



Annual Audit Compliance Report Form

Environmental Protection Act 1986, Part V

Section A – Licence Details

Licence number:	L8814/2014/1	Licence file number:	DER2014/000652
Licence holder:	Shire of Katanning		
Trading as:	Shire of Katanning		
ACN:	37 965647 680		
Registered address:	16 – 24 Austral Terrace, Katanning		
Reporting period:	01 / 05 / 2016 to 30/04 / 2017		

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 at 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

Section D – Statement of Actual Part 2 Waste Discharge Quantity

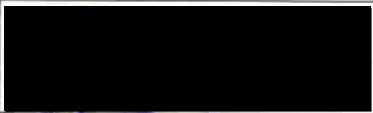
Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached.

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:		Date(s) of non-compliance:	
Details of non-compliance:			
<ol style="list-style-type: none"> 1. Annual license returns were not returned by 28 April 2017 as required. The shires previous environmental health officer left the shire approximately two months ago before completing the annual report. The shire has recently engaged the services of a replacement EHO who is in the process of updating all overdue license requirements. 2. The second round of bi-annual ground water monitoring was not undertaken within the reporting period. The second round of sampling has since been done on 29/6/2017. 			
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.			
None			
Cause (or suspected cause) of non-compliance:			
Staff shortages and no handover between previous EHO and current EHO.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
<ol style="list-style-type: none"> 1. Ensure that there is a handover period in future. 2. Provide training to other staff within the organization to ensure that adequate staff are aware of reporting and licensing requirements. 			
Was this non-compliance previously reported to DER?			
<input checked="" type="checkbox"/> Yes, and			
<input checked="" type="checkbox"/> Reported to DER verbally		Date: 23 / 06/2017	
<input type="checkbox"/> Reported to DER 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 particular¹. I/We consent to the Annual Audit Compliance Report being published on the Department of Environment Regulation's (DER) website.

Signature ² :		Signature:	
Name: (printed)	S. Chambers	Name: (printed)	
Position:	Health Officer	Position:	
Date:	4/7/17	Date:	
Seal (if signing under seal):			

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.