



Waste Data Online

Quick guide - Waste plan annual reporting, landing pages

This Quick 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 users should follow the instructions contained in *Waste plan annual reporting, first-time users following registration*.

Login page

Waste Data Online is used to annually report waste data under the *Waste Avoidance and Resource Recovery Regulations (WARR Regulations)* as well as to report annually on the implementation of waste plans. Therefore, some of the information on the Waste Data Online login page functions is therefore not relevant to waste plans reporting. The functions on the log-in page, which are relevant to waste plans reporting are described below:

Government of Western Australia
Department of Water and Environmental Regulation

Sign in

Both take you to the same page

Sign in Redeem invitation

Only relevant for first-time users.

Sign in with your account

Email

* Password

Forgot your password?

Remember me?

Sign in

Or

Register an account with Waste Data Online
Department of Water and Environmental
liability under regulation 18B of the Waste
Resource Recovery Regulations 2008.

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

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

Not relevant to waste plan reporting



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 waste_plans@dwer.wa.gov.au.

The screenshot shows the home page layout with the following callouts:

- Header:** A box pointing to the home icon and text: "Brings you back to the home page from any other page when you are signed in." Another box points to the user name "Reporter 2" and text: "Click here to view details about your past and draft returns."
- Main Content Area:**
 - A box points to the "Start a local government annual return" button.
 - A box points to the "Start a waste plan report" button: "Click here to prepare your annual waste plan report."
 - A box points to the "View your profile details" button: "Click here to go to your Profile page."
 - A box points to the "Get help with the system" button: "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 WARR Act and 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 Regulation, 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 *Quick guide – User role and report status* for descriptions of each return status.
- You can view further detail about your returns by clicking *My submissions* on the header.