



## 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:	L7201/1997/10	Licence file number:	DEC4429
Licence holder name:	City of Stirling		
Trading as:	Recycling Centre Balcatta		
ACN:	N/A		
Registered business address:	Lot 45 on Plan 194142 (Natalie Way, Balcatta, WA 6021)		
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)
<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 in 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.	
<b>Prescribed premises category</b>	<b>Actual production quantity</b>
250,000 tonnes per annual period	108,543.76 tonnes for 2023

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.	
<b>Prescribed premises category</b>	<b>Actual Part 2 waste discharge quantity</b>
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:	2.2 to 2.4	Date(s) of non-compliance:	See below
Details of non-compliance:			
<p><b>Smoke Emissions</b></p> <p>18.01.2023 – Minor Fire in Waste Shed (City Ref: 1996)            13.03.2023 – Minor Fire on customers vehicle (City Ref: 2146)            15.03.2023 – Minor Fire in Waste Shed (City Ref: 2163)            16.05.2023 – Fire in Waste Truck (City Ref: 2304)            31.10.2023 – Minor Fire (approx. 5cm) in Household Battery Drum (City Ref: 2742)            12.12.2023 - Minor Fire in Transportation Trailer (City Ref: 2840)</p> <p><b>Asbestos</b></p> <p>21.07.2023 – Asbestos thrown over wall at Waste Shed (City Ref:2473)            28.07.2023 – Asbestos pipe found in Construction Waste (City Ref: 2494)            19.10.2023 – Asbestos thrown over wall at Waste Shed (City Ref: 2706)</p> <p><b>Oil Spillage</b></p> <p>24.02.2023 – Minor Oil Spill (approx. 20L) in rear of customers vehicle (City Ref: 2109)</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>Location – Recycle Centre Balcatta</b>  <i>Near to / Inside the Waste Shed</i></p> <p>Minor smoke emissions            Water run offs contained onsite – no suspected environmental impact.            Oil Spillage onsite – no suspected environmental impact.</p>			
Cause (or suspected cause) of non-compliance:			
<p><b>Suspected Cause</b></p> <p>18.01.2023 – Suspected to be a battery from cordless drill disposed of by customer.            13.03.2023 – Acetone bottle placed on car battery terminals by customer.            15.03.2023 - Unknown ignition source (search inconclusive)            16.05.2023 – Suspected to involve batteries and microwave disposed by customer.            31.10.2023 – Suspected to involve the batteries present disposed by customer.            12.12.2023 – Unknown ignition source (search inconclusive)</p>			

**Section E – Details of non-compliance with licence condition**

21.07.2023 – Customer intentionally disposes of Asbestos sheets at site, contrary to it being prohibited.  
 28.07.2023 – Customer intentionally disposes of Asbestos sheets at site, contrary to it being prohibited.  
 19.10.2023 – Customer intentionally disposes of Asbestos sheets at site, contrary to it being prohibited.  
 24.02.2023 – Customer spill container of oil in vehicle – some leaked onto ground (in HHW).

Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:

**Smoke Emissions**

18.01.2023 – On site hose pipes/sprinklers used to extinguish fire.  
 13.03.2023 – On site fire extinguishers used to extinguish fire.  
 15.03.2023 – On site hose used to extinguish fire.  
 16.05.2023 – Truck used designated area of RCB to tip waste and hose pipes used to extinguish fire.  
 31.10.2023 – Fire was small enough to blow out / it was then placed in container and covered in sand.  
 12.12.2023 – On site hose pipes used to dampen flames, Fire Service responded and extinguished it.

**Asbestos**

21.07.2023 – Area closed off to public, Contractor and Work Safe informed, Asbestos cleared, in accordance with regulations and area cleared and cleaned, prior to being re-opened.  
 28.07.2023 – Area closed off to public, trained team members contain the piping, remove from area, and arrange for collection by contractor.  
 19.10.2023 – Asbestos piece removed from the waste and customer instructed on how to correctly dispose of it.

**Oil Spillage**

24.02.2023 – Oil Spill Kit / Granules used to absorb.

Other actions undertaken.

- Entered onto the city's "Safer" system and discussed amongst supervision at review meetings.
- Team Members informed at "Toolbox Meetings" and given guidance.
- Water run offs into drainage system prevented to avoid impact.
- Remaining waste removed at the earliest opportunity, when safe to do so.
- Oil spill waste disposed of by HHW contractor.
- Asbestos Awareness and Management Training provided to RCB team.

Was this non-compliance previously reported to DWER?

Yes, and

**Section E – Details of non-compliance with licence condition**

<input type="checkbox"/> Reported to DWER verbally	Date: / /
<input checked="" 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> :			
Name: (printed)			
Position:			
Date:	31   01   24	Date:	30.01.2023
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.