

# 3 Establishing a Waste and Recycling Data Management Procedure

This guidance note forms part of a series of resources to assist local governments with the collection and reporting of waste and recycling data. The remaining guidance notes and case studies can be downloaded from [www.wasteauthority.wa.gov.au/publications/lg-resources](http://www.wasteauthority.wa.gov.au/publications/lg-resources).



Setting up an internal system for data collection and management is not necessarily difficult and once established, will save a lot of time each year. A standard system will provide a record of where to find relevant data, how to compile/convert it and some tricks and pitfalls to be aware of.

The process of collecting and managing data should be set out in a standard procedure so that:

- The same procedure is followed from year to year (allowing for changes when the procedure requires improvement)
- Reporting requirements do not rely upon an individual but could be picked up by a new member of staff if necessary.

The standard procedure will enable other people (new staff or other interested people in the organisation) to understand how to manipulate the data and what the situation with waste management is in the local government.

The procedure for waste and recycling data management is likely to simply be a written document with step by step information about how the data is collected and how it is reported. The process would include information such as:

- Where relevant files are kept (hard copy and on the server or computer system)

- What calculations are carried out and which conversion factors are applied
- Who (by role) in other departments can supply relevant information
- Who to contact for any questions
- Where any relevant passwords are stored.

An example of a waste and recycling data management procedure is provided below. Use this basic example to construct a tailored procedure relevant to the reporting requirements of your local government.

## Example procedure for collection of waste and recycling data

Below is an example waste and recycling data collection procedure for the annual Local Government Census of Waste and Recycling Activity. This example can be used as a template. You are encouraged to modify the procedure to suit the data collection and reporting requirements of your local government authority.

**Name:** Procedure for preparation of general waste information (Section B) for the Annual Waste & Recycling Census

**Outcomes:** Obtain up-to-date information on waste and recycling and convert into a relevant format for entry into the Local Government Waste and Recycling Census for the Waste Authority (Section B).

Last updated: \_\_\_\_\_  
Version: \_\_\_\_\_  
Procedure owner: \_\_\_\_\_  
Key contact details: \_\_\_\_\_

Role	Organisation	Name	Phone	Email
Census Coordinator	Waste Authority			
Accounts Dept	Internal			
Landfill manager	Internal			

#### Funding requirements:

Agency	Description	Due Date	Compulsory?
Waste Authority	Annual LG W&R Census	End of September	Yes - required to access funding from WARR Account (includes HHW funding)

#### Relevant documentation:

Name	Details	File Location
Census template	Waste Authority email annually	
Census Final 2013.xlsx	Previous year's census	
Census calculations.xlsx	Calculations used to convert data to census format	

#### Procedure Details:

- Obtain annual information for recent financial year for all general waste to landfill.** General waste is collected by the Shire and disposed of at the Shire landfill on Tip Road. Data is available from the Landfill Manager (see above).
- Create a new subfolder in the Waste and Recycling data for Census folder for this year.** There is a separate 'General information' sub folder and also sub folders for each year of reporting.
- Ensure there are spreadsheets for each month of the financial year** (from July last year to June this year). Calculate monthly totals of all waste sent to the landfill. Note residents bringing material (drop-off) and Shire collection vehicles separately for other parts of the Census. For this Section, only monthly totals are needed.
- Copy the monthly totals from each spreadsheet into one sheet so that a full year's worth of information is on one sheet.** Copy the spreadsheet from the previous year as a template but delete last year's data before re-entering this year's data. (All previous information and relevant details are saved in the folder on the F: Drive as per 'Relevant Documentation' in the box above). All new files should be saved in this folder. There is a separate 'General information' sub folder and also sub folders for each year of reporting.
- Convert monthly landfill data from m<sup>3</sup> to tonnes.** Conversion factors are saved in the Waste and Recycling Data for Census folder in a file called 'Census Calculations'.

All Shire collections use compaction vehicles so the figures will need to be multiplied by the compaction ratio of the vehicle. The current Shire vehicles compact 1:2.2 as per advice from the **Landfill Manager**

- Use the 'sum' function in the spreadsheet to find the total for the year**
- The total tonnage of general waste to landfill for the year is now suitable for entry into the relevant section of the Census**
- Additional Information for Section B1 of the Census:**

The Shire collects mixed municipal waste from kerbside which is sent to landfill
The Shire does not collect commingled recyclables or any other waste/recycling stream
The Shire operates an in-house service
Type of Container: MGB (wheelie bin)
Size of container: 240 L
Colour of container: olive green
Tonnes of municipal waste disposed to landfill during the financial year: enter the figure calculated as per the annual totals from landfill data
Presentation rate: No assessment exists; leave blank unless an assessment has been completed in the past year

