



## Waste Data Online

# Quick guide - Waste plan annual reporting, user roles and report status

## User roles

There are three distinct roles relating to annual reporting on waste plans in Waste Data Online:

- Waste plan reporter** Can create and complete a waste plan annual report but cannot lodge the report to the Department of Water and Environmental Regulation (the department/DWER).
- Waste plan approver** Can create and complete a waste plan annual report and can lodge the report to the department. Approvers should be the CEO of the local government or a delegate.
- Waste plan officer** Once the waste plan annual report is lodged to the department, waste plan officers validate the data. Waste plan officers will liaise with waste plan reporters to resolve any issues relating to the report.

## Waste plan annual report status





The waste plan annual report moves through a number of status changes before it is finalised. The figure above shows how the waste plan annual report moves through the status changes and which users have access. Descriptions of the waste plan annual report status are provided below.

<b>Draft</b>	When a waste plan annual report is created, the status starts as draft. The draft status is when you are working on the waste plan annual report and entering data. A waste plan reporter and approver can edit the waste plan annual report while it is in draft status.
<b>Forwarded for internal approval</b>	When a waste plan reporter has finished working on the draft waste plan annual report, it can be forwarded to the approver for internal approval. The waste plan reporter can no longer edit the waste plan annual report after it has been forwarded to the approver.
<b>Lodged to DWER</b>	When the approver has reviewed the waste plan annual report, it can be lodged to DWER. The approver can no longer edit the waste plan annual report after it has been lodged.
<b>Under assessment</b>	The waste plan annual report status will change to under assessment when waste plan officers are validating the report.
<b>Feedback required</b>	Waste plan reporters and/or approvers will receive an email if further feedback and action is required after waste plan officers have assessed the waste plan annual report. The waste plan annual report status may be changed back to draft so that the waste plan reporter can make any required changes to the waste plan annual report.
<b>Finalised</b>	Once required feedback has been received and waste plan officers have finished validating the waste plan annual report, the status will be changed to finalised. The waste plan reporter and approver will receive a confirmation email once the report is finalised.