



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:	L7084/1997/17	Licence file number:	DER2015/001439-1
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 / 2025 to 31 / 12 / 2025		

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
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 – 123.24 tonnes Mattresses – 3.78 tonnes TOTAL: 127.02 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
Category 62	Treated timber – 0.67 tonnes Scrap metal – 70.5 tonnes White goods – 6.58 tonnes E-waste – 1.75 tonnes Batteries – 0.15 tonnes Hazardous waste (fluorescent tubes only) – 0.00056 tonnes Agricultural chemical containers – 1.58 tonnes Tyres – 1.07 tonnes Waste oil – 2.63 tonnes Asbestos – 2.45 tonnes Co-mingled recycling – 23.32 tonnes TOTAL: 166.7 tonnes
Category 64	Kerbside putrescible collection – 1,512.7 tonnes Putrescible from transfer station – 1,006.1 tonnes Asbestos – 1.48 tonnes C&D waste – 81.4 tonnes TOTAL: 2601.68 tonnes

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:	25 & 33	Date(s) of non-compliance:	16/09/2025
Details of non-compliance:			
The gauging round and ground water monitoring event occurred in October rather than September 2025.			
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:			
Contractor availability to install an additional, deeper monitoring point, BH06 that was needed in order to determine the direction of groundwater flow across the site.			

Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:	
N/A Works now complete	
Was this non-compliance previously reported to DWER? No	
<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:	20	Date(s) of non-compliance:	20/3/25
Details of non-compliance:			
Have not implemented the prepared Fire and Emergency Management Plan			
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 major fires occurred at the site during the reporting period.			
Cause (or suspected cause) of non-compliance:			
Don't have the capacity to implement some of the measures in the plan.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Site contractor maintains close working relationship with local bushfire brigade. Also ensure separation of stockpile materials is maintained.			
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: 26/03/2024 & 20/03/2025		

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:	32	Date(s) of non-compliance:	31/03/2026
Details of non-compliance:			
Have not prepared an Environmental Report.			
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:			
Insufficient resourcing.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Replacement Environmental Health Officer commencing at the end of April 2026.			
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 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 consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website.

Signature ² :	
Name: (printed)	
Position:	
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.