



## Waste Data Online

# Guide: Waste Data Online landing pages

This guide is intended to inform you about the information and links displayed on Waste Data Online's landing pages – the login page and the home page.

If you are an existing user with an account, log in using your email and password.

First-time Waste Data Online users should follow the instructions contained in [Guide: Waste Data Online first-time users \(Waste plans\)](#).

## Login page

Waste Data Online is used to annually report waste data under the Waste Avoidance and Resource Recovery Regulations 2008 (WARR Regulations) and to report annually on the implementation of waste plans. Some of the information on the Waste Data Online login page functions is therefore not relevant to waste plans reporting. The functions on the login page that are relevant to waste plans reporting are described below:

Both take you to the same

Only relevant for first-time users.

Enter your email and password here to sign into Waste Data Online.

Not relevant to waste plan

Click here to reset your password if you have forgotten it.

## Home page

Once you sign in, you will be brought to the home page which will allow you to prepare and submit a report on the implementation of your waste plan or submit an annual return under the WARR Regulations.

The functions on the home page are described below:



If you click on your name, you will be presented with options to:

- sign out
- view the Profile page – you can change your password on this page.

To change any other details, please contact [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au).

The screenshot shows the 'Welcome to Waste Data Online' page. At the top left is the Government of Western Australia logo and 'Department of Water and Environmental Protection'. The header contains a home icon, 'My submissions', and 'Reporter 2'. The main content area has four cards: 'Start a local government annual return', 'Start a waste plan report', 'View your profile details', and 'Get help with the system'. Callout boxes provide instructions: a home icon box says 'Brings you back to the home page from any other page when you are signed in.'; 'My submissions' says 'Click here to view details about your past and draft returns.'; 'View your profile details' says 'Click here to go to your Profile page.'; 'Start a waste plan report' says 'Click here to prepare your annual waste plan report.'; and 'Get help with the system' says 'Click here to go to the frequently asked questions page.'

- The 'Start a...' buttons displayed on this page are determined by your reporting obligations under the *Waste Avoidance and Resource Recovery Act 2007* and WARR Regulations. Local governments required to prepare and report on waste plans are also required to report waste data under the WARR Regulations. Both reports are prepared and submitted via Waste Data Online and the home page provides the access point to do this.
- If you have previously started or submitted an annual return under the WARR Regulations, information on this return will be provided as you scroll down the home page. The status of each return will be shown: 'Draft', 'Lodged to DWER', 'Under assessment', 'Feedback required', or 'Finalised'. See [Guide: Waste Data Online user roles and report status \(Waste plans\)](#) for descriptions of each return status.

You can view further details about your returns by clicking 'My submissions' on the header.