

Waste Data Online

Quick guide – Local government waste plan annual reporting

Local governments are required to report on the implementation of their waste plan annually using the local government waste plan report in Waste Data Online.

Creating a draft waste plan report

1. Access Waste Data Online on the Department of Water and Environmental Regulation (the department) webpage at der.wa.gov.au/your-environment/waste-data-online and sign into your account.

Register and log in to Waste Data Online

If you are registered as the reporter, you will be responsible for creating the draft waste plan report before you forward it to your approver for internal approval.

Navigate to the home page by clicking on the  icon.

2. Click on the  **Start a waste plan report** button.

Select the local government and reporting year in the drop-down boxes. Confirm the local government, reporter and approver details are correct by checking the box. This is a mandatory field, and you will not be able to proceed unless it is checked. If the details provided are not correct, you will need to contact the Waste Plans team via email at wasteplans@dwer.wa.gov.au to have these updated.

3. Click the  **Next** button to proceed to the 'Add actions' page.



Reporting on the progress of actions and milestones

Existing actions from the Implementation Plan section of your local government's waste plan are pre-filled on the 'Add actions' page of the report. The implementation milestones for each action have also been pre-filled. You are required to report on the progress of each action and associated milestone during the preceding financial year.

You can also add new actions (and milestones associated with these) that were not included in your local government waste plan.

Existing actions

To report on the progress of an existing action, click the drop-down button on the relevant 'Action' line item and select 'Edit'.

Action ↑	Progress	Anticipated commencement date	Status	Actual completion date
Existing action 1	Not commenced	30/06/2021	Delayed	
Existing action 2	Not commenced	01/03/2022	On track	

▼
Edit

Information associated with the action will be pre-filled from your local government's waste plan. For each action, you will need to select 'Not commenced', 'In progress', or 'Complete' in response to the question 'What is the progress of your action?'

If your action has not commenced, you will need to enter an anticipated commencement date and a reason why the action has not commenced, as per the screenshot below.

What is the progress of your action? *

Not commenced In progress Complete Superseded

Anticipated commencement date *



Anticipated completion date *

Explain why this action has not commenced *

If your action is complete, you will need to enter the completion date.



You do not need to add any further information if your action is in progress.

All ongoing actions, that is actions that will be implemented throughout the five-year term of the waste plan (for example, actions that are implemented annually, quarterly or monthly), have been assigned a nominal completion date of 31 December 2026. Please indicate that these actions are 'In progress' in your report.

You can voluntarily provide any relevant further information about each action in the 'Additional comments' field. For example, you are encouraged to provide commentary on any findings during the implementation of the actions or the results of any actions being completed.

The 'Superseded' option can only be selected by the Waste Plans team and applies when an action is no longer applicable or is replaced with a new action. You will need to contact the Waste Plans team at wasteplans@dwer.wa.gov.au to discuss superseding an existing action.

Once you have filled in the required fields in the pop-up box, click the  button. The 'Progress', 'Status' and 'Actual completion date' (if the action is complete) will appear on the action summary table. The 'Status' of the action will automatically set to either 'On track' or 'Delayed'. If the action was not reported as complete by the anticipated completion date, the status will set to 'Delayed'; otherwise, the status will set to 'On track'.

Existing milestones

Each existing action will have at least one milestone associated with it in the 'Milestones' section, as per your local government waste plan.

To report on the progress of an existing milestone, click the drop-down button on the relevant 'Milestone' and select 'Edit'

Action	Milestone ↑	Progress	Anticipated Completion Date	Actual completion date
Existing action 1	Existing milestone 1	Not commenced	04/02/2021	
Existing action 2	Existing milestone 2	Not commenced	13/08/2021	 Edit

The anticipated completion date of your milestone will be pre-filled from your local government waste plan. You will need to select 'Not commenced', 'In progress', or 'Complete' in response to the question 'What is the progress of your milestone?'

If your milestone is complete, you will need to enter the completion date.

You do not need to add any further information if the progress of your milestone is 'Not commenced' or 'In progress'. As with ongoing actions, milestones that are implemented annually, quarterly or monthly, have been assigned the nominal completion date of 31 December 2026. Please indicate that these milestones are 'In progress' in your report.

You can voluntarily provide any relevant further information about a milestone in the 'Comments' field. For example, you are encouraged to provide commentary on any findings during the implementation of any milestones or the results of any milestones being completed.



The 'Superseded' option can only be selected by the Waste Plans team and applies when a milestone is no longer applicable or is replaced with a new milestone. As is the case for superseded actions, you will need to contact the Waste Plans team at wasteplans@dwer.wa.gov.au to discuss superseding an existing milestone.

Once you have filled in the required fields in the pop-up box, click the  button. The 'Progress' and 'Actual completion date' (if the milestone is complete) will appear on the milestone summary table.

New actions

If your local government plans to implement or has implemented any actions that align with the Waste Strategy but were not originally included in the waste plan implementation plan, you can add these as new actions in your report.

To add a new action, click the  button in the 'Action' section. You will need to fill in each mandatory field in the pop-up box, and you can voluntarily add any additional comments in the 'Additional comments' field.

Once you have filled in the required fields in the pop-up box, click the  button. The new action and its details will appear in the summary table along with all existing actions.

If an existing action needs to be amended, it cannot be edited. It should be 'Superseded' (see above), and a new action added to replace it. This is to ensure that Waste Data Online retains the information related to actions originally included in your local government's waste plan.

New milestones

There should be at least one milestone associated with each new action added. Click the  button to enter the milestone's details. The most commonly included milestones in waste plans are the start date and completion date for the milestone.

New milestones may also be added to existing actions.

You will need to select the relevant action from the 'Action' drop-down list. Ensure you have entered the details of the relevant actions *before* proceeding to add new milestones. If you have not, the action will not appear in the drop-down list.

Once you have filled in the required fields in the pop-up box, click the  button. The new milestone and its details will appear in the summary table.

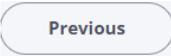


Review and submit

Once you have reported on the progress of all new and existing actions and associated milestones, click the  button. This will take you to the 'Review and submit' page.

If you have not entered the required information, Waste Data Online will prohibit you from proceeding to the next page. The error message at the top of the page will let you know the action you need to take.

The 'Review and submit' page categorises each action by its waste management tool, and provides an opportunity to review each action, its progress, anticipated completion date, status, and actual completion date (if the action is complete).

If you notice any mistakes or missing information, click the  button. You can then make changes on the 'Add actions' page.

If you are the reporter, forward your report for internal approval by clicking . If you are the approver, click  to lodge the report.