



Licence number	L7921/2003/4
Licence holder	City of Karratha
Registered business address	Welcome Road, KARRATHA WA 6714
DWER file number	DER2016/000246-1~2
Duration	24/04/2015 to 23/04/2044
Date of issue	16/04/2015
Date of amendment	20/12/2023
Premises details	Wickham Transfer Station Point Sampson – Roebourne Road ROEBOURNE WA 6714 Legal description - Lot 105 on Deposited Plan 213911

Prescribed premises category description (Schedule 1, <i>Environmental Protection Regulations 1987</i>)	Assessed production / design capacity
Category 62: Solid waste depot – premises on which waste is stored or sorted, pending final disposal or re-use.	Up to 5,000 tonnes per annual period

This licence is granted to the licence holder, subject to the attached conditions, on 20 December 2023, by:

Tanya Johnston

**A/SENIOR ENVIRONMENTAL OFFICER, INDUSTRY REGULATION
REGULATORY SERVICES**

an officer delegated under section 20 of the *Environmental Protection Act 1986* (WA)

Licence history

Date	Reference number	Summary of changes
30/06/2003	W3808/2003/1	New works approval application.
27/04/2004	L7921/2003/1	Licence granted.
22/04/2005	L7921/2003/2	Renewed for five years.
15/04/2010	L7921/2003/3	Licence re-issue.
28/11/2013	L7921/2003/3	Licence amendment to convert licence into REFIRE format.
16/04/2015	L7921/2003/4	Licence re-issue.
29/04/2016	L7921/2003/4	Notice of Amendment of Licence Expiry Dates
16/05/2022	L7921/2003/4	Notice of Amendment 1 to remove AER requirements.
19/12/2023	L7921/2003/4	Amended to consolidate previous amendment notices, add household hazardous waste, update licence format, remove redundant conditions and renew for 20 years.

Interpretation

In this licence:

- (a) the words ‘including’, ‘includes’ and ‘include’ in conditions mean “including but not limited to”, and similar, as appropriate;
- (b) where any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
- (c) where tables are used in a condition, each row in a table constitutes a separate condition;
- (d) any reference to an Australian or other standard, guideline, or code of practice in this licence:
 - (i) if dated, refers to that particular version; and
 - (ii) if not dated, refers to the latest version and therefore may be subject to change over time;
- (e) unless specified otherwise, any reference to a section of an Act refers to that section of the EP Act; and
- (f) unless specified otherwise, all definitions are in accordance with the EP Act.

NOTE: This licence requires specific conditions to be met but does not provide any implied authorisation for other emissions, discharges, or activities not specified in this licence.

Licence conditions

1. The licence holder must only accept onto the premises waste of a waste type, which does not exceed the corresponding quantity limit, and which meets the corresponding acceptance specification set out in Table 1.

Table 1: Waste acceptance

Waste Type	Quantity Limit	Specification
Inert Waste Type 1	Combined total of no more than 5,000 tonnes per annual period.	Waste containing visible asbestos or ACM shall not be accepted
Hazardous waste		Waste oil Vehicle batteries
Household hazardous waste		Paint tins (water and oil-based paint) Fire extinguishers Aerosol cans Gas cylinders
Inert Waste Type 2		Tyres
Clean fill		None specified
Putrescible waste		
E-waste		

2. The licence holder shall ensure that where waste does not meet the waste acceptance criteria set out in condition 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.
3. The licence holder shall ensure that wastes accepted onto the premises are only subjected to the process(es) set out in Table 2 and in accordance with any process limits and infrastructure described in that Table.

Table 2: Waste processing and storage

Waste Type	Process	Process limits and infrastructure
Inert Waste Type 1	Receipt, handling, sorting and storage prior to being taken offsite for reuse, recycling or disposal.	Crushing and screening of Inert Waste Type 1 is not permitted.
Hazardous waste		Waste oil is to be stored in the double lined purpose built oil receptacle.
Household		To be stored in open cut IBCs with a

hazardous waste		waterproof covering; Open cut IBCs to be stored on asphalt hardstand; and Open cut IBCs to be inspected for damage and leaks before use.
Inert Waste Type 2		No more than 100 tyres to be stored on the premises at any one time
Clean Fill		None specified
Putrescible waste		A total of no greater than 1,000 m ³ of mulch and green waste shall be stored at any one time on the premises; A five metre fire break shall be maintained around the green waste storage area; Putrescible waste, except green waste, must not be stored on the premises for any longer than four days; and All putrescibles waste material shall be covered prior to it leaving the premises.
E-waste		To be stored in open cut IBCs with a waterproof covering; Open cut IBCs to be stored on asphalt hardstand; and Open cut IBCs to be inspected for damage and leaks before use.

- 4.** The licence holder shall implement the following security measures at the site:
- (a) erect and maintain suitable fencing to prevent unauthorised access to the site;
 - (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.
- 5.** The licence holder 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.

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6. The licence holder shall implement control measures to prevent infestations of pests, flies and vermin at the premises.
7. The licence holder 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.
8. The licence holder shall ensure that no waste is burnt on the premises.
9. The licence holder shall undertake activities on the premises and manage asbestos and ACM in accordance with the Asbestos Site Operating Procedure (refer to Schedule 2: Safe Operating Procedure).
10. The licence holder shall immediately recover, or remove and dispose of spills of hazardous waste and putrescible waste outside an engineered containment system.
11. The licence holder must take all reasonable and practicable measures to prevent stormwater run-off becoming contaminated by the activities and operations undertaken at the premises.

General

12. The licence holder must ensure that no visible dust generated from the primary activities crosses the boundary of the premises.

Odour

13. The licence holder 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.

Monitoring**Monitoring of inputs and outputs**

14. The licence holder shall undertake the monitoring in Table 3 according to the specifications in that table.

Table 3: Monitoring of inputs and outputs

Input/output	Parameter	Units	Frequency
Waste inputs	Inert Waste Type 1, Inert Waste Type 2, Clean Fill, Hazardous Waste, Putrescible Waste, Hazardous Household Waste, and E-waste	Tonnes or m ³ (where no weighbridge is present)	Each load arriving at the premises

Waste outputs	Waste type as defined in the Landfill Waste Classification and Waste Definitions 1996 (As amended December 2019)		Each load leaving or rejected from the premises
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Records and reporting

- 15.** The licence holder must immediately notify the CEO of:
- (a) any fire on the premises; and/or
 - (b) any accident, malfunction, or emergency which results or could result in the discharge of fire-fighting wash water or other wastes from the premises.
- 16.** The licence holder must:
- (a) undertake an audit of their compliance with the conditions of this licence during the preceding annual period; and
 - (b) prepare and submit to the CEO an Annual Audit Compliance Report in the approved form by no later than 1 May each annual period.
- 17.** The licence holder must record the following information in relation to complaints received by the licence holder (whether received directly from a complainant or forwarded to them by the Department or another party) about any alleged emissions from the premises:
- (a) the name and contact details of the complainant, (if provided);
 - (b) the time and date of the complaint;
 - (c) the complete details of the complaint and any other concerns or other issues raised; and
 - (d) the complete details and dates of any action taken by the licence holder to investigate or respond to any complaint.
- 18.** The licence holder must maintain accurate and auditable books including the following records, information, reports, and data required by this licence:
- (a) the calculation of fees payable in respect of this licence;
 - (b) any maintenance of infrastructure that is performed in the course of complying with condition 3 of this licence;
 - (c) monitoring programmes undertaken in accordance with condition 14 of this licence; and
 - (d) complaints received under condition 17 of this licence.
- 19.** The books specified under condition 18 must:
- (a) be legible;

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- (b) if amended, be amended in such a way that the original version(s) and any subsequent amendments remain legible and are capable of retrieval;
- (c) be retained by the licence holder for the duration of the licence; and
- (d) be available to be produced to an inspector or the CEO as required.

Definitions

In this licence, the terms in Table 4 have the meanings defined.

Table 4: Definitions

Term	Definition
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, 2021).
ACN	Australian Company Number
Annual Audit Compliance Report (AACR)	means a report submitted in a format approved by the CEO (relevant guidelines and templates may be available on the Department's website).
annual period	a 12 month period commencing from 1 April until 31 March of the immediately 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.
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.
books	has the same meaning given to that term under the EP Act.
CEO	means Chief Executive Officer of the Department. "submit to / notify the CEO" (or similar), means either: Director General Department administering the <i>Environmental Protection Act 1986</i> Locked Bag 10 Joondalup DC WA 6919 or: info@dwer.wa.gov.au
Clean fill	has the meaning defined in Landfill Waste Classification and Waste Definitions 1996 (As amended December 2009), published by the CEO and as amended from time to time.
Code of practise for the storage and handing of dangerous goods	means the Storage and handling of dangerous goods - code of practice, Department of Mines and Petroleum, Government of Western Australia.
dangerous	has the meaning defined in the Dangerous Goods Safety (Storage and

Term	Definition
goods	Handling of Non-explosives) Regulations 2007.
Department	means the department established under section 35 of the <i>Public Sector Management Act 1994</i> (WA) and designated as responsible for the administration of the EP Act, which includes Part V Division 3.
discharge	has the same meaning given to that term under the EP Act.
emission	has the same meaning given to that term under the EP Act.
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
EP Act	<i>Environmental Protection Act 1986</i> (WA)
EP Regulations	<i>Environmental Protection Regulations 1987</i> (WA)
household hazardous waste	means the products used in and around the home that are flammable, toxic, explosive or corrosive.
leachate	means liquid that has percolated through and/or been generated by the decomposition of waste material including water that has interacted with waste, material undergoing composting or Composting Products
licence	refers to this document, which evidences the grant of a licence by the CEO under section 57 of the EP Act, subject to the specified conditions contained within
licence holder	refers to the occupier of the premises, being the person specified on the front of the licence as the person to whom this licence has been granted
premises	refers to the premises to which this licence applies, as specified at the front of this licence and as shown on the premises map (Figure 1 in Schedule 1) of this licence.
prescribed premises	has the same meaning given to that term under the EP Act.
putrescible	has the meaning defined in <i>Landfill Waste Classification and Waste Definitions 1996</i> (As amended December 2009), published by the CEO and as amended from time to time.
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,

Term	Definition
	these areas must be clearly marked and their access restricted to authorised personnel.
Schedule 1	means Schedule 1 of this licence unless otherwise stated.
usual working day	means 0800 – 1700 hours, Monday to Friday excluding public holidays in Western Australia
waste	has the same meaning given to that term under the EP Act

END OF CONDITIONS

Schedule 1: Maps

Premises map

The boundary of the prescribed premises is shown in the map below (Figure 1).

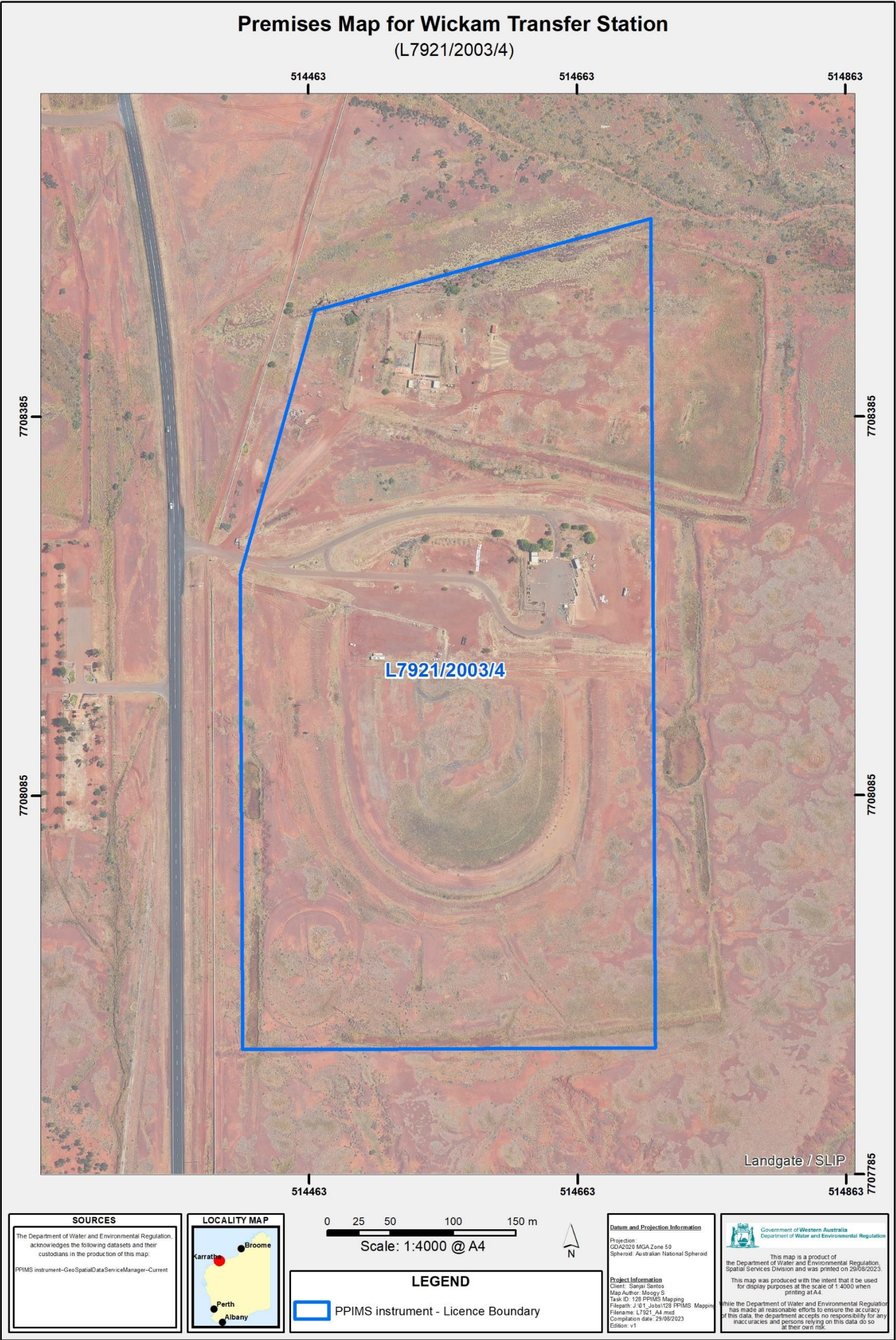


Figure 1: Map of the boundary of the prescribed premise

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IR-T06 Licence template (v6.0) (February 2020)

Schedule 2: Safe Operating Procedure

















SAFE OPERATING PROCEDURE

Asbestos at Wickham Transfer Station

Procedure for dealing with Asbestos at the Wickham Transfer Station.

Personal Protective Equipment Required

(check the box required for PPE)

 RINGS							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							
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Potential Hazards

- | | |
|----------------------|---|
| *Slips, trips, falls | *Pedestrian / traffic movement |
| *Noise | *Weather – changing conditions |
| *Cuts / abrasions | *Manual handling |
| *Environmental | *Biological hazard by contact with putrescible waste |
| *Muscle strain | *Chemical hazard by contact with Asbestos Containing Material |

Pre-Disposal Checks

1. Site Operator is to ensure that signage is displayed at entrance to site indicating “No disposal of Asbestos permitted”
2. Site Operator is to confirm with the resident dumping waste that the materials being disposed of do not contain Asbestos Containing Materials
3. Where the resident advises of Asbestos Containing Materials in their waste, the Site Operator will direct the resident to leave the site and dispose of the material at the City’s 7 Mile Landfill facility. Advice will also be provided as to the correct labelling and wrapping of material in compliance with DER and DoH legislation.

4. Bins are to be checked at the beginning and end of the day to confirm no Asbestos Containing Material has been deposited into the hook bin.
5. Leave the work area in a safe, clean and tidy state.

Disposal Checks

1. Site Operator is to assess waste to confirm no presence of Asbestos Containing Materials
2. If Asbestos Containing Materials are observed or suspected in the trailer, resident is to be directed to leave and dispose of material at the Shire's 7 Mile Landfill.
3. If Asbestos Containing Materials are observed in the deposited waste, the Site Operator will direct the resident to remove all Asbestos Containing Material from the hook bin and dispose of this at the Shire's 7 Mile Landfill.

Where Asbestos Containing Material has been unlawfully disposed of at the WTS (i.e. has entered the hook bin), the below actions are to be implemented

Remedial Actions

1. Evacuate area of transfer station visitors;
2. Contact Waste Services Operations Supervisor or leading hand to advise of incident;
3. Apply protective mask (3M 6000 respirator with particle filter). Masks kept in clearly marked container in site hut;
4. Wet down exposed asbestos in hook bin until thoroughly saturated;
5. Use backhoe to cover exposed asbestos with at least 300mm of soil from stockpile at transfer station;
6. Remove, cover and isolate hook lift bin and mark in letters no less than 50mm high "Caution Asbestos".
7. Transport hook lift bin to Seven Mile Landfill for disposal in asbestos pit. Once tipped, contents to be covered immediately by loader with minimum 300mm of soil.

Induction Date	Workers Name	Workers Position	Workers Signature

Induction Date	Workers Name	Workers Position	Workers Signature

SOP#	41	Review Date	30/11/23	Next Review Date	30/11/24
Approved By	Lorna Kemlo				
Created by	Peter Skinner	Department	Waste Services		