

# EPA Interaction Portal

## Landfill levy statements

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### ENVIRONMENT PROTECTION AUTHORITY

This quick reference guide covers how to use the landfill levy statements function of the EPA Interaction Portal.

It covers how to:

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- [Complete a landfill levy statement](#) 3
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## Locate your landfill levy statement

- Log on to the EPA Interaction Portal with your username and password at: <https://portal.epa.vic.gov.au>

Call EPA 24 hours a day  
1300 EPA VIC or 1300 372 842

Portal home Account management

↓ Portal home

→ Audit reports

→ Landfill levy

→ Licences

→ Waste transport certificates

→ Search all

**Welcome to the EPA Interaction Portal**

This is your online point of contact with EPA Victoria.

Select **Landfill levy** from the **EPA Interaction Portal** home page

Audit reports

SEARCH

As an EPA-appointed auditor you can search for notified audits and

Transaction type: Landfill levy

Search criteria

Statement no.:

Status: New

Date issued from:  to:

No. of records: 50

SEARCH CLEAR

Use the **Status** menu to search for **New** statements that require completion, then click **Search**. You may also search for completed statements.

Search result: The search returned 2 records

Statem...	Lic...	Fin...	Statement type	Sta...	Landfill le...	Certified...	Company na...	Invoic...	Invoic...	Payme...	P...
8000...	30...	20...	Landfill Lev...	New	Landfill L...		Happydays...	0.00		Pending	
8000...		20...	Landfill Lev...	New	Landfill L...		Happydays...	823,1...		Pending	

- A record of previous landfill levy statements is available in the system. This can be used to track trends and assist planning.

# Complete a statement

## Hints and tips:

- Pink fields are mandatory
- Complete blue fields as required
- Use the dropdown arrows to select from the available options
- Sections available in statements vary depending on licence conditions.

### LANDFILL LEVY STATEMENT PRELIMINARY QUESTIONS

The following questions will determine the subsequent information you will be required to input as part of your landfill levy statement. You will be able to return to these questions and change the responses at any stage prior to statement e-certification.

#### Waste Deposited

Was any Municipal or Industrial waste deposited to land at the premises during the reporting period?  
(Please exclude any waste deposited under 30A Approval, but include any cover material brought onto the premises where municipal levy rates apply.  
Refer to [EPA Publication 332 - Calculating the Landfill Levy and Recycling Rebate](#) (as amended from time to time) for further clarification on classification of cover material.) Yes

Was any waste deposited under 30A approval during the reporting period? Yes

Was a volumetric conversion method used to derive waste tonnages deposited? No

### WASTE DEPOSITED DECLARATION

**Municipal Waste Deposited (Tonnes)**

Municipal Waste 7,543.43

**Industrial Waste Deposited (Tonnes)**

Are you able to separate Industrial Waste into "Construction and Demolition" and "Commercial and Industrial" sub-categories? Yes

Construction & Demolition (C&D) 0.72

Commercial & Industrial (C&I) 962.38

Industrial Waste 963.10

Answers to preliminary questions determine what fields you need to fill in to complete the statement.

**Tips:**

- **Double-click** in the numeric fields to highlight the default amount, then directly overwrite the number with the real figure.
- You may use **Tab** to quickly move between fields.

## WASTE DEPOSITED EXPLANATION - REGIONAL INFLUENCES

Are you aware of any regional influences such as demolition or construction projects, natural disaster clean-up activity and/or changes to waste management in the region which had the potential to affect waste deposited at the landfill during the reporting period?

Yes ▾

In the text box please summarise any influences and the impact that they may have had (i.e. increase or reduction in waste intake)

Local municipal alliance to boost recycling efforts has resulted in a reduction in landfill disposal.

Use these sections to explain any anomalies in the amount or type of waste received.

## WASTE DEPOSITED EXPLANATION - SITE RELATED FACTORS

Are you aware of any site related factors which may have affected waste acceptance?

Factors may include: Temporary site closure, Contracts won or lost (e.g. local council curb-side collections), Works approval or licence issues, Waste exemptions, Closure and rehabilitation of a waste cell

Yes ▾

In the text box please summarise any influences and the impact that they may have had (i.e. increase or reduction in waste intake)

Site closed for a month while Council rebuilt the access road - this contributed to a reduction in waste.

## WASTE DEPOSITED EXPLANATION - WASTE CLASSIFICATION QUARTERLY TREND

Is the classification of waste deposited for the quarter consistent with any observations made in the first two questions (regional influences and site related factors) and/or your knowledge of this landfill (i.e. expected increases or no significant change)?

No

If no, record possible reasons for this inconsistency in the text box provided.

In accordance with above explanation - there was more building waste, but less municipal waste.

## WASTE DEPOSITED UNDER 30A APPROVAL DECLARATION

Purpose (e.g. bushfire or flood waste)

Bushfire waste received under approval number 54321

### Municipal Waste Deposited (Tonnes)

Municipal Waste Under 30A

58.74

### Industrial Waste Deposited (Tonnes)

Industrial Waste Under 30A

16.58

### Prescribed Industrial Waste (PIW) Deposited (Tonnes)

PIW B Waste Under 30A

0.00

PIW C Waste Under 30A

0.00

PIW C Packaged Asbestos Waste Under 30A

6.72

This section only appears if you answered **Yes** to the question relating to **30A Approvals** previously.

# Enter prescribed industrial waste

**Prescribed Industrial Waste (PIW) Deposited (Tonnes)**

Are you able to separate Category B PIW into "Soil" and "Manufacturing" sub-categories?

PIW Category B Soil	1,256.00
PIW Category B Manufacturing	1,184.00
<b>PIW Category B</b>	<b>2,440.00</b>

Are you able to separate Category C PIW into "Soil" and "Manufacturing" sub-categories?

PIW Category C Soil	21,584.00
PIW Category C Manufacturing	12,763.00
<b>PIW Category C</b>	<b>34,347.00</b>
PIW Category C Asbestos	8,025.00

It's important to separate Category B and C PIW into "Soil" and "Manufacturing" wherever possible.

Landfills holding a PIW Licence are required to complete the prescribed industrial waste (PIW) deposited section.

These fields are not available to those without a valid licence.

# Enter recycling rebate details (annual statements only)

**MUNICIPAL AND INDUSTRIAL WASTE RECYCLED**

**Municipal Waste Recycled Removed (Tonnes)**

Concrete	10.00
Metal	20.00
Timber / Green waste	30.00
Plastic	20.00
Cardboard / Paper	10.00
Other	5.00
Specify: <input type="text" value="Mattresses"/>	
<b>Municipal Waste Recycled</b>	<b>95.00</b>

**Industrial Waste Recycled Removed (Tonnes)**

Concrete	30.00
Metal	20.00
Timber / Green waste	40.00
Plastic	60.00
Cardboard / Paper	5.00
Other	9.00
Specify: <input type="text" value="Glass"/>	
<b>Industrial Waste Recycled</b>	<b>164.00</b>

**Supporting Evidence**

Without appropriate supporting evidence recycling rebate claims will not be accepted by the Authority.

Please provide evidence by submitting attachments against the form. This can be achieved by using the Adobe attachments functionality on the navigation bar on the left. Choose this and then add the attachment via the new section that appears.

Complete annual statements in exactly the same way as quarterly statements.

Annual statements include a section to enter totals for waste recycled over the year.

You must include evidence supporting your rebate claim with the annual statement.

Supporting evidence such as recycling receipts must be attached and submitted with the form. Refer to the **submitting the statement** for further detail.

# Review statement details

The statement details page shows how the total is calculated.

This is automatically completed based on information entered in the form and updated if changes are made before it's submitted.

<b>STATEMENT DETAILS</b>														
<b>Premises Address:</b> 295 Sunshine Rd HAPPYDAYS, Vic 3111														
<b>WASTE DEPOSITED</b>	<b>Tonnes (Sub Total)</b>	<b>Tonnes (Total)</b>	<b>Levy Rate (\$)</b>	<b>Levy Amount (\$)</b>										
<b>MUNICIPAL WASTE DEPOSITED (TONNES)</b>														
Municipal Waste		0.00	44.00	0.00										
<b>INDUSTRIAL WASTE DEPOSITED (TONNES)</b>														
Industrial Waste		0.00	44.00	0.00										
Construction & Demolition Waste (C&D)	0.00													
Commercial & Industrial Waste (C&I)	0.00													
<b>Total Waste Deposited</b>		<b>0.00</b>	<b>Gross Landfill Levy</b>	<b>0.00</b>										
<b>COVER REBATE</b>														
<b>Calculated Cover</b>		<b>0.00</b>	<b>Levy Rate (\$)</b>	<b>Cover Rebate (\$)</b>										
			44.00	0.00										
<b>WASTE RECYCLED</b>														
<b>MUNICIPAL WASTE RECYCLED REMOVED (TONNES)</b>														
Municipal Waste Recycled		95.00	44.00	4,180.00										
<b>INDUSTRIAL WASTE RECYCLED REMOVED (TONNES)</b>														
Industrial Waste Recycled		164.00	44.00	7,216.00										
<b>Total Waste Recycled</b>		<b>259.00</b>	<b>Total Rebate</b>	<b>11,396.00</b>										
<table border="1"> <thead> <tr> <th colspan="2"><b>Premises Summary</b></th> </tr> </thead> <tbody> <tr> <td>Gross Landfill Levy</td> <td>0.00</td> </tr> <tr> <td>Cover Rebate</td> <td>0.00</td> </tr> <tr> <td>Recycling Rebate</td> <td>-11,396.00</td> </tr> <tr> <td><b>Premises Net Landfill Levy Amount (\$)</b></td> <td><b>-11,396.00</b></td> </tr> </tbody> </table>					<b>Premises Summary</b>		Gross Landfill Levy	0.00	Cover Rebate	0.00	Recycling Rebate	-11,396.00	<b>Premises Net Landfill Levy Amount (\$)</b>	<b>-11,396.00</b>
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PIW C Packaged Asbestos Waste Under 30A		6.72												
<b>Total Waste Deposited (Under 30A Approval)</b>		<b>82.04</b>												

# Submit the statement

Checklist for submitting the statement:

- Ensure the final figures are entered and all mandatory fields completed.
- Adjust the name of the Authorised Signatory and person submitting the statements where required (see over page).
- Save and print the statement.
- Authorised signatory signs the printed form. This can be faxed or scanned and attached before the statement is submitted.
- Attach any other supporting documentation (e.g. recycling receipts).
- Click submit.

<b>HAPPYDAYS CITY COUNCIL</b>	
<b>HOLDER OF LICENCE:</b>	3325
<b>ACN:</b>	987 456 321
<b>ABN:</b>	85 258 963 147
<b>REGISTERED ADDRESS:</b>	295 Sunshine Rd HAPPYDAYS, Vic 3111
<b>PREMISES ADDRESS:</b>	295 Sunshine Rd HAPPYDAYS, Vic 3111

Statement Number	800004590
Statement Due Date	31 June 2013
Payment Due Date	31 June 2013
Amount	\$318,144.20

## STATEMENT SUMMARY

**Statement Period :** 01-Jan-2013 TO 31-Mar-2013

Total Number of Landfill Premises on Licence:	1
Gross Landfill Levy:	\$374,287.32
Cover Rebate:	\$-56,143.12
<b>Net Landfill Levy:</b>	<b>\$318,144.20</b>
<b>Total Landfill Levy Amount:</b>	<b>\$318,144.20</b>

Once figures have been entered, the Statement Summary displays the **Total Landfill Levy Amount**.

**Name** and **Position** details of the individual signing the declaration are populated based on the login details. These can be changed if required,

## DECLARATION

I, William Perkins declare that the information in this Landfill Levy Statement is true and correct. I have made all the necessary enquiries, and no matters of significance have been withheld from the EPA.

Name	William Perkins	Position	CEO
Signed		Date	



### HOW TO PAY

Levy payments can be made either by cheque or electronic funds transfer (EFT).

Cheques should be made payable to 'EPA Victoria' and remitted to:

Attn: Accounts Receivable  
 EPA Victoria  
 GPO Box 4395  
 Melbourne, VIC, 3001.

Electronic Funds Transfer (Preferred Payment Method)

Account name: Environment Protection Authority Revenue Account  
 Account details: BSB No. AU033 222  
 Account No. 131 077

Statement Number	800004590
Payment Due Date	30 June 2013
Amount	\$318,144.20

Payment can be arranged any time after submitting the statement and must be received by the **Due Date** indicated.

### AUTHORISED SIGNATORY

The authorised signatory for annual statements is the most senior Australian-based officer of your company. The authorised signatory for quarterly statements is the most senior Australian-based officer of your company or their delegate.

Title:

First Name:

Last Name:

Position:

**Authorised Signatory and Statement Completed By** details are automatically completed based on account information. This can be updated by overtyping where required.

### UPLOAD SIGNED LANDFILL LEVY STATEMENT

Has the Landfill Levy Statement been signed by William Perkins?

How would you like to provide the EPA with the signed Landfill Levy Statement?

Please attach Landfill Levy Statement. This can be achieved by using the Adobe attachments functionality on the navigation bar on the left. Choose this and then add the attached new section that appears.

Use this field to indicate whether the signed statement will be **faxed** or **attached** with the statement.

### STATEMENT COMPLETED BY

Full Name:

Position:

Contact Phone:

Remember to attach supporting documents where required before clicking **submit**.



## Work with attachments

Use the Adobe Acrobat controls along the top of the form to print out the form to be signed.

Scan the signed form, open the attachments panel (see below) and use the controls to attach it with the electronic statement. The attachments will be submitted along with the electronic copy.

There is no need to save a local copy. A record of all statements submitted is automatically held by the system. To save a draft, use the **save as draft** button at the bottom of the form.

Use the print button to **print** out a hard-copy of the form to be signed.

Click the **new attachment** button and locate the attachments on your computer.

Click the **paperclip** to the left of the form to open the attachments panel.

The screenshot shows the Adobe Acrobat interface for a form. At the top, there is a toolbar with icons for print, save, and other functions. Below the toolbar is a purple banner with the text: "Please fill out the following form. You can save data typed into the form." The main area is divided into two panels. On the left is the "Attachments" panel, which contains a list of files: "Recycling Rebate receipts.pdf" and "Landfill Levy Statement.pdf". On the right is the form content, which includes the EPA Victoria logo and a section for "AUTI" with fields for "Title:", "First Name:", "Last Name:", and "Position:". Below this is a section for "UPLC" with a field for "Has the Landfill Levy" and a field for "How would you like".