

**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:	L6917/1997/8	Licence file number:	DER2014/000670-1
Licence holder:			
Trading as:			
ACN:			
Registered address:			
Reporting period:			

Section B – Statement of Compliance with Licence Conditions
Did you comply with all 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 at 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
57 – used tyre storage	57 - Tyres in – Tyres out: (132t - 27t = 105t)
61 – liquid waste facility (max 32,850 tpa)	61 - Liquid waste: 25,873t
64 – Class II putrescible landfill (100,000 tpa)	64 - Total–recycled=landfilled (83,967t - 4,851t = 79,116t)

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
61 Liquid Waste	0

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:	1.3.3 and Table 1.3.2	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
<p>In 2019 DWER officers inspected the premises and observed numerous vehicle batteries stored in the recycling area on open ground on wooden pallets. The Department requested that vehicle batteries be stored in a fully enclosed bunded area/container by 30 June 2019.</p> <p>As per the TOPH letter of response to DWER (dated 1/5/19) floor containment bunds were purchased for the storage of batteries. Additional bunded pallets were also purchased in mid-2021. These are being used effectively, however the requirement to fully enclose this area has not been met.</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
Potential for leaching of battery acid onto unsealed ground.			
Cause (or suspected cause) of non-compliance:			
Incorrect storage procedures (no enclosed bunded storage solution provided)			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The Town of Port Headland had planned to construct a Community Recycling Centre on the site. The design of the CRC included a fully enclosed bunded area for the correct disposal of hazardous waste including batteries. The CRC project however has been delayed, and the Town is reconsidering the design as part of the broader improvement plan for the site. In the meantime, the existing bunding will continue to be utilised.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> Yes, and			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 1/5/2019 and AACR 2019 and 2020	

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:	1.3.1 & 1.3.3	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
<p>The TOPH operates an unmanned after-hours disposal area at the front of the landfill facility (northern boundary) which allows customers to dispose of waste. Seven 15m<sup>3</sup> bins are provided including one scrap metal bin. The after-hours area was established to mitigate the impacts of widespread illegal dumping across the town, and to provide a temporary solution to allow the landfill to close on Sundays while the Community Recycling Centre was being constructed.</p> <p>Waste disposed within these bins is not subject to any waste acceptance controls and is disposed directly to landfill (except for the scrap metal bin).</p> <p>The location of this disposal area is within 35m of the boundary of the premises which is non-compliant with licence requirements which states no waste shall be temporarily stored or landfilled within 35m of the boundary.</p> <p>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.</p> <p>Given the unknown nature of the composition of waste disposed, environmental impacts are unknown however risks are present for both customers using the bins and staff handling the waste.</p> <p>Cause (or suspected cause) of non-compliance:</p> <p>Inability to implement suitable waste acceptance controls on site due to the drop off area being unstaffed and being open when the landfill is closed.</p> <p>Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:</p> <p>This temporary non-compliance was to be addressed by construction of a fully compliant Community Recycling Centre and associated transfer station, which was to allow the landfill to re-open on Sundays.</p> <p>The Town of Port Hedland went to tender twice for the CRC, with the most recent tender closing just before Christmas. The lowest tendered price returned \$2M over the budget. The Town is experiencing significant issues with contractors; resources are stretched due to a combination of COVID border closures, supply of materials/significant increases in costs of materials (i.e. structural steel), lack of staff and a highly competitive market. This situation is expected to continue for at least another 12 months. The tender processes also revealed that the current location for the CRC has drainage issues which inflated the civil costs for this project. As such, the CRC Project Control group has rejected all tenders, and has determined not continue with the current design in the current location. The project is still deemed to go ahead however significant delays are expected. TOPH is currently procuring a Closure Plan which once approved by DWER, will provide certainty on the remaining life of the site and the drainage requirements for the new CRC.</p> <p>In the meantime TOPH intends to investigate other options for opening Sundays and decreasing illegal dumping as part of a broader plan for the landfill, which will in-turn allow removal of the after-hours bins.</p>			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> Yes, and			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: AACR both Feb 2019 and Feb 2020	

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:	1.3.8	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
The retrieval of windblown litter that has escaped the premises boundary has not been performed on a weekly basis. Litter remains scattered on the outside of the fence in some locations.			
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.			
Environmental impacts from the non-compliance are generally limited to amenity. There may be some minor impact on local wildlife.  A map has not been provided as the majority of the perimeter of the boundary has been impacted.			
Cause (or suspected cause) of non-compliance:			
The primary reason for the lack of weekly litter collection is due to ongoing staff shortages being experienced in the TOPH, the Pilbara and in wider WA. This has been exacerbated by the mining boom in Hedland and the mandatory Covid vaccinations applicable to waste facilities.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
TOPH are attempting to secure additional staff to fill ongoing staff shortages.			
Was 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 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:	1.3.14 (b)	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
<p>Current tyre stockpiles are not stored in compliance with these requirements of 1.3.14 (b) which restrict the size of each tyre stockpile to a maximum of 100m<sup>2</sup> in area. Tyres are currently stored in a single stockpile with dimensions of 15m x 18m, with an approximate volume of 550m<sup>3</sup>.</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
There have been no suspected environmental impacts to date due to the non-compliance.			
Cause (or suspected cause) of non-compliance:			
<p>The reason for this non-compliance is the inability to arrange tyre recyclers to visit the region to regularly remove tyres from site. This practice has previously ensured stockpiles remained in compliance with the Licence requirements. Tyre recycling has been more difficult to arrange in the last 12 months due to the mining boom, and supply chain/transport issues associated with Covid.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The stockpile size will be rectified in the coming weeks. The stockpile will be moved to a suitable area on site and tyres will be stored in a manner compliant with Licence requirements. A tender for the provision of transport/recycling services is currently being prepared for advertising in the coming months. This should provide a level of reliability for the transport/recycling service into the future.</p>			
Was 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 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:	Condition and Table 2.3.1 & Condition 2.3.2	Date(s) of non-compliance:	Listed below
Details of non-compliance:			
<p>There were three non-compliances regarding these conditions:</p> <ol style="list-style-type: none"> <li>1) Wastewater treatment plant effluent was not sampled in Q2 (Apr-Jun). However samples were taken in January, February, September, October, November, and December.</li> <li>2) The samples were only tested for E. coli, not the physical and chemical parameters required, due to staff error.</li> <li>3) Elevated E. coli levels did not result in the discontinuation of water being distributed by the watercart in October and December (although the samples may have been taken from the lower chlorination point tap due to staff changeover and staff having left the Town).</li> </ol>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p> <p>The impact of this is considered to be minimum, as water is not spread outside the perimeter boundary, and is never sprayed in an area at risk of coming into contact with human receptors. Treated effluent use is restricted to dust suppression on dirt roads and wetting of greenwaste stockpiles. Hedland has low rainfall, and the risk of water with elevated E.coli levels running offsite is very minimal.</p>			
Cause (or suspected cause) of non-compliance:			
Short staffing and lack of experienced staff is the primary cause of the non-compliance, both in the Environmental Health team and the Waste Operations team.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>A licence amendment is required for spreading of water with elevated E. coli levels in extenuating circumstances; namely when the pond freeboard is less than 600mm. If pond freeboard is less than 600mm, a more significant and damaging risk exists where if a high rainfall event occurs, the pond could overflow into the neighbouring property.</p> <p>A recurring calendar invite has been set up between Waste Operations and the Environmental Health team to ensure both groundwater monitoring bores and WWTP sampling occur on a strictly quarterly frequency. A reminder in this invite is for the results of the sampling to be communicated to the Waste Operations team so they are aware of any non-compliances and can report to DWER.</p>			
Was 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 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:	3.3.1,1.3.9, 1.3.10	Date(s) of non-compliance:	Listed below
Details of non-compliance:			
<p>Fires not reported to DWER.</p> <p>There were three minor fires at the facility over the reporting period. These were as follows:</p> <p>12/11/2021 – Fire in rubbish in Bay 1</p> <p>17/09/2021 – Fire in rubbish in Bay 1</p> <p>20/09/2021 – Fire in legacy tyre disposal area</p> <p>Fire water was not captured and removed off site by a carrier licenced under the Environmental Protection (Controlled Waste) Regulations 2004 due to it being absorbed into the soil on site (there was no liquid available to capture).</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
Smoke emissions on site receptors			
Cause (or suspected cause) of non-compliance:			
<p>The Manager of Waste Operations was informed by DWER officer (Michael Williams) during a phone call on 12 March 2020, that minor fires on site do not need to be reported through Pollution Watch and could instead be reported through with the AACR annually.</p> <p>Fires were thought to be caused by flammable items mixed in with general waste.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>Fires were managed on site effectively by staff. They were smothered with dirt and water applied with watercart (where required). All fire water was contained in the premises boundary.</p> <p>Weighbridge staff were reminded to continue to assess loads entering the facility. A thermal camera is being investigated.</p> <p>Signage for waste disposal bays will be considered to limit the disposal of items that could cause a fire. Any future fires will be reported to DWER as required on the ET1 form</p>			
Was 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 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:	1.3.3 and Table 1.3.2	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
<p>Currently greenwaste is stored and mulched on site.</p> <p>Condition 1.3.3 restricts waste accepted on site from being subjected to the processes other than that set out in Table 1.3.2. This table requires greenwaste to be either disposed to landfill or burnt on site only. The licence does not include the ability to store and reprocess greenwaste on site.</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
Nil – administrative licence amendment required			
Cause (or suspected cause) of non-compliance:			
Licence oversight			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
TOPH will submit a licence amendment to include Category 61A - Solid waste facility (premises on which solid waste produced on other premises is stored, reprocessed, treated or discharged to land) on the current licence. This will allow for greenwaste received at the facility to be reprocessed (mulched and pasteurised) on site for resale to the public.			
Was 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 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:	1.3 and Table 1.3.1	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
<p>Material streams routinely presented to the Facility for recycling are not types listed as approved waste acceptance streams on the licence. Waste streams include:</p> <ul style="list-style-type: none"> <li>- e-waste</li> <li>- flares,</li> <li>- smoke alarms</li> <li>- EPIRBS</li> <li>- fire extinguishers</li> <li>- car bodies</li> <li>- household batteries</li> <li>- gas bottles</li> </ul>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
No suspected environmental impact			
Cause (or suspected cause) of non-compliance:			
Licence oversight			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The TOPH will seek a licence amendment to allow for the acceptance of these material streams routinely generated within the community.			
Was 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 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:	3.2.1	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
The 2021 AER was unable to be submitted by the due date.			
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.			
None			
Cause (or suspected cause) of non-compliance:			
Lack of staff resources resulted in the inability to meet the AER deadline.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
TOPH are attempting to secure additional staff to fill staff shortages.			
Was 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 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:	1.3.18(b) and 1.3.18(d)	Date(s) of non-compliance:	Ongoing
Details of non-compliance:			
<p>1.3.18 (b) The WWTP pond liner is potentially compromised in Pond 3 (Aerated Receiving Pond) as the existing liner is reaching end of life (11 Years) and holes have been observed on the portions of the liner above the water line. The liner seal around the entry pipe into Pond 3 may also be compromised.</p> <p>1.3.18 (d) Vegetation has built up around ponds and has encroached onto pond surfaces.</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
<p>(b) Unknown</p> <p>(d) no environmental impact, however, may compromise oxygen transfer and reduce efficiency of treatment processes</p>			
Cause (or suspected cause) of non-compliance:			
<p>Holes likely caused by birds or rodents chewing through plastic liner</p> <p>Lack of staff resources resulted in the inability to meet the vegetation clearing requirement.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>TOPH is currently sourcing a quote to replace the pond liner. Options being investigated are to replace with another HDPE liner or line with a more durable concrete option. A temporary pond would need to be built to accept wastewater while these works are underway. DWER will be notified of the course of action as these works progress.</p> <p>Vegetation around pond and pond surfaces will be removed when staff availability improves.</p>			
Was 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 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:	1.3.5	Date(s) of non-compliance:	ongoing
Details of non-compliance:			
Putrescible waste is not covered daily (where the Tarp Armour Tarpaulin system not in use)			
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.			
Potential for windblown waste, odour emissions, harbourage of vermin, contaminated stormwater emissions after high rainfall events (rare)			
Cause (or suspected cause) of non-compliance:			
Lack of staff resources			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The TOPH is attempting to secure additional staff to fill staff shortages			
Was 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 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:	2.4.1	Date(s) of non-compliance:	Q1, Q2 and Q4
Details of non-compliance:			
<p>Groundwater monitoring was not undertaken quarterly with monitoring undertaken in July and September only.</p> <p>No Standing Water Levels taken during sampling events undertaken.</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p> <p>No suspected environmental impact</p>			
Cause (or suspected cause) of non-compliance:			
<p>Sampling was not undertaken because the bore pump expired/was out of service and needed replacement.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>A replacement unit was sourced which took several months to arrive.</p>			
Was 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 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:	2.1.1(c)	Date(s) of non-compliance:	Q3
Details of non-compliance:			
No quality control samples were taken during sampling events undertaken (July and September) indicating a noncompliance with AS/NZS 5667.1.			
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.			
No suspected environmental impact with the non-compliance.			
Cause (or suspected cause) of non-compliance:			
Lack of staff understanding of the requirements of AS/NZS 5667.1.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Review sampling procedures to ensure alignment with AS/NSZ 5667.1. Develop a Standard Operating Procedure to ensure sampling is conducted in a consistent and compliant manner.			
Was 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 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:		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.