

Waste Data Online

Quick guide – Local government annual return – Costs and charges

The Costs and charges section of the local government annual return form (page 6) enables you to enter costs and charges data for both domestic and commercial services. It is the equivalent of sections E1, E2 and F2 in the Local Government Census (see [Quick guide – Waste Data Online pages versus Census](#)). The costs and charges for domestic services each have their own table. Cost and charge data for commercial services are inputted into a single table.

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. Domestic services – costs

To input the cost of a domestic service, click the *Add a cost* button.

Costs & charges
Please provide details about the annual cost of providing waste and recycling services.

Domestic services

Costs
The total cost of providing waste services must be provided. You can voluntarily provide a breakdown of costs by waste service, waste type and/or service type.

[Add a cost](#)

Cost Type ↓	Waste Service	Waste Type	Service Type	Cost ↓
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There are four options for domestic services. You are required to provide the **total amount**, which is the total cost of providing domestic waste services incurred by your local government

Depending on the information available, you can also provide costs by waste service, waste type and/or service type.

(a) Total amount

Enter one total cost for all domestic waste services and then click the *Submit* button.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

What was the cost of this service?

Cost *

[Submit](#)

(b) Waste service

If the cost by waste service is available, select a specific waste service from the drop-down list. Enter the total cost for the waste service and then click the **Submit** button. This should be completed for each domestic waste service.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

Waste service *

What was the cost of this service?

Cost *

Submit

(c) Waste type

If the cost by waste type is available, select the specific waste service and waste type from the drop-down lists. Enter the total cost for the waste type and then click the **Submit** button. This should be completed for each domestic waste type.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

Waste service *

Waste type *

What was the cost of this service?

Cost *

Submit

(d) Service type

If the cost by service type is available, select the specific waste service, waste type and service type from the drop down lists. Enter the total cost for the service type and then click the **Submit** button. This will should be completed for each service type.

Domestic costs

How will you report the annual costs of providing waste and recycling collection services? *

Note that the total amount must be provided.
A breakdown of costs can voluntarily be provided depending on the information available in your local government.

Total amount	Waste service	Waste type	Service type
--------------	---------------	------------	--------------

Waste service *
Drop-off

Waste type *
Drop-off-Recycling

Service type *
Please Select a value...

What was the cost of this service?
Cost *

Submit

Note that regardless of the option chosen, you are required to report all costs associated with providing all domestic waste services for the reporting period. This is reported via the *Total amount* option (see step (a) above).

2. Domestic services – Charges

Local governments are required to report on the fees charged to households for waste and recycling collection services. You can choose to either report:

- a combined figure for both waste and recycling services, or
- provide separate amounts for waste services and recycling services.

a. To report a combined figure for both waste and recycling services:

- Click the **Add a charge** button and select *Combined waste & recycling* on the pop-up form.
- Enter the combined charge for the service and click **Submit**.

The data will then display in the summary table as below.

Charges

Add charges for each domestic service provided by your local government.

Add a charge

Charge Type ↓	Charge ↓
Combined waste & recycling	\$200.000

b. To provide separate amounts for waste and recycling services, you will need to complete the pop-up form twice.

- Click the **Add a charge** button and select *Waste collection per residence*.
- Enter the charge for waste collection.
- Click the **Add a charge** button and select *Recycling collection per resident*.

- Enter the charge for recycling collection.

The data will display in the summary table as below.

Charges	
Add charges for each domestic service provided by your local government.	
Add a charge	
Charge Type ↓	Charge ↓
Waste collection per residence	\$100.000
Recycling collection per residence	\$100.000

3. Commercial services

Cost and charge data are combined into one table for commercial services. You need to enter two sets of costs and charges: one for waste services and one for recycling services. The cost figure is the total cost of providing the service to all commercial premises within the local government in the financial year.

The charges are based on what is charged for an individual service to a single commercial premises. You can choose to enter this figure on a per bin lift basis, annual charge or other (there is no provision to specify what *other* means).

Commercial costs & charges

Service type
Provide costs and charges for each service individually

Waste services
Recycling services

What was the total cost of providing this service? *
Cost (\$)

Charges
Select the units used for commercial service charges

Per bin lift
Annually
Other

Select the most commonly provided bin size
Litres

Provide the charge for the most common bin size
Charge (\$)

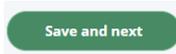
This is where you enter the total annual cost of providing either the waste service or the recycling service to all commercial properties.

This is where you enter data about the charge levied on a single commercial property for either the waste service or the recycling service.

4. 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.