



## Waste Data Online

# Guide: Waste plan annual reporting

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# Introduction

Local governments are required, under the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act), to report on the implementation of their waste plan annually using the Department of Water and Environmental Regulation's (the department) [Waste Data Online system](#). The purpose of annual waste plan reports is for local governments to demonstrate that they are delivering or making progress towards delivering their waste services in a manner consistent with the [Waste Avoidance and Resource Recovery Strategy 2030](#) (waste strategy).

This guide has been prepared to assist local governments to prepare their annual waste plan reports using Waste Data Online. Annual waste plan reports must be submitted to the department via Waste Data Online by 1 October each year.


For further assistance, please contact the Waste Plans team at [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au).

## Instructions



### 1. Starting a new waste plan report

To start your local government's annual waste plan report, follow the following steps:

- Access Waste Data Online at [wastedataonline.dwer.wa.gov.au](http://wastedataonline.dwer.wa.gov.au) and sign into your account using your assigned email address and password.

- If you are a new reporter and need to register to use Waste Data Online please refer to and follow the instructions in the [Guide: Waste Data Online first-time users \(Waste plans\)](#).
- If you have forgotten the email address that you used to register to use Waste Data Online, please contact the Waste Plans team at [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au).
- If you have forgotten your password, you can request a password reset by clicking on the 'Forgot your password?' prompt.
- If you are registered as the reporter for your local government, you are responsible for creating your local government's draft waste plan report and forwarding it to the nominated approver for internal approval prior to lodging the report to the department.
- Once you have signed in you will be directed to the home page. Alternatively, you can navigate to the home page by clicking on the  icon.



- 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 displayed are not correct, contact the Waste Plans team via email at [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au) to have these updated.
- Click on the  button at the bottom right of the page to proceed to the 'Add actions' page.

## 2. Reporting on the progress of existing actions and milestones

You will notice that the existing actions and milestones from the implementation plan section of your local government's waste plan and its waste plan annual report for the previous financial year are pre-filled on the 'Add actions' page of your current report. Your current report will also include the information reported against each action and milestone in your previous waste plan annual report including the progress of the actions and milestones and relevant dates.

**You must report/provide an update on the progress of each action and milestone that has 'Not commenced' or is 'In progress', as reported in your last waste plan annual report.**

You'll notice that there is a column in the 'Actions' and 'Milestones' tables (on Page 2 – Add actions) which provides the 'Action update status' or 'Milestone update status'. Actions and milestones that need to be updated/reported on will show the status 'Not updated' (red oval in image below). Once you have reported on these, their status will change to 'Updated' (green oval in image below).

Actions					
Report on the progress of actions in your local government's Part 2- Implementation plan.					
					<a href="#">Add an action</a>
Action ↑	Progress	Anticipated completion date	Status	Actual completion date	Action update status
Action 1	Complete	31/12/2024	On track	31/05/2023	Updated
Action 2	Not commenced	31/12/2024	On track		Not updated

**You are not required to report on actions or milestones that were 'Superseded' or 'Completed' in your previous waste plan report/s.** You'll notice that these actions and milestones have 'Not applicable' as their status in the 'Action update status' or 'Milestone update status'. You will be able to view the information previously reported against these actions and milestones but not modify this information.



Action	Progress	Anticipated completion date	Status	Actual completion date	Action update status ↑
Action 4	Superseded	30/06/2026	Not Applicable		Not applicable
Action 5	Complete	31/07/2023	On track		Not applicable

### 3. Reporting on existing actions

To report on the progress of an existing action (an action currently included in your waste plan), click on the 'V' (down arrow) button at the end of the relevant 'Action' line item and select 'Edit'. This will open a pop-out window for the action.

Actions

Report on the progress of actions in your local government's Part 2- Implementation plan.

Action ↑	Progress	Anticipated completion date	Status	Actual completion date	Action update status
Action 1	Not commenced	31/12/2024	On track		Not updated
Action 2	Not	31/12/2024	On track		Not

Information previously reported on the action will be pre-filled from your local government's waste plan report for the previous financial year. You must report on the progress of the action to indicate whether it is 'Not commenced', 'In progress', or 'Complete' at the time of reporting and provide information in all the mandatory fields that are indicated with a red asterisk.

Once you have provided all the required information click on the **Submit** button. This will take you back to the Actions table and you'll notice that the 'Action update status' will change to 'Updated'. Repeat this process for all actions that have the status 'Not updated'.

#### 3.1. Actions that have not commenced


If an action is 'Not commenced', you must enter an anticipated commencement date and anticipated completion date for the action and provide a reason why the action has not commenced. Anticipated commencement and completion dates must be in the future. Click on the **Submit** button to save the record.




What is the progress of your action? \*

Not commenced | In progress | Complete | Superseded

Anticipated commencement date \*


DD/MM/YYYY  → Must be in the future.

Anticipated completion date \*

31/08/2023  → Must be in the future.

Explain why this action has not commenced \*


### 3.2. Actions that are in progress

If an action is 'In progress' and the anticipated completion date displayed is in the future, you do not need to change this date. However, if the action has been delayed, and the previously reported anticipated completion date has passed or is no longer correct, you must revise this date to ensure that it is in the future and reflects when the action will be completed. Click on the  button to save the record.


What is the progress of your action? \*

Not commenced | In progress | Complete | Superseded

Anticipated completion date \*

12/01/2023  → Must be in the future.

### 3.3. Actions that have been completed

If an action is 'Complete', you must provide the date the action was completed. You can provide any contextual information or information on the outcomes associated with completing the action in the 'Comments' section of the page. Click on the  button to save the record.



What is the progress of your action? \*

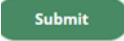
Not commenced    In progress    **Complete**    Superseded

Completion date \*

DD/MM/YYYY

Must be the current day or in the past.

### 3.4. Actions that are ongoing

All ongoing 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 anticipated completion date of 31 December 2026. Please select the 'In progress' status for these actions. Click on the  button to save the record.


### 3.5. Superseding actions

If your local government has decided not to proceed with an action or to replace it with another action, the original action should be superseded in Waste Data Online. This option can only be selected by the Waste Plans team. Please contact the Waste Plans team via [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au) to request that the action is superseded and explain why this is the case prior to lodging your waste plan report to the department. Once departmental staff supersede the action and its milestones for you, you will no longer be required to report on these in your future annual reports.

### 3.6. Providing additional information on actions

You can provide further information or commentary on each action in the 'Additional comments' field for the action. For example, you are encouraged to provide commentary on any findings during the implementation of the action or the outcomes of any actions being completed – for example any recovery gains made or other outcomes achieved.

### 3.7. Completing an action report

Once you have filled in the mandatory fields (indicated by red asterisks) for each action, click on the  button. You will notice that the 'Progress', 'Status' and 'Actual completion date' (if the action is complete) will appear in the Actions table. The 'Status' of the action will automatically set to either 'On track' or 'Delayed'. The action will be identified as delayed if it has not progressed according to the timelines set in your original waste plan. In the case of new actions added after your waste plan was submitted, these will be considered delayed if they have not progressed according to the timelines set when they were added to your waste plan report. You will also notice that the 'Action update status' will have changed from 'Not updated' to 'Updated'.



## 4. Reporting on existing milestones

Each existing action will have at least one milestone associated with it in the Milestones table in Waste Data Online.

When you scroll down to the Milestones table you will notice that the milestones in it are, by default, sorted by the 'Action' that they relate to and then their 'Anticipated completion date'. The table should show you the implementation sequence (from earliest to latest) for the milestones under each action based on the 'Anticipated completion date' for each milestone provided either in your waste plan or previous waste plan report.

Action ↑	Milestone	Progress	Anticipated Completion Date ↑	Actual completion date	Milestone update status
Action 1	Milestone 1.1	Not commenced	31/08/2023		Not updated
Action 1	Milestone 1.2	Not commenced	30/06/2024		Not updated
Action 1	Milestone 1.3	Not commenced	31/12/2024		Not updated
Action 2	Milestone 2.1	Not commenced	01/08/2024		Not updated
Action 2	Milestone 2.2	Not commenced	31/10/2024		Not updated
Action 2	Milestone 2.3	Not commenced	30/12/2024		Not updated
Action 3	Milestone 3.1	Not commenced	30/08/2023		Not updated
Action 3	Milestone 3.2	Not commenced	26/12/2023		Not updated

You can re-sort the milestones by action (ascending or descending alphabetised) by clicking on the 'Action' heading in the Milestones table. You can also re-sort the milestones by 'Anticipated completion date' if, for example, you wish to see all milestones scheduled to be concluded in order of sequence, but this will mean that the milestones will no longer be sorted by the action that they relate to.

**To return to the milestones sorted by 'Action' and then 'Anticipated completion date' simply refresh the page (press the F5 key on your keyboard).**

You must report on all the milestones that have 'Not commenced' or are 'In progress'. You will notice that these have the 'Not updated' status in the 'Milestone update status' column of the table.

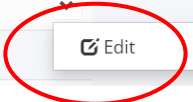
To report on the progress of an existing milestone, click on the 'V' (down arrow) button for the relevant 'Milestone' and select 'Edit'. This will open a pop-out window for the milestone.





Action ↑	Milestone	Progress	Anticipated Completion Date ↑	Actual completion date	Milestone update status
Action 1	Milestone 1.1	Not commenced	31/08/2023		Not updated
Action 1	Milestone 1.2	Not commenced	30/06/2024		Not updated

Add a milestone



You must update the information in the pop-out window, focusing on the mandatory data fields that are indicated by a red asterisk. You must update the progress of the milestone by selecting 'Not commenced', 'In progress', or 'Complete'. You must also provide any additional information required (dates and commentary) for each milestone. You should note that the anticipated completion date for the milestone visible in the pop-out window is drawn from your previous waste plan report.


#### 4.1. Milestones that have not commenced

If a milestone has not yet commenced, and its anticipated completion date has changed, update this date to reflect when the milestone is likely to be completed. If the date remains the same, no changes are required. Click on the **Submit** button to save the record.

What is the progress of this milestone? \*

Not commenced    In progress    Complete    Superseded

Anticipated Completion Date \*

12/01/2023  Must be in the future.


#### 4.2. Milestones that are in progress

If a milestone is in progress, ensure that the anticipated completion date for the milestone is correct or update it if required. Click on the **Submit** button to save the record.

What is the progress of this milestone? \*

Not commenced    In progress    Complete    Superseded

Anticipated Completion Date \*

DD/MM/YYYY  Must be in the future.

#### 4.3. Milestones that have been completed

If a milestone has been completed, indicate when it was completed. Click on the **Submit** button to save the record.



What is the progress of this milestone? \*

Not commenced    In progress    **Complete**    Superseded

Completion Date \*

DD/MM/YYYY

Must be the current day or in the past.

#### 4.4. Milestones that are ongoing

Milestones that are ongoing and are implemented annually, quarterly or monthly have been assigned the nominal anticipated completion date of 31 December 2026. Please select the 'In progress' status for these milestones. Click on the **Submit** button to save the record.

#### 4.5. Superseded milestones

The 'Superseded' option can only be selected by the Waste Plans team and applies when a milestone is no longer being implemented by your local government or is replaced with a new milestone. You will need to contact the Waste Plans team at [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au) to discuss superseding an existing milestone prior to lodging the waste plan report to the department. Once a milestone is superseded, you will no longer be required to report on it.

#### 4.6. Adding a new milestone to an existing action

To add a new milestone to an existing action, Click on the **Add a milestone** button, select the related action from the drop-down list and enter the required information for the new milestone. The most common milestones included in waste plans are the start date and completion date for the milestone. Once you have filled in the mandatory fields in the pop-up box, (indicated with a red asterisk) click on the **Submit** button. The new milestone and its details will appear in the Milestones table.

#### 4.7. Providing additional information on milestones

You can provide any relevant further information on each milestone in the 'Additional comments' field for the milestone. For example, you are encouraged to provide commentary on any findings during the implementation of a milestone or the results of any milestones being completed – for example, any recovery gains or other outcomes achieved.

#### 4.8. Completing a milestone report

Once you have filled in the required fields for the milestone, click on the **Submit** button. The 'Progress', 'Status' and 'Actual completion date' (if the milestone is complete) will appear in the Milestones table and the 'Milestone update status' will have changed from 'Not updated' to 'Updated'.



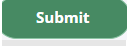
## 5. Adding new actions and milestones to the report

Waste plans are intended to be live documents that are annually reviewed, reported on and updated to reflect how your local government is progressing with delivering waste services that are consistent with the waste strategy, which is a requirement under the WARR Act.

As such, you should add any new actions (and the milestones associated with these) that are being implemented or are scheduled to be implemented since your last waste plan report was submitted. This will ensure that the waste plan remains up to date and provides an accurate representation of the waste services that your local government is providing, demonstrating its ongoing commitment to delivering its waste services consistent with the waste strategy.

### 5.1. Adding a new action

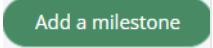
To add a new action to your waste plan, click on the  button at the top right corner of the Actions table. You will need to fill in each mandatory field in the pop-up box (indicated with a red asterisk). You can add any additional comments or explanatory notes in the 'Additional comments' field.

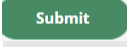
Once you have filled in the mandatory fields for the action, click on the  button. The new action and its details will appear in the Actions table.

Repeat this process for every new action to be added.

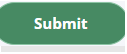
### 5.2. Adding a new milestone

You should add at least two milestones for each new action added. The most common milestones included in waste plans are the start date and completion date for the milestone. However, more detailed milestones that set out the implementation pathway for the action are encouraged. The goal is to demonstrate what actions/services are implemented and how these will be rolled out.

Click on the  button at the top right corner of the Milestones table and enter the mandatory fields (indicated with a red asterisk) for each new milestone to be added.

Once you have filled in the mandatory fields in the pop-up box, click on the  button. The new milestone and its details will appear in the Milestones table. Repeat this process for every new milestone to be added.

## 6. Saving your progress


To save any information reported on the actions and milestones in your waste plan report, click on the  button within the pop-up window for the action or milestone. This will allow you to leave the report and return to find any changes saved.

Once you have logged into Waste Data Online, you will be able to access your report from the Waste Data Online home page by selecting it from under the 'My open waste plan submissions' section.




### My open waste plan submissions

Test Local Government  
**Waste plan submission**



Ref WPR2020-21-0001040

 Draft

Alternatively, you can access the report by clicking on **My submissions** at the top of the page.


Select **My waste plan reports**, click on the 'V' (drop-down) at the end of the line that shows you the headline information (submission ID, liable person, reporting period, etc.) related to your report. Then select 'Edit' to recommence reporting.

### My submissions

My local government submissions   My recycler submissions   My landfill submissions   **My waste plan reports**

Form Status   Reporting Period

**Apply filter**   **Clear all**

Submission ID ↑	Liable person	Reporting period	Form status	Date created	Date updated	
WPR2020-21-0001040	Test Local Government	2020-21	Draft	10/02/2022 2:50 PM	18/05/2023 2:59 PM	 Edit

## 7. Resolving common error messages

You may encounter error messages as you report on or add actions and milestones to your report. Examples of these error messages as well as how these might be resolved are provided in Table 1.

You should note that Waste Data Online flags mandatory information required to be reported on with a red asterisk. The system will display error messages (not included in the table below) if this information is not provided and you will not be able to finalise and submit your report until this is rectified.

**Table 1 Waste Data Online error messages and resolving these**


Error messages(s)	Page details	When it occurs	Solution
<p>You cannot proceed without updating the pre-populated milestones from the current waste plan</p> <p>You cannot proceed without updating the pre-populated actions from the current waste plan</p>	<p>Page 2 – Add actions – Clicking ‘Next’ to progress to Page 3 – Review and submit</p>	<p>Not all the required actions and milestones in your waste plan report have been viewed and reported on before progressing from Page 2 (Add actions) to Page 3 (Review and submit).</p> <p>The error message indicates that there are actions and milestones in the waste plan report that have not been updated or reported on.</p>	<p>Look at the ‘Action update status’ or ‘Milestone update status’ column of the Actions and Milestones tables. Actions and milestones that have not yet been updated/reported on will have the status ‘Not updated’ against them. You will need to click on the ‘V’ (drop-down) at the end of the relevant action or milestone line, select ‘Edit’ and update the information in the mandatory fields (denoted by red asterisk). Once this information is updated, click ‘Submit’.</p>
<p>Anticipated commencement date should not be earlier than today</p>	<p>Page 2 – Add actions – Edit actions</p>	<p>The anticipated commencement date provided for an action that has not commenced is a date that has already passed.</p>	<p>Please enter an anticipated commencement date that is after the current date and reflects when the action is expected to commence.</p>
<p>Anticipated completion date (or completion date) should not be earlier than the anticipated commencement date</p>	<p>Page 2 – Add actions – Edit actions</p>	<p>The anticipated completion date (date when it is predicted the action will be completed) or completion date provided for an action that is ‘Not commenced’ is earlier than the anticipated completion date for the action.</p>	<p>Please enter an anticipated completion date or completion date for the action that is after its anticipated commencement date and reflects when the action is expected to be completed or has been completed.</p>

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Anticipated completion date should not be earlier than today	Page 2 – Add actions – Edit actions and milestones	The anticipated completion date provided for an action or milestone that has 'Not commenced' or is 'In progress' is earlier than the current date.	Please enter an anticipated completion date that is after the current date and reflects when the action is expected to be completed.
Anticipated completion date of a milestone cannot be later than the anticipated completion date of associated action	Page 2 – Add actions – Edit milestones	The anticipated completion date provided for a milestone is later than the completion date of the action that it relates to. Milestones are the steps required to complete the action and therefore all milestones must be completed before the related action is completed.	Please enter an anticipated completion date for milestones that is before the anticipated completion date of the associated action. If you don't know what the anticipated completion date of the action is, do the following: Close the milestone window using the 'x' in its top right corner. Locate the action that the milestone relates in the Actions table. Note the anticipated completion date for the action in this table. Edit/update the milestone accordingly.
Completion date cannot be later than today	Page 2 – Add actions – Edit actions and milestones	The completion date provided for an action or milestone that is complete is later than today.	Please enter a completion date that is not later than the current day.
'Explain why this action has not commenced' is a required field	Page 2 – Add actions – Edit existing and new actions	A reason has not been provided for delays in the commencement of an action.	Please explain why the commencement of the action has been delayed.
An action cannot be completed unless all its related milestones are completed	Page 2 – Add actions – Edit existing and new actions	You have tried to change the 'progress' of an action to 'Complete' before reporting that all of its milestones have been completed.	Please report that each milestone under the relevant action is 'Complete' before changing the progress of the action to 'Complete'.

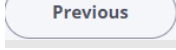


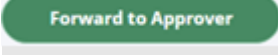
## 8. Completing, reviewing and forwarding the report for approval

Once you have reported on the progress of all new and existing actions and associated milestones in the waste plan report, click on the  button in the bottom right corner of the page. This will take you to the 'Review and submit' page.

If you have not entered the required information, Waste Data Online will not allow you to proceed to the next page. An error message will appear at the top of the page to let you know the action you need to take. For more information on the common Waste Data Online error messages and assistance with resolving these, see section 6: [Resolving common error messages](#).

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

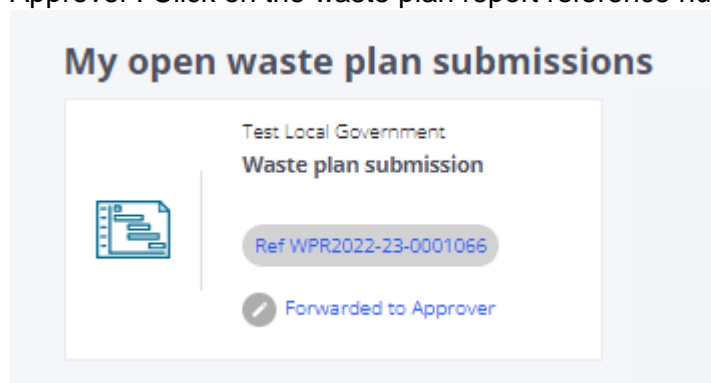
If you notice any mistakes or missing information, click on the  button. You can then make changes on the 'Add actions' page by editing the action by following the steps set out in section 3: [Reporting on existing actions](#). Once you are satisfied that the information provided is

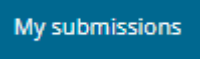
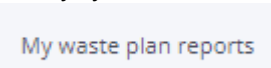
complete and correct, click on  to forward the report to your local government's nominated approver for internal approval.

## 9. Approving and lodging the report to the department

If you are your local government's waste plan report approver, you will receive an email advising you that your local government's reporter has completed your report and forwarded it to you to review and lodge to the department. The email will include a link to Waste Data Online.

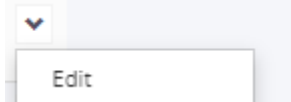
Once you log into Waste Data Online, you will see that the report appears on your home screen under the 'My open waste plan submissions' section. The report's status will be set to 'Forwarded to Approver'. Click on the waste plan report reference number to open the report.




Alternatively, you can access the report by clicking on  at the top of the page and select . Look for the report with the status 'Forwarded to approver', click on



the 'V' (drop-down) at the end of the line of information related to the report and select 'Edit'



Once you have opened the report, click on 'Next' at the bottom of the page to progress to view the actions and milestones in the report. You can then review and, if required, modify any information reported on the actions and milestones in the report. Once you have completed your review and made any changes, click on 'Next' at the bottom of the page.

Waste Data Online will give you one more opportunity to check that the information in the report is complete and correct. Once you have done this, click on  to lodge the report to the department.

## 10. Report assessment

Once you have lodged your local government's report, you will receive an email from the department acknowledging receipt of it.

The Waste Plans team will then assess the report to ensure that the information provided is complete and correct. The team will also assess whether the services being delivered by your local government are consistent with, or progressing towards being consistent with, the waste strategy.

While assessing the report the Waste Plans team will consider the following points:

- Is the information provided is complete, and correct? For example, is all the required information provided and does it make sense?
- Are the required explanatory notes provided and do they sufficiently explain the actions taken?
- Are the actions in the report proceeding according to the timelines in the local government's waste plan? If not, are valid explanations provided for any delays?
- Does the report address the relevant waste strategy targets and demonstrate that the local government is delivering or making progress towards delivering services consistent with these? For example:
  - If the local government is in the Perth or Peel region, has it implemented or will be implementing a consistent three-bin kerbside collection system that includes separation of food organics and garden organics (FOGO) from other waste categories by 2025?
  - Is the local government intending to recover energy only from residual waste?

The waste strategy defines residual waste as waste that remains after the application of a better practice source separation process and recycling system, consistent with the waste hierarchy as described in section 5 of the WARR Act. Where better practice guidance is not available, an entity's material recovery performance will need to meet or exceed the relevant stream target (depending on its source – municipal solid waste, commercial and industrial waste or construction and demolition waste) for the remaining non-recovered materials to be considered residual waste.





To process residual waste at waste to energy facilities and be consistent with the waste strategy, local governments would need to meet one of the following criteria:

- They must be operating a better practice three-bin kerbside collection system for garden organics (GO) or FOGO prior to 2025, and a FOGO system after 2025.
- Material recovery performance must meet or exceed the relevant stream target (depending on its source) for the remaining non-recovered materials to be considered residual waste and be able to be recovered via waste to energy.
- o Is the local government adopting or will the local government adopt resource recovery and environmental protection better practice at its waste facilities by 2030?
  - The department's [Guideline: Better practice organics recycling](#) applies to all existing organics recycling facilities that are prescribed premises and new applications for a works approval or licence for organics recycling facilities under Part V Division 3 of the *Environmental Protection Act 1986*. It provides guidance on environmental performance objectives and identifies benchmark controls for the planning, design and operation of organics recycling facilities. It also defines 'better practice' for organics recycling facilities in relation to the waste strategy.
- o Is the local government or will the local government be managing and disposing of waste using better practice approaches by 2030?

Relevant guides and tools released by the Waste Authority include:

- [Better practice FOGO kerbside collection guidelines](#)
- [Guidelines for local government vergeside and drop-off services](#)
- [The WasteSorted brand and communication toolkit for local governments and regional councils](#).
- o Does the report introduce any inconsistency with the waste strategy? Are any implementation delays reported likely to result in the local government delivering services inconsistent with the waste strategy? For example, will FOGO no longer be implemented by 2025 as previous indicated?
- o Does the endorsement status of the local government's waste plan (endorsed or not endorsed by the Director General of the department as consistent with the waste strategy) need to be revised based on the information provided in its waste plan report?

Once the report is assessed, the Waste Plan team will email its feedback to you. The feedback provided will be in one of two categories:

- Finalised: Confirms that the report has been accepted by the department and no further action is required; or
- Feedback required: Requesting clarification and if required, changes to the report, which will require further action from the local government.

## 11. Responding to feedback if requested

If clarification and/or changes to the report are requested, you will be given the option to either:

- Log into Waste Data Online and amend the report yourself. You will need to re-forward the report to your approver who will be required to re-lodge the report to the department.



- Respond to the feedback email from [wasteplans@dwer.wa.gov.au](mailto:wasteplans@dwer.wa.gov.au) addressing the requested feedback, and the Waste Plans team will amend the report in Waste Data Online on your behalf.

The process of providing and responding to feedback will continue until the report is complete and correct.

Once the report is finalised, you will be sent an email confirming its acceptance by the department with a PDF version of the finalised waste plan report and no further action will be required until the next waste plan's reporting cycle.