



Mrs Joanne Trezona  
Shire of Broomehill-Tambellup  
46-48 Norrish Street  
TAMBELLUP WA 6320

Dear Mrs Trezona

**ENVIRONMENTAL PROTECTION ACT 1986: LICENCE GRANTED**

**Premises**

Broomehill Waste Management Facility  
Tie Line Road  
BROOMEHILL WA 6318

**Licence Number:** L8854/2014/1

A licence under the *Environmental Protection Act 1986* (the Act) has been granted for the above premises. The Department of Environment Regulation will advertise the issuing of this licence in the public notices section of *The West Australian* newspaper.

The licence includes attached conditions. Under section 58(1) of the Act, it is an offence to contravene a condition of a licence. This offence carries a penalty of up to \$125,000 and a daily penalty of up to \$25,000.

In accordance with section 102(1)(c) of the Act, you have 21 days to appeal the conditions of the licence. Under section 102(3)(a) of the Act, any other person may also appeal the conditions of the licence. To lodge an appeal contact the Office of the Appeals Convenor on 6467 5190 or by email at [admin@appealsconvenor.wa.gov.au](mailto:admin@appealsconvenor.wa.gov.au).

Where a licence is issued for more than one year it requires payment of an annual fee and will cease to have effect if the fee is unpaid. It is the occupier's responsibility to lodge a fee application and pay the annual fee in sufficient time to avoid incurring a late payment fee and for processing to be completed before the licence anniversary date.

If you have any queries regarding the above information, please contact Lesley Hart on 9842 4553.

Yours sincerely

Rebecca Kelly  
Officer delegated under section 20  
of the *Environmental Protection Act 1986*

18 December 2014



# Licence

## *Environmental Protection Act 1986, Part V*

**Licensee:** Shire of Broomehill - Tambellup

**Licence:** L8854/2014/1

**Registered office:** 46-48 Norrish Street  
TAMBELLUP WA 6320

**Premises address:** Broomehill Waste Management Facility  
Tie Line Road  
BROOMEHILL WA 6318  
Being Lot 9290 on Plan 91932; Lot 9289 on Plan 91898 and Lot 350 on Plan 76761  
as depicted in Schedule 1

**Issue date:** Thursday, 18 December 2014

**Commencement date:** Monday, 22 December 2014

**Expiry date:** Saturday, 21 December 2019

**Prescribed premises category**

Schedule 1 of the *Environmental Protection Regulations 1987*

Category number	Category description	Category production or design capacity	Approved premises production or design capacity
62	Solid waste depot – premises on which waste is stored or sorted pending final disposal or re-use	500 tonnes or more per year	2,000 tonnes per annual period

**Conditions**

This Licence is subject to the conditions set out in the attached pages.

.....  
Officer delegated under section 20  
of the *Environmental Protection Act 1986*



## Contents

Licence	1
Contents	2
Introduction	2
Licence conditions	4
1 General	4
2 Emissions	8
3 Monitoring	9
4 Improvements	10
5 Information	10
Schedule 1: Maps	12
Schedule 2: Reporting & notification forms	14

## Introduction

This Introduction is not part of the Licence conditions.

### DER's industry licensing role

The Department of Environment Regulation (DER) is a government department for the state of Western Australia in the portfolio of the Minister for Environment. DER's purpose is to advise on and implement strategies for a healthy environment for the benefit of all current and future Western Australians.

DER has responsibilities under Part V of the *Environmental Protection Act 1986* (the Act) for the licensing of prescribed premises. Through this process DER works with the business owners, community, consultants, industry and other representatives to prevent, control and abate pollution and environmental harm to conserve and protect the environment. DER also monitors and audits compliance with works approvals and licence conditions, takes enforcement action as appropriate and develops and implements licensing and industry regulation policy.

### Licence requirements

This Licence is issued under Part V of the Act. Conditions contained within the licence relate to the prevention, reduction or control of emissions and discharges to the environment and to the monitoring and reporting of them.

Where other statutory instruments impose obligations on the Premises/Licensee the intention is not to replicate them in the Licence conditions. You should therefore ensure that you are aware of all your statutory obligations under the Act and any other statutory instrument. Legislation can be accessed through the State Law Publisher website using the following link: <http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html>

For your Premises relevant statutory instruments include but are not limited to obligations under the:

- *Environmental Protection (Unauthorised Discharges) Regulations 2004* – these Regulations make it an offence to discharge certain materials such as contaminated stormwater into the environment other than in the circumstances set out in the Regulations.
- *Environmental Protection (Controlled Waste) Regulations 2004* - these Regulations place obligations on you if you produce, accept, transport or dispose of controlled waste.
- *Environmental Protection (Noise) Regulations 1997* – these Regulations require noise emissions from the Premises to comply with the assigned noise levels set out in the Regulations.

You must comply with your Licence. Non-compliance with your Licence is an offence and strict penalties exist for those who do not comply.

Licence holders are also reminded of the requirements of section 53 of the Act which places restrictions on making certain changes to prescribed premises unless the changes are in accordance with a works approval, licence, closure notice or environmental protection notice.





### Licence fees

If you have a licence that is issued for more than one year, you are required to pay an annual licence fee prior to the anniversary date of issue of your licence. Non payment of annual licence fees will result in your licence ceasing to have effect meaning that it will no longer be valid and you will need to apply for a new licence for your Premises.

### Ministerial conditions

If your Premises has been assessed under Part IV of the Act you may have had conditions imposed by the Minister for Environment. You are required to comply with any conditions imposed by the Minister.

### Premises description and Licence summary

The Broomehill Waste Management Facility is located approximately 1.8km northeast of the Broomehill town site on Tie Line Road and is operated by the Shire of Broomehill-Tambellup. The boundary of the Waste Management Facility falls across a number of reserves. The existing landfill site is registered (R1456) under Category 89 putrescible landfill site. The nearest residential dwellings, on rural properties, are approximately 650m west and 675m east of the transfer station and 820m southwest and 780m southeast respectively, from the landfill site. There are no surface water bodies or drainage lines within 1km of the Premises.

The existing site infrastructure includes a newly constructed waste transfer station built under a Works Approval (W5492/2013/1), an active landfill trench, closed landfill trenches, internal gravel access roads and sealed access roads within the transfer station, perimeter fencing, various recyclables collection facilities, plus bulk waste metal recycling and green waste storage areas. Drainage swales and a detention basin have been constructed within the new transfer station to direct and control stormwater.

The Waste Transfer Station will be staffed during operating hours of four half days per week. An estimated 250m<sup>3</sup> per annual period of putrescible waste is expected to be placed in the adjacent landfill cell, of which an estimated 100 to 200 m<sup>3</sup>, is expected to pass through the Waste Transfer Station. General waste collected in the Waste Transfer Station bulk bin will be delivered to the adjacent landfill every two weeks, or more frequently, as required.

The main emissions from the operation of the WMF are fugitive dust and odour emissions both rated as low risk. Fugitive dust emissions are minimised by sealed road access and concrete hardstand areas within the transfer station and minimal public access via unsealed roads to bulk waste storage areas outside of the transfer station. There is potential for odour emissions from the temporary storage of putrescible municipal waste within the transfer station. Odour will be managed through the regular transfer of general waste collected in the bulk bin to the adjacent landfill every two weeks or more frequently as required, and the bulk bin will be covered at all times when the facility is closed.

This Licence is for the operation of a new Waste Transfer Station, established under works approval W5492/2013/1, and includes the receipt and management of other solid wastes at the Broomehill WMF.

The licences and works approvals issued for the Premises since 05/09/2013 are:

Instrument log		
Instrument	Issued	Description
W5492/2013/1	05/09/2013	Works approval to construct a solid waste depot facility
L8854/2014/1	11/12/2014	New Licence following completion of works

### Severance

It is the intent of these Licence conditions that they shall operate so that, if a condition or a part of a condition is beyond the power of this Licence to impose, or is otherwise *ultra vires* or invalid, that condition or part of a condition shall be severed and the remainder of these conditions shall nevertheless be valid to the extent that they are within the power of this Licence to impose and are not otherwise *ultra vires* or invalid.

### END OF INTRODUCTION





## Licence conditions

### 1 General

#### 1.1 Interpretation

1.1.1 In the Licence, definitions from the *Environmental Protection Act 1986* apply unless the contrary intention appears.

1.1.2 For the purposes of this Licence, unless the contrary intention appears:

**'Acceptance Criteria'** has the meaning defined in Landfill Definitions;

**'ACM'** means asbestos containing material and has the meaning defined in the Guidelines for Assessment, Remediation and Management of Asbestos Contaminated Sites, Western Australia, (DOH, 2009);

**'Act'** means the *Environmental Protection Act 1986*;

**'AHD'** means the Australian height datum;

**'annual period'** means the inclusive period from 1 January until the 31 of December in the same year;

**'asbestos'** means the asbestiform variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals and includes actinolite, amosite, anthophyllite, chrysolite, crocidolite, tremolite and any mixture containing 2 or more of those;

**'averaging period'** means the time over which a limit or target is measured or a monitoring result is obtained;

**'CEO'** means Chief Executive Officer of the Department of Environment Regulation;

**'CEO'** for the purpose of correspondence means;

Manager Licensing (South Coast)  
Department of Environment Regulation  
120 Albany Hwy  
ALBANY WA 6330  
Telephone: (08) 9842 4567  
Facsimile: (08) 9841 7105  
Email: [southcoast@der.wa.gov.au](mailto:southcoast@der.wa.gov.au);

**'Clean Fill'** has the meaning defined in Landfill Definitions;

**'code of practice for the storage and handling of dangerous goods'** means the Storage and handling of dangerous goods - code of practice, Department of Mines and Petroleum, Government of Western Australia;

**'construction and demolition waste'** has the meaning defined in Landfill Definitions;

**'controlled waste'** has the definition in *Environmental Protection (Controlled Waste) Regulations 2004*;

**'dangerous goods'** has the meaning defined in the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*;

**'DER Asbestos Guidelines'** means document titled "Guidelines for managing asbestos at construction and demolition waste recycling facilities", published by the Department of Environment and Conservation, as amended from time to time.

**'designated burning area'** means an area of a landfill site that has been designated by the occupier of the site as a designated burning area;



**'environmentally hazardous material'** means material (either solid or liquid raw materials, materials in the process of manufacture, manufactured products, products used in the manufacturing process, by-products and waste) which if discharged into the environment from or within the premises may cause pollution or environmental harm. Note: Environmentally hazardous materials include dangerous goods where they are stored in quantities below placard quantities. The storage of dangerous goods above placard quantities is regulated by the Department of Mines and Petroleum;

**'fugitive emissions'** means all emissions not arising from point sources identified in Sections 2.2, 2.3, 2.4 and 2.5;

**'green waste'** means waste that originates from flora and which does not contain or has not been treated or coated with, preserving agents, biocides, fire retardants, paint, adhesives or binders;

**'hardstand'** means a surface with a permeability of  $10^{-9}$  metres/second or less;

**'Hazardous waste'** has the meaning defined in Landfill Definitions;

**'Inert Waste Type 1'** has the meaning defined in Landfill Definitions;

**'Inert Waste Type 2'** has the meaning defined in Landfill Definitions;

**'Landfill Definitions'** means the document titled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer of the Department of Environment as amended from time to time.

**'leachate'** means liquid released by or water that has percolated through waste and which contains some of its constituents;

**'Licence'** means this Licence numbered L8854/2014/1 and issued under the Act;

**'Licensee'** means the person or organisation named as Licensee on page 1 of the Licence;

**'Premises'** means the area defined in the Premises Map in Schedule 1 and listed as the Premises address on page 1 of the Licence;

**'Putrescible'** has the meaning defined in Landfill Definitions;

**'Schedule 1'** means Schedule 1 of this Licence unless otherwise stated;

**'Schedule 2'** means Schedule 2 of this Licence unless otherwise stated; and

**'usual working day'** means 0800 – 1700 hours, Monday to Friday excluding public holidays in Western Australia;

1.1.3 Any reference to an Australian or other standard in the Licence means the relevant parts of the standard in force from time to time during the term of this Licence.

1.1.4 Any reference to a guideline or code of practice in the Licence means the current version of the guideline or code of practice in force from time to time, and shall include any amendments or replacements to that guideline or code of practice made during the term of this Licence.

## 1.2 General conditions

- 1.2.1 Nothing in the Licence shall be taken to authorise any emission that is not mentioned in the Licence, where the emission amounts to:
- (a) pollution;
  - (b) unreasonable emission;
  - (c) discharge of waste in circumstances likely to cause pollution; or
  - (d) being contrary to any written law.





- 1.2.2 The Licensee shall operate and maintain all pollution control and monitoring equipment to the manufacturer's specification or any relevant and effective internal management system.
- 1.2.3 The Licensee, except where storage is prescribed in section 1.3, shall ensure that environmentally hazardous materials are stored in accordance with the code of practice for the storage and handling of dangerous goods.
- 1.2.4 The Licensee shall immediately recover, or remove and dispose of spills of environmentally hazardous materials outside an engineered containment system.
- 1.2.5 The Licensee shall:
- (a) implement all practical measures to prevent stormwater run-off becoming contaminated by the activities on the Premises; and
  - (b) treat contaminated or potentially contaminated stormwater as necessary prior to being discharged from the Premises.<sup>1</sup>
- Note1: The *Environmental Protection (Unauthorised Discharges) Regulations 2004* make it an offence to discharge certain materials into the environment.

### 1.3 Premises operation

- 1.3.1 The Licensee shall only accept waste on to the Premises if:
- (a) it is of a type listed in Table 1.3.1; and
  - (b) the quantity accepted is below any quantity limit listed in Table 1.3.1; and
  - (c) it meets any specification listed in Table 1.3.1.

Table 1.3.1: Waste acceptance		
Waste type	Quantity limit	Specification <sup>1</sup>
Clean Fill	Combined total of 2000 tonnes per annual period	None Specified
Hazardous waste		Limited to vehicle batteries only
Inert Waste Type 1		Waste containing visible asbestos or ACM shall not be accepted.
Inert Waste Type 2		Scrap metal, glass, aluminium, construction and demolition (C&D) waste only
Putrescible waste		Tyres and plastic only
		None specified

Note 1: Additional requirements for the acceptance of controlled waste (including asbestos and tyres) are set out in the *Environmental Protection (Controlled Waste) Regulations 2004*.

- 1.3.2 The Licensee shall ensure that where waste does not meet the waste acceptance criteria set out in conditions 1.3.1 it is removed from the Premises by the delivery vehicle or, where that is not possible, the Licensee shall contact the CEO to agree a course of action in relation to the waste.
- 1.3.3 The Licensee shall ensure that wastes accepted onto the Premises are only subjected to the process(es) set out in Table 1.3.2 and in accordance with any process limits described in that Table.



**Table 1.3.2: Waste processing**

Waste type	Process	Process limits
Clean Fill	Receipt, handling and storage prior to disposal	None Specified
Hazardous waste		Batteries must be stored in a covered and bunded area
Inert Waste Type 1		Recyclables to be stored in the recyclables sea container or bulk waste storage areas
Inert Waste Type 2		C&D waste to be stored in the allocated storage area outside of the waste transfer station
Putrescible waste	Receipt, handling and storage prior to disposal	<ul style="list-style-type: none"> <li>• Paper &amp; cardboard to recyclables sea container or general / municipal waste hook-lift bin</li> <li>• Wood / timber to separate bulk stockpile</li> <li>• Other putrescibles (excluding green waste) to general waste hook-lift bin. The general waste hook - lift bin is to be covered at all times when the transfer station is not in operation.</li> </ul>
	Receipt, handling and storage prior to disposal by burning	<p>Green waste to be stored in either the green waste storage area within the transfer station as shown in the Map of Waste Transfer Station storage locations in Schedule 1 or in the Bulk Green Waste Storage and Designated Burning Area as shown in the Premises Map and bulk waste storage locations in Schedule 1.</p> <p>Only green waste is to be burnt on site. Green waste shall only be burnt if;</p> <ul style="list-style-type: none"> <li>(i) It has been dried and seasoned for at least 2 months before burning; and</li> <li>(ii) it takes place in a designated burning area at least 25m from the boundary of any active disposal areas and outside of the transfer station; and</li> <li>(iii) it takes place in trenches or windrows; and</li> <li>(iv) it takes place only when an adequate supply of water is available to effectively manage the burning process; and</li> <li>(v) it is free of any contaminant.</li> </ul>

1.3.4 The Licensee shall implement the following security measures at the site:

- (a) erect and maintain suitable fencing to prevent unauthorised access to the site; and
- (b) ensure that any entrance gates to the premises are securely locked when the premises are unattended; and
- (c) undertake regular inspections of all security measures and repair damage as soon as practicable.

1.3.5 The Licensee shall install and maintain a sign at the entrance to the Premises which clearly displays the following information;

- (a) hours of operation;
- (b) contact telephone number;
- (c) warning indicating penalties for people lighting fires;
- (d) list of materials accepted for recycling and the location of where they can be deposited on the premises; and
- (e) list of materials not accepted.

1.3.6 The Licensee shall implement control measures to prevent infestations of pests, flies and vermin at the Premises.





- 1.3.7 The Licensee shall take all reasonable and practical measures to ensure that no windblown waste escapes from the Premises and that windblown waste is collected on at least a weekly basis and appropriately contained.

## 2 Emissions

### 2.1 General

- 2.1.1 The Licensee shall record and investigate the exceedance of any descriptive or numerical limit or target specified in any part of section 2 of this Licence.

### 2.2-2.4 Point source emissions to air, surface water and groundwater

There are no specified conditions relating to point source emissions to air, surface water or groundwater in this section.

### 2.5 Emissions to land

There are no specified conditions relating to emissions to land in this section.

### 2.6 Fugitive emissions

- 2.6.1 The Licensee shall ensure that no visible dust generated by the activities on the Premises crosses the boundary of the Premises.

### 2.7 Odour

- 2.7.1 The Licensee shall ensure that odour emitted from the Premises does not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person who is not on the Premises.
- 2.7.2 The Licensee shall ensure that the contents of the domestic (general waste) bulk hook lift bin, located as shown in the Map of Waste Transfer Station storage locations in Schedule 1, are removed for burial at least every 14 days to minimise odour emissions.

### 2.8 Noise

There are no specified conditions relating to noise in this section.



## 3 Monitoring

### 3.1 General monitoring

There are no specified conditions relating to monitoring in this section.

#### 3.2-3.4 Monitoring of point source emissions to air, surface water and groundwater

There are no specified conditions relating to monitoring of point source emissions to air, surface water or groundwater in this section.

### 3.5 Monitoring of emissions to land

There are no specified conditions relating to monitoring of emissions to land in this section.

### 3.6 Monitoring of inputs and outputs

3.6.1 The Licensee shall undertake the monitoring in Table 3.6.1 according to the specifications in that table.

Table 3.6.1: Monitoring of inputs and outputs				
Input/Output	Parameter	Units	Averaging period	Frequency
Waste Inputs	Clean Fill Hazardous Waste Inert Waste Type 1 Inert Waste Type 2	m <sup>3</sup>	N/A	Each load arriving at the Premises
Waste Outputs	Hazardous Waste Inert Waste Type 1			Each load leaving or rejected from the Premises
	Putrescible waste (excluding green waste)			Each bulk hook-lift bin disposed of to the landfill or Each recyclables load leaving the Premises
	Putrescible waste - green waste only			Each stockpile burnt at the Premises
	Inert Waste Type 2 (tyres)	Number of tyres		Each load leaving the Premises

### 3.7 Process monitoring

There are no specified conditions relating to process monitoring in this section.

#### 3.8-3.9 Ambient environmental quality monitoring and meteorological monitoring

There are no specified conditions relating to ambient environmental quality monitoring or meteorological monitoring in this section.





## 4 Improvements

There are no specified improvement conditions in this section.

## 5 Information

### 5.1 Records

5.1.1 All information and records required by the Licence shall:

- (a) be legible;
- (b) if amended, be amended in such a way that the original and subsequent amendments remain legible or are capable of retrieval;
- (c) except for records listed in 5.1.1(d) be retained for at least 6 years from the date the records were made or until the expiry of the Licence or any subsequent licence; and
- (d) for those following records, be retained until the expiry of the Licence and any subsequent licence:
  - (i) off-site environmental effects; or
  - (ii) matters which affect the condition of the land or waters.

5.1.2 The Licensee shall ensure that:

- (a) any person left in charge of the Premises is aware of the conditions of the Licence and has access at all times to the Licence or copies thereof; and
- (b) any person who performs tasks on the Premises is informed of all of the conditions of the Licence that relate to the tasks which that person is performing.

5.1.3 The Licensee shall complete an Annual Audit Compliance Report indicating the extent to which the Licensee has complied with the conditions of the Licence, and any previous licence issued under Part V of the Act for the Premises for the previous annual period.

5.1.4 The Licensee shall implement a complaints management system that as a minimum records the number and details of complaints received concerning the environmental impact of the activities undertaken at the Premises and any action taken in response to the complaint.

### 5.2 Reporting

5.2.1 The Licensee shall submit to the CEO an Annual Environmental Report within 60 calendar days after the end of the annual period. The report shall contain the information listed in Table 5.2.1 in the format or form specified in that table.

Table 5.2.1: Annual Environmental Report		
Condition or table (if relevant)	Parameter	Format or form <sup>1</sup>
-	Summary of any failure or malfunction of any pollution control equipment and any environmental incidents that have occurred during the annual period and any action taken	None specified
3.6.1	Summary of inputs and outputs	None specified
5.1.3	Compliance	Annual Audit Compliance Report (AACR)
5.1.4	Complaints summary	None specified

Note 1: Forms are in Schedule 2



### 5.3 Notification

5.3.1 The Licensee shall ensure that the parameters listed in Table 5.3.1 are notified to the CEO in accordance with the notification requirements of the table.

Table 5.3.1: Notification requirements			
Condition or table (if relevant)	Parameter	Notification requirement <sup>1</sup>	Format or form <sup>2</sup>
1.3.1 & 1.3.2	Breach of any waste acceptance criteria in the Licence	Part A: As soon as practicable but no later than 5pm of the next usual working day.  Part B: As soon as practicable	N1
2.1.1	Breach of any limit specified in the Licence		
-	Any failure or malfunction of any pollution control equipment or any incident, which has caused, is causing or may cause pollution		

Note 1: Notification requirements in the Licence shall not negate the requirement to comply with s72 of the Act

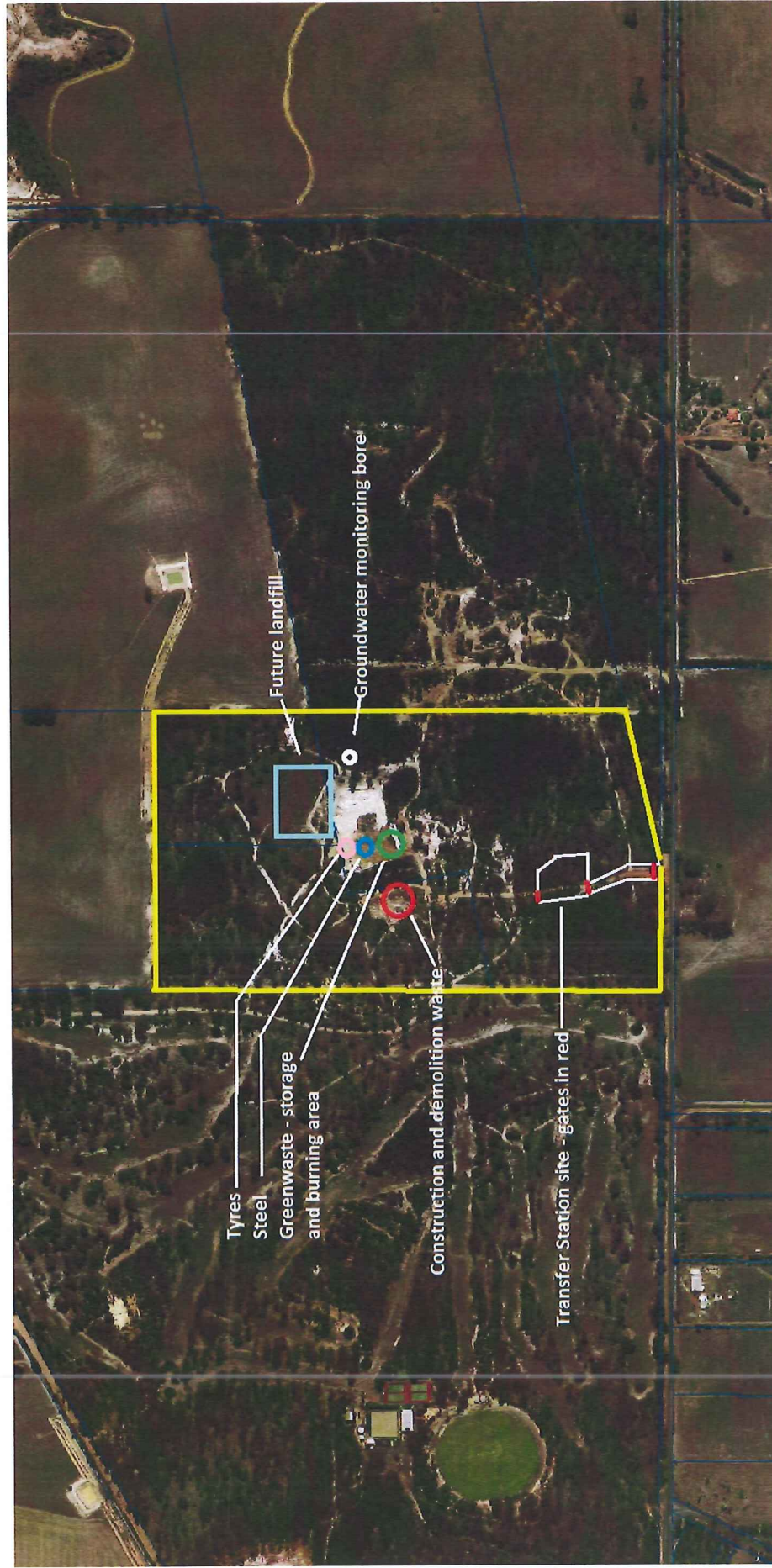
Note 2: Forms are in Schedule 2



## Schedule 1: Maps

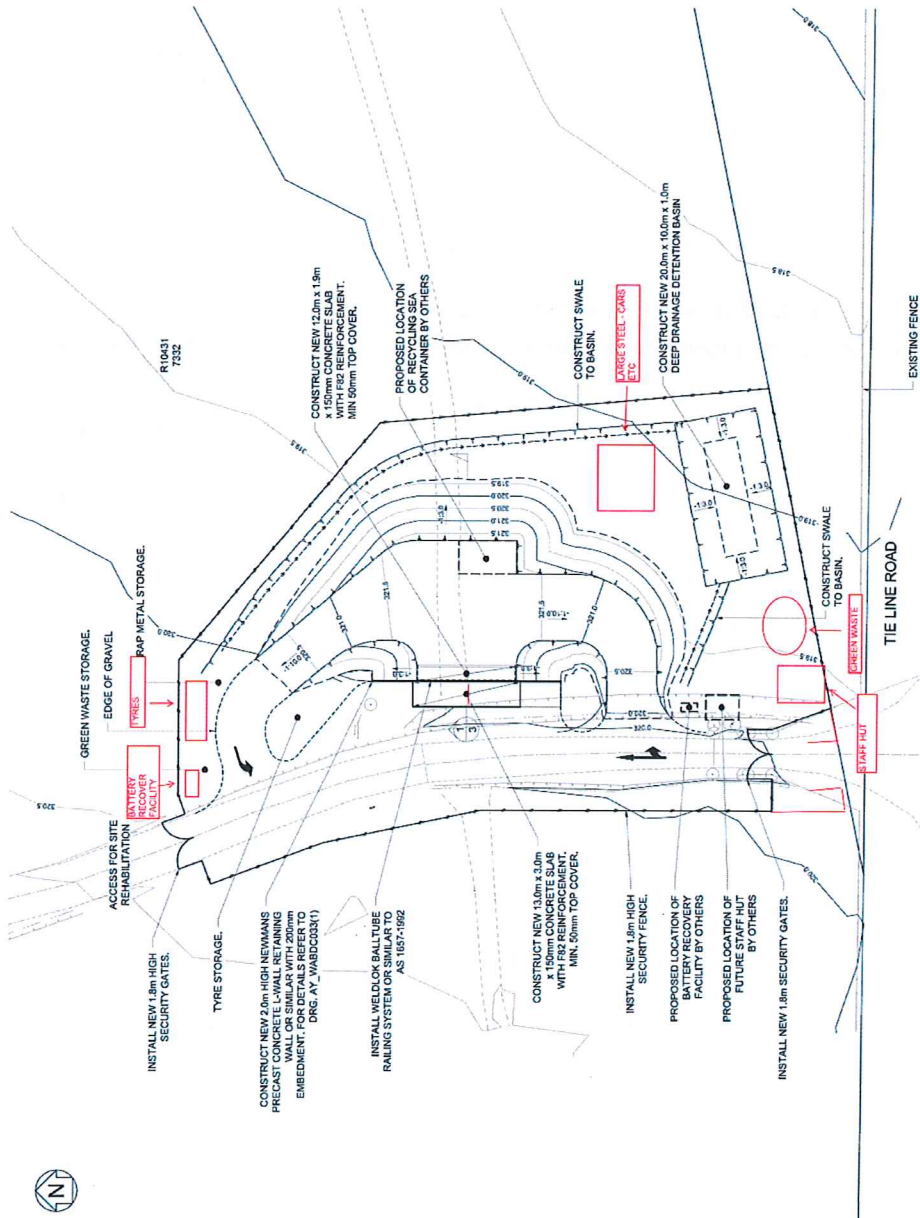
### Premises map and bulk waste storage locations

The Premises is shown in the map below. The yellow line depicts the Premises boundary. The location of the storage areas defined in Table 1.3.1 that lie outside of the fenced boundary of the transfer station are shown below.



## Map of Waste Transfer Station storage locations

The location of the storage areas defined in Table 1.3.1 that are within the fenced boundary of the waste transfer station are shown below.







## Schedule 2: Reporting & notification forms

These forms are provided for the proponent to report monitoring and other data required by the Licence. They can be requested in an electronic format.

### ANNUAL AUDIT COMPLIANCE REPORT PROFORMA

#### SECTION A LICENCE DETAILS

Licence Number:	Licence File Number:
Company Name:	ABN:
Trading as:	
Reporting period: _____ to _____	

#### STATEMENT OF COMPLIANCE WITH LICENCE CONDITIONS

1. Were all conditions of the Licence complied with within the reporting period? (please tick the appropriate box)

Yes ☐ Please proceed to Section C

No ☐ Please proceed to Section B

Each page must be initialised by the person(s) who signs Section C of this Annual Audit Compliance Report (AACR).

Initial:



## SECTION B

### DETAILS OF NON-COMPLIANCE WITH LICENCE CONDITION.

Please use a separate page for each licence condition that was not complied with.

a) Licence condition not complied with:	
b) Date(s) when the non compliance occurred, if applicable:	
c) Was this non compliance reported to DER?:	
<input type="checkbox"/> Yes <input type="checkbox"/> Reported to DER verbally Date _____ <input type="checkbox"/> Reported to DER in writing Date _____	<input type="checkbox"/> No
d) Has DER taken, or finalised any action in relation to the non compliance?:	
e) Summary of particulars of the non compliance, and what was the environmental impact:	
f) If relevant, the precise location where the non compliance occurred (attach map or diagram):	
g) Cause of non compliance:	
h) Action taken, or that will be taken to mitigate any adverse effects of the non compliance:	
i) Action taken or that will be taken to prevent recurrence of the non compliance:	

Each page must be initialled by the person(s) who signs Section C of this AACR

Initial:



## SECTION C

### SIGNATURE AND CERTIFICATION

This Annual Audit Compliance Report (AACR) may only be signed by a person(s) with legal authority to sign it. The ways in which the AACR must be signed and certified, and the people who may sign the statement, are set out below.

Please tick the box next to the category that describes how this AACR is being signed. If you are uncertain about who is entitled to sign or which category to tick, please contact the licensing officer for your premises.

If the licence holder is		The Annual Audit Compliance Report must be signed and certified:
An individual	<input type="checkbox"/> <input type="checkbox"/>	by the individual licence holder, or by a person approved in writing by the Chief Executive Officer of the Department of Environment Regulation to sign on the licensee's behalf.
A firm or other unincorporated company	<input type="checkbox"/> <input type="checkbox"/>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A corporation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	by affixing the common seal of the licensee in accordance with the <i>Corporations Act 2001</i> ; or by two directors of the licensee; or by a director and a company secretary of the licensee, or if the licensee is a proprietary company that has a sole director who is also the sole company secretary – by that director, or by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A public authority (other than a local government)	<input type="checkbox"/> <input type="checkbox"/>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
a local government	<input type="checkbox"/> <input type="checkbox"/>	by the chief executive officer of the licensee; or by affixing the seal of the local government.

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. There is a maximum penalty of \$50,000 for an individual or body corporate.

I/We declare that the information in this annual audit compliance report is correct and not false or misleading in a material particular.

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME:  
(printed) \_\_\_\_\_

NAME:  
(printed) \_\_\_\_\_

POSITION: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SEAL (if signing under seal)





Licence: L8854/2014/1  
Form: N1

Licensee: Shire of Broomehill - Tambellup  
Date of breach:

**Notification of detection of the breach of a limit or any failure or malfunction of any pollution control equipment or any incident which has caused, is causing or may cause pollution.**

These pages outline the information that the operator must provide.  
Units of measurement used in information supplied under Part A and B requirements shall be appropriate to the circumstances of the emission. Where appropriate, a comparison should be made of actual emissions and authorised emission limits.

**Part A**

Licence Number	
Name of operator	
Location of Premises	
Time and date of the detection	

Notification requirements for the breach of a limit	
Emission point reference/ source	
Parameter(s)	
Limit	
Measured value	
Date and time of monitoring	
Measures taken, or intended to be taken, to stop the emission	

Notification requirements for any failure or malfunction of any pollution control equipment or any incident which has caused, is causing or may cause pollution	
Date and time of event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substances potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken , or intended to be taken, to stop any emission	
Description of the failure or accident	



## Part B

Any more accurate information on the matters for notification under Part A.	
Measures taken, or intended to be taken, to prevent a recurrence of the incident.	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission.	
The dates of any previous N1 notifications for the Premises in the preceding 24 months.	

Name	
Post	
Signature on behalf of Shire of Broomehill - Tambellup	
Date	



# Decision Document

## *Environmental Protection Act 1986, Part V*

---

**Proponent:** Shire of Broomehill - Tambellup

**Licence:** L8854/2014/1

---

**Registered office:** 46-48 Norrish Street  
TAMBELLUP WA 6320

**Premises address:** Broomehill Waste Management Facility  
Tie Line Road  
BROOMEHILL WA 6318  
Being Lot 9290 on Plan 91932; Lot 9289 on Plan 91898 and Lot 350 on  
Plan 76761 as depicted in Schedule 1

**Issue date:** Thursday, 18 December 2014

**Commencement date:** Monday, 22 December 2014

**Expiry date:** Saturday, 21 December 2019

### Decision

Based on the assessment detailed in this document the Department of Environment Regulation (DER), has decided to issue a licence. DER considers that in reaching this decision, it has taken into account all relevant considerations and its conditions will ensure that an appropriate level of environmental protection is provided.

Decision Document prepared by: Lesley Hart  
Licensing Officer

Decision Document authorised by: Caron Goodbourn  
Manager Licensing





## Contents

Decision Document	1
Contents	2
1 Purpose of this Document	2
2 Administrative summary	3
3 Executive summary of proposal and assessment	4
4 Decision table	5
5 Advertisement and consultation table	11
6 Risk Assessment	12

## 1 Purpose of this Document

This decision document explains how DER has assessed and determined the application and provides a record of DER's decision-making process and how relevant factors have been taken into account. Stakeholders should note that this document is limited to DER's assessment and decision making under Part V of the *Environmental Protection Act 1986*. Other approvals may be required for the proposal, and it is the proponent's responsibility to ensure they have all relevant approvals for their Premises.

### Works approval and licence conditions

DER has three types of conditions that may be imposed on works approvals and licences. They are as follows;

#### Standard conditions (SC)

DER has standard conditions that are imposed on all works approvals and licences regardless of the activities undertaken on the Premises and the information provided in the application. These are included as the following conditions on works approvals and licences:

Works approval conditions: 1.1.1-1.1.4, 1.2.1, 1.2.2, 5.1.1 and 5.1.2.

Licence conditions: 1.1.1-1.1.4, 1.2.1-1.2.4, 5.1.1-5.1.4 and 5.2.1.

For such conditions, justification within the Decision Document is not provided.

#### Optional standard conditions (OSC)

In the interests of regulatory consistency DER has a set of optional standard conditions that can be imposed on works approvals and licences. DER will include optional standard conditions as necessary, and are likely to constitute the majority of conditions in any licence. The inclusion of any optional standard conditions is justified in Section 4 of this document.

#### Non standard conditions (NSC)

Where the proposed activities require conditions outside the standard conditions suite DER will impose one or more non-standard conditions. These include both premises and sector specific conditions, and are likely to occur within few licences. Where used, justification for the application of these conditions will be included in Section 4.



## 2 Administrative summary

Administrative details		
Application type	Works Approval <input type="checkbox"/> New Licence <input checked="" type="checkbox"/> Licence amendment <input type="checkbox"/> Works Approval amendment <input type="checkbox"/>	
Activities that cause the premises to become prescribed premises	Category number(s)	Assessed design capacity
	62	2000 tonnes per year
Application verified	Date: 20/10/2014	
Application fee paid	Date: 27/10/2014	
Works Approval has been complied with	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Compliance Certificate received	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Commercial-in-confidence claim	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Commercial-in-confidence claim outcome		
Is the proposal a Major Resource Project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Was the proposal referred to the Environmental Protection Authority (EPA) under Part IV of the <i>Environmental Protection Act 1986</i> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Referral decision No: Managed under Part V <input type="checkbox"/> Assessed under Part IV <input type="checkbox"/>
Is the proposal subject to Ministerial Conditions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Ministerial statement No: EPA Report No:
Does the proposal involve a discharge of waste into a designated area (as defined in section 57 of the <i>Environmental Protection Act 1986</i> )?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Department of Water consulted Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the Premises within an Environmental Protection Policy (EPP) Area Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes include details of which EPP(s) here.		
Is the Premises subject to any EPP requirements? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, include details here, eg Site is subject to SO <sub>2</sub> requirements of Kwinana EPP.		





### 3 Executive summary of proposal and assessment

The Broomehill Waste Management Facility (WMF) is located approximately 1.8km northeast of the Broomehill town site on Tie Line Road and is operated by the Shire of Broomehill-Tambellup. The WMF includes an existing registered (R1456) Category 89 putrescible landfill site and the newly constructed waste transfer station built under Works Approval W5492/2013/1. The nearest residential dwellings, on rural properties, are approximately 650m west and 675m east of the transfer station and 820m southwest and 780m southeast respectively, from the landfill site. There are no surface water bodies or drainage lines within 1km of the Premises.

The existing site infrastructure includes the newly constructed waste transfer station, an active landfill trench, closed landfill trenches, internal gravel access roads and sealed access roads within the transfer station, perimeter fencing, various recyclables collection facilities, plus bulk waste metal recycling, construction and demolition waste, tyre and green waste storage areas. Drainage swales and a detention basin have been constructed within the new transfer station to direct and control stormwater.

The WMF will be staffed during operating hours of four half days per week. An estimated 250m<sup>3</sup> per annual period of putrescible waste is expected to be placed in the adjacent landfill cell, of which an estimated 100 to 200 m<sup>3</sup>, is expected to pass through the waste transfer station. No emissions from the existing landfill are being assessed as part of this Solid Waste Depot Licence. The registered (R1456) Category 89 putrescible landfill is operated under the *Environmental Protection (Rural Landfill) Regulations 2002*.

The main emissions from the operation of the WMF are fugitive dust and odour emissions both rated as low risk. Fugitive dust emissions are minimised by sealed road access and concrete hardstand areas within the transfer station and minimal public access via unsealed roads to bulk waste storage areas outside of the transfer station. There is potential for odour emissions from the temporary storage of putrescible municipal waste within the transfer station. Odour will be managed through the regular transfer of general waste collected in the bulk bin to the adjacent landfill every two weeks or more frequently as required, and the bulk bin will be covered at all times when the facility is closed.



## 4 Decision table

All applications are assessed in line with the *Environmental Protection Act 1986*, the *Environmental Protection Regulations 1987*, DEC's Policy Statement - Limits and targets for prescribed premises (2006), and DER's Operational Procedure on Assessing Emissions and Discharges from Prescribed Premises. Where other references have been used in making the decision they are detailed in the decision document.

DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
General conditions	L1.2.5; L1.3.1 - L1.3.7	OSC	<p><b>Operation</b></p> <p><u>Emission Description</u> <i>Emission:</i> Stormwater contaminated with leachate from putrescible or hazardous waste storage. <i>Impact:</i> Contamination of surrounding land, surface water and groundwater. The single groundwater bore at the site installed to a depth of 8 metres has been dry since monitoring began in July 2013, indicating that groundwater is at least 8 metres below ground level. There are no surface water bodies or drainage lines within 1km of the Premises. <i>Controls:</i> The bulk hook-lift bin used for putrescible waste disposal is sealed and lidded and sits on a concrete hardstand. The bin will be covered at all times when the facility is closed, with opening times of only 14 hours per week. The only hazardous wastes accepted are used batteries which are stored in a bunded hardstand, covered facility.</p> <p><u>Risk Assessment</u> <i>Consequence:</i> Insignificant <i>Likelihood:</i> Unlikely <i>Risk Rating:</i> Low</p> <p><u>Regulatory Controls</u> OSC 1.2.5 has been added to the licence to require the operator to maintain a surface water management system that directs uncontaminated stormwater within the transfer station away from storage areas to the constructed drainage swales and basin.</p>	<p>Application supporting documentation</p> <p>Works Approval compliance documentation</p> <p>Code of Practice for the Storage and Handling of Dangerous Goods, Department of Mines and Petroleum, Government of Western Australia</p> <p><i>Environmental Protection (Unauthorised Discharges) Regulations,</i></p>





# DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			<p>OSC 1.3.1 and 1.3.2 have been applied to the licence to ensure that only certain waste types and quantities are accepted and to ensure that any wastes not meeting the criteria are not accepted at the Premises. OSC L1.3.3 has been added to ensure that accepted wastes are stored and handled according to set process limits. The limited waste types and volumes received, along with controls over the storage facilities, combine to ensure that any potential emissions are minimised and are low risk for this Premises.</p> <p>OSC 1.3.4 – 1.3.7 are included to ensure the presence and maintenance of adequate security at the site, adequate signage information at the entrance to the Premises, control measures to prevent infestations of pests and vermin and requirements to manage windblown waste.</p> <p><u>Residual Risk</u> <u>Consequence</u>: Insignificant <u>Likelihood</u>: Unlikely <u>Risk Rating</u>: Low</p>	2004 Landfill Waste Classification and Waste Definitions 1996 (as amended)
Emissions general	L2.1.1	OSC	Descriptive limits are set through conditions 2.6.2, 2.7.1 and 2.7.2 of the licence and therefore the OSC regarding recording and investigation of exceedances of limits or targets has been included.	N/A
Point source emissions to air, surface water and groundwater, including monitoring	L2.2 – 2.4 and L3.2 – 3.4	N/A	No point source emissions to air or surface water, or direct emissions to groundwater are expected from the operation of the waste transfer station or management of other solid waste stockpiles within the waste management facility. No specified conditions relating to air, surface water or groundwater emissions or the monitoring of these emissions are proposed for this licence.	Application supporting documentation
Emissions to land including monitoring	L2.5 & L3.5	N/A	No emissions to land are expected from the operation of the waste transfer station or management of associated solid waste stockpiles within the waste management facility. The majority of surfaces within the transfer station, including all areas where waste	Application supporting documentation





DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			receptacles for any wastes with potential to generate leachate are located, are on either bituminised or concrete hardstand. The site is graded to ensure stormwater runoff flows to perimeter drains connected to a drainage basin. The adjacent landfill which will regularly receive the putrescibles waste transferred from the waste transfer station, is operated under a registration (R1456) for Category 89, putrescible landfill, in accordance with the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> . The estimated annual volume of putrescible waste going to the landfill is 250m <sup>3</sup> .	Works Approval compliance documentation <i>Environmental Protection (Rural Landfill) Regulations 2002</i>
Fugitive emissions	L2.6	OSC	<p><b>Operation</b></p> <p><u>Emission Description</u></p> <p><i>Emission:</i> Dust from vehicle movements on unsealed roads and depositing and movement of some waste types and adjacent registered landfill waste compaction and covering activity. Smoke generated from the occasional burning of green waste.</p> <p><i>Impact:</i> Nuisance impacts to nearby receptors. However, the nearest residential receptors are 650m or more away from both the transfer station and landfill area.</p> <p><i>Controls:</i> The majority of waste will be received and stored within the fenced boundary of the transfer station where access roads are all sealed. There will be some vehicle movements and access to the adjacent landfill and some bulk waste material stockpiles via unsealed roads. However, all vehicle movement will be at low speeds and activity at the Premises is restricted to the opening hours of 14 hours per week. Green waste can only be burnt in the designated burning area outside of the waste transfer station and is usually only burnt once per year. The site will be monitored on a continuous basis by the onsite attendant.</p> <p><u>Risk Assessment</u></p> <p><i>Consequence:</i> Insignificant</p> <p><i>Likelihood:</i> Possible</p> <p><i>Risk Rating:</i> Low</p>	Application supporting documentation



DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			<p><u>Regulatory Controls</u></p> <p>OSC 2.6.1 has been added to the licence to require that no visible dust generated by the activities of the Premises crosses the boundary of the Premises.</p> <p>OSC 1.3.3 and the associated Table 1.3.2, applies set conditions under which green waste burning can take place within a Designated Burning Area. The bulk green waste storage and Designated Burning Area is situated approximately 300 metres north of the waste transfer station, where the general public will have limited access. Operating in accordance with the burning conditions will minimise the generation of any smoke.</p> <p><u>Residual Risk</u> <i>Consequence</i>: Insignificant <i>Likelihood</i>: Unlikely <i>Risk Rating</i>: Low</p>	
Odour	L2.7	OSC/ NSC	<p><u>Operation</u> <u>Emission Description</u> <i>Emission</i>: Odour generated from the short term storage of putrescible waste. <i>Impact</i>: Nuisance impacts to nearby receptors. However, the nearest residential receptors are 650m or more away from both the transfer station and landfill area. <i>Controls</i>: The bulk hook-lift bin used for putrescible waste disposal is sealed and lidded and will be covered at all times when the facility is closed. Odour will be monitored by the onsite attendant. The operator will relocate the contents of the bulk bin to the adjacent landfill more frequently if odour becomes an issue.</p> <p><u>Risk Assessment</u> <i>Consequence</i>: Insignificant <i>Likelihood</i>: Possible <i>Risk Rating</i>: Low</p>	Application supporting documentation  <i>Environmental Protection (Rural Landfill) Regulations 2002</i>



DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			<p><u>Regulatory Controls</u></p> <p>OSC 2.7.1 has been added to the licence to ensure that odour is managed so that it does not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person who is not on the Premises.</p> <p>NSC 2.7.2 has been added to the licence to ensure that the contents of the general waste hook-lift bin are regularly transferred to the adjacent landfill cell for burial to minimise the potential for odour generation.</p> <p><u>Residual Risk</u></p> <p><i>Consequence:</i> Insignificant <i>Likelihood:</i> Possible <i>Risk Rating:</i> Low</p>	
Noise	L2.8	OSC	<p><u>Operation</u></p> <p><u>Emission Description</u></p> <p><i>Emission:</i> Noise from vehicle movements and operation of heavier equipment including occasional removal and replacement of the hook-lift bin and bulldozer activity in the adjacent landfill.</p> <p><i>Impact:</i> Nuisance impact on nearest residence. However, the nearest residential receptors are 650m or more away from both the transfer station and landfill area.</p> <p><i>Controls:</i> The licence is subject to the <i>Environmental Protection (Noise) Regulations 1997</i> and the Premises are only operational in daylight hours for 14 hours per week.</p> <p><u>Risk Assessment</u></p> <p><i>Consequence:</i> Insignificant <i>Likelihood:</i> Unlikely <i>Risk Rating:</i> Low</p>	Application supporting documentation <i>Environmental Protection (Noise) Regulations 1997</i>





DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			<p><u>Regulatory Controls</u> The <i>Environmental Protection (Noise) Regulations 1997</i> will provide adequate regulatory control in the unlikely event of any noise issues.</p> <p><u>Residual Risk</u> <i>Consequence</i>: Insignificant <i>Likelihood</i>: Unlikely <i>Risk Rating</i>: Low</p>	
Monitoring general	N/A	N/A	No specific conditions relating to Monitoring general are required.	
Monitoring of inputs and outputs	L3.6.1	OSC	L3.6.1 has been added to the licence to ensure monitoring and reporting of the waste volumes and types entering, leaving or otherwise processed or disposed of within the waste management facility in accordance with the licence waste acceptance and processing criteria set out in the Premises operating conditions.	Application supporting documentation Landfill Waste Classification and Waste Definitions 1996 (as amended)
Process monitoring	N/A	N/A	No specific conditions relating to Process Monitoring are required.	
Ambient quality monitoring	N/A	N/A	No specific conditions relating to Ambient quality monitoring are required.	
Meteorological monitoring	N/A	N/A	No specific conditions relating to Meteorological monitoring are required.	
Improvements	N/A	N/A	There are no improvement conditions required.	
Information	L5.3.1	OSC	Notification requirements of the licence include a requirement to report any breach of waste acceptance criteria or any limit set in the licence as soon as practicable. These notification requirements are standard REFIRE information requirements.	



#### DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
Licence Duration	N/A	N/A	This is a new Licence for the operation of a newly built waste transfer station with options for bulk solid waste storage and disposal within the adjacent waste management area. Waste volumes are low and waste types accepted are limited mostly to inert waste types, with the Premise assessed as low risk. The recommended duration of the instrument is for 5 years.	Application supporting documentation

## 5 Advertisement and consultation table

Date	Event	Comments received/Notes	How comments were taken into consideration
03/11/2014	Application advertised in West Australian (or other relevant newspaper)	No comments received	N/A
27/11/2014	Proponent sent a copy of draft instrument	No comments received	N/A



## 6 Risk Assessment

*Note: This matrix is taken from the DER Corporate Policy Statement No. 07 - Operational Risk Management*

**Table 1: Emissions Risk Matrix**

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High