



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:	L7084/1997/17	Licence file number:	DER2015/001439-1
Licence holder name:	Shire of Donnybrook Balingup		
Trading as:	Shire of Donnybrook Balingup		
ACN:	N/A		
Registered business address:	1 Bentley Street, Donnybrook WA 6239		
Reporting period:	01 / 01 / 2024 to 31 / 12 / 2024		

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)

☐ Yes – please complete:

- section C;
- section D (if required); and
- sign the declaration in Section F.

☒ No – please complete:

- 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
N/A	

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 61A	Green waste – 169 tonnes Mattresses – 3.8 tonnes TOTAL: 172.8 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
Category 62	Putrescible – 940.37 tonnes Treated timber – 0.1 tonnes Scrap metal – 216.26 tonnes White goods – 9.4 tonnes E-waste – 3.4 tonnes Batteries – 0.56 tonnes Hazardous waste (fluorescent tubes only) – 0.02 tonnes Agricultural chemical containers – 1.3 tonnes Tyres – 1.38 tonnes Waste oil – 0.35 tonnes TOTAL: 1173.14 tonnes
Category 64	Kerbside putrescible collection – 1213 tonnes Putrescible from transfer station – 940.37 tonnes Asbestos – 1.48 tonnes TOTAL: 2154.85 tonnes

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	Date(s) of non-compliance:	20/3/25
Details of non-compliance:			
Not displaying 10km/hr speed signs			
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.			
Potential dust creation/ traffic accidents			
Cause (or suspected cause) of non-compliance:			

Section E – Details of non-compliance with licence condition

Signs on order

Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:

Tip attendants reminding residents they are entering a shared access zone and to be mindful of pedestrians and other vehicles. Signs have been ordered and expected to be received soon.

Was this non-compliance previously reported to DWER?

☐ Yes, and

☐ Reported to DWER verbally

Date: / /

☐ 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:

20

Date(s) of non-compliance:

20/3/25

Details of non-compliance:

Have not prepared a Fire and Emergency Management Plan

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.

Nil. No major fires occurred at the site during the reporting period.

Cause (or suspected cause) of non-compliance:

Section E – Details of non-compliance with licence condition

Don't have the capacity/expertise to develop this plan – quotes are being sought for its development following budget approval

Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:

Site contractor maintains close working relationship with local bushfire brigade. Also ensure separation of stockpile materials is maintained.

Was this non-compliance previously reported to DWER?

☒ Yes, and

☐ Reported to DWER verbally

Date: / /


☒ Reported to DWER in writing

Date: 26/03/2024

Section F – Declaration

I declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particular¹.

I 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:		Position:	
Date:	25.3.25	Date:	
Seal (if signing under seal):	N/A		

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.