

Waste Data Online

Quick guide – Local government annual return – Costs and charges

The Costs and charges section of the local government annual return form (page 5) enables you to enter costs and charges data for domestic services. Commercial service charges can also be reported but this is not mandatory.

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.

Domestic services – costs

To input the cost of a domestic service, click the *Add a cost* button.

There are four options for domestic services. You are required to provide the **total amount**, which is the total cost of providing domestic waste services incurred by your local government

Depending on the information available, you can also provide costs by waste service, waste type and/or service type.

1. Total amount (mandatory)

Enter one total cost for all domestic waste services and then click the *Submit* button.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
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What was the cost of this service?

Cost *

Submit

2. Waste service

If the cost by waste service is available, select a specific waste service from the drop-down list. Enter the total cost incurred by the local government to provide the waste service and then click the  button.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

Waste service *

What was the cost of this service?

Cost *

Submit

3. Waste type

If the cost by waste type is available, select the specific waste service and waste type from the drop-down lists. Enter the total cost incurred by the local government to provide the waste type and then click the  button.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

Waste service *

Waste type *

Please Select a value...

What was the cost of this service?

Cost *

Submit

4. Service type

If the cost by service type is available, select the specific waste service, waste type and service type from the drop down lists. Enter the total cost incurred by the local government to provide the service type and then click the  button.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

Waste service *

Drop-off

Waste type *

Drop-off-Recycling

Service type *

Please Select a value...

What was the cost of this service?

Cost *



Note that regardless of the option chosen, you are required to report all costs associated with providing all domestic waste services for the reporting period. This is reported via the *Total amount* option (see step (1) above). You will not be able to proceed to the next page if this has not been completed.

Domestic services – Charges

Local governments are required to report on the fees charged to households and commercial premises for waste and recycling collection services. Commercial charges are based on what is charged for an individual service to a single commercial premises.

Charges

Report the annual charges the local government collects from residents for the provision of waste and recycling services. You may need to report than one charge type.

Charge Type *

Please choose one option only, depending on the information available in your local government.

Select

Select

Domestic combined – charge for all waste collection services

Domestic – waste collection

Domestic – co-mingled recycling collection

Domestic – organics collection

Commercial combined – charge for all waste collection services

Commercial – waste collection 1 x 240L collection per week

Commercial – co-mingled recycling collection 1 x 240L collection per fortnight



For both domestic and commercial charges, you can either report:

- a combined figure for both waste and recycling services, or
- provide separate amounts for waste services and recycling services.

a. To report a combined figure for both waste and recycling services:

- Click the **Add a charge** button and select:
 - *Domestic combined – Charge for all waste collection for domestic or*
 - *Commercial combined – Charge for all waste collection on the pop-up form.*
- Enter the combined annual charge for domestic and commercial and click **Submit**.

The data will then display in the summary table as below.

Charges

Report the annual charges the local government collects from residents for the provision of waste and recycling services. You may need to report more than one charge type.

Add a charge

Charge Type ↓	Charge ↓	
Domestic combined – charge for all waste collection services	\$150.00	▼
Commercial combined – charge for all waste collection services	\$255.00	▼

b. To provide separate amounts for waste and recycling services, you will need to complete the pop-up for each service.

- Click the **Add a charge** button and select the relevant service from the drop-down list.
- Enter the charge for waste collection.
- Repeat this process until you have entered the charge for all the required domestic and commercial waste services.

The data will display in the summary table as below.

Charges

Report the annual charges the local government collects from residents for the provision of waste and recycling services. You may need to report more than one charge type.

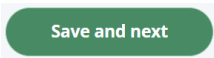
Add a charge

Charge Type ↓	Charge ↓	
Domestic – waste collection	\$150.00	▼
Commercial – waste collection 1 x 240L collection per week	\$255.00	▼

This should be completed for each waste collection type.

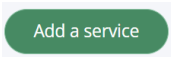
Additional comments

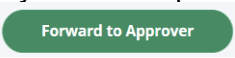
Use the *Additional comments* box at the bottom to provide any additional information to clarify the reported data.

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

Review and submit

You can review all the details you have entered in the domestic collection summary tables on this screen and lodge the report.

Click on the  icon if you wish to edit or delete a material. Click on the  button if you want to add a material.

If you are a reporter, you can submit your report for internal approval by clicking on the  button. If you are an approver, click on the  button to lodge the report.