



# Compliance Management Plan

GUIDELINE

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### Disclaimer

This publication is a guide only and does not necessarily provide adequate information in relation to every situation. This publication seeks to explain your possible obligations in a helpful and accessible way. In doing so, however, some detail may not be captured. It is important, therefore, that you seek appropriate advice regarding your obligations, including legal advice.

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## Abbreviations

CPI	Consumer Price Index
EMPCA	<i>Environmental Management and Pollution Control Act 1994</i>
EPA Board	Environment Protection Authority Board
EPA	Environment Protection Authority
LF	Landfill Facility
LGAT	Local Government Association of Tasmania
MMR	Material Movement Record
NRE Tas	Department of Natural Resources and Environment Tasmania
RRF	Resource Recovery Facility
RRMR	Resource Recovery Movement Record
Secretary	Secretary of the Department of Natural Resources and Environment Tasmania
WRR	<i>Waste and Resource Recovery Act 2022</i>
WRR Board	Waste and Resource Recovery Board
WLCMP	Waste Levy Compliance Management Plan



# Explanation of terms used in this Guideline

The *Waste and Resource Recovery Act 2022* (the Act) provides definitions of 'landfill facility,' 'resource recovery facility' and 'combined waste facility' to provide a clear legal and practical framework to address obligations under the Act. These terms need some clarification because they may differ from those used by some waste management businesses and the wider community.

A landfill facility, for the purposes of the Act, is a facility where waste is lawfully disposed of to land. The inclusion of "lawful" is to restrict the application of the levy to clearly identified and regulated disposal operations. If waste material is lawfully being re-used for some benefits, this may not constitute "disposal" and therefore the site may not be a landfill facility. For example, the application of organic waste material to land for soil improvement is not "disposal."

**If you are uncertain about whether your facility is considered a landfill facility under the Waste and Resource Recovery Act, you should contact NRE Tas.**

Resource recovery is a broad term that includes waste reuse, recycling, energy recovery and the sorting or preparation of waste that may precede these activities.

A Combined Waste Facility is a facility which receives waste for both landfill and resource recovery purposes.

For the purposes of the Act:

- Class A Landfill Facilities receive 10,000 tonnes, or more, of waste per financial year.
- Class B Landfill Facilities receive more than 100 tonnes and less than 10,000 tonnes of waste per financial year.
- Class A Resource Recovery Facilities receive 10,000 tonnes, or more, of waste per financial year for resource recovery.
- Class B Resource Recovery Facilities receive more than 1000 tonnes and less than 10,000 tonnes of waste per financial year for resource recovery.
- Combined Waste Facilities are facilities that incorporate one or more landfill facilities and one or more resource recovery facilities.



# Introduction

This Waste Levy Compliance Management Plan (WLCMP) Guideline is issued under section 57 of the *Waste and Resource and Recovery Act 2022* (the Act), which was passed by Parliament in March 2022, and the *Waste and Resource Recovery Regulations 2022*.

It outlines the requirements on landfill facility operators to comply with the Act in relation to preparing a draft Waste Levy Compliance Management Plan.

Regulation 14 makes it a requirement for an operator of a landfill facility (LF), or a combined waste facility to prepare a draft WLCMP and submit it to the Secretary for approval.

The draft WLCMP is to be consistent with any Ministerial standards issued under section 56 of the Act.

Existing landfill operators have 60 days from the commencement of the waste levy (01 July 2022) to submit a draft WLCMP. New landfill facilities that begin operation after 1 July 2022 must have an approved WLCMP prior to commencing operation.

Once approved, the operator must comply with the WLCMP.

In addition, section 36 of the Act makes it a requirement for operators of landfill facilities to carry out and submit to the Secretary, a volumetric survey of the facility, within 28 days of the commencement of the levy. The facility is to be re-surveyed on an annual basis, or at any time as directed by the Secretary, at the expense of the operator. Class A landfill operators must also complete a volumetric survey of each additional landfill cell on completion of its construction and before use commences.

## COMPONENTS OF THE WLCMP

Regulation 14(3) sets out the requirements for a draft WLCMP which must include:

- boundaries of the facility
- the location and means by which waste is measured
- waste stockpile locations
- operational material stockpile(s)
- location of active and planned landfill cells
- access and security measures used to control and record waste movements into and out of the facility
- compliance procedures

*A site map is required to be included in your WLCMP, showing:*

- *Site boundaries*
- *Site fencing*
- *Location of infrastructure*
  - *Toll booth*
  - *Weighbridge*
  - *Site office*
  - *Tip shops*
  - *Resource recovery areas*



- *Road layout and direction*
- *Operational material stockpiles*
- *Location of current and planned landfill cells*
- *For combined waste facilities, indicate how resource recovery material is separated from landfill operations.*

## RECORD-KEEPING AND REPORTING

The WLCMP must be kept for 5 years and presented to an authorised officer upon request.

## BASELINE VOLUMETRIC SURVEY

Section 36 of the Act specifies that a volumetric survey be carried out by a registered surveyor within 28 days after the commencement of the levy. This initial volumetric survey is to establish a baseline from which the volume of waste subsequently disposed of to landfill at the facility can be measured.

The survey must include the:

- date that the survey was completed at the site
- details of the licenced surveyor
- boundaries of active landfill cells.
- dates that each surveyed landfill cell was active in the period prior to the survey
- total design capacity of the landfill cell/s
- total volume of material in the landfill cell/s
- total void space remaining of the landfill cell/s
- total volume in the landfill cell/s consumed since the preceding survey provide to NRE Tas
- total volume of material excavated from the site since the preceding survey provided to NRE Tas
- surface area of covered waste
- total volume change across the site since the preceding survey provided to NRE Tas

For each stockpile, the following information must be included:

- stockpile identification (as shown on the approved WLCMP site map)
- location (as shown on the approved WLCMP site map)
- material type
- mass determination method (estimation/surveyed)
- total volume (m<sup>3</sup>)
- total mass (tonnes)
- density factor used to calculate the mass (tonnes/m<sup>3</sup>), and the basis for its use

The completed survey must be signed by the registered surveyor.

Volumetric surveys can be submitted to NRE Tas via email to: [WasteLevy@nre.tas.gov.au](mailto:WasteLevy@nre.tas.gov.au)



# Appendix I – Operational Standard: Calculating Material Weight

Regulation 11 requires LF operators to use a weighbridge, either at the facility or at another location, to quantify the movement of waste into or out of the facility. If it is not reasonably practicable to use a weighbridge, the operator must use an approved weight estimation method to estimate the quantity of waste moved into or out of the facility.

Weighbridges must be operated in accordance with the National Measurement Institute's "*Weighbridge Operators Manual: A Guide for Operators who Conduct Public Weighings*." This is to ensure consistency in calibration, operation, and measurement across facilities for accurate calculation of the landfill levy and waste flows.

Regulation 11(4) outlines when it is acceptable not to use weighbridge. This would include when the weighbridge is out of commission as it is undergoing repairs or there is no weighbridge located within reasonable distance of the facility or where an operator has been granted an exemption from having to use a weighbridge.

A LF operator with a weighbridge may apply to the Secretary for an exemption from using the weighbridge, by providing a detailed explanation as to why use of a weighbridge at the facility is not reasonable, and the method of weight estimation that will be carried out instead. This information may be provided either within a WLCMP or by submitting the Form – Weighbridge Exemption Application (will be available on the NRE Tas website).

Due to site safety, logistical or planning restrictions, use of an existing weighbridge may not be practicable for some operators and may be considered for exemption by the Secretary.

Examples include:

- on-site vehicles may be too large for the weighbridge
- on-site vehicles may not be registered for public roads
- access roads may not be viable for some vehicles
- safety issues with vehicles exiting and turning to re-enter site and other road users
- development approval or council by-laws may limit amount of vehicle movements of-site
- other restrictions on vehicle entry/exit and U-turns for large vehicles
- on-site constraints that limit additional truck movements from within the site to the weighbridge at the front end of the site including:
  - roads leading to and from the weighbridge
  - capacity at the weighbridge for additional vehicle movements
  - insufficient space on the site for construction of additional roads to/from the weighbridge or an additional weighbridge



## Approved Weight Estimation Method

Regulation 11(3) allows for the estimation of waste weight for the purposes of completing a LMR where a weighbridge is not reasonably practicable to use.

When using a weight estimation method for either an electronic or manual record system follow the steps below to calculate weight.

- Step 1:** Select and record the appropriate vehicle type from the *Estimated Material Weight by Vehicle Type* (Table 3).
- Step 2:** Identify the waste category and type, then select the value (low, medium, or high) from column 3 of the *Standard Waste Density Chart* (Table 2).
- Step 3:** Select and record the weight from the *Estimated Material Weight by Vehicle Type* (Table 3) for the density selected in step 2.
  - e.g.** The weight of the load for a single axle trailer carrying loose garden waste (organics) would be 0.3 tonnes (Table 3), as organics material density category is listed as 'low' (Table 2).

**Note:** *The tables have been placed separately on the following pages to allow for them to be printed and laminated for use at the point of accepting materials at waste facilities.*



Table 3 - Standard Waste Density Chart

Waste Category	Waste Type	Material Density Category
<b>Building and demolition waste</b>	Plasterboard and cement board	Low
<b>Metals</b>	All metal types	
<b>Organics</b>	All organics except biosolids	
<b>Paper and cardboard</b>	All paper and cardboard types	
<b>Plastics</b>	All plastic types	
<b>Glass</b>	All glass types	
<b>Textiles</b>	All textile types except carpet	
<b>Building and demolition waste</b>	Asphalt Ceramics, tiles, and pottery Mixed building waste	Medium
<b>Organics</b>	Biosolids	
<b>Textiles</b>	Carpet	
<b>Building and demolition waste</b>	Bricks, concrete, and pavers Soils, sand, and rocks	High
Mixed Material Load		Material Density Category
<b>Domestic comingled recyclables</b>		Low
<b>Mixed domestic MSW kerbside residuals</b>		
<b>Mixed domestic hard waste</b>		
<b>Residuals from materials recovery facilities</b>		
<b>Residuals from metals recovery facilities (shredder floc)</b>		
<b>Quarantine waste</b>		Medium
<b>Street cleaning waste</b>		
<b>Residuals from pulping of recycled paper and cardboard</b>		
<b>Disaster waste</b>		
<b>Mixed C&amp;D waste</b>		High



Table 4 Standard Vehicle Types with Estimated Material Weights

Vehicle Type	Low Density	Med. Density	High Density
	Weight (tonnes)	Weight (tonnes)	Weight (tonnes)
<b>Car/Station wagon</b>	0.2	0.4	0.7
<b>Single axle trailer, ute, car, or van</b>	0.3	0.8	1.4
<b>Tandem axle trailer</b>	0.6	1.5	2.8
<b>Large utilities, large vans, multi-axle trailers</b>	0.9	2.3	4.2
<b>Open trucks, gross weight less than 5 tonnes</b>	0.9	2.3	4.2
<b>Open trucks, gross weight 5-12 tonnes</b>	1.8	4.5	8.4
<b>Open truck – 3 axles (“6 wheeler”)</b>	3.0	7.5	14.0
<b>Open truck – 4 axles (“8 wheeler”)</b>	3.6	9.0	16.8
<b>Open Truck – 5 axles (“Bogy Semi” or “6-wheel pig trailer”)</b>	5.4	13.5	25.2
<b>Open truck – 6 axles (“Tri-axle Semi”)</b>	6.0	15.0	28.0
<b>Open truck 8 axles</b>	6.0	15.0	28.0
<b>Open truck – 9 axles (“8 wheeler plus trailer”)</b>	9.6	24.0	44.8
<b>Open truck – 11 axles (“Road Train”)</b>	12.0	30.0	56.0
<b>Compactor trucks less than 8m<sup>3</sup></b>	1.2	3.0	5.6
<b>Compactor trucks 8-12m<sup>3</sup></b>	3.0	7.5	14.0
<b>Compactor trucks 12-18m<sup>3</sup></b>	4.7	11.6	21.7
<b>Compactor trucks 18-32m<sup>3</sup></b>	7.5	18.8	35.0
<b>Compactor trucks greater than 32m<sup>3</sup></b>	10.5	26.3	49.0
<b>Bins 2-4m<sup>3</sup></b>	0.9	2.3	4.2
<b>Bins 4-8m<sup>3</sup></b>	1.8	4.5	8.4
<b>Bins 8-12m<sup>3</sup></b>	3.0	7.5	14.0
<b>Bins 12-19m<sup>3</sup></b>	4.7	11.6	21.7
<b>Bins greater than 20m<sup>3</sup></b>	6.0	15.0	28.0



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