

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:	L6917/1997/8	Licence file number:	DER2014/000670-1
Licence holder:	Town of Port Hedland		
Trading as:	Town of Port Hedland		
ACN:	19 220 085 226		
Registered address:	Lot 5813 on Plan 189435, South Hedland		
Reporting period:	1 / 01 / 2024 to 31 / 12 / 2024		

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"> 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 at 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
57 – used tyre storage (50,000 tyres per annum) 61 – liquid waste facility (max 32,850 tpa) 64 – Class II putrescible landfill (100,000 tpa)	57 - Tyres 72 tonne in, 93 tonne out 61 - Liquid waste: 20,198 tonnes 64 - Class II: 47,743 tonnes

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 was non-compliant at a time during the reporting period.			
Condition no:	9	Date(s) of non-compliance:	Listed below
Details of non-compliance:			
<p>There were four unauthorised fires within the landfill disposal area over the reporting period. These were as follows:</p> <ul style="list-style-type: none"> • 26 April 2024 • 30 April 2024 • 20 July 2024 • 25 August 2024 			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p>NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
Smoke emissions on receptors			
Cause (or suspected cause) of non-compliance:			
All fires were attributed to the combustion of lithium ion batteries disposed within general refuse.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The fire incidents were managed on site effectively by emergency services and/or site staff. They were smothered with dirt and water applied with watercart (where required). All fire water was contained in the premises boundary.</p> <p>The Town partners with Ecobatt under the E- Cycle battery Recycling Stewardship and is a collection point for Lithium batteries. The town will continue to reinforce the correct disposal options for Lithium batteries.</p> <p>All incidents were reported to info@dwer.wa.gov.au within the required notification period.</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:	33	Date(s) of non-compliance:	Jan – Mar 24
Details of non-compliance:			
Wastewater treatment plant effluent is required to be sampled in accordance with Table 7 of the Licence which requires quarterly sampling. Samples were not able to be obtained in the first quarter (Jan – Mar) of the reporting period due low water levels in the pond caused by extended periods of dry weather.			
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 impact. Wastewater production ceased during this period.			
Cause (or suspected cause) of non-compliance:			
Weather conditions			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Nil			
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:	33, Table 7	Date(s) of non-compliance:	Listed below
Details of non-compliance:			
<p>Some sample results exceeded limits listed under Table 7 of the EPL.</p> <ul style="list-style-type: none"> E. coli levels were exceeded in May 24 (20 CFU/100ml), and September 24(1100 CFU/100ml). Residual Chlorine levels were exceeded on all but one occasion. 			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p>NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
No impact. Waste water was not used for dust suppression.			
Cause (or suspected cause) of non-compliance:			
<p>Historically, the monitoring reference point within the Landfill Recycled Water Quality Management Plan (RWQMP) was located on the final effluent tank where the treated water is stored, potentially for several days, leading to chlorine degradation and an increase in E. coli levels. However there is an additional in-line chlorine dose in the feedpipe from the final effluent storage tank to the standpipe where treated water is collected for use as dust suppression. This additional dose increases chlorine levels in the treated wastewater, thereby reducing E. coli levels. The monitoring reference point was changed in late 2023 to this location. However, the contractor responsible for operation of the WWTP subcontracted new staff in 2024 to undertake process monitoring. Inadequate training of these new staff resulted in the samples being taken from the old sample location (final effluent tank) and not the new sample location (standpipe). As a result samples were low in residual chlorine resulting in higher levels of E.coli.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>The TOPH has issued a final warning to the contractor regarding the non compliant sampling. The contractor sent an engineer to the site in late October 2024 to go through the sampling requirements and also outline the strict plant operating conditions from both DWER and DOH.</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:	24	Date(s) of non-compliance:	2024
Details of non-compliance:			
Vegetation and floating debri was observed on ponds at the waste water treatment plant			
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 impact. Waste water was not used for dust suppression.			
Cause (or suspected cause) of non-compliance:			
Due to reduced inflow of effluent, and extended dry periods increasing evaporation, there was insufficient liquid within the ponds to inhibit vegetation growth.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Staff have removed vegetation and floating debri from the impacted ponds. The Town also received approval to build a duplicate pond to facilitate the relining of the old pond which has reached the end of life. The project is currently underway and is expected to be completed in April 2025.			
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:	9	Date(s) of non-compliance:	2024
Details of non-compliance:			
Unprocessed greenwaste was spread on completed landfill batters to stop soil erosion and promote re-vegetation on the batters			
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 suspected environmental impact with the non-compliance			
Cause (or suspected cause) of non-compliance:			
Staff unaware that greenwaste could not be used in this manner			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
This practice has ceased and the Town is investigating alternate options to dispose of greenwaste in line with licence conditions.			
Was this non-compliance previously reported to DWER?			
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:	18	Date(s) of non-compliance:	2024 annual period
Details of non-compliance:			
Tyre storage non compliant with licence which requires tyres to be stacked on their side walls			
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 suspected environmental impact with the non-compliance			
Cause (or suspected cause) of non-compliance:			
Because of the large number of tyres received at the landfill and the frequent collections, tyres will only remain on site for about one month. Storing tyres on their side walls requires significant manual handling, so staff have not been previously instructed to perform this task.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Staff have been instructed to store tyres on their side walls in compliance with Licence condition.			
Was this non-compliance previously reported to DWER?			
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:	36	Date(s) of non-compliance:	June 2024
Details of non-compliance:			
Groundwater sampling did not occur in the second quarter (June 24) due to the sampling apparatus being stolen.			
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 suspected environmental impact with the non-compliance			
Cause (or suspected cause) of non-compliance:			
No sampling apparatus available due to it being stolen			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Replacement apparatus was obtained and used for subsequent sampling rounds.			
Was this non-compliance previously reported to DWER?			
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 ¹ . 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:	
Name: (printed)		Name: (printed)	
Position:		Position:	
Date:		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 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.