



## Annual Audit Compliance Report Form

*Environmental Protection Act 1986, Part V Division 3*

Once completed, please submit this form either via email to [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au), or to the below postal address:


Department of Water and Environmental Regulation  
Locked Bag 10  
Joondalup DC WA 6919

Section A – Licence details			
Licence number:	L6756/1996/11	Licence file number:	
Licence holder name:	[REDACTED]		
Trading as:	[REDACTED]		
ACN:	N/A		
Registered business address:	[REDACTED]		
Reporting period:	01 / 01 / 2021 to 31/12/2021		

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"><li>section C;</li><li>section D (if required); and</li><li>sign the declaration in Section F.</li></ul>
<input checked="" type="checkbox"/> No – please complete: <ul style="list-style-type: none"><li>section C;</li><li>section D (if required);</li><li>section E; and</li><li>sign the declaration in Section F.</li></ul>

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
61 – Liquid Waste Facility	0 Tonne
64 – Class II Putrescible Landfill Site	6215.567 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
N/A	N/A


Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	3	Date(s) of non-compliance:	8 September 2021
Details of non-compliance:			
Waste is not being appropriately covered on site.			
What was the actual (or suspected) environmental impact of the non-compliance? <b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
			
Cause (or suspected cause) of non-compliance:			
Waste disposed of on the day of inspection not covered.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>In accordance with condition 3 (g) all waste is covered on a minimum weekly basis.</p> <p>Due to the kerbside collection being conducted on Wednesday and Thursday the contractor usually covers the waste on a Thursday/ Friday.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No this was recorded by DWER whilst onsite for an Environmental Inspection on 8 September 2021			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date: / /	

Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	5	Date(s) of non-compliance:	8 September 2021
Details of non-compliance:			
Wind-blown waste was observed on the opposite side of Buller Road.			
What was the actual (or suspected) environmental impact of the non-compliance? <b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
N/A			
Cause (or suspected cause) of non-compliance:			
N/A			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The contractor conducts litter collections three times a week along the property boundaries.</p> <p>Waroona does get some strong wind gusts and on this occasion, waste did get blown onto the property across the road.</p> <p>The contractor has since collected the wind-blown waste that was observed across the road.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No this was recorded by DWER whilst onsite for an Environmental Inspection on 8 September 2021			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date: / /	

Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	15	Date(s) of non-compliance:	8 September 2021
Details of non-compliance:			
Rejected waste loads are not recorded.			
What was the actual (or suspected) environmental impact of the non-compliance?			
<b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
N/A			
Cause (or suspected cause) of non-compliance:			
No rejected waste register created.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
In January 2020 the Shire implemented a waste data software system (Cooee) and over the past twelve months the software has been modified to included different forms and data collection. The Shire is currently in the process of recording the rejected waste into this software to be included in the yearly data summary.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No this was recorded by DWER whilst onsite for an Environmental Inspection on 8 September 2021			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date: / /	

Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	18 and 20	Date(s) of non-compliance:	8 September 2021
Details of non-compliance:			
The AACR was due on 31 March 2021 and was not received until 20 April 2021.			
What was the actual (or suspected) environmental impact of the non-compliance? <b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
N/A			
Cause (or suspected cause) of non-compliance:			
N/A			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>Unfortunately, the email address on DWER's system was incorrect which meant the correspondence wasn't received by the Shire. This has since been rectified with our licence officer.</p> <p>However, given that the responsibility falls directly with the Shire itself the Shire takes full responsibility and has implemented a process on its internal software to ensure the AACR is submitted prior to 31 March each year as per the licence conditions.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No this was recorded by DWER whilst onsite for an Environmental Inspection on 8 September 2021			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date: / /	

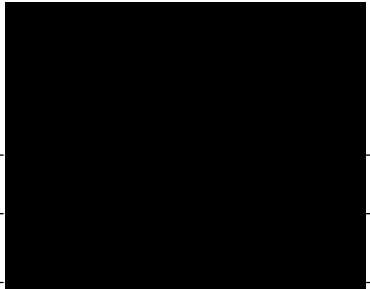
Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	Section 50 Environmental Protection Act 1986 (discharging waste in circumstances likely to cause pollution)	Date(s) of non-compliance:	8 September 2021
Details of non-compliance:			
The inspection identified what appears to be leachate coming from under the inert landfill. It appears from the side of the waste pile and is seen running across the road in front of the waste oil storage area.			
What was the actual (or suspected) environmental impact of the non-compliance? <b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
			
Cause (or suspected cause) of non-compliance:			
N/A			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The Shire engaged 360 Environmental to interpret samples and supply an analysis report on the leachate, this report was received on 27 October 2021. The Shire engaged Giles Perryman from ASK Waste Management Consultancy Services to undertake a review of the results and provide recommendations. The letter was provided to DWER on 22 November 2022.</p> <p>Given the recommendations from ASK Waste Management and the findings that the standing water observed during the inspection does not have the composition of leachate, we believe that the standing water is unlikely to be leachate. Therefore, the Shire would formally like to request that the records within DWER's Incident and Complaints Management System be amended to make a correction to the photograph title in the Inspection Report to avoid any future misunderstanding of the subject water.</p> <p>In addition, given the recommendations and findings of the sampling we request that the second and third corrective actions that DWER have suggested be removed as these are not required.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No this was recorded by DWER whilst onsite for an Environmental Inspection on 8 September 2021			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
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Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	Environment Protection (Unauthorised discharge) regulation 2004 (UDR)	Date(s) of non-compliance:	8 September 2021
Details of non-compliance:			
The inspection identified waste oils and other unknown liquids being stored outside of the bunded area on wooden pallets.			
What was the actual (or suspected) environmental impact of the non-compliance? <b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
			
Cause (or suspected cause) of non-compliance:			
Waste Oil being stored on wooden pallets and outside of bunded area.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The waste oil storage was full on the on the date of inspection and the Shire had made arrangements with the collection agent for the bund to be emptied. The storage was emptied on Friday 10 September 2021 by Wren Oil as per docket number 325489.</p> <p>In addition, the empty containers were disposed off after the bund was emptied.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No this was recorded by DWER whilst onsite for an Environmental Inspection on 8 September 2021			
<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 particular<sup>1</sup>.

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

Signature <sup>2</sup> :		Signature:	
Name: (printed)		Name: (printed)	
Position:		Position:	
Date:		19/01/2022	Date:
Seal (if signing under seal):			

<sup>1</sup> 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.

<sup>2</sup> AACRs can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder.