



Controlled Waste Tracking System (CWTS) Agency Agreement

Environmental Protection (Controlled Waste) Regulations 2004

FORM CW12

The Department of Water and Environmental Regulation (the Department) regulates the transportation of controlled wastes.

The [Environmental Protection \(Controlled Waste\) Regulations 2004](#) (the Regulations) provide for the licensing of carriers, drivers, and vehicles involved in the transportation of controlled waste on roads in Western Australia (WA).

Retain a copy of this form for your records.

If there is insufficient room on any part of this agreement, continue on a separate sheet of paper and attach to this agreement, numbering ALL pages.

Incomplete or illegible applications will not be processed. If you are unsure about completing any part of this application, please contact Controlled Waste on +61 8 6364 6946.

Part 1 Contact Person for This Form

Given/first names	
Surname/family name	
Salutation	☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other (please specify)
Email	
Contact number	

Part 2 Companies Signatories to This Agreement

Designating an agent(s) for two or more companies as responsible for performing specific tasks on the CWTS.			
Company 1			
Business and company name			
Australian Company Number (ACN)		Carrier licence number	T
Registered address			

Part 2 Companies Signatories to This Agreement (Continued)**Company 2**Business and
company nameAustralian Company
Number (ACN)Carrier licence
number**T**

Registered address

Company 3Business and
company nameAustralian Company
Number (ACN)Carrier licence
number**T**

Registered address

Company 4Business and
company nameAustralian Company
Number (ACN)Carrier licence
number**T**

Registered address

Company 5Business and
company nameAustralian Company
Number (ACN)Carrier licence
number**T**

Registered address

Part 3 The Agreement

1. The above listed companies on this agreement are the signatories to this agreement ("the companies").
2. The companies to this agreement designate the agent(s) contained in Appendix 2 ("the agent(s)").
3. The companies have been granted controlled waste carrier licences and/or a carrier, waste generator and/or treatment plant profile under the Department's Controlled Waste Tracking System (CWTS).
4. Each of the agent(s) has the legal capacity required to act on behalf of the companies with regard to its profiles on the CWTS.
5. The agent(s) will undertake specific tasks for the companies that are related to the CWTS and are required to meet legislative requirements under the *Environmental Protection (Controlled Waste) Regulations 2004* (the Regulations). These specified tasks are contained in Appendix 1 ("specific tasks").

Part 3 The Agreement (Continued)

The companies HEREBY AGREE AS FOLLOWS:

6. As co-signatories to this agreement, the companies agree to the following terms:
 - a) The starting date of this agreement shall be the date this agreement was approved by the Department, until the expiration of the agreement in Clause 8.
 - b) Companies shall be solely responsible for the performance of their agent(s) and any debts incurred as a result of the agent undertaking specific tasks will be the sole responsibility of the company who has appointed the agent.
 - c) Clause 6(b) will not apply where an agent undertakes unauthorised actions under the CWTS which are not related to the performance of the specific tasks.
 - d) Companies shall comply with the terms and conditions of this agreement and ensure the proper execution of the specific tasks.
 - e) To this effect, the companies designate the agent(s) to perform the specific tasks.
 - f) The companies grant to the agent(s), all the necessary powers to act on their behalf in connection with the specific tasks.
 - g) The agent(s) shall act as single point of contact for the Department in connection with the specific tasks to be provided under the agreement. The agent(s) shall coordinate the completion of the specific tasks with the Department, and shall ensure a proper administration of the agreement.
 - h) The companies can nominate additional agent(s) to be included in Appendix 2 by providing to the Department a letter signed by all the companies agreeing to the agent(s) appointment. The new appointment will be subject to the Department approval. If approved the agent will be added to the list in Appendix 2, and the letter approving their appointment will be attached to this agreement.
 - i) The companies shall inform the Department within 14 working days where agent(s) leave their nominated role with the companies and will no longer be performing specific tasks requiring access to CWTS. They will be removed from the list of agent(s) in Appendix 2.
7. Any modification to the present agreement shall be subject to the Department's express approval.
8. This agreement shall expire when the Department is satisfied that all the specific tasks and regulatory obligations of the companies towards the Department have ceased to exist. The parties cannot terminate this agreement without the Department's consent.
9. The Department can cancel the agreement at its own discretion, based on documented observation of access or activity in the CWTS that is contrary to agreed usage of CWTS.

Part 4 Signatures

To be signed by persons duly authorised to sign for and on behalf of each company as listed in Part 1.

DWER collects and uses your personal information to process your request, and handles it in accordance with [DWER's general collection notice](#) and the [Privacy and Responsible Information Sharing Act 2024 \(WA\)](#).

Company 1

Company name			
Australian Company Number (ACN)			
Name of authorised person		Position	

Signature of authorised person	Date
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Part 4 Signatures (Continued)

Company 2

Company name

Australian Company
Number (ACN)

Name of authorised
person

Position

Signature of
authorised person

Date

Company 3

Company name

Australian Company
Number (ACN)

Name of authorised
person

Position

Signature of
authorised person

Date

To be Signed by the Manager, Controlled Waste.

Name of Manager,
Controlled Waste

Signature of
Manager, Controlled
Waste

Date

Part 5 Required Supporting Documentation/Information

Please include the following as part of your application package.

☐ Appendix 2 completed listing the designated agent(s).

Part 6 Lodgement

By post to:

Department of Water and
Environmental Regulation

Controlled Waste

Locked Bag 10

JOONDALUP DC WA 6919

By email to:

controlled.waste@dwer.wa.gov.au

By fax to:

+61 8 6467 5520

In person or by courier to:

Reception

Department of Water and
Environmental Regulation

Prime House

8 Davidson Terrace

JOONDALUP WA 6027

Enquiries:

For general enquiries regarding controlled waste, telephone Controlled Waste on +61 8 6364 6946.

For regional enquiries regarding premises or issues in your local area, please contact the [regional DWER office](#).

Office Use Only

Appendix 1 Specific Tasks

Carrier access form—potentially agent(s) might need to complete all tasks listed below for one or more of the companies. These tasks include:

1. Open new tracking forms.
2. Close existing tracking forms.
3. Modify existing tracking forms.
4. Add/view people or vehicles.
5. Add/view waste holders.
6. Add/view carrier details.
7. Run reports – overdue tracking forms, open forms, controlled waste licences etc.
8. View/amend all other listed staff members access details i.e. contact details.

Waste facility access form—potentially agent(s) might need to complete all tasks listed below for one or more of the companies. These tasks include:

1. Enter/view disposal data.
2. Run reports – overdue tracking forms, open forms, controlled waste licences etc.
3. View/amend waste facility details.
4. View/amend all other listed staff members access details, i.e. contact details.



Appendix 2 Agents to the Agreement				
Agent (Employee) Name	CWTS Access Level (Manager or Data Entry)	Employer Details (Business Name, ABN and Carrier Licence Number)	Third Party Company (Business Name, Including Specific Profile If Applicable)	DWER Authorisation and Date (Office Use Only)