



Annual Audit Compliance Report Form

Environmental Protection Act 1986, Part V Division 3

Once completed please return it to either via email to info@der.wa.gov.au or to the
postal address

Department of Water and Environmental Regulation
Locked Mail Bag 10
Bondi Junction NSW 1585

Section A – Licence details	
Licence number	0001/000/12 Licence file number
Licence holder name	Shire East Mitchell
Trading name	The Shire of East Mitchell
ACR	00003330
Registered business address	PO Box 22 Melbourne VIC 3003 Australia
Reporting period	01 / 01 / 2020 to 31 / 12 / 2020

Section B – Statement of compliance with licence conditions
Did you comply with all of your licence conditions during the reporting period? Please tick the appropriate box
<input type="checkbox"/> Yes – please complete <ul style="list-style-type: none"> Section C Section D if required and Sign the declaration in Section F
<input checked="" type="checkbox"/> No – please complete <ul style="list-style-type: none"> Section C Section D if required Section E and Sign the declaration in Section F

Section C – Statement of actual production	
Provide the actual production quantity for this reporting period. Supporting documentation is to be attached	
Prescribed premises category	Actual production quantity
Category 00 Category 2 Outfall pipe and filter	2013002 Tonne
Category 01 Liquid Waste Facility	1030002 Tonne

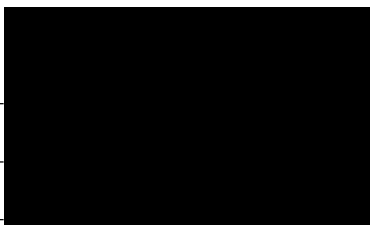
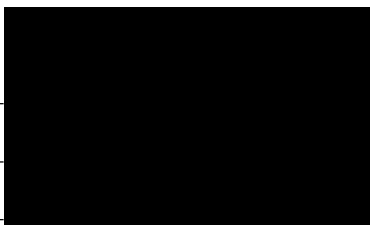
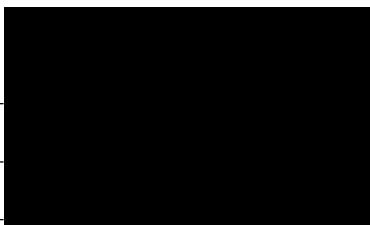
Section D – Statement of actual Part 2 waste discharge quantity	
Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached	
Prescribed premises category	Actual Part 2 waste discharge quantity

Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder is non-compliant at a time during the reporting period			
Condition no	3001	Date of non-compliance	31 March 2020
Details of non-compliance			
The licensee did not undertake environmental quality monitoring under Table 3001 during the reporting period. Six month monitoring of a point groundwater quality is undertaken once during the reporting period.			
<input type="checkbox"/> That is the actual or suspected environmental impact of the non-compliance NOTE – Please attach a map or diagram to provide insight into the precise location of where the non-compliance took place			
There is no actual or suspected environmental impact of the non-compliance			
Cause or suspected cause of non-compliance			
Staff turnover and contractor availability impacted the first round of six month monitoring during the reporting period. This should have been completed by the 31 st of March 2020 however a compliance check on the 10 th June 2020. Further staff turnover resulted in the second round of six month monitoring not being completed.			
Action taken to mitigate an adverse effect of non-compliance and prevent recurrence of the non-compliance			
Greater staff training has been put in place to ensure a greater number of staff are aware of the license requirements and have the ability to organize or complete the monitoring. Additionally, improved record keeping and document controls ensures relevant staff are notified when monitoring is to occur.			
<input type="checkbox"/> Is this non-compliance previously reported to DWER?			
<input type="checkbox"/> Yes and			
<input type="checkbox"/> Reported to DWER verbally		Date / /	
<input type="checkbox"/> Reported to DWER in writing		Date / /	

Section F – Declaration

I / we declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particular¹

I / we consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website

Signature ²		Signature	
Printed		Printed	
Position		Position	
Date	30/03/2021	Date	
Seal if signing under seal			

¹ 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

² AACR can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder