



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: | L7084/1997/16 | Licence file number: | DER2015/001439 |
| Licence holder name: | Shire of Donnybrook Balingup | | |
| Trading as: | Shire of Donnybrook Balingup | | |
| ACN: | N/A | | |
| Registered business address: | 1 Bentley Street Donnybrook WA 6239 | | |
| Reporting period: | 01 /01 /2023 to 31 /12 /2023 | | |

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)

- ☐ Yes – please complete:
- section C;
 - section D (if required); and
 - sign the declaration in Section F.
- ☒ No – please complete:
- 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 |
|------------------------------|----------------------------|
| N/A | |

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 |
|------------------------------|--|
| Category 61A | Green waste – 65 tonnes Mattresses – 6.12 tonnes TOTAL: 71.12 tonnes |
| Category 62 | Putrescible – 663.59 tonnes Treated timber – 0 tonnes Scrap metal – 432.25 tonnes White goods – 11.09 tonnes E-waste – 2.08 tonnes Batteries – 0.74 tonnes Hazardous waste (fluro tubes only) – 0.025 tonnes drumMuster – 0.3 tonnes Tyres – 1.14 tonnes Waste oil – 0.19 tonnes TOTAL – 1,111.4 tonnes |
| Category 64 | Kerbside putrescible collection – 1,233.32 tonnes Putrescible from transfer station – 663.59 tonnes Asbestos – 2.27 tonnes TOTAL – 1,899.18 tonnes |

Section E – Details of non-compliance with licence condition

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 | Date(s) of non-compliance: | |
| Details of non-compliance: | | | |
| Exceedance of rate at which putrescible waste received via the transfer station. | | | |
| 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. | | | |
| Nil. Total waste to landfill well below current licence condition. | | | |
| Cause (or suspected cause) of non-compliance: | | | |
| Restriction of public access to active landfill area. | | | |
| Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance: | | | |
| Licence amendment proposed | | | |
| 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: | |

| | | | |
|---|---|----------------------------|-----------------------|
| Condition no: | 3 | Date(s) of non-compliance: | Various – refer below |
| Details of non-compliance: | | | |
| <ul style="list-style-type: none"> a) Landfilling within 35m of premises boundary; b) No signage informing green waste not to AS 4454; c) Putrescible waste longer than 72 hours in skip bins; d) Treated timber disposed of on site; e) E-waste not fully enclosed; and; f) Mattress stockpile exceeded 150 | | | |
| 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> <p>While putrescible waste is potentially sitting in skip bins between Monday and Friday, the odour risk, given putrescible waste in this context is generally bagged, is considered far less of a risk than members of the public accessing the active tipping area.</p> | | | |
| Cause (or suspected cause) of non-compliance: | | | |
| Historical operational issues have been identified as the cause of the non-compliances as well as a licence amendment which introduced a limit to the mattress stockpile and the need for E-waste to be fully enclosed. | | | |
| Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance: | | | |
| <ul style="list-style-type: none"> a) Licence amendment proposed b) Signage to be arranged c) No change proposed d) New fee being considered and separate bin to be arranged e) Practicalities of managing E-waste being further investigated with existing waste to be collected f) Contractor engaged during September 2023 to disassemble 1,090 mattresses from the stockpile. (Historical stockpile exceeding 150 still present as at 31/12/2023). Fee introduced to enable mattress disassembly upon receipt of mattresses to prevent future stockpile creation. | | | |
| Was this non-compliance previously reported to DWER? | | | |
| <input checked="" type="checkbox"/> Yes, and | | | |
| <input checked="" type="checkbox"/> Reported to DWER verbally | | Date: 18 / 07 /2023 | |
| <input checked="" type="checkbox"/> Reported to DWER in writing | | Date: 10 / 03 / 2021 | |

| | | | |
|---|-------|----------------------------|--|
| Condition no: | 4 (c) | Date(s) of non-compliance: | |
| Details of non-compliance: | | | |
| Rehabilitation (final capping etc.) not commenced. | | | |
| 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. | | | |
| Nil | | | |
| Cause (or suspected cause) of non-compliance: | | | |
| Historical operational issues. | | | |
| Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance: | | | |
| Budget considerations to enact post closure management plan. | | | |
| 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: / / | |

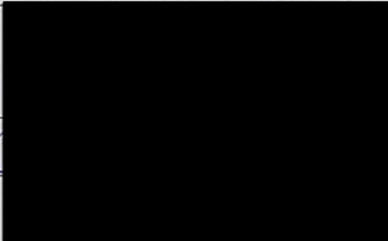

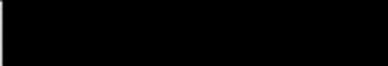
| | | | |
|---|----|----------------------------|-----------------|
| Condition no: | 15 | Date(s) of non-compliance: | From 30/03/2023 |
| Details of non-compliance: | | | |
| Fire and emergency management plan not prepared. | | | |
| What was the actual (or suspected) environmental impact of the non-compliance? | | | |
| NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place. | | | |
| Nil. No fires reported at the site during reporting period. | | | |
| Cause (or suspected cause) of non-compliance: | | | |
| Budget constraints – quote received far exceeded capacity to complete. | | | |
| Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance: | | | |
| Budget submission. Site contractor ensuring separation of stockpiles of materials are maintained and limiting public access to the active landfill area. | | | |
| 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: / / | |

| | | | |
|---|-----------------|----------------------------|--|
| Condition no: | 20 | Date(s) of non-compliance: | |
| Details of non-compliance: | | | |
| Annual Audit Compliance Report for 2022 not submitted. | | | |
| 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. | | | |
| Nil | | | |
| Cause (or suspected cause) of non-compliance: | | | |
| Change of staff. | | | |
| Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance: | | | |
| Action added to organizational governance calendar. | | | |
| 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 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: | |
| Name: (printed) |  | Name: (printed) | |
| Position: |  | Position: | |
| Date: | 26/3/2024 | Date: | |
| Seal (if signing under seal): | N/A | | |

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.