



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, 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:	L6818/1997/11	Licence file number:	DER2015/000123-1
Licence holder name:	Shire of Bridgetown – Greenbushes		
Trading as:	Shire of Bridgetown – Greenbushes (Bridgetown Waste Facility & Greenbushes Transfer Station)		
ACN:			
Registered business address:	1 Steere Street, Bridgetown W.A 6255 (Lot 903 Bridgetown – Boyup Road, Bridgetown & 36 Blackwood Road, Greenbushes)		
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">• 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 61: Liquid waste Facility	A total of 73.43 tonnes was received.
Category 61A: Solid Waste Facility	A total of 1709.43 tonnes was received.
Category 62: Solid Waste Depot	A total of 1897.10 tonnes was received.
Category 64: Class II or III Putrescible landfill	A total of 2701.23 tonnes was received.

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:	3.5.1	Date(s) of non-compliance:	Feb/March, May, September, December
Details of non-compliance:			
Didn't monitor groundwater bores quarterly – missed monitoring in Feb/March entirely. MB2 wasn't sampled at all in 2021. MB6 wasn't sampled in December.			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place (Bridgetown Waste Facility Map attached at end of document).			
No known impact.			
Cause (or suspected cause) of non-compliance:			
<ul style="list-style-type: none"> • Staff turnover and no bore sampling procedure lead to inconsistencies in bores which were monitored and the timing of sampling. • Difficulties with sampling equipment early in the 2021 sampling period. • MB2 was blocked with roots throughout the 2021 period, despite attempts to clear and water samples were not able to be collected. • MB6 was dry in December and was not able to be sampled due to seasonal variation in water flow and availability. 			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
No adverse effects – monitoring is ongoing for the life of the facility. Actions taken to prevent reoccurrence – bore sampling procedure and set sampling months as set out in the Groundwater Monitoring Procedure 2021.			
Was this non-compliance previously reported to DWER?			
<input type="checkbox"/> No, and During the 2021 reporting period the Shire had some staff turnover and the reporting requirement was missed. The Shire has implemented changes to ensure this does not happen again in the form of a Groundwater Monitoring Procedure 2021 (attached).			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 08 /11 /2021	

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:	1.2.7	Date(s) of non-compliance:	October – December 2021
Details of non-compliance:			
Exceedance of freeboard in liquid waste ponds.			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
No actual or suspected environmental impact is known.			
Cause (or suspected cause) of non-compliance:			
Unseasonally high rainfall filling up the ponds and breaching freeboard.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<ul style="list-style-type: none"> • Closure of the ponds to liquid waste disposal from June to December 2021. • Investigated if the Water Corp could accept 250kL of rainfall dominant waste water from our ponds by testing the water and working on feasibility and cost analysis. • Submission of a license amendment to facilitate one way transfer from the liquid waste evaporative pond to the leachate pond to restore freeboard – mid way through process evaporation increased due to hot summer days and so application was withdrawn 6/1/22. • Researched options to minimize rainwater addition to ponds during the winter months. • Have submitted a Licence amendment for holding tanks, as an option to manage rainfall in 2022. 			
Was this non-compliance previously reported to DWER?			
<input type="checkbox"/> No, and			
<input type="checkbox"/> Reported to DWER verbally?		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 08/11/2021	

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:	4.1.1 IR3	Date(s) of non-compliance:	2019-2021
Details of non-compliance:			
IR3 – Post closure landfill plan & final landfill profile not submitted. Originally due December 2018.			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
No actual or suspected environmental impact is known.			
Cause (or suspected cause) of non-compliance:			
Requirement and subsequent due date was missed by previous staff in the Development and Infrastructure Team. Can only hypothesize that they either missed the requirement in the license or thought basic documents provided in 2012 were satisfactory.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Requested in an amendment submitted 30/11/21 for a new due date for this requirement under Licence.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No, and Staff who were required to organize and submit these documents are no longer employed by the Shire.			
<input type="checkbox"/> Reported to DWER verbally?		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 08 /11 / 2021	

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:	5.2.1	Date(s) of non-compliance:	April 2021
Details of non-compliance:			
<p>AER for 2020 was submitted after the due date and did not contain:</p> <ul style="list-style-type: none"> • The calibration report • Total waste input data • Trend analysis of groundwater monitoring data • The AACR was not submitted with the AER. 			
<p>What was the actual (or suspected) environmental impact of the non-compliance?</p> <p>NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
No actual or suspected environmental impact is known.			
Cause (or suspected cause) of non-compliance:			
<p>Staff member responsible for the creation and submission of these documents are no longer employed with the Shire.</p> <p>The waste input data was late as there was a delay with Cleanaway providing the data. The trend analysis for the groundwater analysis section of the AER was thought not be possible as groundwater monitoring had not been done properly in 2019 to provide a comparison point.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<ul style="list-style-type: none"> • Ensure that all parameters in table 5.2.1 are addressed in the AER. • Data from Cleanaway is requested well in advance to calculate waste input data • Through the Groundwater Monitoring Procedure 2021, ensure that required bores are monitored quarterly and water collected to be sent to the lab to be analyzed – ensuring a consistent data set. • Submit the AER and AACR by 01/04/2022. 			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No, and Staff who were required to organize and submit these documents are no longer employed by the Shire.			
<input type="checkbox"/> Reported to DWER verbally?		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 08 /11 / 2021	

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.

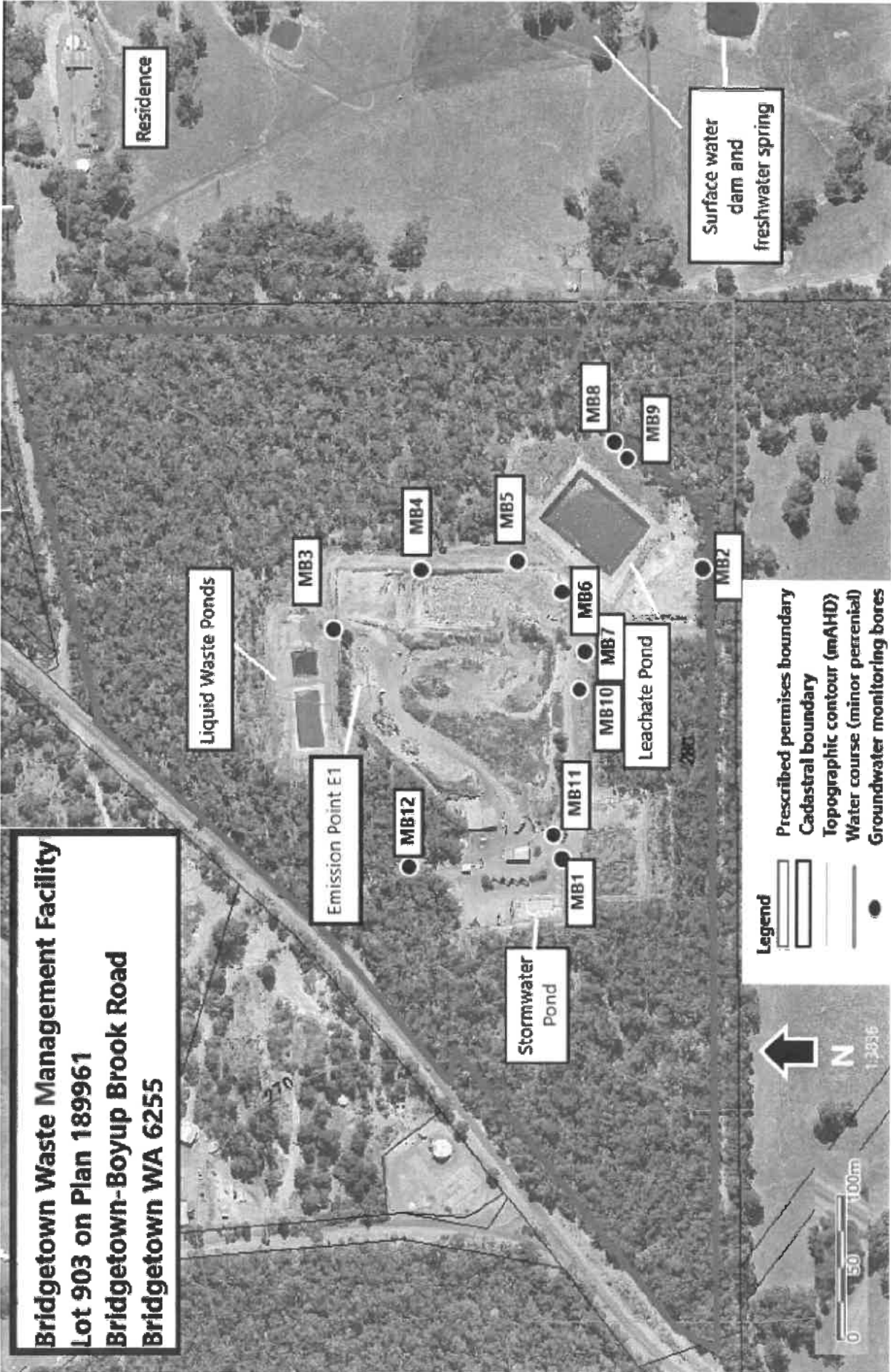
I / We consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website.

Signature ² :	[Redacted]	Signature:	[Redacted]
Name: (printed)	[Redacted]	Name: (printed)	[Redacted]
Position:	[Redacted]	Position:	[Redacted]
Date:	21/3/2022	Date:	21/3/2022
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 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.

Bridgetown Waste Management Facility
Lot 903 on Plan 189961
Bridgetown-Boyup Brook Road
Bridgetown WA 6255



Groundwater Monitoring Procedure for the Shire of Bridgetown – Greenbushes 2021

Details

Quarterly monitoring of groundwater bores at the Bridgetown – Greenbushes Waste Facility on Recycle Road for bores MB 1, 2 and 6.

Sampling Equipment

Bore Key	30m rope
Protective gloves	Submersible pump with hosing
Water Level Meter tape	Low flow Power Booster
Bucket	Battery
Jug	Esky + icepacks
Deionised water	Datasheets + pen
Sampling bottles	Permanent marker
Biodegradable Bailers	

Sampling Procedure

Ensure correct PPE is worn and have all equipment packed.

Unlock bore with key – ensuring it is the correct bore to be monitored.

Sample the bore taking care to minimise contamination.

Place the bore tubing cap back on and lock the bore up again.

Standing Water Level & Depth of Bore

1. Turn on water level meter and slowly unwind into bore tubing. Using last sampling session's measurement, slow down when nearing previous SWL measurement and wait for beep.
2. Toggle tape up and down to ensure accurate SWL reading. Record on data sheet SWL from tape reading at the top of the bore tubing (not the top of the bore metal housing).
3. Turn the water level meter off and lower down until it reaches the bottom. Record the measurement as the depth of the bore from the top of the bore tubing.
4. Wind up water level meter, taking particular care as the end metal comes up and out of the bore tubing.
5. Rinse the end with deionised water and place back in box.

Determining volume of water in the bore

Depth of bore – Standing Water Level = metres of water in bore.

Volume of the bore (L) = $\pi (3.14) \times \text{radius}^2 \times \text{metres of water in the bore}$.

Bore Pump (if enough water – at least 5-10m of water in the bore)

1. Attach the black battery connector from the flow power booster to the battery. Leave the red one off. Ensure the switch for the pump is turned off.
2. Set up bucket, jug and sampling bottles near bore, as well as data sheets.
3. Insert bore pump into the bore and slowly unwind tubing as goes into the bore, counting the metre indicators as you go.
4. Once you reach the SWL slow down to ensure that you lower the pump to near the bottom of the bore, but not on the bottom to minimise the stirring up of sediments.
5. Use a wedge to hold pump tubing in place or ask an assistant to hold it there.
6. Ensure that the end where the water comes out is in a suitable location to flush bore.
7. Connect red connector to the battery and turn the pump on.
8. Flush the bore out for approx. 2 mins (depending on the volume of water), then capture the water first in the jug, overflowing into the bucket.
9. Fill up the sampling containers from the jug after water has run through it for at least minute or two (depending on volume of water) to the very top, tighten lids and label clearly with a permanent marker.

10. Place samples in cooled esky immediately.
11. Turn off the pump on the flow power booster and disconnect it from the battery before the water runs out of the bore.
12. Wind the tubing up from the pump in the crate as it is withdrawn from the bore.
13. Wash the end of the pump with deionised water.
14. Ensure the electrics are not placed in the wet crate during transport to the next bore.

Bailer (if less than 10m of water)

1. Attach rope securely to the bailer.
2. Lower down into bore until it feels like it has reached the water.
3. Jiggle it up and down to ensure the water fills the bailer.
4. Pull the bailer up at a good pace and flush out 1-2 bailers worth to purge the bore (depending on the volume of the water).
5. Collect the water first in the jug, overflowing into the bucket of 2-3 bailers of water (dependant on the volume of the water).
6. Pour the water from the jug into the sample containers, fill them to the top, clearly label and place in cold esky immediately.
7. Remove rope and safely dispose of bailer.
8. Rinse rope with deionised water.

Procedure for sending samples to the Laboratory

1. Swap ice bricks used in the field for freshly frozen ones (if possible).
2. Double check all samples labelled correctly and lids are on straight and secured.
3. Fill out Chain of Custody form correctly, scan and keep a copy before placing it in a plastic sleeve and packing it in with water samples.
4. Fill in a Toll docket for Priority Road Service and attach to the top of the parcel. Secure the lid down for transport.

Monitoring Calendar for quarterly bore monitoring:

Months: February, May, August, November. Bores: MB1, MB2 & MB6

Lab testing: Yes for all parameters in Table 3.5.1 of our Licence.

Calibration & Records

As we have moved away from using an YSI meter and have instead requested that the NASA accredited lab tests for all parameters (apart from Standing Water Level), this section is no longer relevant.

How we will meet the holding time of samples?

Samples are collected in the early afternoon and placed in an iced esky immediately after being bottled. Fresh ice bricks are packed in the esky to ensure the temperatures is kept between 2-10 degrees for transit from our Shire to the Laboratory in Perth. Transit time is overnight with Toll, with the samples being held for approximately 18 hours (maximum being 24 hours). The laboratory records the temperature on arrival to ensure the samples have been stored and transported correctly.

How do we ensure sampling for all parameters?

Sampling parameters are requested from the lab by referring them to our licence table 3.5.1. The sampled water is collected in the required containers for the lab to run the required tests.

Date to rectify unserviceable bores?

The unserviceable bore – MB2 has either been blocked with roots or hasn't contained enough water to sample. A licence amendment was submitted at the end of 2021 to request replacing MB2 with MB9, as they are both of similar location and potential to show containments in the groundwater from the landfill site. We are awaiting the response from DWER.