal of 2,000 tonnes or less of waste in a year at the site – see [section 26](#) of the WRR Act.

### 1.2.3 For new landfill cells

A new cell volumetric survey must be carried out once the construction works are completed and prior to any waste disposal occurring in the cell. The survey must be submitted by the end of the month, immediately following the month in which the volumetric survey is carried out.

For example, a volumetric survey undertaken for a new cell in March must be submitted to the department by the end of April.

### 1.3 Annual volumetric surveys

Operators will receive a notification from QWDS to prepare the annual volumetric survey from 1 June each year. The survey must be undertaken between 1 June and 30 June every year and submitted to QWDS by 31 July the same year the volumetric survey is carried out.

Volumetric surveys carried out on the levyable part of the site must include details on each landfill cell and all stockpiles<sup>3</sup> of waste within the levyable part, as per [section 67](#) (levy zone) or [section 68](#) (non-levy zone) of the WRR Act.

A volumetric survey must be carried out for each landfill cell where waste has been disposed of since the last volumetric survey was carried out, even if it is no longer an active landfill cell or if the site has otherwise ceased to be a levyable waste disposal site.

In addition, volumetric surveys carried out for each declared RRA must include details of the area of the RRA and all stockpiles of waste within the RRA, as per [section 72Y](#) (levy zone) or [section 72Z](#) (non-levy zone) of the WRR Act.

*Note: If a site has ceased to be a levyable waste disposal site (i.e. the site is no longer active in QWDS), operators will not receive a notification from QWDS to prepare the annual volumetric survey. It is therefore important that operators monitor this requirement, as an annual volumetric survey may still be required if any waste has been disposed of to a landfill cell in the period since the last annual volumetric survey was undertaken.*

### 1.4 Requirements for volumetric surveys

[Section 70](#) and [section 72Y](#) of the WRR Act state that the results of a volumetric survey must be:

- in the approved form, which means submitted into the Queensland Waste Data System (QWDS) for the relevant type of survey: annual (levy zone/non-levy zone) or new cell; and
- accompanied by a topographical plan (see further details on specifications for this plan in section 1.5 and 1.6 below); and
- certified as accurate by a surveyor under the *Surveyors Act 2003*<sup>4</sup>.

*Note: Operators responsible for managing more than one site will be required to enter data relevant for all sites, in order to be able to save and submit the results to the 'verifier' or to the department, through QWDS.*

### 1.5 Topographical plan specification as advised by the chief executive

[Section 70\(3\)\(b\)](#) (requirements for volumetric surveys), [section 72Y\(4\)\(b\)](#) (volumetric survey for resource recovery area in waste levy zone) and [section 72Z\(4\)\(b\)](#) (volumetric survey for resource recovery area in non-

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<sup>3</sup> Stockpile is a term that generally refers to any vertically piled storage of waste or material, whether loose, baled, sorted or not, or accumulated for future use. Stockpiles are not limited to solid materials. Liquid wastes accumulated for future use are also considered to be a stockpile. This description is not intended to be exhaustive in addressing every waste/material or method of stockpiling

<sup>4</sup> A registered surveyor may be found at the Surveyors Board of Queensland website.

levy zone) of the WRR Act state that the results of a volumetric survey must be accompanied by a topographical plan complying with specifications advised by the chief executive.

The topographical plan specification that must be complied with, as advised by the chief executive, is provided in section 1.5.1 (levyable waste disposal sites and RRAs – levy zone and non-levy zone) and section 1.5.2 (new landfill cell volumetric surveys).

In all circumstances the WRR Act requires that the results of a volumetric survey must be certified as accurate by a surveyor under the *Surveyors Act 2003* and this requirement is reflected in the topographical plan specifications.

### **1.5.1 Topographical plan specification– levyable waste disposal sites and RRA (levy zone and non-levy zone) volumetric surveys**

The chief executive advises that a topographical plan specification for levyable waste disposal site and RRA volumetric surveys must include the following information:

1. Name, address and lot on plan(s) for the waste disposal site.
2. A plan legend describing symbols used on the plan.
3. A plan scale.
4. Aerial imagery of the waste disposal site:
  - a) taken on the day of the survey; or
  - b) using the most recent aerial imagery that is otherwise available.
5. Size<sup>5</sup>, shape<sup>6</sup> and location<sup>7</sup> of all active landfill cells<sup>8</sup> and RRAs, including all stockpiles, within the waste disposal site.
6. Size, shape and location of any extraction pits or other voids where material has been extracted for use on the levyable waste disposal site and/or the RRA (if applicable).
7. A table containing a description and material type codes, as well as calculated volume, of all the stockpiles within the boundaries of the waste disposal site.
8. The name of the certifying surveyor.
9. The certifying surveyor's registration number.
10. The date the survey was undertaken.
11. A statement by the surveyor verifying the accuracy of the survey results.

A checklist of the requirements of the topographical plan can be found in **Appendix A – Annual volumetric survey checklist** and the material type codes can be found in **Appendix C – Material type codes**.

### **1.5.2 Topographical plan specification - new landfill cell volumetric surveys**

The chief executive advises that a topographical plan specification for a new landfill cell volumetric survey must include the following information:

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<sup>5</sup> Size means the volume (in cubic metres) of a stockpile, landfill cell or other void.

<sup>6</sup> Shape means contours demonstrating the surface levels of a stockpile, landfill cell or other void.

<sup>7</sup> Location means GPS coordinate references in decimal degrees demonstrating the boundary of a stockpile, landfill cell, RRA or other void.

<sup>8</sup> Active landfill cell must include any landfill cell that was active at any point during the volumetric survey period.

1. Name, address and lot on plan(s) for the new landfill cell.
2. Size, shape and location of the new landfill cell(s).
3. A plan legend describing symbols used on the plan.
4. A plan scale.
5. New landfill cell(s) void space capacity (m<sup>3</sup>) as calculated by the surveyor.
6. The total design capacity (m<sup>3</sup>). This is the total airspace projected to be filled during the life of the levyable waste disposal site, including all current landfill cell(s) or new landfill cell(s) surveyed, as per the site's management plan. *Note: An RRA is not a landfill cell and should not be included in total design capacity calculations.*
7. Clearly illustrate location of the new landfill cell(s).
8. The name of the certifying surveyor.
9. The certifying surveyor's registration number.
10. The date the survey was undertaken.
11. A statement by the surveyor verifying the accuracy of the survey results.

A checklist of the requirements of the new cell topographical plan can be found in **Appendix B – New landfill cell volumetric survey checklist**.

## **1.6 Submitting your topographical plans**

Please email topographical plans for annual surveys and new cell surveys to the department at [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au).

For information on the process for submitting the volumetric survey results to QWDS, please refer to **Appendix E - Annual volumetric survey process on QWDS** and **Appendix F - New cell volumetric survey process on QWDS** of this guideline.

## **2 Other considerations**

### **2.1 Failure to undertake volumetric surveys**

In accordance with relevant provisions of the WRR Act, it is an offence to fail to carry out or to provide to the department the survey results within the statutory timeframes.

Under [section 71](#) and [section 73](#) of the WRR Act, the department may arrange for the volumetric survey to be carried out at the landfill cell(s) and RRA(s) or for a new landfill cell(s) of a waste disposal site, recovering the reasonable cost of the survey from the operator.

**To avoid unnecessary costs to you it is important that you submit your survey results containing all required information and the topographical plan within the statutory timeframes, so please be aware of the timeframes you are required to meet and ensure you have all material submitted by the due dates.**

### **2.2 Keeping survey results onsite**

In order to avoid penalties, it is important that you keep survey results onsite. In accordance with section 72A and section 72X of the WRR Act, there are penalties associated with not keeping copies of the results of volumetric surveys, either at the waste disposal site or at another place, for five years after surveys are carried out.

### 3 Definitions

**Active landfill cell** means that part of the landfill where waste is currently being disposed of.

**Landfill cell** means a single, waste-holding unit within a larger landfill area which holds a discrete volume of waste, including any waterfilled void(s).

**Levyable waste disposal site -**

- means a waste disposal site, whether under the ownership or control of the State, a local government or otherwise; but
- does not include a part of the waste disposal site that is a resource recovery area.

**New landfill cell** means a landfill cell where waste has not previously been disposed of.

**Waste disposal site** is a waste facility to which both of the following apply—

- the operator of the facility is required to hold an environmental authority for the disposal of waste at the facility;
- waste delivered to the facility sometimes includes waste that is subsequently disposed of to landfill at the facility.

#### Disclaimer

While this document has been prepared with care it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment, Science and Innovation should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

**Approved:**

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#### Version history

Version	Effective date	Description of changes
1.00	15 June 2020	Original publication
2.00	07 May 2021	Major document update
2.01	04 May 2022	Minor document update
3.00	04 January 2024	Major update to include chief executive topographic survey specification requirements for volumetric surveys at levyable waste disposal sites and RRA (levy zone and non-levy zone) and new landfill cell volumetric surveys
3.01	04 March 2024	Minor document update

## APPENDIX A – Annual volumetric survey checklist

**Note:** this should be used when a volumetric survey is required

<b>Undertaking the survey for landfill cells and resource recovery area</b>	
Survey carried out in <b>June</b> that includes: <ul style="list-style-type: none"> <li>• Each landfill cell where waste has been disposed of since the last volumetric survey including all stockpiled waste; and</li> <li>• All RRAs including all stockpiled waste</li> </ul>	
<b>Topographical Plan contents</b>	
<ul style="list-style-type: none"> <li>• Name of waste disposal site mapped</li> </ul>	
<ul style="list-style-type: none"> <li>• Address and Lot on Plan of site mapped</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified by registered surveyor (surveyor must be registered on the Surveyors Board Queensland)               <ul style="list-style-type: none"> <li>○ Surveyors name and registration number; and</li> <li>○ The date the survey was undertaken; and</li> <li>○ Statement by surveyor verifying the accuracy of the survey results</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Scale of the drawn plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Legend depicting the drawings and symbols used on the plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Aerial imagery of the waste disposal site taken on the day of the survey.</li> </ul>	
<ul style="list-style-type: none"> <li>• Size, shape and location of:               <ul style="list-style-type: none"> <li>○ All landfill cell(s) where waste has been disposed of during the volumetric survey period (including water-filled void(s); and</li> <li>○ All stockpiles within the levyable part of the site; and</li> <li>○ All stockpiles within each declared RRA; and</li> <li>○ All quarried areas (ERA 16)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Description and material type codes of the stockpiles within the levyable part of the site and within each declared RRA</li> </ul>	
<ul style="list-style-type: none"> <li>• Illustrate the boundary of all active landfill cells and declared RRAs</li> </ul>	
<ul style="list-style-type: none"> <li>• All additional changes in the volume during the survey period within the boundaries of the waste disposal site, including:               <ul style="list-style-type: none"> <li>○ Ponds</li> <li>○ Settlement</li> <li>○ Subsidence</li> <li>○ Excavated areas (not part of ERA 16)</li> </ul> </li> </ul>	
<b>Submission of the survey results</b>	
Survey results submitted before 31 July: <ul style="list-style-type: none"> <li>• To QWDS; and</li> <li>• Topographical Plan emailed to <a href="mailto:wastelevyapps@des.qld.gov.au">wastelevyapps@des.qld.gov.au</a></li> </ul>	
<p><b>Note:</b> Please refer to APPENDIX E – Annual volumetric survey process on QWDS of this document for guidance on how to submit your annual volumetric survey results using QWDS.</p>	

**APPENDIX B – New landfill cell volumetric survey checklist**

<b>Undertaking the survey for a new landfill cell</b>	
Survey carried out:	
<ul style="list-style-type: none"> <li>• after works are completed; and</li> <li>• before disposal to the new cell occurred</li> </ul>	
<b>Topographical Plan contents</b>	
<ul style="list-style-type: none"> <li>• Name of waste disposal site mapped</li> </ul>	
<ul style="list-style-type: none"> <li>• Address and Lot on Plan of site mapped</li> </ul>	
<ul style="list-style-type: none"> <li>• Size, shape and location of the new cell</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified by registered surveyor (surveyor must be registered on the Surveyors Board Queensland)                             <ul style="list-style-type: none"> <li>○ Surveyors name and registration number; and</li> <li>○ The date the survey was undertaken; and</li> <li>○ Statement by surveyor verifying the accuracy of the survey results</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Scale of the drawn plan</li> </ul>	
<ul style="list-style-type: none"> <li>• New cell void space capacity (m<sup>3</sup>)</li> </ul>	
<ul style="list-style-type: none"> <li>• Total design capacity (m<sup>3</sup>)</li> </ul>	
<ul style="list-style-type: none"> <li>• Legend depicting the drawings and symbols used on the plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Illustrate the boundary of the new cell(s)</li> </ul>	
<ul style="list-style-type: none"> <li>• Aerial imagery of the new cell taken on the day the cell was surveyed.</li> </ul>	
<b>Submission of the survey results</b>	
Submission of Volumetric Survey for new landfill cell before the end of the month immediately following the month the survey was carried out.	
<ul style="list-style-type: none"> <li>• To QWDS; and</li> <li>• Topographical Plan emailed to <a href="mailto:wastelevyapps@des.qld.gov.au">wastelevyapps@des.qld.gov.au</a></li> </ul>	
<p><b>Note:</b> Please refer to APPENDIX F – New cell volumetric survey process on QWDS of this document for guidance on how to submit your new landfill cell volumetric survey results using QWDS.</p>	



### APPENDIX C – Material type codes

CODE	DESCRIPTION	CODE	DESCRIPTION
ACW	Animal carcass waste	LPB	Liquid paperboard (LPB)
ASB	Asbestos	MINOIL	Mineral oils
ASPH	Asphalt	MM	Mixed materials
ASS	Acid sulphate soil	MP	Mixed plastics
AW	Abattoir waste (excluding carcasses)	MUDSLUDG	Mud/Sludge (not clean earth / Dredge spoil / Contaminated soil)
BI	Biosolids	NW	Non-waste
BT	Bricks, tiles and other ceramics	NF	Non-ferrous metals
C	Concrete	OB	Other batteries
CB	Cardboard	OO	Organics – other
CC	Crushed	OW	Other waste
CE	Clean earth	P	Paper
CHC	Chemical containers	PDM	Pharmaceuticals, drugs and medicines
CMR	Co-mingled recycling	PET	Polyethylene terephthalate
CS	Contaminated soil	PF	Plasterboard / Fibre cement
CW	Clinical and related wastes	POTH	Plastics – other
DS	Dredge spoil	PP	Polypropylene (PP)
EW	E-waste	PS	Polystyrene (PS)
FA	Fly ash	PVC	Polyvinyl chloride (PVC)
FM	Ferrous metal	QUAR	Quarantine waste
FO	Food organics	RESID	Residue waste from recycling activities
G	Glass	RUB	Rubber
GF	Glass fines	T	Tyres
GW	Green waste	TEXT	Textiles
HDPE	High density polyethylene (HDPE)	TNT	Timber – non treated
HWC	Hazardous waste – chemicals	TT	Treated timber, other than sawdust or shavings
HWO	Hazardous waste – other	TTSS	Treated timber sawdust and shavings
L	Leather	VEGOIL	Vegetable oils
LAB	Lead acid batteries	WWIG	Wastewater – irrigation and general water use
LDPE	Low density polyethylene (LDPE)		
LEACH	Leachate	WWLD	Wastewater – livestock drinking water

**APPENDIX D – Table of conversion factors by waste type**

Material	Default conversion factor – tonnes/m <sup>3</sup>
Paper	0.2
Cardboard	0.1
Plastics	0.14
Metals - Ferrous	0.5
Metals - Non-ferrous	0.14
Glass	0.35
Concrete	1.5
Bricks	1.2
Soil, sand, clean fill	1.3
Organics - Garden Organics / Green waste	0.15
Organics - Food Organics	0.5
Organics - Timber / Wood	0.19
Rubber/tyres	0.3
Textiles	0.15
Mixed co-mingled recyclables (uncompacted)	0.06
Mixed building waste	0.7
Other / mixed - putrescible	0.3
Other / mixed - inert	1.1

## APPENDIX E – Annual volumetric survey process on QWDS

*Completing annual survey results form.*

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

1. Select **Volumetric Survey Results** from the dashboard sidebar:

The screenshot shows the QWDS dashboard for 'Private Landfill Test 1 W257196'. The left sidebar contains a menu with 'Volumetric Survey Results' highlighted in red. The main content area shows 'DES announcements' and a list of 'Overdue' items, including 'Your return for August 2019, has not been received' and 'Your volumetric survey for June 2019, has not been received'.

The Volumetric Survey Results screen will open:

The screenshot shows the 'Volumetric Survey Results' screen for 'Private Landfill Test 1 W257196'. It includes a 'New' button and a table of survey types. The table has columns for Survey Type, Date Due, Status, Date Received, and Actions. The 'Levy Zone' row for '31 Jul 2020' is highlighted in red.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View Return
Levy Zone	31 Jul 2019	Awaiting Results		Prepare
Levy Zone	31 Jul 2020	Awaiting Results		Prepare

The annual survey is identified by the Survey Type: 'Levy Zone' or 'Non-Levy Zone', in accordance with the site physical location.

From 1 June each year, a 'Levy Zone' Survey Type will automatically be available on your volumetric survey screen with the status Awaiting Results for you to complete the results form.

From 1 January of the of the following year in which particular circumstances occurred (as detailed in section 1), a 'Non-Levy Zone' Survey Type will automatically be available on your volumetric survey screen with the status Awaiting Results for you to complete the results form.

2. Click **Prepare** in the row of the type of volumetric survey you want to complete. The results form for the volumetric survey will be displayed.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Private Landfill Site name Survey Period: Jul 2019 - Jun 2020  
Levy Zone Survey results

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**Site details**

Total area of waste disposal site (m<sup>2</sup>): A

Total resource recovery area (m<sup>2</sup>): B

Landfill's estimated closure date: C

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**Landfill capacity details** Value (m<sup>3</sup>)

Total design capacity: D

Void space at the beginning of survey period: E

Void space at end of survey period: F

Change in void space during this survey period: 0.00

Compaction rate (t/m<sup>3</sup>): G

Estimated weight change in landfill since last volumetric survey (t): 0.00

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**Onsite Stockpiles – in Levyable area**

Stockpile No.	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <span style="float: right;">M Remove</span>
<input type="button" value="Add stockpile line"/>				
Total		0.00		0.00

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**Onsite stockpiles in RRA**

RRA code	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <span style="float: right;">M Remove</span>
<input type="button" value="Add stockpile line"/>				
Total		0.00		0.00

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**Survey Information**

Survey date:

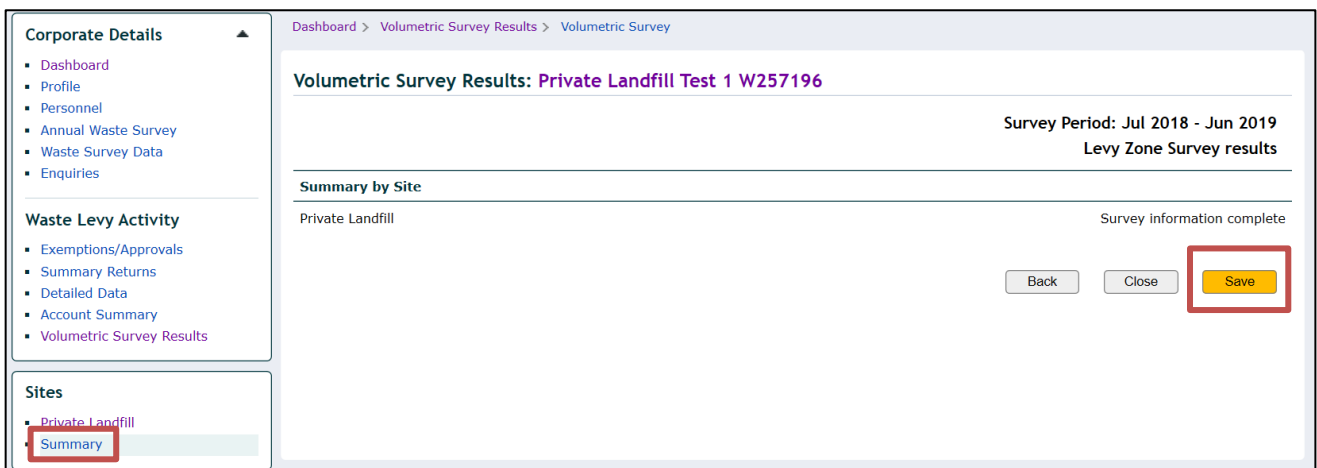
Topographical plan signed and certified as accurate by a surveyor, and forwarded to the department:

- A. Total area = levyable part + all declared RRAs.
- B. Declared RRA areas, as per topographical plan.
- C. Date expected that waste will no longer be disposed of at the site (DD/MM/YYYY).

- D. Total airspace projected to be filled during the life of the levyable waste disposal site, including all current active landfill cell(s) or new landfill cell(s) surveyed, as per the site’s management plan.
- E. Volume of airspace calculated in the survey carried out in the preceding year.
- F. Volume of remaining airspace calculated in the current survey.
- G. The rate of how many tonnes of waste fill a known volume (m<sup>3</sup>) of the landfill cell.  
 (It can be calculated by the division of the ‘tonnage (t) of waste disposed of to landfill’ by the ‘change in void space (m<sup>3</sup>)’, since the latest survey. If there are 2 or more active landfill cells with different rates, the operator must enter the arithmetic average of the rates calculated for each landfill cell).
- H. Reference (numbering, lettering, code) used by the surveyor in the topographical plan(s).  
 (All stockpiles within the levyable part of the site must be listed with the same code from the previous volumetric survey if applicable).
- I. Description of the type of waste for each stockpile, as listed in APPENDIX C – Material type codes.
- J. Volume of each stockpile of waste, calculated by the surveyor, as indicated in the topographical plan(s).
- K. The proportion adopted to calculate tonnes of waste from the volume in cubic metres of the stockpile measured by the surveyor. Please refer to APPENDIX D – Table of conversion factors by waste type
- L. Click ‘add line’ to include other stockpiles identified on the site, as per topographical plan.
- M. Click ‘remove’ to exclude a stockpile entered incorrectly, if applicable.
- N. Identification code generated by QWDS, once the RRA declaration process is completed (i.e. RRA1, RRA2, RRA3, etc.). All stockpiles of materials must be listed identifying the RRA code.
- O. Insert the date (DD/MM/YYYY) the survey was carried out and tick the box to indicate the topographical plan was signed and certified by a surveyor and was forward to the department.
- P. When all fields above have been completed click ‘next’.

If the operator manages more than one waste disposal site, the second page will be the same form for the next site. The name of the site is indicated in the left top corner of the results form.

**3. Click **Save** if confirmed that the survey information is completed for all sites.**



The volumetric Survey Results page will be displayed and the status is now 'Draft':

Dashboard > Volumetric Survey Results

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell. New

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Draft	7 Dec 2020	View Prepare Submit
New Cell	31 Jan 2021	Complete	6 Dec 2020	View

Page 1 of 1  
**1**

At this stage, changes can still be made in the results form before it is submitted to the department.

*Submitting annual survey results*

**AUDIENCE:** This can be completed by the **Verifier** person.

4. Click **Submit** in the row of the volumetric survey you have just completed.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Draft	7 Dec 2020	View Prepare <span style="border: 1px solid red; padding: 2px;">Submit</span>
New Cell	31 Jan 2021	Complete	6 Dec 2020	View

The completed results form will be displayed and all fields can be edited, if necessary.

**Corporate Details**

- Dashboard
- Profile
- Personnel
- Annual Waste Survey
- Waste Survey Data
- Enquiries

**Waste Levy Activity**

- Exemptions/Approvals
- Summary Returns
- Detailed Data
- Account Summary
- Volumetric Survey Results

**Sites**

- Private Landfill
- Summary

Dashboard > Volumetric Survey Results > Volumetric Survey

### Volumetric Survey Results: Private Landfill Test 1 W257196

**Private Landfill**

Survey Period: Jul 2019 - Jun 2020

Levy Zone Survey results

---

**Site details**

Total area of waste disposal site (m <sup>2</sup> ):	<input type="text" value="200,000"/>
Total resource recovery area (m <sup>2</sup> ):	<input type="text" value="20,000"/>
Landfill's estimated closure date:	<input type="text" value="31/05/2029"/>

---

**Landfill capacity details** Value (m<sup>3</sup>)

Total design capacity:	<input type="text" value="180,000.00"/>
Void space at the beginning of survey period:	<input type="text" value="180,000"/>
Void space at end of survey period:	<input type="text" value="180,000"/>
Change in void space during this survey period:	0.00
Compaction rate (t/m <sup>3</sup> ):	<input type="text" value="0.75"/>
Estimated weight change in landfill since last volumetric survey (t):	0.00

---

**Onsite Stockpiles – in Levyable area**

Stockpile No.	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="button" value="Add stockpile line"/>				
Total		0.00		0.00

---

**Onsite stockpiles in RRA**

RRA code	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text" value="RRA1"/>	<input type="text" value="Crushed concrete"/>	<input type="text" value="123"/>	<input type="text" value="1.50"/>	184.50 <input type="button" value="Remove"/>
<input type="text" value="RRA1"/>	<input type="text" value="Ferrous metal"/>	<input type="text" value="87"/>	<input type="text" value="0.50"/>	43.50 <input type="button" value="Remove"/>
<input type="button" value="Add stockpile line"/>				
Total		210.00		228.00

---

**Survey Information**

Survey date:

Topographical plan signed and certified as accurate by a surveyor, and forwarded to the department:

If the results form has been edited click **Save Changes** and then **Next**.

The declaration page will be displayed:

Tick the declaration box and click **Submit**.

The volumetric Survey Results page will be displayed and the status is 'Plans Required':

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Plans Required	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View

You have now completed and submitted the volumetric survey results on QWDS. Please send the topographic plan(s) to [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au).

When the department reviews and acknowledges the volumetric survey results submission, the status 'Complete' will be displayed on the volumetric survey results page.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View



If information on the results form you have submitted is required to be reviewed, the department sends you an email and returns the form to you on QWDS. In that case, follow steps 5 and 6 below.

5. Click **Prepare** in the row of the volumetric survey that has been returned to you. (Only when requested by the department.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell. New

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	<a href="#">View</a>
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	<a href="#">View Prepare Submit</a>
Levy Zone	31 Jul 2020	Draft	7 Dec 2020	<a href="#">View Prepare Submit</a>
New Cell	31 Jan 2021	Complete	6 Dec 2020	<a href="#">View</a>

The completed results form will be displayed, allowing you to edit the required fields.

**Corporate Details**

- Dashboard
- Profile
- Personnel
- Annual Waste Survey
- Waste Survey Data
- Enquiries

**Waste Levy Activity**

- Exemptions/Approvals
- Summary Returns
- Detailed Data
- Account Summary
- Volumetric Survey Results

**Sites**

- Private Landfill

Dashboard > Volumetric Survey Results > Volumetric Survey

### Volumetric Survey Results: Private Landfill Test 1 W257196

**Private Landfill**

Survey Period: Jul 2019 - Jun 2020  
Levy Zone Survey results

---

**Site details**

Total area of waste disposal site (m<sup>2</sup>):

Total resource recovery area (m<sup>2</sup>):

Landfill's estimated closure date:

---

**Landfill capacity details** Value (m<sup>3</sup>)

Total design capacity:

Void space at the beginning of survey period:

Void space at end of survey period:

Change in void space during this survey period:

Compaction rate (t/m<sup>3</sup>):

Estimated weight change in landfill since last volumetric survey (t):

---

**Onsite Stockpiles - in Levyable area**

Stockpile No.	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="button" value="Add stockpile line"/>				
Total		0.00		0.00

---

**Onsite stockpiles in RRA**

RRA code	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text" value="RRA1"/>	<input type="text" value="Crushed concrete"/>	<input type="text" value="123"/>	<input type="text" value="1.50"/>	184.50 <input type="button" value="Remove"/>
<input type="text" value="RRA1"/>	<input type="text" value="Ferrous metal"/>	<input type="text" value="87"/>	<input type="text" value="0.50"/>	43.50 <input type="button" value="Remove"/>
<input type="button" value="Add stockpile line"/>				
Total		210.00		228.00

---

**Survey Information**

Survey date:

Topographical plan signed and certified as accurate by a surveyor, and forwarded to the department:

After the results form has been edited click **Save Changes** and **Next**. The summary page will be displayed, including the comments from the department:

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Department of Environment, Science and Innovation

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Survey Period: Jul 2019 - Jun 2020  
Levy Zone Survey results

---

**Summary by Site**

Private Landfill Survey information complete

---

**Comments**

Returning at request of Raf

Click **Save** to finalise the adjustments. The volumetric survey results page will be displayed.

6. Click **Submit** to send the form back to the department.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell.

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	<a href="#">View</a>
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	<a href="#">View Prepare</a> <a href="#">Submit</a>
Levy Zone	31 Jul 2020	Draft	7 Dec 2020	<a href="#">View Prepare</a> <a href="#" style="border: 2px solid red;">Submit</a>
New Cell	31 Jan 2021	Complete	6 Dec 2020	<a href="#">View</a>

The completed results form will once again be displayed, allowing you to edit the fields, if required. Click **Next**. The declaration page will be displayed:

**Corporate Details**

- Dashboard
- Profile
- Personnel
- Annual Waste Survey
- Waste Survey Data
- Enquiries

**Waste Levy Activity**

- Exemptions/Approvals
- Summary Returns
- Detailed Data
- Account Summary
- **Volumetric Survey Results**

**Sites**

Dashboard > Volumetric Survey Results > Volumetric Survey

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Survey Period: Jul 2019 - Jun 2020  
Levy Zone Survey results

---

**Summary by Site**

Private Landfill Survey information complete

---

**Declaration**

\_\_\_\_\_, declare that all the results regarding the Volumetric Survey(s) entered above is true and correct and I am authorised to make this declaration on behalf of the organisation.

Tick the declaration box and click **Submit**. The volumetric survey results page will be displayed and the status is 'Plans Required'.

Send an email to [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au) to advise the results form has been returned to the department.

When the department reviews and acknowledges the volumetric survey results submission, the status 'Complete' will be displayed on the volumetric survey results page.

## APPENDIX F – New cell volumetric survey process on QWDS

Completing new cell survey results form.

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

### 1. Select Volumetric Survey Results from the dashboard sidebar:

The screenshot shows the QWDS dashboard for 'Private Landfill Test 1 W257196'. On the left sidebar, under 'Corporate Details', the 'Volumetric Survey Results' option is highlighted. The main content area shows 'DES announcements' and an 'Overdue' section with a list of pending returns and surveys for August 2019, September 2019, and June 2019/2020.

The volumetric survey results screen will open:

The screenshot shows the 'Volumetric Survey Results' screen for 'Private Landfill Test 1 W257196'. It includes instructions to click the 'New' button to report a survey for a new cell. A table below lists existing surveys with columns for Survey Type, Date Due, Status, Date Received, and Actions.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View

Select New in the right top corner of the page.

### 2. Create Survey for the new landfill cell.

1: Select New Cell survey

2: Chose and add the site where the new cell volumetric survey was carried out.

3: Select the date (DD/MM/YYYY) the topographical plan and the results form is sent to the department.

When all fields are completed click **Create Survey**.

### Create Survey: Private Landfill Test 1 W257196

**1: Select the type of survey required**

**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.

**2: Select the Sites which are included in this survey (you must select at least one site)**

To include a Site simply highlight the site and click on the >> button.

A Site can be removed by highlighting the Site and clicking on the << button.

Site(s)		Site(s) to be included in survey
Landfill 2	>> <<	

**3: Select the date by which the completed survey including maps, is to be submitted to DES by:**

**Important:** This action cannot be undone. By creating this survey, you are confirming that a survey must be completed for the Site(s) indicated.

The volumetric survey results form will be displayed for you to complete and submit information.

- A. Total area = levyable part + all declared RRAs.
- B. Declared RRA areas, as per topographical plan.
- C. Date expected that waste will no longer be disposed of at the site (DD/MM/YYYY).
- D. Total airspace projected for the new cell.
- E. Volume of the new cell as calculated by the surveyor.
- F. Enter the same volume of void space at the beginning of survey period, as field 'E' above.
- G. Complete this field only if you know the rate calculated from the tonnes of waste estimated to fill the projected volume of the new cell.
- H. Do not complete this field. Stockpiles within both the levyable area and each declared RRA are not required to be included in a new cell volumetric survey.
- I. Insert the date (DD/MM/YYYY) the survey was carried out and tick the box to indicate the topographical plan was signed and certified by a surveyor and was forward to the department.
- J. When all fields above have been completed click 'next'.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

**New Cell Survey results**

**Landfill 2**

---

**Site details**

Total area of waste disposal site (m<sup>2</sup>): A

Total resource recovery area (m<sup>2</sup>): B

Landfill's estimated closure date: C

---

**Landfill capacity details** Value (m<sup>3</sup>)

Total design capacity: D

Void space at the beginning of survey period: E

Void space at end of survey period: F

Change in void space during this survey period: 0.00

Compaction rate (t/m<sup>3</sup>): G

Estimated weight change in landfill since last volumetric survey (t): 0.00

---

**Onsite Stockpiles – in Levyable area** H

Stockpile No.	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="button" value="Add stockpile line"/>				
<b>Total</b>		0.00		0.00

---

**Survey Information**

Survey date:

Topographical plan signed and certified as accurate by a surveyor, and forwarded to the department: I

J

3. Click **Save** if confirmed that the survey information is completed.

The volumetric survey summary page will be displayed:

**Volumetric Survey Results: Private Landfill Test 1 W257196**

**New Cell Survey results**

---

**Summary by Site**

Landfill 2 Survey information complete

The volumetric survey results page will be displayed and the status is now 'Draft':

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell. New

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	<a href="#">View</a>
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	<a href="#">View Prepare Submit</a>
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	<a href="#">View</a>
New Cell	31 Jan 2021	Complete	6 Dec 2020	<a href="#">View</a>
New Cell	31 Jan 2021	Draft	7 Dec 2020	<a href="#">View Prepare Submit</a>

At this stage, changes can still be made in the results form before it is submitted to the department.

*Submitting annual survey results*

**AUDIENCE:** This can be completed by the **Verifier** person.

4. Click **Submit** in the row of the volumetric survey you have just completed.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	<a href="#">View</a>
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	<a href="#">View Prepare Submit</a>
Levy Zone	31 Jul 2020	Draft	7 Dec 2020	<a href="#">View Prepare <span style="border: 2px solid red; padding: 2px;">Submit</span></a>
New Cell	31 Jan 2021	Complete	6 Dec 2020	<a href="#">View</a>

The completed results form will be displayed and fields can be edited, if necessary.

**Volumetric Survey Results: Private Landfill Test 1 W257196** New Cell Survey results

**Landfill 2**

---

**Site details**

Total area of waste disposal site (m<sup>2</sup>):

Total resource recovery area (m<sup>2</sup>):

Landfill's estimated closure date:

---

**Landfill capacity details** Value (m<sup>3</sup>)

Total design capacity:

Void space at the beginning of survey period:

Void space at end of survey period:

Change in void space during this survey period:

Compaction rate (t/m<sup>3</sup>):

Estimated weight change in landfill since last volumetric survey (t):

---

**Onsite Stockpiles – in Levyable area**

Stockpile No.	Details of materials stored	Volume (m <sup>3</sup> )	Conversion factor (t/m <sup>3</sup> )	Weight (t)
<input style="width: 50px;" type="text"/>	<input style="width: 300px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="Remove"/>
<input type="button" value="Add stockpile line"/>				
Total		0.00		0.00

---

**Survey Information**

Survey date:

Topographical plan signed and certified as accurate by a surveyor, and forwarded to the department:

If the results form has been edited click **Save Changes** and then **Next**.

The declaration page will be displayed:

**Volumetric Survey Results: Private Landfill Test 1 W257196** New Cell Survey results

---

**Summary by Site**

Landfill 2 Survey information complete

---

**Declaration**

I,  declare that all the results regarding the Volumetric Survey(s) entered above is true and correct and I am authorised to make this declaration on behalf of the organisation.

Tick the declaration box and click **Submit**.

The volumetric survey results page will be displayed and the status is 'Plans Required':



**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell. New

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View
New Cell	31 Jan 2021	Plans Required	7 Dec 2020	View

You have now completed and submitted the volumetric results on QWDS. Please send the topographic plan(s) to [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au).

When the department reviews and acknowledges the volumetric survey results submission, the status 'Complete' will be displayed on the volumetric survey results page.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell. New

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View

If information on the results form you have submitted is required to be reviewed, the department sends you an email and returns the form to you on QWDS.

In that case, proceed with steps 5 and 6 below.

- Click **Prepare** in the row of the volumetric survey that has been returned to you. (Only when requested by the department).

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell. New

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View
New Cell	31 Jan 2021	Draft	7 Dec 2020	View Prepare Submit

The completed results form will be displayed, allowing you to edit the required fields.

After the results form has been edited click **Save Changes** and **Next**.

The summary page will be displayed, including the comments from the department:

**Volumetric Survey Results: Private Landfill Test 1 W257196**

**New Cell Survey results**

---

**Summary by Site**

Landfill 2 Survey information complete

---

**Comments**

Returned as discussed in conversation held 22/05/2020 for amendments. Please refer also to email dated 21/05/2020 for comments. If you require any additional information, please don't hesitate to contact the waste levy implementation team.

Click **Save** to finalise the adjustments. The volumetric survey results page will be displayed.

6. Click **Submit** to send the results form back to the department.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell.

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	<a href="#">View</a>
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	<a href="#">View Prepare Submit</a>
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	<a href="#">View</a>
New Cell	31 Jan 2021	Complete	6 Dec 2020	<a href="#">View</a>
New Cell	31 Jan 2021	Draft	7 Dec 2020	<a href="#">View Prepare <span style="border: 2px solid red;">Submit</span></a>

The completed results form will once again be displayed, allowing you to edit the fields, if required.

Click **Next**. The declaration page will be displayed.

Tick the declaration box and click **Submit**.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

**New Cell Survey results**

---

**Summary by Site**

Landfill 2 Survey information complete

---

**Declaration**

I, \_\_\_\_\_ declare that all the results regarding the Volumetric Survey(s) entered above is true and correct and I am authorised to make this declaration on behalf of the organisation.

---

**Comments**

Returned as discussed in conversation held 22/05/2020 for amendments. Please refer also to email dated 21/05/2020 for comments. If you require any additional information, please don't hesitate to contact the waste levy implementation team.

The volumetric survey results page will be displayed and the status is 'Plans Required'.

**Volumetric Survey Results: Private Landfill Test 1 W257196**

Only click on the New button to report a Volumetric Survey for the opening of a New Cell.

You can also select an appropriate action from the list below.

Survey Type	Date Due	Status	Date Received	Actions
Baseline	31 Aug 2019	Complete	23 Jul 2019	View
Levy Zone	31 Jul 2019	Draft	7 Dec 2020	View Prepare Submit
Levy Zone	31 Jul 2020	Complete	7 Dec 2020	View
New Cell	31 Jan 2021	Complete	6 Dec 2020	View
New Cell	31 Jan 2021	Plans Required	7 Dec 2020	View

Send an email to [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au) to advise the results form has been submitted back to the department.

When the department reviews and acknowledges the volumetric survey results submission, the status 'Complete' will be displayed on the volumetric survey results page.