



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:	L8394/2009/3	Licence file number:	2010/007023
Licence holder name:	Shire of Mundaring		
Trading as:			
ACN:	20 431 487 930		
Registered business address:	7000 Great Eastern Highway Mundaring WA 6073		
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); andsign 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; andsign 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
62	4,413.23
63	1,141.40

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
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:	1.2.3	Date(s) of non-compliance:	07/03/2025
Details of non-compliance:			
Site inspection conducted on 7 March 2025 by DWER identified excess of 2000 m3 of green waste stored on the premise at time of inspection.			
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 environmental impact, all other conditions adhered to including appropriate fire break and capture of run off to onsite leachate pond.			
Cause (or suspected cause) of non-compliance:			
A significant storm event passed through the Perth Hills Area on 19 February 2025. This was a proclaimed a natural disaster event (reference AGRN1201).			
As a result, there was a surge in residents bringing green waste to the site and also the Shire works with critical clean-up activities. The Shire attempted to mulch and divert as much green waste as possible to another facility to reduce the incoming volume however there was still a large amount of material to deal with, especially that not able to be mulched by Shire roadside chippers.			
The green waste mulching contractor was engaged and had already mobilised to site on the day of the inspection 7 March 2025, so all material was mulched and removed in the two days after the inspection.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
There were no adverse effects as a result of the non-compliance. The Shire commenced initial discussions with DWER to submit a license amendment to increase the allowed storage volume.			
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:	1.2.3	Date(s) of non-compliance:	30/10/2025
Details of non-compliance:			

Section E – Details of non-compliance with licence condition	
Site inspection conducted on 30 October 2025 by DWER identified mattresses stored directly on the ground. The department considers mattresses to be putrescible waste and requires this type of waste be placed into a designated bin.	
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 environmental impact	
Cause (or suspected cause) of non-compliance:	
Mattresses had been temporarily relocated away from the concrete hardstand tipping area due to maintenance works being carried out on the tip face retaining wall.	
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:	
There were no adverse effects as a result of the non-compliance. To prevent recurrence a dedicated bin was put in place to store mattresses at the site which was put in place by the end of the day the inspection occurred.	
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:	1.2.3	Date(s) of non-compliance:	12/12/2025
Details of non-compliance:			
Site inspection conducted on 12 December 2025 by DWER officer observed mattresses stored on the ground. The department considers mattresses to be putrescible waste and requires this type of waste to be placed into a designated bin.			
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 environmental impact			
Cause (or suspected cause) of non-compliance:			
The dedicated mattress bin was in transit to the recycling facility and a couple of mattresses were dropped off by residents/customers in the interim before the bin had returned to site.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the			

Section E – Details of non-compliance with licence condition	
non-compliance:	
<p>There were no adverse effects as a result of the non-compliance. The Shire has commenced discussions with DWER to include a license amendment to allow storage on the concrete hardstand in the event the dedicated bin is in transit to the recycling facility as it is not practical to have a second dedicated mattress bin due to the low volumes received at the site.</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 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 :			
Name: (printed)			
Position:			
Date:	30/01/2025	Date:	30/01/2025
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.