



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:	L8686/2012/2	Licence file number:	2012/006267-1
Licence holder name:	Shire of Cocos Keeling Islands		
Trading as:	Shire of Cocos Keeling Islands		
ACN:			
Registered business address:	Lot 256 Jalan Malati Home Island Cocos Keeling Islands		
Reporting period:	01/07 /2021 to 01/ 07/2022		

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
Category 64 Putrescible Class 11	436 Tons

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 64 Putrescible Class 11	162 Tons

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:	5.1.3	Date(s) of non-compliance:	October 21
Details of non-compliance:			
The Licence Holder failed to declare in the 2020-21 annual reporting period AACR the non-compliance with condition 5.2.1 of failure to submit the 2019-20 Annual Environmental Report (AER) and AACR reports by 1 September 2020. This non-compliance is a false and misleading statement by omission			
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:			
Poor management			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Schedule the preparation and submission of the AACR in diary. Staff trained in License conditions and reporting requirements.			
Was this non-compliance previously reported to DWER?			
No – the non-compliance was identified by DWER in the Annual Inspection Audit in November 22.			

Section E – Details of non-compliance with licence condition	
<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:	5.2.1	Date(s) of non-compliance:	September 21
Details of non-compliance:			
The Licence Holder failed to comply by submitting to DWER the 2020-21 annual reports (AER/AACR) by 1 September 2021 of the reporting year. The AACR submitted by the Licence Holder for the 2020-21 was signed by the Licence Holder CEO and Manager Works on 9 September 2021. This is the second reporting year the Licence Holder has failed to meet the requirements of this condition.			
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:			
Poor management			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
A reminder has been established in the calendars of the Executive Team at the Shire to ensure the requirement to complete the annual environment report is not forgotten. Further, systems being developed to record data on a regular basis will ensure the reporting can be undertaken in a timely manner at the completion of the financial year.			
Was this non-compliance previously reported to DWER?			

Section E – Details of non-compliance with licence condition	
No – the non-compliance was identified by DWER in the Annual Inspection Audit in November 22.	
<input type="checkbox"/> Yes, and	
<input type="checkbox"/> Reported to DWER verbally	
<input type="checkbox"/> Reported to DWER in writing	

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:	5.2.2	Date(s) of non-compliance:	October 21
Details of non-compliance:			
The Licence Holder failed to provide for the 2020-21 Annual Environmental Reporting period an assessment of the information and supporting documentation against previous monitoring results and Licence limits and/or targets.			
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:			
Poor management and record keeping			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Schedule the preparation and submission of the AACR in diary. Establish clear record management spreadsheet so data can be compared from year to year.			

Section E – Details of non-compliance with licence condition	
Was this non-compliance previously reported to DWER?	
No – the non-compliance was identified by DWER in the Annual Inspection Audit in November 22.	
<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 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:	CEO	Position:	Manager of Infrastructure
Date:	01/09/2022	Date:	01/09/2022
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.