



**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:	L6818/1997/11	Licence file number:	
Licence holder name:	Shire of Bridgetown – Greenbushes		
Trading as:	Bridgetown Waste Management Facility		
ACN:			
Registered business address:	Lot 903 Bridgetown – Boyup Road, Bridgetown WA 6255		
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"><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.	
Prescribed premises category	Actual production quantity
Category 61: Liquid waste Facility	105.56 tonnes
Category 61A: Solid Waste Facility	1810.90 tonnes (estimated)
Category 62: Solid Waste Depot	1777.66 tonnes
Category 64: Class II or III Putrescible landfill	4132.48 tonnes

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:	23 (g)	Date(s) of non-compliance:	2025
Details of non-compliance:			
The licence requires the provision of a diagram, with an aerial image overlay, depicting groundwater-level contours, flow direction, and hydraulic gradients. This information is not currently available for inclusion.			
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 actual or suspected environmental impacts are identified in relation to this reporting gap.			
Cause (or suspected cause) of non-compliance:			
Additional data is required to accurately determine groundwater-flow direction and hydraulic gradients. This information can only be established once newly installed groundwater monitoring bores provide sufficient data.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The Shire is continuing to work with DWER and invest in the studies needed to enhance the groundwater-monitoring program. This includes the installation and use of new monitoring bores to generate the data required to produce the groundwater-contour diagram and meet future reporting requirements.			
Was this non-compliance previously reported to DWER?			
<input type="checkbox"/> No, and			
<input type="checkbox"/> Reported to DWER verbally?	Date:		
<input checked="" type="checkbox"/> Reported to DWER in writing	Date: Ongoing		

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:	21	Date(s) of non-compliance:	March, June, Oct, Dec 2025
Details of non-compliance:			
Groundwater bores MB 2 and 4 were not able to be monitored during this reporting period.			
What was the actual (or suspected) environmental impact of the non-compliance? <b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
No actual or suspected environmental impacts are identified.			
Cause (or suspected cause) of non-compliance:			
MB2 cannot be monitored due to damage to the bore casing. The bore was historically obstructed by roots, and a subsequent fallen burnt tree caused additional damage to the metal cover, leaving the bore inaccessible.			
MB4 sustained significant damage to the upper casing, preventing the entry of sampling equipment. Despite this, standing water-level measurements were still able to be collected.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
As required by DWER, the Shire has undertaken a hydrogeological assessment of the Waste Facility to identify suitable locations for additional groundwater monitoring bores. This will strengthen network coverage and improve long-term monitoring capability.			
MB4 has been repaired, enabling full sampling to recommence from this bore on the eastern side of the active landfill site from 2026 onward.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> Yes, Every year since 2021.			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 31/03/2023	

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:	23	Date(s) of non-compliance:	March + Dec 2025
Details of non-compliance:			
Holding times for groundwater samples were exceeded for the parameters Nitrogen and Phosphate during the March and December sampling rounds.			
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 actual or suspected environmental impacts are identified.			
Cause (or suspected cause) of non-compliance:			
The extended holding times result from the Shire’s distance from the nearest accredited NATA laboratory, with no local options available. This limits the ability to deliver samples within the prescribed timeframes despite established transport procedures.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The Shire continues to implement all practicable measures to minimise holding times. Samples are collected in the morning, transported by the Shire to Bunbury the same afternoon for ice-brick replacement, and then sent via overnight freight to Perth. Samples are received by the laboratory the following morning to ensure the shortest possible timeframe within current logistical constraints.			
Was this non-compliance previously reported to DWER?			
<input type="checkbox"/> Yes, In previous AACR’s.			
<input type="checkbox"/> Reported to DWER verbally?		Date:	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: Ongoing	

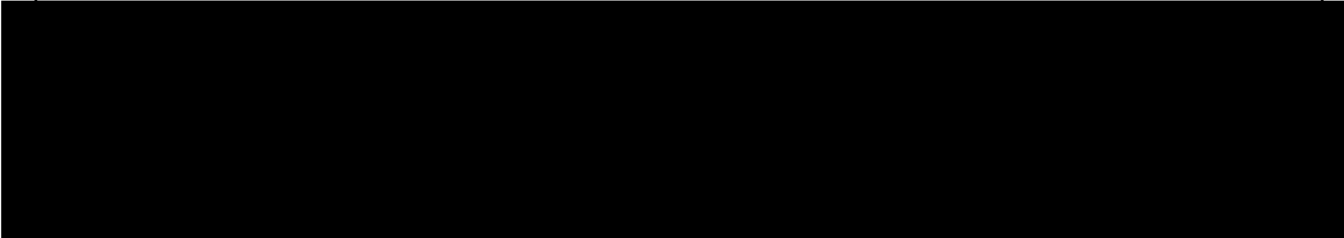
Section E – Details of non-compliance with Licence condition			
Please use a separate page for each condition with which the Licence holder was non-compliant at a time during the reporting period.			
Condition no:	14	Date(s) of non-compliance:	June 2025
Details of non-compliance:			
A fire occurred in the mulched green-waste stockpile at the Waste Facility on Sunday, 8 June. Waste staff extinguished the initial fire, and when the fire reignited on Monday, local fire services attended. The incident was not escalated to office staff, resulting in the licence notification timeframe not being met.			
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 actual or suspected environmental impacts are identified.			
Cause (or suspected cause) of non-compliance:			
The Shire’s Administration Office is not staffed on weekends, meaning that same day notification is operationally not feasible until the next business day. In this case the information about the incident was not relayed to office staff until later that week.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The Waste Facility team has been reminded of the requirement to report fire events to office staff as soon as practicable to enable timely notification.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> Yes,			
<input type="checkbox"/> Reported to DWER verbally?		Date:	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: 13/06/25	

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+5	Date(s) of non-compliance:	2025
Details of non-compliance:			
Wooden furniture and waste timber were separated from the putrescible waste stream and temporarily placed on a cleared area onsite. The material was isolated to support a suggested secondary use, as recommended by an external contractor.			
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 impacts have been identified, however during a site inspection, DWER advised that storing the material on a permeable surface presented a compliance concern. This was subsequently reviewed by the Shire and efforts taken to organise its transport and disposal at a suitable facility.			
Cause (or suspected cause) of non-compliance:			
The activity was undertaken to support a potential reuse option, however the compliance risk was not identified at the outset, and once raised by DWER, the matter highlighted the need for earlier regulatory engagement when trialling new waste-handling approaches.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The Shire is working with DWER to relocate the material and confirm an appropriate disposal pathway that meets regulatory requirements and budget constraints. This process has included efforts to arrange laboratory testing and potential disposal at the Class II landfill in Bridgetown. Insights gained through this incident are being incorporated into improved procedures for identifying, separating, and managing treated timber streams in collaboration with DWER.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> Yes, Was identified during a site inspection by DWER in April 2025.			
<input type="checkbox"/> Reported to DWER verbally?		Date:	
<input checked="" type="checkbox"/> Reported to DWER in writing		Date: April 2025	

**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.



Date:	27 March 2026	Date:	
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.