



Annual Audit Compliance Reports

Guidelines for licences granted under Part V of the Environmental Protection Act 1986

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Accessibility

This document is available in alternative formats and languages on request.

Purpose

This guideline has been developed to assist licensees in preparing Annual Audit Compliance Reports (AACR) under condition of licences granted under Part V of the *Environmental Protection Act 1986* (EP Act).

Introduction

Occupiers of prescribed premises are required to submit annual reports on compliance with their licence conditions through an AACR.

This allows licensees to self-audit their operations for compliance with their licence requirements throughout the reporting period.

The requirement for licensees to audit and report on their environmental compliance is an integral part of the Department of Environment Regulation's (DER) wider compliance management framework that includes planned and targeted compliance activities aimed at promoting and ensuring compliance across industry.

Increasing transparency

In line with [DER's Regulatory Principles](#) and practices in other Australian jurisdictions, DER intends to provide greater public access to the information provided in AACRs submitted by licensees.

Once AACRs have been received and reviewed by the Department they will be uploaded to DER's website.

The publishing of AACRs will allow licensees to demonstrate their environmental compliance to the wider community.

Structure of AACRs

The [AACR form](#) is made up of four sections and can be downloaded in Word format from www.der.wa.gov.au/aacr.

Section A – Licence details

This section details the licence to which the AACR relates and will include the licensee's name, ACN, registered address and licence number.

Section B – Statement of compliance

The statement of compliance requires the licensee to assess its performance against each licence condition and determine whether it has complied with each.

Section C – Declaration

Licensees are no longer required to obtain the approval of the CEO of DER in respect of persons authorised to sign AACRs.

AACRs can only be signed by the licensee, or an authorised person with the legal authority to sign on behalf of the licensee.

The responsibility for the accuracy and veracity of the AACR resides with the person who signs the AACR.

A person who signs and certifies the AACR must satisfy themselves that information being reported is accurate and verifiable.

It should be noted that it is an offence under s 112 of the EP Act for a person to give information that to their knowledge is false or misleading in a material particular.

Section C also contains in the declaration the consent and/or acknowledgement of the signatory that the AACR will be published on DER's website.

If the licensee considers that some information is confidential and should not be published, the information proposed to be redacted from the AACR is to be marked as confidential for consideration of the CEO of DER.

Section D – Details of non-compliance

Where a licensee reports non-compliance with a condition, the AACR requires additional information relating to:

- the specific date(s) the non-compliance occurred;
- details of the non-compliance and any environmental impact associated with the non-compliance;
- the cause or suspected cause of the non-compliance;
- action taken to mitigate any adverse effects of the non-compliance and prevent recurrence of the non-compliance; and
- whether this non-compliance was previously reported to DER.

The information above is required in the AACR for each condition that is declared as being non-compliant for a time during the reporting period.

Submission of AACRs

All prescribed premises licences contain a condition requiring submission of an AACR by a specific date.

Failure to provide the AACR by the due date amounts to non-compliance with a licence condition.

The options available for submission of AACRs are provided for in the licence and include:

- email to info@der.wa.gov.au; or
- physical mail to the address provided in your licence.

DER process for reviewing AACRs

DER reviews the statements made in the AACR to be satisfied that the impacts of any instances of non-compliance have been appropriately addressed, the cause or suspected cause of the non-compliance has been identified, and the actions to mitigate any adverse effects and prevent recurrence of the non-compliance are reasonable and appropriate in the circumstances.

Whether or not the non-compliance has previously been reported to DER is also considered.

DER will contact the licensee if any additional action or information is required.

Further information

Telephone: Please contact the relevant licensing officer or Environmental Compliance on (08) 6467 5000.

Email: Please contact the licensing officer or send your query to info@der.wa.gov.au

Website: www.der.wa.gov.au

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Annual Audit Compliance Report form

Environmental Protection Act 1986, Part V

Section A – Licence details			
Licence number:		Licence file number:	
Company name:			
Trading as:			
ACN:			
Reporting period:	/ /	to	/ /

Section B – Statement of compliance with licence conditions
Did you comply with your licence conditions during the reporting period? (please tick the appropriate box)
<input type="checkbox"/> Yes – please sign the declaration in Section C
<input type="checkbox"/> No – please sign the declaration in Section C and proceed to Section D

Section C – 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 Environment Regulation's (DER) website.			
Signature:		Signature:	
Name: (printed)		Name: (printed)	
Position:		Position:	
Seal (if signing under seal)			

AACRs can only be signed by the licensee, or an authorised person with the legal authority to sign on behalf of the licensee.

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.

Section D – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licensee was non-compliant at a time during the reporting period.			
Condition no:		Date(s) of non-compliance:	
Details of non-compliance			
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>			
Cause (or suspected cause) of non-compliance:			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Was this non-compliance previously reported to DER?			
<input type="checkbox"/> Yes, and			
<input type="checkbox"/> Reported to DER verbally		Date: / /	
<input type="checkbox"/> Reported to DER in writing		Date: / /	