

**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:	L6917/1997/8	Licence file number:	DER2014/000670-1
Licence holder:	Town of Port Hedland		
Trading as:	Town of Port Hedland		
ACN:	19 220 085 226		
Registered address:	Lot 5813 on Plan 189435, South Hedland		
Reporting period:	1 / 01 / 2025 to 31 / 12 / 2025		

Section B – Statement of Compliance with Licence Conditions
Did you comply with all 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 at 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
57 – used tyre storage (50,000 tyres per annum) 61 – liquid waste facility (max 32,850 tpa) 64 – Class II putrescible landfill (100,000 tpa)	57 - Tyres 92 tonne in, 110 tonne out 61 - Liquid waste: 20,741 tonnes 64 - Class II: 48,842 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

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:	9	Date(s) of non-compliance:	16 <sup>th</sup> September 2025
Details of non-compliance:			
There was one unauthorised fire over the 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.			
Smoke emissions on receptors			
Cause (or suspected cause) of non-compliance:			
The cause of the fire was unknown as the stockpile was away from the tipping face and not within active use. However, a possible case was a diesel particulate filter burn from the tipper truck that was dumping the green waste.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
DFES attended and made the decision to light up the rest of the stockpile to fasten the burning process and remediation works. Smoulders were extinguished using water, turning, and spreading stockpile. There was no runoff. Firefighting water was contained in the same area.			
The incident was reported to <a href="mailto:info@dwer.wa.gov.au">info@dwer.wa.gov.au</a> within the required notification period.			
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:	33, Table 7	Date(s) of non-compliance:	Listed below
Details of non-compliance:			
<p>Some sample results exceeded limits listed under Table 7 of the EPL.</p> <ul style="list-style-type: none"> <li>• <i>E. coli</i> levels were exceeded in Feb 25 (16 CFU/100ml), April 25 (1600 CFU/ml) and October 25(160 CFU/100ml).</li> <li>• Residual Chlorine levels for these events were also below the required limits</li> </ul>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
No impact. Waste water was not used for dust suppression.			
Cause (or suspected cause) of non-compliance:			
<p>Treated effluent results for February 2025 indicated <i>E, Coli</i> levels at 16 CFU/100ml and residual chlorine below target limits – cause unknown.</p> <p>Treated effluent results from the April 2025 laboratory analysis indicated <i>E. Coli</i> at 1600 MPN/100mL. This was mainly attributed to build up of carried over sludge in the effluent storage tank. The use of recycled water was halted and the effluent storage tank was subsequently emptied of carried over sludge and the tank was cleaned and rinsed. The next laboratory sample was compliant.</p> <p>Treated effluent results for October 2025 indicated <i>E, Coli</i> levels at 160 CFU/100ml and residual chlorine below target limits - cause unknown.</p>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>A secondary duplicate pond has been built onsite to facilitate the clean out and relining of old pond eliminating the issue of carried sludge going through the treatment plant.</p> <p>The pond relining project will be completed in 2026.</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 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:	9	Date(s) of non-compliance:	2025
Details of non-compliance:			
<p>Unprocessed greenwaste was previously spread on completed landfill batters to stop soil erosion and promote re-vegetation on the batters. This practice ceased in 2024 following a DWER compliance visit. However the greenwaste is yet to be relocated from the batters.</p>			
What was the actual (or suspected) environmental impact of the non-compliance?			
<p><b>NOTE</b> – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.</p>			
No suspected environmental impact with the non-compliance			
Cause (or suspected cause) of non-compliance:			
<p>Staff are investigating options for management of the greenwaste including:</p> <ol style="list-style-type: none"> <li>1. Leave insitu as final contour and cover with 1m final cover material in line with licence conditions</li> <li>2. Shred material and dispose within designated cells</li> <li>3. Controlled burning of material in line with licence conditions.</li> </ol>			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<p>This practice of batter application of the greenwaste has ceased and the Town is investigating alternate options to dispose of the greenwaste in line with licence conditions. Once a decision is made, the green waste will be treated in line with licence conditions.</p>			
Was this non-compliance previously reported to DWER?			
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:	36	Date(s) of non-compliance:	June 2025
Details of non-compliance:			
Groundwater sampling did not occur in the second quarter (April - June 25).			
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 suspected environmental impact with the non-compliance.			
Cause (or suspected cause) of non-compliance:			
Limited resources available to undertake sampling within required licence interval.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Sampling was delayed slightly and was undertaken on 1 <sup>st</sup> July 2025. A minimum of 45 days was maintained between the Quarter 3 sample event which was undertaken on 10 September 2025.			
Was this non-compliance previously reported to DWER?			
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 <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.			
Signature <sup>2</sup> :			
Name: (printed)			
Position:			
Date:	30/01/2026	Date:	02/02/2026
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.