

Waste Data Online

Quick guide – Local government annual return – Domestic services

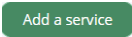
The Domestic services section of the local government annual return (page 4) enables you to enter data about the types of domestic services provided by your local government to its residents.

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

This is where you can enter details about domestic kerbside services your local government provides to its residents.

The information required to be entered in the below steps 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 and drop-off.

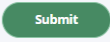
- Select either *Yes* or *No* to the question *Did you provide any kerbside services?* If your local government **did not** provide any domestic kerbside services, select *No*. You will not be required to enter any data at this stage and can proceed to the next section (Vergeside). If your local government did provide domestic kerbside services, you will need to select *Yes*.
- 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 *.
- Choose the *Waste* type and *Service* type.
- For each *Service* type, you will be required to enter:
 - how the service is provided (in-house or by a contractor)
 - the destination facility
 - the frequency of the service
 - the number of dwellings provided with own separate bin
 - the number of dwellings provided with a shared bin
 - the proportion of waste collected from commercial premises
 - the resident participation rate
 - container details (type, size and colour).
 - the tonnes collected, disposed to landfill and recovered as energy

All local governments with an estimated resident population of at least 1,500 are required to enter the tonnes collected, disposed of to landfill and recovered as energy. The system will calculate the recycled tonnes based on the total collected and total recovered as energy.

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 above 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.

- Click on the  button once you have completed the pop-up form.
- 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. Editing or removing data

The data entered for each service will appear in the relevant summary table. Use the  icon on the right of each line, you need to edit or delete a service.

5. Reportable waste measurement

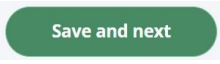
Under this heading, you will need to answer *Yes* or *No* to the following questions:

- *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.

6. 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.