



# Fact sheet: Waste data reporting - local governments

## Annual reporting of waste and recycling data

Liabe persons are required under Part 3A of the [Waste Avoidance and Resource Recovery Regulations 2008](#) (WARR Regulations) to record and report waste and recycling data annually to the Chief Executive Officer (CEO) of the Department of Water and Environmental Regulation (the department) in accordance with approved procedures.

Data collected from local governments will be used to track the state's progress against targets in the [Waste Avoidance and Resource Recovery Strategy 2030](#).

Annual returns are required to be lodged through the online reporting system, [Waste Data Online](#), on or before 1 October each year. The department's website has [further information](#) about Waste Data Online, including quick guides with step-by-step instructions to help reporters fill out the forms.

## All local governments are liable persons

All Western Australian local governments and regional councils that provide waste services are liable to report and record the required waste and recycling data under the WARR Regulations.

### Multiple categories of liable persons

Dependent on their activities, particular local governments may also be subject to waste data recording and reporting requirements for more than one category (local government, recycler, non-metropolitan landfill) of liable person.

Local governments should determine if they are also liable as a [recycler](#) and/or [non-metropolitan landfill](#) under regulations 18B(3) or 18B(4) of the WARR Regulations respectively.

## Requirements of local governments

### Information required to be reported

Local governments should familiarise themselves with the information required to be reported in the annual return under regulations 18C and 18D of the WARR Regulations.

The required information is gazetted by the CEO under regulation 18D(1) of the WARR Regulations (CEO notice). The [CEO notice for local governments](#) also describes the procedures to be followed in reporting that information. This includes the information listed in regulation 18D(4).

Below is a summary of the information required to be reported under the CEO notice for local governments. The approved procedure attached to the CEO notice should be used to help with calculating/estimating this information.

### **Domestic waste services**

The weight of waste collected, recovered and disposed of to landfill through services provided to local government residents must be reported. This includes all general waste, recycling and organic waste collected from kerbside, vergeside, drop-off, and public place and special event services.

The percentage of households provided with each service, participation rate, frequency of the service and container details (for kerbside collection service) must also be reported.

### **Recycled materials**

The weight of each waste material recovered must be reported for each waste service. Tonnages must exclude contaminants or residuals.

### **Commercial services**

The weight of waste collected, recovered and disposed of to landfill through services provided to commercial premises must be reported. The number of commercial premises covered by the service must also be reported.

Clause 5.4 of the approved procedure attached to the CEO notice provides a methodology for estimating the relative amount for each waste stream in cases where commercial and domestic waste is not collected separately.

### **Costs and charges**

The cost of providing domestic waste services must be reported. It is mandatory to provide the overall cost of providing these services. If specific cost information is available, local governments may also report costs by waste and/or service type.

The fee charged to residents for waste and recycling services must be reported. This can be reported separately for recycling and/or waste disposal services, or as a combined charge.

Costs and charges must also be reported separately for waste services provided to commercial premises.

### **Special provisions for non-metropolitan local governments with populations of less than 5000 or 1500**

The department acknowledges that smaller local governments outside the metropolitan region<sup>1</sup> may not have the resources or capability to report in accordance with the approved methods. If this is the case, non-metropolitan local governments with populations of less than 5000 or 1500 can access the

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<sup>1</sup> Section 4(1) of the *Planning and Development Act 2005* defines 'metropolitan region' to mean the region described in Schedule 3 of that Act.

reduced record keeping and reporting requirements outlined in clauses 8 and 9 of the approved procedure attached to the CEO notice.

Non-metropolitan local governments with populations of less than 5000 are able to use the indirect measurements contained in clause 8 to estimate the weight of reportable waste collected, recycling and disposed.

Non-metropolitan local governments with populations of less than 1500 only need to report on the services they provide and are not required to report on the amount of reportable waste collected, recycled and disposed for each service. If these local governments do not have the required information, the department will estimate the amount of waste generated and recycling based on the population or number of households, using the default values in Appendix B of the approved procedure attached the CEO notice.

The population of a local government will be determined as the 'estimated resident population' (ERP) using the latest release of [ABS catalogue 3218.0 – regional population](#) on 30 June of the year the return is due.

### **Record keeping**

Local governments must start record keeping in a manner that is consistent with the approved procedures in the CEO notice as soon as practicable under regulation 18D(1)(b)(i) of the WARR Regulations.

Local governments must keep any record used for reporting the required information in the annual return for a period of at least five years under regulation 18D(5). The records must be kept in a legible written form, or be readily convertible into such a form. The CEO notice gives a detailed description of the procedures to be followed in making those records.

### **Annual return**

Local governments are required to submit an annual return to the department in accordance with the relevant CEO notice under regulation 18C of the WARR Regulations. The reporting period begins on 1 July and ends on 30 June with reports due to the department by 1 October in the following reporting period. Annual returns are required to be lodged through [Waste Data Online](#). Further information and guidance on using Waste Data Online can be found on the department's [website](#).

### **Offences**

There are a number of offences provided for under regulation 18E of the WARR Regulations for non-reporting, failing to keep legible records and reporting or recording false or misleading information, carrying fines of \$10 000.

### **More information**

For further information about reporting waste and recycling data please email [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au) or phone 08 6364 6954.

## Related documents

Visit our page on [waste data reporting under regulation 18C](#).

See our [legislative review and amendments](#) page.

Visit our online [consultation](#) page.

View our [frequently asked questions](#).

See our [fact sheets](#):

- Waste data reporting – liable non-metropolitan landfills
- Waste data reporting – liable recyclers

## Legislation

This document is provided for guidance only. It should not be relied upon to address every aspect of the relevant legislation. Please refer to the Parliamentary Counsel's Office at the Department of Justice (DoJ) for copies of the relevant legislation, available electronically from the [Western Australian Legislation](#) page of the DoJ website.