

Waste Data Online

Quick guide: Local government annual return - Domestic recycling

The Domestic recycling section of the local government annual return (page 4) enables you to enter data about the materials recovered from all domestic services provided by your local government. It is the equivalent of section C in the Local Government Census (see *Quick Guide – Waste Data Online pages versus Census*).

Tonnages should exclude contaminants or residuals. You are not required to report on organics recovered – these should have been reported in the previous section (page 3 – Domestic services).

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. Materials recovered in waste services

Select *Yes* if your local government recovered any materials in its waste services during the reporting period. If your local government did not recover any materials in its waste services, select *No* and you will be able to proceed to the next page without entering any data.

Did you recover any materials in your waste services?
If you choose no, you can move to the next step

No Yes

Do you have the information required to report the amount of waste collected and recovered?




No Yes

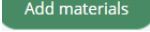
If you are reporting for a non-metropolitan local government with an estimated residential population of less than 1,500, you will be asked whether you have the information required to report the amount of waste collected and recovered. Select *Yes* if your local government has the information required and proceed with data entry.

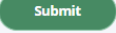
Select *No* if your local government does not have the information required and proceed. These amounts will be estimated by the Department of Water and Environmental Regulation (the department) based on the waste services provided to residents and the population of your local government. You will be able to proceed to the next page without entering any data.


2. Data entry

The services on this page will match the domestic services reported on page 3. You must enter the tonnes recovered by material type (excluding organics) for each service provided by your local government. Commonly recovered materials for each service have been automatically pre-populated for your convenience.

- a. To enter the quantity recycled for pre-populated materials, click on the  icon on the material's row, select *Edit*. A pop-up box will appear. Enter the quantity of material recycled excluding contaminants and residuals in the *Tonnes* field. Click on the  button once you have completed the pop-up form.
- b. To view more materials, click 2 .

- c. To add materials that have not been provided under each service, click the  button. A pop-up box will appear. You will need to select the material category and sub-category using the drop-down boxes. Enter the tonnes recycled in the *Tonnes* field.

Click on the  button once you have completed the pop-up form. The data entered will now appear in the summary table.

- d. Repeat to enter data for additional materials.
- e. Click on the  icon and select *Delete* if you need to remove a pre-populated material or if you make a mistake.

3. 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.

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