



Government of **Western Australia**  
Department of **Environment Regulation**

Your ref: OCR5900-WM.REP.1  
Our ref: 2012/008947  
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The Chief Executive Officer  
Shire of Kojonup  
PO Box 163  
KOJONUP WA 6395

Attention: Mort Wignall

**ENVIRONMENTAL PROTECTION ACT 1986 - TRANSFER OF LICENCE L8735/2013/1**

**Premises name: Kojonup Transfer Station**  
**Premises location: Part of Lot 367 on Plan 39347, Kojonup**  
**Premises address: Tunney Road, Kojonup**

Thank you for your application to transfer your licence from Jenesti Pty Ltd to Shire of Kojonup.

Please find enclosed your transferred and amended *Environmental Protection Act 1986* licence and conditions.

If you have any questions or objections relating to the licence conditions, please do not hesitate to contact Caron Goodbourn 97246135 for clarification or discussion.

Yours sincerely

Rebecca Kelly  
Officer delegated under section 20  
of the *Environmental Protection Act 1986*

1 May 2015

enc: Licence and decision document  
copy to: Jenesti Pty Ltd, PO Box 928 MANJIMUP WA 6258

The Atrium, 168 St Georges Terrace, Perth WA 6000  
Phone (08) 6467 5000 Fax (08) 6467 5562  
Postal Address: Locked Bag 33, Cloisters Square, Perth WA 6850  
[www.der.wa.gov.au](http://www.der.wa.gov.au)



# Licence

## *Environmental Protection Act 1986, Part V*

**Licensee:** Shire of Kojonup

**Licence:** L8735/2013/1

**Registered office:** 93 Albany Highway  
KOJONUP WA 6395

**ACN:** N/A

**Premises address:** Kojonup Transfer Station  
Part of Lot 367 on Plan 39347 as depicted in Schedule 1  
KOJONUP WA 6395

**Issue date:** Thursday, 4 July 2013

**Commencement date:** Monday, 8 July 2013

**Expiry date:** Saturday, 7 July 2018

**Prescribed premises category**

Schedule 1 of the *Environmental Protection Regulations 1987*

Category number	Category description	Category production or design capacity	Approved premises production or design capacity
57	Used tyre storage (general): premises (other than premises within category 56) on which used tyres are stored	100 tyres or more	Not more than 200 tyres at any time
62	Solid waste depot: premises on which waste is stored or sorted pending final disposal or re-use	500 tonnes or more per year	4,500 tonnes per annual period

**Conditions**

This Licence is subject to the conditions set out in the attached pages.

.....  
Officer delegated under section 20  
of the *Environmental Protection Act 1986*



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## Introduction

This Introduction is not part of the Licence conditions.

### DER's industry licensing role

The Department of Environment Regulation (DER) is a government department for the state of Western Australia in the portfolio of the Minister for Environment. DER's purpose is to advise on and implement strategies for a healthy environment for the benefit of all current and future Western Australians.

DER has responsibilities under Part V of the *Environmental Protection Act 1986* (the Act) for the licensing of prescribed premises. Through this process DER works with the business owners, community, consultants, industry and other representatives to prevent, control and abate pollution and environmental harm to conserve and protect the environment. DER also monitors and audits compliance with works approvals and licence conditions, takes enforcement action as appropriate and develops and implements licensing and industry regulation policy.

### Licence requirements

This Licence is issued under Part V of the Act. Conditions contained within the licence relate to the prevention, reduction or control of emissions and discharges to the environment and to the monitoring and reporting of them.

Where other statutory instruments impose obligations on the Premises/Licensee the intention is not to replicate them in the Licence conditions. You should therefore ensure that you are aware of all your statutory obligations under the Act and any other statutory instrument. Legislation can be accessed through the State Law Publisher website using the following link: <http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html>

For your Premises relevant statutory instruments include but are not limited to obligations under the:

- *Environmental Protection (Unauthorised Discharges) Regulations 2004* – these Regulations make it an offence to discharge certain materials such as contaminated stormwater into the environment other than in the circumstances set out in the Regulations.
- *Environmental Protection (Controlled Waste) Regulations 2004* - these Regulations place obligations on you if you produce, accept, transport or dispose of controlled waste.
- *Environmental Protection (Noise) Regulations 1997* – these Regulations require noise emissions from the Premises to comply with the assigned noise levels set out in the Regulations.

You must comply with your Licence. Non-compliance with your Licence is an offence and strict penalties exist for those who do not comply.



Licence holders are also reminded of the requirements of section 53 of the Act which places restrictions on making certain changes to prescribed premises unless the changes are in accordance with a works approval, licence, closure notice or environmental protection notice.

**Licence fees**

If you have a licence that is issued for more than one year, you are required to pay an annual licence fee prior to the anniversary date of issue of your licence. Non payment of annual licence fees will result in your licence ceasing to have effect meaning that it will no longer be valid and you will need to apply for a new licence for your Premises.

**Ministerial conditions**

If your Premises has been assessed under Part IV of the Act you may have had conditions imposed by the Minister for Environment. You are required to comply with any conditions imposed by the Minister.

**Premises description and Licence summary**

Between 1908 and 1980 the site was operated as the local Shire landfill. In 2002 the site was cleared by the Shire and a further 1 m of fill and 50 cm of compacted gravel with a high clay content was placed as capping over the site. The Shire then built a concrete bunker for two hook lift bins and a 9 x 17 m shed to support the facility. The volume of materials, at the time, was under 500 tonnes per annum and it was interpreted by the Shire as a depot and not required to be licensed. In 2009 Jenesti Pty Ltd trading as Warren Blackwood Waste commenced operating the Kojonup Transfer Station after the Shire of Kojonup tendered its kerb side waste pick up contract and operation of the transfer station.

In 2015 the Shire of Kojonup applied to have the Kojonup Transfer Station Licence transferred into their name and control. The previous Licensee; Warren Blackwood Waste , will still continue to occupy the remaining unlicensed part of Lot 367 for the parking of controlled waste trucks. A minor adjustment to the premises boundary is required as part of the transfer application (excising the western section and sheds occupied by Warren Blackwood Waste).

The Kojonup Transfer Station processes approximately 1 500 tonnes per annum of co mingled recyclables from kerb side collection from 8 Shires and processes approximately 840 tonnes per annum from bulk bin pickups from 6 Shires and 2 mine sites. This totals approximately 2 400 tonnes of waste processed by the facility each year. Waste comprises of paper, cardboard, PET, HDPE (milk bottles), mixed plastics, aluminium, steel, glass and other (green waste, waste oil and putrescible waste).

The Kojonup Transfer Station is approximately 1 km NW of the Kojonup town site and 300 m from the nearest farm house. The long term average rainfall for Kojonup is 533 mm with totals varying between 283 mm and 901 mm. The area is rolling to hilly country with tors, lateritic mesas and buttes on some interfluvial areas. Chief soils are hard neutral and acidic yellow mottled soils sometimes containing ironstone gravels. There is a minor river, Kojonup Brook, located approximately 1.3 km to the south and a nature reserve is located 1.5 km to the west. A historic cottage (on the Register of National Estate) is located 350 m to the southeast and the closest Aboriginal site (artefacts / scatter, rock markings) is located 750 m to the southeast. Lot 367 on Plan 39347, along with the adjacent crown reserve 24161, have been reported as potentially contaminated sites and are currently awaiting classification.

This Licence is the result of a transfer application and includes minor amendments most notably being an adjustment to the premises boundary on the western side, cessation to the acceptance of any construction and demolition (C&D) waste, a reduction in the number of used tyres being accepted and stored.

The licences and works approvals issued for the Premises since 01/01/2013 are:

Instrument log		
Instrument	Issued	Description
L8735/2013/1	04/07/2013	New application
L8735/2013/1	1/05/2015	Transfer from Jenesti Pty Ltd to Shire of Kojonup and Licence amendment.

**Severance**



It is the intent of these Licence conditions that they shall operate so that, if a condition or a part of a condition is beyond the power of this Licence to impose, or is otherwise *ultra vires* or invalid, that condition or part of a condition shall be severed and the remainder of these conditions shall nevertheless be valid to the extent that they are within the power of this Licence to impose and are not otherwise *ultra vires* or invalid.

**END OF INTRODUCTION**



## Licence conditions

### 1 General

#### 1.1 Interpretation

1.1.1 In the Licence, definitions from the *Environmental Protection Act 1986* apply unless the contrary intention appears.

1.1.2 For the purposes of this Licence, unless the contrary intention appears:

**'Act'** means the *Environmental Protection Act 1986*;

**'ACM'** means asbestos containing material and has the meaning defined in the Guidelines for Assessment, Remediation and Management of Asbestos Contaminated Sites, Western Australia, (DOH, 2009);

**'annual period'** means the inclusive period from 1 April until 31 March in the following year;

**'asbestos'** means the asbestiform variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals and includes actinolite, amosite, anthophyllite, chrysolite, crocidolite, tremolite and any mixture containing 2 or more of those;

**'averaging period'** means the time over which a limit or target is measured or a monitoring result is obtained;

**'CEO'** means Chief Executive Officer of the Department of Environment Regulation;

**'CEO'** for the purpose of correspondence means;

Manager Licensing (Waste South)  
Department of Environment Regulation  
Locked Bag 33  
CLOISTERS SQUARE WA 6850  
Telephone: (08) 9333 7510  
Facsimile: (08) 9333 7550  
Email: grswanbooragoon@der.wa.gov.au;

**'code of practice for the storage and handling of dangerous goods'** means the Storage and handling of dangerous goods - code of practice, Department of Mines and Petroleum, Government of Western Australia;

**'construction and demolition waste'** has the meaning defined in Landfill Definitions;

**'controlled waste'** has the definition in *Environmental Protection (Controlled Waste) Regulations 2004*;

**'dangerous goods'** has the meaning defined in the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*;

**'DER Asbestos Guidelines'** means document titled "Guidelines for managing asbestos at construction and demolition waste recycling facilities", published by the Department of Environment and Conservation, as amended from time to time.

**'designated burning area'** means an area of a landfill site that has been designated by the occupier of the site as a designated burning area;

**'environmentally hazardous material'** means material (either solid or liquid raw materials, materials in the process of manufacture, manufactured products, products used in the manufacturing process, by-products and waste) which if discharged into the environment from or within the premises may cause pollution or



environmental harm. Note: Environmentally hazardous materials include dangerous goods where they are stored in quantities below placard quantities. The storage of dangerous goods above placard quantities is regulated by the Department of Mines and Petroleum;

**'fugitive emissions'** means all emissions not arising from point sources;

**'green waste'** means waste that originates from flora and which does not contain or has not been treated or coated with, preserving agents, biocides, fire retardants, paint, adhesives or binders;

**'hardstand'** means a surface with a permeability of  $10^{-9}$  metres/second or less;

**'Hazardous waste'** has the meaning defined in Landfill Definitions;

**'Inert Waste Type 1'** has the meaning defined in Landfill Definitions;

**'Landfill Definitions'** means the document titled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer of the Department of Environment as amended from time to time.

**'leachate'** means liquid released by or water that has percolated through waste and which contains some of its constituents;

**'Licence'** means this Licence numbered L8735/2013/1 and issued under the Act;

**'Licensee'** means the person or organisation named as Licensee on page 1 of the Licence;

**'Premises'** means the area defined in the Premises Map in Schedule 1 and listed as the Premises address on page 1 of the Licence;

**'Putrescible'** has the meaning defined in Landfill Definitions;

**'quarantined storage area or container'** means a hardstand storage area or sealed-bottom container that is separate and isolated from authorised waste disposal areas and is capable of containing all non-conforming waste and its constituents, these areas must be clearly marked and their access restricted to authorised personnel;

**'Schedule 1'** means Schedule 1 of this Licence unless otherwise stated;

**'Schedule 2'** means Schedule 2 of this Licence unless otherwise stated;

**'Special Waste Type 1'** has the meaning defined in Landfill Definitions;

**'tyre'** means a tyre made whether wholly or partly of natural or synthetic rubber or similar material;

**'tyre storage catchment area'** means an area of the licensed premises that is large enough to fully and effectively contain no less than 162 000 litres (10 litres per second for 3 hydrants for 90 minutes) of fire water; and

**'usual working day'** means 0800 – 1700 hours, Monday to Friday excluding public holidays in Western Australia;

1.1.3 Any reference to an Australian or other standard in the Licence means the relevant parts of the standard in force from time to time during the term of this Licence.

1.1.4 Any reference to a guideline or code of practice in the Licence means the current version of the guideline or code of practice in force from time to time, and shall include any amendments or replacements to that guideline or code of practice made during the term of this Licence.



**1.2 General conditions**

- 1.2.1 Nothing in the Licence shall be taken to authorise any emission that is not mentioned in the Licence, where the emission amounts to:
  - (a) pollution;
  - (b) unreasonable emission;
  - (c) discharge of waste in circumstances likely to cause pollution; or
  - (d) being contrary to any written law.
- 1.2.2 The Licensee shall operate and maintain all pollution control and monitoring equipment to the manufacturer's specification or any relevant and effective internal management system.
- 1.2.3 The Licensee, except where storage is prescribed in section 1.3, shall ensure that environmentally hazardous materials are stored in accordance with the code of practice for the storage and handling of dangerous goods.
- 1.2.4 The Licensee shall immediately recover, or remove and dispose of spills of environmentally hazardous materials outside an engineered containment system.
- 1.2.5 The Licensee shall:
  - (a) implement all practical measures to prevent stormwater run-off becoming contaminated by the activities on the Premises; and
  - (b) treat contaminated or potentially contaminated stormwater as necessary prior to being discharged from the Premises.

Note1: The *Environmental Protection (Unauthorised Discharges) Regulations 2004* make it an offence to discharge certain materials into the environment.
- 1.2.6 The Licensee shall maintain permanent markers along the boundary of the Premises so it can be identified on the ground.

**1.3 Premises operation**

- 1.3.1 The Licensee shall only accept waste on to the Premises if:
  - (a) it is of a type listed in Table 1.3.1; and
  - (b) the quantity accepted is below any quantity limit listed in Table 1.3.1; and
  - (c) it meets any specification listed in Table 1.3.1.

Table 1.3.1: Waste acceptance		
Waste type	Quantity limit	Specification <sup>1</sup>
Inert Waste Type 1	Combined total of no more than 4 500 tonnes per annual period	Waste containing visible asbestos or ACM shall not be accepted.
		Construction and demolition waste shall not be accepted.
		Limited to inert recyclables.
Inert Waste Type 2		Limited to plastics and tyres
Putrescible waste		Limited to green waste, cardboard, untreated timber and paper
Hazardous waste		Limited to car batteries
Scrap metal		None specified

Note 1: Additional requirements for the acceptance of controlled waste (including asbestos and tyres) are set out in the *Environmental Protection (Controlled Waste) Regulations 2004*.





1.3.2 The Licensee shall ensure that where waste does not meet the waste acceptance criteria set out in condition 1.3.1 it is removed from the Premises by the delivery vehicle or, where that is not possible, stored in a quarantined storage area or container and removed to an appropriately authorised facility as soon as practicable.

1.3.3 The Licensee shall ensure that wastes accepted onto the Premises are only subjected to the process(es) set out in Table 1.3.2 and in accordance with any process limits described in that Table.

Table 1.3.2: Waste processing		
Waste type	Process	Process limits
Inert Waste Type 1	Receipt, handling, mechanical sorting, hand sorting and storage prior to disposal	<ul style="list-style-type: none"> <li>Crushing of Inert Waste Type 1 is not permitted.</li> <li>No more than a total of 200 cubic metres of inert and non-recyclable wastes shall be stored on the premises at any one time.</li> </ul>
Inert Waste Type 2	Receipt, handling and storage prior to disposal	<ul style="list-style-type: none"> <li>Tyres to be stored in piles of up to 100 tyres with a 6m separation distance between piles and any other combustible material.</li> <li>No more than 200 tyres may be stored on the premises at any one time.</li> <li>Tyres are to be stored on level ground and at a minimum of 3 metres from any wall or building.</li> <li>Tyres to be stored in a tyre storage catchment area free of accumulated stormwater.</li> <li>Not more than 200 cubic metres of plastics to be stored on the premises at any one time.</li> </ul>
Putrescibles waste	Receipt, handling and storage prior to disposal	<ul style="list-style-type: none"> <li>Putrescible waste (other than greenwaste) to be stored within an enclosed bin on a concrete hardstand; and</li> <li>Shall not be stored onsite for longer than 24 hours.</li> </ul>
	Receipt, handling and storage prior to disposal by burning (greewaste)	<ul style="list-style-type: none"> <li>No more than a total of 100 cubic metres of green waste shall be stored on the Premises at any one time.</li> <li>No composting or grinding of greenwaste to occur on site</li> </ul> <p>Greenwaste shall only be burnt if;</p> <ul style="list-style-type: none"> <li>It has been dried and seasoned for at least 2 months before burning;</li> <li>it takes place in a designated burning area at least 25m from the boundary and of any other combustible materials ;</li> <li>it takes place in trenches or windrows;</li> <li>it takes place only when an adequate supply of water is available to effectively manage the burning process; and</li> <li>it is free of any contaminant.</li> </ul>
Hazardous waste	Receipt, handling and storage prior to disposal	<ul style="list-style-type: none"> <li>Vehicle batteries must be stored within impervious bunding to contain any spillage.</li> </ul>



- 1.3.4 The Licensee shall implement the following security measures at the site:
- (a) erect and maintain suitable fencing to prevent unauthorised access to the site; and
  - (b) ensure that any entrance gates to the premises are securely locked when the premises are unattended; and
  - (c) undertake regular inspections of all security measures and repair damage as soon as practicable;
- 1.3.5 The Licensee shall install and maintain a sign at the entrance to the Premises which clearly displays the following information;
- (a) hours of operation;
  - (b) contact telephone number;
  - (c) warning indicating penalties for people lighting fires; and
  - (d) list of materials accepted for recycling and the location of where they can be deposited on the premises.
- 1.3.6 The Licensee shall implement control measures to prevent infestations of pests, flies and vermin at the Premises.
- 1.3.7 The Licensee shall take all reasonable and practical measures to ensure that no windblown waste escapes from the Premises and that windblown waste is collected on at least a weekly basis and appropriately contained.
- 1.3.8 The Licensee shall not burn or allow the burning of any non greenwaste on the Premises.



## **2 Emissions**

### **2.1 General**

2.1.1 The Licensee shall record and investigate the exceedance of any descriptive or numerical limit or target specified in any part of section 2 of this Licence.

#### **2.2-2.4 Point source emissions to air, surface water and groundwater**

There are no specified conditions relating to point source emissions to air, surface water or groundwater in this section.

### **2.5 Emissions to land**

There are no specified conditions relating to emissions to land in this section.

### **2.6 Fugitive emissions**

2.6.1 The Licensee shall use all reasonable and practical measures to prevent and where that is not practicable to minimise dust emissions from the Premises.

2.6.2 The Licensee shall ensure that no visible dust generated by the activities on the Premises crosses the boundary of the Premises.

### **2.7 Odour**

2.7.1 The Licensee shall ensure that odour emitted from the Premises does not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person who is not on the Premises.

### **2.8 Noise**

There are no specified conditions relating to noise in this section.



### 3 Monitoring

There are no specified conditions relating to monitoring in this section.

#### 3.1 General monitoring

There are no specified conditions relating to monitoring in this section.

#### 3.2-3.4 Monitoring of point source emissions to air, surface water and groundwater

There are no specified conditions relating to monitoring of point source emissions to air, surface water or groundwater in this section.

#### 3.5 Monitoring of emissions to land

There are no specified conditions relating to monitoring of emissions to land in this section.

#### 3.6 Monitoring of inputs and outputs

3.6.1 The Licensee shall undertake the monitoring in Table 3.6.1 according to the specifications in that table.

**Table 3.6.1: Monitoring of inputs and outputs**

Input/Output	Parameter	Units	Averaging period	Frequency
Waste Inputs	Inert Waste Type 1, Inert Waste Type 2, Putrescible waste, hazardous waste, scrap metal	m <sup>3</sup>	N/A	Each load arriving at the Premises
Waste Outputs	Waste type as defined in the Landfill Definitions	Number of used tyres.		Each load leaving or rejected from the Premises

#### 3.7 Process monitoring

There are no specified conditions relating to process monitoring in this section.

#### 3.8-3.9 Ambient environmental quality monitoring and meteorological monitoring

There are no specified conditions relating to ambient environmental quality monitoring or meteorological monitoring in this section.



## 4 Improvements

### 4.1 Improvement program

4.1.1 The Licensee shall complete the improvements in Table 4.1.1 by the date of completion in Table 4.1.1.

4.1.2 The Licensee, for improvements not specifically requiring a written submission, shall write to the CEO stating whether and how the Licensee is compliant with the improvement within one week of the completion date specified in Table 4.1.1.

<b>Improvement reference</b>	<b>Improvement</b>	<b>Date of completion</b>
IR1	The Licensee shall construct suitable security fencing and markers along the boundary of the Premises and submit to the CEO evidence of completion of the fencing.	31/10/15

## 5 Information

### 5.1 Records

5.1.1 All information and records required by the Licence shall:

- (a) be legible;
- (b) if amended, be amended in such a way that the original and subsequent amendments remain legible or are capable of retrieval;
- (c) except for records listed in 5.1.1(d) be retained for at least 6 years from the date the records were made or until the expiry of the Licence or any subsequent licence; and
- (d) for those following records, be retained until the expiry of the Licence and any subsequent licence:
  - (i) off-site environmental effects; or
  - (ii) matters which affect the condition of the land or waters.

5.1.2 The Licensee shall ensure that:

- (a) any person left in charge of the Premises is aware of the conditions of the Licence and has access at all times to the Licence or copies thereof; and
- (b) any person who performs tasks on the Premises is informed of all of the conditions of the Licence that relate to the tasks which that person is performing.

5.1.3 The Licensee shall complete an Annual Audit Compliance Report indicating the extent to which the Licensee has complied with the conditions of the Licence, and any previous licence issued under Part V of the Act for the Premises for the previous annual period.

5.1.4 The Licensee shall implement a complaints management system that as a minimum records the number and details of complaints received concerning the environmental impact of the activities undertaken at the Premises and any action taken in response to the complaint.

### 5.2 Reporting

5.2.1 The Licensee shall submit to the CEO an Annual Environmental Report within 28 calendar days after the end of the annual period. The report shall contain the information listed in Table 5.2.1 in the format or form specified in that table.



Condition or table (if relevant)	Parameter	Format or form <sup>1</sup>
-	Summary of any failure or malfunction of any pollution control equipment and any environmental incidents that have occurred during the annual period and any action taken	None specified
3.6.1	Summary of inputs and outputs	None specified
5.1.3	Compliance	Annual Audit Compliance Report (AACR)
5.1.4	Complaints summary	None specified

Note 1: Forms are in Schedule 2

### 5.3 Notification

5.3.1 The Licensee shall ensure that the parameters listed in Table 5.3.1 are notified to the CEO in accordance with the notification requirements of the table.

Condition or table (if relevant)	Parameter	Notification requirement <sup>1</sup>	Format or form <sup>2</sup>
1.3.8	Any unauthorised fire on the premises	Within 14 days of an unauthorised fire	None specified
2.1.1	Breach of any limit specified in the Licence	Part A: As soon as practicable but no later than 5pm of the next usual working day.	N1
-	Any failure or malfunction of any pollution control equipment or any incident, which has caused, is causing or may cause pollution	Part B: As soon as practicable	

Note 1: Notification requirements in the Licence shall not negate the requirement to comply with s72 of the Act

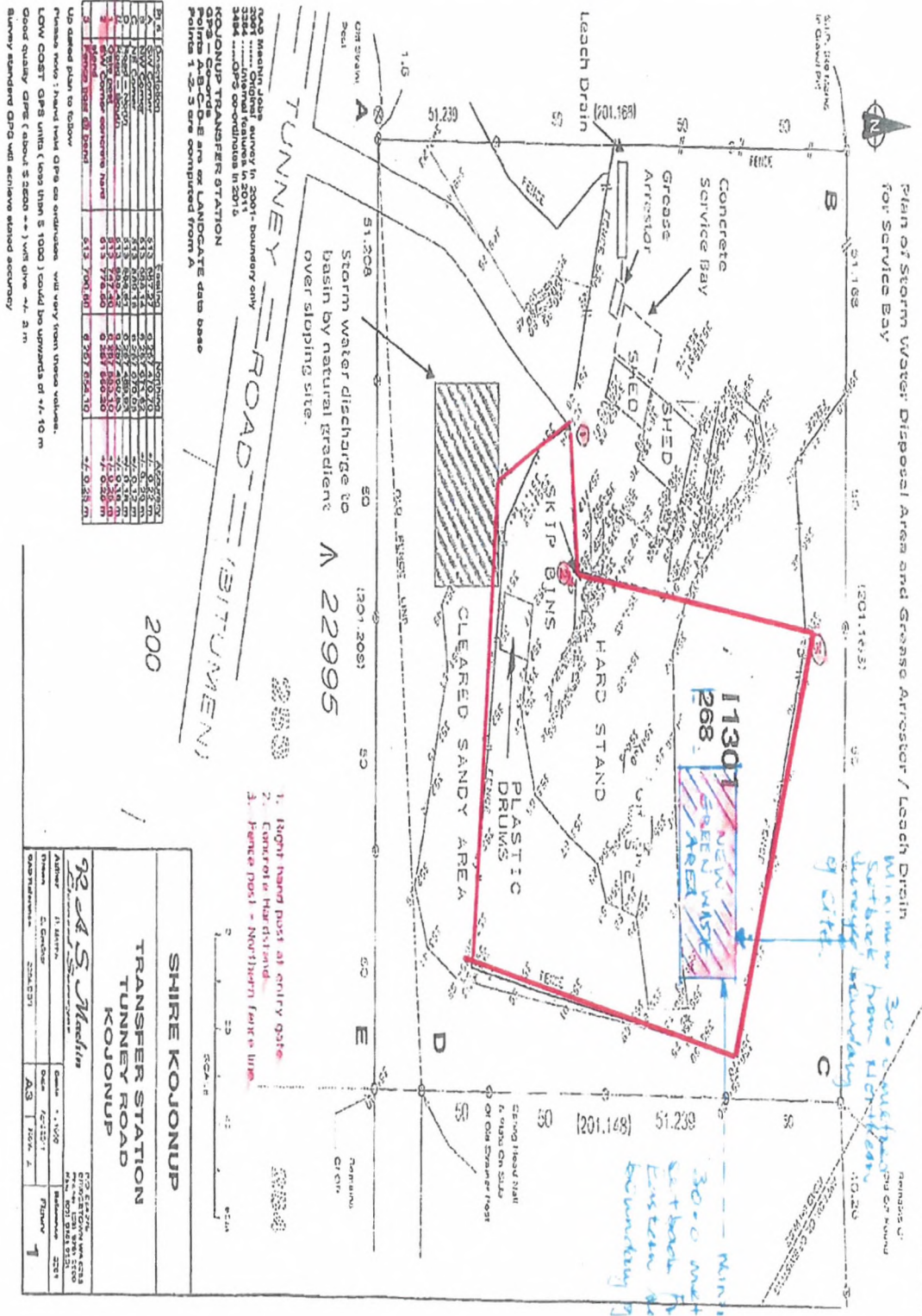
Note 2: Forms are in Schedule 2



# Schedule 1: Maps

## Premises map

The Premises is shown in the map below. The pink line depicts the Premises boundary





## Schedule 2: Reporting & notification forms

These forms are provided for the proponent to report monitoring and other data required by the Licence. They can be requested in an electronic format.

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### ANNUAL AUDIT COMPLIANCE REPORT PROFORMA

#### SECTION A LICENCE DETAILS

Licence Number:	Licence File Number:
Company Name:	ABN:
Trading as:	
Reporting period: _____ to _____	

#### STATEMENT OF COMPLIANCE WITH LICENCE CONDITIONS

1. Were all conditions of the Licence complied with within the reporting period? (please tick the appropriate box)

Yes  Please proceed to Section C

No  Please proceed to Section B

Each page must be initialled by the person(s) who signs Section C of this Annual Audit Compliance Report (AACR).

Initial:







## SECTION C

### SIGNATURE AND CERTIFICATION

This Annual Audit Compliance Report (AACR) may only be signed by a person(s) with legal authority to sign it. The ways in which the AACR must be signed and certified, and the people who may sign the statement, are set out below.

Please tick the box next to the category that describes how this AACR is being signed. If you are uncertain about who is entitled to sign or which category to tick, please contact the licensing officer for your premises.

If the licence holder is		The Annual Audit Compliance Report must be signed and certified:
An individual	<input type="checkbox"/> <input type="checkbox"/>	by the individual licence holder, or by a person approved in writing by the Chief Executive Officer of the Department of Environment Regulation to sign on the licensee's behalf.
A firm or other unincorporated company	<input type="checkbox"/> <input type="checkbox"/>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A corporation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	by affixing the common seal of the licensee in accordance with the <i>Corporations Act 2001</i> ; or by two directors of the licensee; or by a director and a company secretary of the licensee, or if the licensee is a proprietary company that has a sole director who is also the sole company secretary – by that director, or by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A public authority (other than a local government)	<input type="checkbox"/> <input type="checkbox"/>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
a local government	<input type="checkbox"/> <input type="checkbox"/>	by the chief executive officer of the licensee; or by affixing the seal of the local government.

It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular. There is a maximum penalty of \$50,000 for an individual or body corporate.

I/We declare that the information in this annual audit compliance report is correct and not false or misleading in a material particular.

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME:  
(printed) \_\_\_\_\_

NAME:  
(printed) \_\_\_\_\_

POSITION: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SEAL (if signing under seal)



Licence: L8735/2013/1  
Form: N1

Licensee: Shire of Kojonup  
Date of breach:

**Notification of detection of the breach of a limit or any failure or malfunction of any pollution control equipment or any incident which has caused, is causing or may cause pollution.**

These pages outline the information that the operator must provide.  
Units of measurement used in information supplied under Part A and B requirements shall be appropriate to the circumstances of the emission. Where appropriate, a comparison should be made of actual emissions and authorised emission limits.

**Part A**

Licence Number	
Name of operator	
Location of Premises	
Time and date of the detection	

<b>Notification requirements for the breach of a limit</b>	
Emission point reference/ source	
Parameter(s)	
Limit	
Measured value	
Date and time of monitoring	
Measures taken, or intended to be taken, to stop the emission	

<b>Notification requirements for any failure or malfunction of any pollution control equipment or any incident which has caused, is causing or may cause pollution</b>	
Date and time of event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substances potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken, or intended to be taken, to stop any emission	
Description of the failure or accident	



### Part B

Any more accurate information on the matters for notification under Part A.	
Measures taken, or intended to be taken, to prevent a recurrence of the incident.	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission.	
The dates of any previous N1 notifications for the Premises in the preceding 24 months.	

Name	
Post	
Signature on behalf of Shire of Kojonup	
Date	



# Decision Document

## *Environmental Protection Act 1986, Part V*

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**Proponent:** Shire of Kojonup

**Licence:** L8735/2013/1

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**Registered office:** 93 Albany Highway  
KOJONUP WA 6395

**ACN:** N/A

**Premises address:** Kojonup Transfer Station  
Part of Lot 367 on Plan 39347 as depicted in Schedule 1  
KOJONUP WA 6395

**Issue date:** Thursday, 4 July 2013

**Commencement date:** Monday, 8 July 2013

**Expiry date:** Saturday, 7 July 2018

### Decision

Based on the assessment detailed in this document the Department of Environment Regulation (DER) has decided to issue an amended licence. DER considers that in reaching this decision, it has taken into account all relevant considerations and legal requirements and that the Licence and its conditions will ensure that an appropriate level of environmental protection is provided.

Decision Document prepared by: Caron Goodbourn  
Licensing Officer

Decision Document authorised by: Marko Pasalich  
Manager Licensing



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## 1 Purpose of this Document

This decision document explains how DER has assessed and determined the application and provides a record of DER's decision-making process and how relevant factors have been taken into account. Stakeholders should note that this document is limited to DER's assessment and decision making under Part V of the *Environmental Protection Act 1986*. Other approvals may be required for the proposal, and it is the proponent's responsibility to ensure they have all relevant approvals for their Premises.

### Works approval and licence conditions

DER has three types of conditions that may be imposed on works approvals and licences. They are as follows;

#### Standard conditions (SC)

DER has standard conditions that are imposed on all works approvals and licences regardless of the activities undertaken on the Premises and the information provided in the application. These are included as the following conditions on works approvals and licences:

Works approval conditions: 1.1.1-1.1.4, 1.2.1, 1.2.2, 5.1.1 and 5.1.2.

Licence conditions: 1.1.1-1.1.4, 1.2.1-1.2.4, 5.1.1-5.1.4 and 5.2.1.

For such conditions, justification within the Decision Document is not provided.

#### Optional standard conditions (OSC)

In the interests of regulatory consistency DER has a set of optional standard conditions that can be imposed on works approvals and licences. DER will include optional standard conditions as necessary, and are likely to constitute the majority of conditions in any licence. The inclusion of any optional standard conditions is justified in Section 4 of this document.

#### Non standard conditions (NSC)

Where the proposed activities require conditions outside the standard conditions suite DER will impose one or more non-standard conditions. These include both premises and sector specific conditions, and are likely to occur within few licences. Where used, justification for the application of these conditions will be included in Section 4.



## 2 Administrative summary

Administrative details		
Application type	Works Approval <input type="checkbox"/>	
	New Licence <input type="checkbox"/>	
	Licence amendment <input checked="" type="checkbox"/>	
	Works Approval amendment <input type="checkbox"/>	
Activities that cause the premises to become prescribed premises	<b>Category number(s)</b>	<b>Assessed design capacity</b>
	62	Combined total of no more than 4 500 tonnes per annual period
	57	Not more than 200 tyres
Application verified	Date: N/A	
Application fee paid	Date: N/A	
Works Approval has been complied with	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Compliance Certificate received	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Commercial-in-confidence claim	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Commercial-in-confidence claim outcome		
Is the proposal a Major Resource Project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Was the proposal referred to the Environmental Protection Authority (EPA) under Part IV of the <i>Environmental Protection Act 1986</i> ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the proposal subject to Ministerial Conditions?	Yes <input type="checkbox"/>	Referral decision No:
		Managed under Part V <input type="checkbox"/>
		Assessed under Part IV <input type="checkbox"/>
Does the proposal involve a discharge of waste into a designated area (as defined in section 57 of the <i>Environmental Protection Act 1986</i> )?	Yes <input type="checkbox"/>	Ministerial statement No:
		EPA Report No:
	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Department of Water consulted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the Premises within an Environmental Protection Policy (EPP) Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes include details of which EPP(s) here.		
Is the Premises subject to any EPP requirements?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, include details here, eg Site is subject to SO <sub>2</sub> requirements of Kwinana EPP.		



### **3 Executive summary of proposal and assessment**

Between 1908 and 1980 the site was operated as the local Shire of Kojonup ('the Shire') landfill. In 2002 the site was cleared by the Shire and a further 1 m of fill and 50 cm of compacted gravel with a high clay content was placed as capping over the site. The Shire then built a concrete bunker for two hook lift bins and a 9 x 17 m shed to support the facility. The volume of materials, at the time, was under 500 tonnes per annum and it was interpreted by the Shire as a depot and not required to be licensed. In 2009 Jenesti Pty Ltd trading as Warren Blackwood Waste commenced operating the Kojonup Transfer Station after the Shire tendered its kerb side waste pick up contract and operation of the transfer station.

In 2015 the Shire applied to have the Kojonup Transfer Station Licence transferred into their name and control. The previous Licensee; Warren Blackwood Waste, will continue to occupy the remaining unlicensed part of Lot 367 for the parking of controlled waste trucks. A minor adjustment to the premises boundary is required as part of the transfer application (excising the western section and sheds occupied by Warren Blackwood Waste). The GPS coordinates that relate to the alignment of the boundary which separates Warren Blackwood Waste operations are shown in the Premises map in Schedule 1.

The Kojonup Transfer Station processes approximately 1 500 tonnes per annum of co-mingled recyclables from kerb side collection from 8 Shires and processes approximately 840 tonnes per annum from bulk bin pickups from 6 Shires and 2 mine sites. This totals approximately 2 400 tonnes of waste processed by the facility each year. Waste comprises of paper, cardboard, PET, HDPE (milk bottles), mixed plastics, aluminium, steel, glass and other (green waste, waste oil and putrescible waste).

The Kojonup Transfer Station is approximately 1 km NW of the Kojonup town site and 300 m from the nearest farm house. The long term average rainfall for Kojonup is 533 mm with totals varying between 283 mm and 901 mm. The area is rolling to hilly country with tors, lateritic mesas and buttes on some interfluvial areas. Chief soils are hard neutral and acidic yellow mottled soils sometimes containing ironstone gravels. There is a minor river, Kojonup Brook, located approximately 1.3 km to the south and a nature reserve is located 1.5 km to the west. A historic cottage (on the Register of National Estate) is located 350 m to the southeast and the closest Aboriginal site (artefacts / scatter, rock markings) is located 750 m to the southeast. Lot 367 on Plan 39347, along with the adjacent crown reserve 24161, have been reported as potentially contaminated sites and are currently awaiting classification.

This Licence is as a result of a transfer of ownership application and continues to authorise the Kojonup Transfer Station operations with some amendments. As part of this transfer, DER has not re-assessed the acceptability or impacts of emissions and discharges from the Premises or re-visited any existing emission control levels. No significant changes to the conditions on the previous licence have been made with the exception of an improvement condition to include boundary fencing to reflect the boundary alignment, Other minor changes include the Shire's request to reduce the maximum number of tyres being stored from 1000 to 200 and to cease the acceptance of any construction and demolition waste.

A partial decision document has been prepared for this transfer.





## 4 Decision table

All applications are assessed in line with the *Environmental Protection Act 1986*, the *Environmental Protection Regulations 1987* and DER's Operational Procedure on Assessing Emissions and Discharges from Prescribed Premises. Where other references have been used in making the decision they are detailed in the decision document.

DECISION TABLE				
Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
General conditions	L1.3.1 L1.3.3	SC OSC	<p>Specification of Inert Waste Type 1 added to Table 1.3.1 restricting acceptance of any construction and demolition waste and waste containing visible asbestos or ACM not to be accepted as requested in the Licence transfer application.</p> <p>Inert Waste Type 2 with a specification restricted to not more than 200 cubic metres of plastics being stored at any one time. The number of tyres has been reduced from 1000 to 200.</p> <p>The previous Licence listed the acceptance of plastics and tyres but did not categorise them as Inert waste Type 2 which was an error.</p> <p>Table 1.3.2 has been reformatted to re-categorise wastes. Specification prohibiting the crushing of Inert Waste Type 2 and limiting the storage of this waste to a maximum of 200 cubic metres at any one time has been added to the Table.</p> <p>Conditions relating to the management of used tyres and green waste has been moved into Table 1.3.2.</p> <p>A specification prohibiting the composting and/or grinding of green waste on the Premises has been added to Table 1.3.2..</p>	<p>Shire of Kojonup Application to Transfer or amend a Licence, works approval or registration P4 and associated documentation dated 13 February 2015.</p> <p>Shire of Kojonup additional information provided by email dated 9 March 2014</p>
Monitoring of inputs and outputs	L3.6.1	OSC	Table 3.6.1 has been reformatted to correctly categorise the wastes. The updated table also requires that the number of used tyres is reported (instead of car tyre equivalents on the previous licence version).	



DECISION TABLE				
Works Approval / Licence section	Condition number W = Works Approval L= Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
Improvements	L4.1.1, L4.1.2	OSC	Improvement requirement IR3 (installing a sign by 1/12/13) has been removed as it has been complied with. Improvement requirement IR1 (constructing security fencing around the premises boundary) has been added as there has been a realignment of the premises boundary on the western side as part of the transfer application. The Shire committed in its application to replace the boundary fencing by the end of September 2015 to correctly reflect the realigned boundary. GPS points of the realigned boundary are provided on the premises map in Schedule 1.	Shire of Kojonup Application to Transfer or amend a Licence, works approval or registration P4 and associated documentation dated 13 February 2015.
Information	L5.2.1	OSC	The requirement on the previous Licence requiring information on unauthorised fires and general site management has been removed from Table 5.2.1 as it is a duplication of the first line of the table.	
Licence Duration	N/A	N/A	The Premises is considered low risk, and there are no factors limiting the duration of the licence; therefore the licence duration will not be changed and expires in July 2018.	



## 5 Advertisement and consultation table

Date	Event	Comments received/Notes	How comments were taken into consideration
08/12/2014	Application advertised in West Australian (or other relevant newspaper)	No comments received	N/A
09/04/2015	Proponent sent a copy of draft instrument	Signed waiver form received requesting Licence be issued as soon as possible.	N/A



## 6 Risk Assessment

Note: This matrix is taken from the DER Corporate Policy Statement No. 07 - Operational Risk Management

Table 1: Emissions Risk Matrix

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High