

## Waste Data Online

### Quick guide – Starting a local government annual return

The local government annual return is to be completed by all Western Australian local governments.

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.

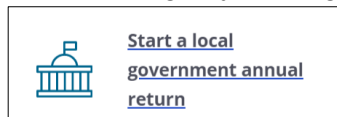
#### Creating a draft annual return

1. Access the Department of Water and Environmental Regulation's (the department) [Waste Data Online webpage](#) and sign in to your account.

Register and log in to Waste Data Online

If you are registered as the reporter, you will be responsible for creating the draft annual return before you submit it to your approver for internal approval.

2. Navigate to the home page by clicking on the  icon.




3. Click on the button.
4. The first page is the approved form for notifying the CEO of the department you are a liable person under r.18B(5) of the Waste Avoidance and Resource Recovery Regulations 2008 (WARR Regulations). Please complete the following:
  - a. Select the reporting year in the drop-down box.
  - b. Select the local government name you are entering data for in the drop-down box. The options presented will be for the premises that you are registered to report against.
  - c. Select *Yes* or *No* to the question *Would you like to prefill data from the previously lodged annual return?* This will prefill material and service type data from the local government's previously lodged annual return on Page 1 – Domestic services, Page 2 – Recycled materials and Page 3 – Commercial services. Quantities will need to be entered manually.

Would you like to prefill with data from the previously lodged annual return?

No

Yes

- d. Confirm the premises, reporter and approver details are correct by checking the  box. This is a mandatory field and you will not be able to proceed unless it is checked. If the details provided are not correct, you will need to contact the department at [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au).
- e. Click the  button to proceed with data entry.

#### Data entry


##### 18C requirements

This page is the beginning of the approved form to submit data for the annual return under r.18C of the WARR Regulations. The requirements for liable persons are specified including details of penalties for offences provided for in r.18E of the WARR Regulations.

If you are reporting for a non-metropolitan local government, you will also be asked whether you have a population of less than 1,500 residents. If you do, and your local government does not have accurate information available, you will be able to elect not to report the amount of reportable waste collected in each service.

Do you have a population of less than 1,500 residents? \*

No	Yes
----	-----

Click the  button to proceed.

### Domestic Services

This page is where data entry begins. The data required are similar to what was historically required in the Local Government Census. Please see [Quick guide – Waste Data Online pages versus Census](#) to see how each page of the Waste Data Online annual return compares with data required in the Census.

Quick reference guides are available to assist with data entry for this and subsequent pages of the local government annual return at the [Waste Data Online web page](#).