

Waste Data Online

Quick guide – Local government annual return – Domestic services


The Domestic services section of the local government annual return (page 3) enables you to enter data about the types of domestic services provided by your local government to its residents. It is the equivalent of section B 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. Kerbside

Enter details about domestic kerbside services your local government provides to its residents on this page.


The information required to be entered in steps (a) – (f) 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 domestic kerbside services your local government provides to its residents have changed since the previously lodged annual return. This also applies to vergeside, drop-off, and public place and special event services.

- (a) Select either *Yes* or *No* to the question *Did you provide any kerbside services?* If your local government did not provide any domestic kerbside services, select *No*. You will not be required to enter any data at this stage and can proceed to the next question. If your local government did provide domestic kerbside services, you will need to select *Yes*.
- (b) Input data for each service type by clicking on the  button. A pop-up box will appear. Note that you will need to input data into all the mandatory fields denoted by the red asterisk *.
- (c) Choose the *Waste* type and *Service* type.
- (d) For each *Service* type, you will be required to enter:
 - the frequency of the service
 - the percentage of households that receive the service
 - the resident participation rate
 - container details (type, size and colour).
- (e) You have the option to enter:
 - how the service is provided (in-house or by a contractor)
 - the destination facility.
- (f) All local governments with an estimated resident population of at least 1,500 are required to enter the tonnes collected 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. Note that while the information in steps (a) – (f) will be prefilled, you will need to manually enter the tonnages.

Select *No* if your local government does not have the information required. The 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.

- (g) Click on the  button once you have completed the pop-up form.
(h) Repeat these steps to enter data for each Service type provided.

2. Vergeside

Enter details about domestic vergeside collection services your local government provides to its residents. The process for entering data is the same as the Kerbside section. Note that you will need to input data into all the mandatory fields denoted by the red asterisk *.

3. Drop-off


Enter details about waste that is self-hauled by residents at waste facilities operated by your local government on this page. The process for entering data is the same as the Kerbside section. Note that you will need to input data into all the mandatory fields denoted by the red asterisk *. If you are responsible for a regional council, ensure that you only report waste that is self-hauled by residents at the regional council's facility to avoid double counting of waste reported by local governments.

4. Public place and special event services

This is where details about public place and special event waste services provided by your local government are entered.

The process for entering data is the same as the Kerbside section. Note that you will need to input data into all the mandatory fields denoted by the red asterisk *.

5. Editing or removing data

The data entered for each service will appear in the relevant summary table. Use the  icon if you need to edit or delete a service.

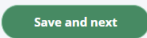
6. Reportable waste measurement

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.

7. 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.