

Waste Data Online

Quick guide – Local government annual return – Recycled materials

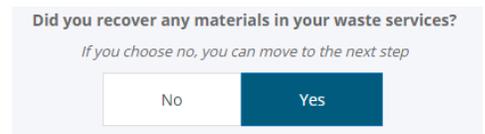
The Recycled materials section of the local government annual return (page 4) enables you to enter data about the materials recovered from all services provided by your local government. It is the equivalent of section C in the Local Government Census (see [Quick Guide – Waste Data Online pages versus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

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.



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

No Yes

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. The material types will be prepopulated if you selected *Yes* to question *Would you like to prefill with data from the previously lodged annual return?* on page 1. You will need to add or delete material types as required (see steps (c) and (e) below for instructions).

You can report the weight of **kerbside** waste recovered by material as either:

- combined commercial and domestic tonnages, or
- domestic tonnages only.

You will need to select one of the above options from the drop-down box under the *Kerbside – Co-mingled recycled waste* heading.

- a. To enter the tonnes recycled for pre-populated materials, click on the  icon on the material's row, select *Edit*. A pop-up box will appear. Enter the tonnes of material recycled excluding contaminants and residuals in the *Tonnes* field. Click 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 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.

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.