

## Waste Data Online

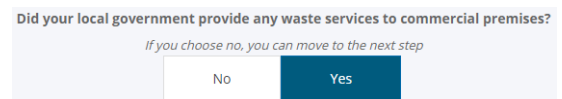
### Quick guide – Local government annual return – Commercial services

The Commercial services section of the local government annual return form (page 5) enables you to enter waste and recycling data for commercial premises. It is the equivalent of section F1 in the Local Government Census (see [Quick Guide – Waste Data Online pages versus Census](#)).

Please refer to the [Approved procedure](#) attached to the CEO Notice for local governments for information on how to estimate and calculate the data required to be reported in the annual return.

#### 1. Commercial services provided

Select **Yes** if your local government provided waste services to commercial premises during the reporting period. You will need to enter data for each waste service that is provided to commercial premises including general waste, recycling and *other*.




Did your local government provide any waste services to commercial premises?  
If you choose no, you can move to the next step

No Yes

If your local government did not provide any waste services to commercial premises during the reporting period, select **No**. You will not be required to enter any data and can proceed to the next page.

#### 2. Data entry



The information required to be entered in steps (a) – (d), apart from the number of premises receiving the service, will be prepopulated if you selected **Yes** to the question *Would you like to prefill with data from the previously lodged annual return?* on page 1. Amend the data if any details about the waste services your local government provides to commercial premises have changed since the previously lodged annual return.

- a. Click the  button to input data for each service type. A pop-up box will appear. Note that you will need to input data into all the mandatory fields denoted by the red asterisk \*.
- b. Choose the *Waste* and *Service* type.
- c. For each *Service* type, you will be required to enter the:
  - i) frequency of service
  - ii) number of premises receiving the service
  - iii) container size.
- d. You have the option to enter how the service is provided (in-house or by a contractor).
- e. All local governments with an estimated resident population of at least 1,500 are required to enter the tonnes collect and disposed to landfill. The system will calculate the recovered tonnes based on the total collected and total disposed.

If you are reporting for a non-metropolitan local government with an estimated resident population of less than 1,500, you will be asked whether you have the information required to report the amount of waste collected.

Select **Yes** if your local government has the information required and enter the tonnes collected and disposed.

Select *No* if your local government does not have the information required. These amounts will be estimated by the Department of Water and Environmental Regulation (the department) based on the waste services provided to residents and the population of your local government.

- f. Click the  button once you have completed the pop-up form. The data entered will appear in the summary table. Click the  icon to edit the information entered or remove a service if you make a mistake.
- g. Repeat these steps to enter data for each service type provided.

### 3. Reportable waste measurement

Under this heading, you will need to answer *Yes* or *No* to the following questions:

- *Did you use alternative methods as described above to estimate any of the reported tonnes?*

Note that this refers to alternative methods to those set out in the Approved procedure attached to the CEO Notice for local governments.


- *Did you use your own conversion values to estimate any of the reported tonnes?*

Note that this refers to conversion values that differ to those set out in the Approved procedure attached to the CEO Notice for local governments.

If you answer *Yes* to either of the questions, you will need to submit the alternative methods and/or conversion values to the department via [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au).

### 4. Additional comments

Use the *Additional comments* box at the bottom to provide any additional information to clarify the reported data.

Once you have entered all required data, click the  button to proceed.