

## 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 [CEO notice for local governments](#) for information about the data required to be reported in the annual return.

#### Creating a draft annual return

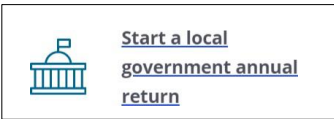
1. Access the Department of Water and Environmental Regulation's (the department) [Waste Data Online webpage](#) and sign in to your account.

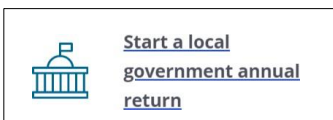
Register and log in to Waste Data Online

If you are not registered to use Waste Data Online, please contact the Waste Data team at [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au)

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.

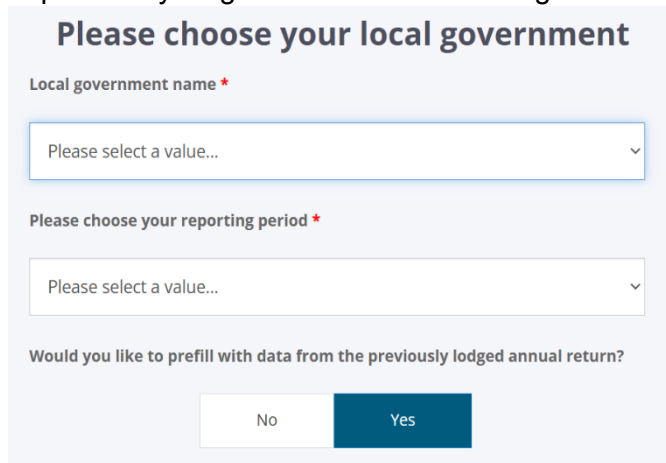
3. Click on the  button.



#### 18B(5) requirements

The first page is the approved form for notifying the CEO of the department that the local government is 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 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.
- b. Select the reporting year in the drop-down box.
- 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 4 – Domestic services,

A screenshot of a web form titled 'Please choose your local government' in bold blue text. Below the title, there are two required fields marked with a red asterisk. The first field is 'Local government name' with a dropdown menu showing 'Please select a value...'. The second field is 'Please choose your reporting period' with a dropdown menu also showing 'Please select a value...'. Below these fields is a question: 'Would you like to prefill with data from the previously lodged annual return?'. At the bottom of the form are two buttons: a white 'No' button and a blue 'Yes' button.

- d. Confirm the premises, reporter and approver details are correct by checking the ☐ box (shown below). 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).

☐ **Please confirm these details are correct before proceeding to your annual return under regulation 18C of the WARR Regulations \***

- e. Click the  button to proceed with data entry.

## Data entry

### 18C requirements

This page specifies the requirements for liable persons, 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, on the domestic services page, 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.

### Waste and recycling data reporting

Quick reference guides are available to assist with data entry for subsequent pages of the local government annual return.

[Local government e-waste requirements](#)

[Domestic services](#)

[Waste Data Online: Local government annual return - costs and charges](#)