

**ANNUAL RETURN
WASTE DISCHARGE LICENCE**

LICENCE NO.	WDL 204-2
REPORTING PERIOD	16 May 2018 – 15 May 2019

Please email a copy of your completed Annual Return to pollution@nt.gov.au.

1. Licence Details

Licence Details

Licence Number: **WDL204-2**
 Commencement Date: **16 May** 2017
 Expiry Date: **15 May** 2019

Licensee Details

Legal Entity Name: Power and Water Corporation
 ABN: 15 947 352 360
 Registered Business Address: Level 2 Mitchell Centre
 Darwin, NT 0800
 Postal Address: PO Box 37471
 Winnellie, NT 0821

Location of Premises

Name: Yirrkala Wastewater Treatment Plant
 Address: Sewerage Ponds Road
 NT Portion 1692
 Yirrkala NT 0880

Licensed Activity

The discharge of wastewater from Yirrkala Wastewater Treatment Plant to an unnamed surface water course.

2. Compliance with Licence Conditions

Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
ADMINISTRATIVE			
1.	The Licensee must notify the administrating agency within 24 hours if there are changes to the details of the 24-hour emergency contact as provided on page one of this Licence.	N/A – No changes to emergency contact within this period.	N/A
2.	The Licensee must notify the administrating agency within 14 days if there are changes to the Licensee details shown on page one of this Licence.	N/A – No changes to Licensee details within this period.	N/A
3.	The Licensee must notify the administrating agency within 14 days after ceasing to conduct the activity to which this Licence relates.	N/A – Activity ongoing within this period.	N/A
4.	The Licensee must notify the administrating agency prior to making any operational change that will cause, or is likely to cause, an increase in the potential for environmental harm, environmental nuisance, material environmental harm or serious environmental harm.	C – No changes associated with an increase for potential environmental harm/nuisance.	N/A
5.	The Licensee must cause a copy of this Licence to be available at all times on the licensee's Australian website	C – Original is available on PWC's website .	09/09/2017
6.	Where this Licence requires the provision of any notice, document or other correspondence to the administrating agency, the relevant contact is:		
	Environmental Authorisations Physical Address: Level 1, Arnhemica House, 16 Parap Road, Parap NT 0820 Postal Address: GPO Box 3675, Darwin NT 0801 Email: waste@nt.gov.au	C – All correspondence to the administrating authority is provided to the specified email address indicated within licence.	When required
7.	All notices, documents or other correspondence required to be provided pursuant to this Licence must be provided in electronic form unless otherwise specified as a condition of this Licence.	C – All correspondence to the administrating authority is provided to the specified email address indicated within licence.	Ongoing
OPERATIONAL			

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
8.	The licensee must take all reasonable and practicable measures to prevent or minimise environmental harm.	<p>C – As per the <i>Remote Community Waste Discharge Licences Agreement</i> 11 November 2014 (D2014/473002) between the NT EPA and PWC, PWC are currently progressing as agreed. In addition, WDL and PWC Health Safety, Environment and Quality Policy advocate PWC’s commitment to preventing and minimising environmental harm. PWC have also developed the Wastewater Management Strategy 2015-2018 (D2015/229669). Environmental risk assessments and water sampling are also utilised as tools to monitor impacts to the environment on an ongoing basis.</p>	Ongoing
9.	The Licensee must maintain and implement the <i>Waste Discharge Licence Communication Strategy, Power and Water Corporation</i> .	<p>C – WDL Communication Strategy v07/09/17 (D2015/500627) used as basis for implementation. Progress for WDL:</p> <ol style="list-style-type: none"> 1. WDL 201-2 displayed through PWC website. 2. Register of key stakeholders currently under development. 3. Factsheets and standards available from PWC website covering wastewater collection and treatment include “ABC Water Booklet”, 	<p>09/09/2017</p> <p>Ongoing</p> <p>Documentation developed on ongoing basis as required</p>

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
		<p>“Effective Sewerage Services in Remote Communities”, and “Indigenous Community Development Guidelines”.</p> <p>4. No wastewater planning process specific to this community was undertaken during the reporting period.</p> <p>5. Installation and maintenance of public information and warning signs is being conducted – see Condition No. 23.1.</p> <p>6. No large scale projects undertaken at this site during the reporting period.</p>	<p>N/A</p> <p>Signage located on facility fencing.</p> <p>N/A</p>
10.	<p>The Licensee must maintain a log of each complaint, made in relation to the Activity, to any persons involved in the Activity. The log must include details of the following:</p>	<p>C – No complaints received in this period. Pertinent complaints would be recorded by PWC Remote Operations within a dedicated TRIM container (F2016/3299, F2018/3306).</p>	Ongoing
	10.1. the date and time of the event triggering the complaint;	N/A	N/A
	10.2. the date and time the complaint received;	N/A	N/A
	10.3. the contact details of the complainant if known, or where no details are provided a note to that effect;	N/A	N/A
	10.4. the nature of the complaint;	N/A	N/A
	10.5. the nature of events giving rise to the complaint;	N/A	N/A

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)									
	10.6. prevailing weather conditions at the time of the complaint;	N/A	N/A									
	10.7. the action taken in relation to the complaint, including any follow-up contact with the complainant; and	N/A	N/A									
	10.8. if no action was taken, why no action was taken.	N/A	N/A									
11.	<p>This Licence authorises wastewater to be discharged from the discharge point identified in Table 1.</p> <table border="1"> <thead> <tr> <th colspan="3">Table 1: Authorised Discharge Point</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>-12.26235°</td> <td>136.89713°</td> <td>MGA94, Zone 53 Eastings: 706352 E Northings: 8643710 S</td> </tr> </tbody> </table>	Table 1: Authorised Discharge Point			Latitude	Longitude	Location	-12.26235°	136.89713°	MGA94, Zone 53 Eastings: 706352 E Northings: 8643710 S	<p>C – No unauthorised discharges in this period. Pertinent emails/notifications would be recorded by PWC Remote Operations within a dedicated TRIM container (F2017/4588, F2018/2800).</p>	Ongoing
Table 1: Authorised Discharge Point												
Latitude	Longitude	Location										
-12.26235°	136.89713°	MGA94, Zone 53 Eastings: 706352 E Northings: 8643710 S										
12.	<p>Waste water(s) discharged from the authorised discharge point(s) in Appendix 1 must not:</p> <p>12.1. contain any gross pollutants and floating matter, floating oil and grease or petroleum hydrocarbon sheen or scum, litter or other objectionable matter;</p> <p>12.2. cause or generate odours which would adversely affect the use of receiving waters;</p> <p>12.3. cause algal blooms in receiving waters;</p> <p>12.4. cause visible change in the behaviour of fish or other aquatic organisms in receiving waters; or</p> <p>12.5. cause mortality of fish or other aquatic organisms in receiving waters.</p>	<p>C – Sewer ponds are inspected on a regular basis by the Essential Service Operators (ESO). Visual observation dates recorded on weekly sewer log sheets (F2017/8), (F2017/10). A WDL ESO Inspection Checklist is conducted during wastewater sampling consistent with observations outlined in this Condition Number (D2017/235475). Individual site inspections are saved in allocated TRIM container (F2016/719).</p>	<p>Ongoing</p> <p>Every 6 Months</p>									

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
MONITORING			
13.	For each sample required to be collected by this Licence the following information must be recorded and retained:		
	13.1. the date(s) on which the sample was taken;	C –Wastewater Sampling Submission Forms stored within dedicated TRIM containers if available (Phys-chem – F2017/2528 , F2018/2870), (Bacto - F2017/2525 , F2018/2868).	Every 6 Months
	13.2. the time(s) at which the sample was collected;		
	13.3. the point(s) at which the sample was taken;		
	13.4. the name of the person who collected the sample;		
	13.5. the chain of custody forms relating to the sample(s);	N/A – as above	N/A
	13.6. the field measurements and/or analytical results for the sample; and	N/A	N/A
	13.7. laboratory QA/QC documentation.	N/A	N/A
14.	Discharge monitoring must be conducted in accordance with Appendix 1.	C – Analyte suites tested contain all parameters outlined in Appendix 1 – See sample results stored within dedicated TRIM containers (Phys-chem - F2017/2535 , F2018/2860), (Bacto - F2017/2591 , F2018/2864).	Every 6 Months
15.	The licensee must ensure wherever practicable that all water samples are analysed in laboratory holding NATA certification or equivalent for the required analyses.	C – All pertinent water samples analysed in laboratories holding NATA ISO/IEC certification. Accreditation No. 15104 and 15606.	N/A
RECORDING AND REPORTING			
16.	All records required to be kept by this Licence must be in a legible format.	C – All licence records are maintained through the use of a dedicated record management system: TRIM. Hyperlinks	Ongoing

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
		referred to throughout this Annual Return.	
17.	The Licensee must keep records of all non-compliances with this Licence.	C – No non-compliances recorded within this period. Pertinent non-compliances will be recorded in the risk management database Promapp.	Ongoing
18.	The Licensee must take all reasonable and practicable measures to notify the administrating agency of non-compliances with this Licence as soon as practicable and in any case within 5 Business Days of becoming aware of each non-compliance.	N/A – No potential or actual environmental harm or pollution occurred except as allowed for and reported under these Licence Conditions.	N/A
19.	Non-compliance notifications required under condition 18 must identify:		
	19.1. circumstances leading up to the non-compliance;	N/A	N/A
	19.2. the risk to the environment from the non-compliance;	N/A	N/A
	19.3. what corrective actions the Licensee will undertake to mitigate any environmental harm resulting from the non-compliance; and	N/A	N/A
	19.4. what preventative actions the Licensee will undertake to ensure the non-compliance does not occur again.	N/A	N/A
20.	The Licensee must immediately and in any case within 24 hours notify the administrating agency of any potential or actual environmental harm or pollution by contacting the Pollution Hotline on telephone number 1800 064 567 and emailing pollution@nt.gov.au .	N/A – No potential or actual environmental harm or pollution occurred except as allowed under these Licence Conditions.	N/A
21.	The Licensee must comply with the requirements of Section 14 of the WMPC Act.	N/A – No Section 14 incidents within this period.	
22.	The Licensee must complete an Annual Return and provide to the administrating agency a minimum of 30 Business Days prior to the anniversary of the commencement date of this Licence, for each year of this licence;	C – A blank template provided by NT EPA on 29/09/2015 (D2015/475957) has been used to prepare this Annual Return	March 2019

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
		and submitted to the NT EPA 30 Business Days prior to the commencement date.	
	22.1. the administrating agency may require the Licensee to revise or amend and resubmit any Annual Return.	N/A	
PERFORMANCE IMPROVEMENT			
23.	Prior to the end date of this licence the licensee must ensure, for all (onshore) sampling points required by this Licence:		
	23.1. install, maintain and provide appropriate identification signage so that they are easily identifiable at all times; and	C – Sampling point signage has been installed. Photos have been sent to NT EPA.	Completed 24/04/17
	23.2. maintain safe access and egress, as is reasonably practicable.	C – Clear access to sampling site. ESO provided with sampling pole to safely conduct sampling.	Ongoing
24.	The Licensee must document and submit an environmental risk assessment for the Licensed Activity. The environmental risk assessment must:	C – PWC has submitted the Environmental Risk Assessment.	Completed 06/02/17
	24.1. be conducted with reference to a conceptual site model;		
	24.2. identify and describe the Environmental Values of the receiving environment, the locations or zones where these values apply, and potential impacts on these values from the Licensed Activity.		
	24.3. characterise the impacts of discharge(s) on the relevant Environmental Values.		
	24.4. identify any aspects of the Environmental Values that are not being maintained, with reference to relevant sources of information including qualitative and quantitative criteria.		
	24.5. inform the development of a Performance Improvement Plan, if required.		

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Condition Number	Condition	How/ Evidence How have you achieved compliance with the Licence Condition? ¹	When (Date)
	24.6. be submitted to the administrating agency at least sixty business days prior to the end date for this licence, with the understanding that the administrating agency may require the Licensee to revise, amend and/or resubmit the proposed assessment.	C – ERA submitted within this period.	Completed.
25.	The Licensee must develop a communications plan for the licensed activity that details measures the Licensee will undertake in accordance with the Power and Water Corporation Waste Discharge Licence Communication Strategy. The communications plan must include:		
	25.1. Installation of fixed signage at appropriate locations to inform the public regarding the presence and location of the wastewater discharge and associated risks to environmental values.	C – Signage installed, installation photos sent to NT EPA	12/02/2019
26.	The Licensee must submit to the administrating agency and commence implementation of a communications plan referred to in Condition 25 of the plan within sixty business days prior to the end date for this licence.	N/A	
27.	The Licensee must implement the Waste Discharge Licence WDL201-1 Performance Improvement Plan dated March 2017.	C – All required actions on the Improvement Plan have been submitted.	Completed.
28.	The Licensee must submit to the administrating agency a revised Performance Improvement Plan. The Performance Improvement Plan must: 3.1. Be submitted to the administrating agency at least sixty business days prior to the end date for this licence, with the understanding that the administrating agency may require the Licensee to revise, amend and/or resubmit the proposed Performance Improvement Plan.	C – Performance Improvement Plan completed.	March 2019
END OF CONDITIONS			

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3. Summaries


Complaints Recording

Number of complaints recorded by the licensee during the reporting period (as required by condition 10 of the licence)	0
Summary of complaints	No complaints were recorded for the duration of the current reporting period.
Summary of outcomes	N/A

Notifications of potential or actual environmental harm or pollution

Number of events recorded by the licensee during the reporting period (as required by condition 10 of the licence)	0
Summary of events	No potential or actual environmental events occurred during the current reporting period.
Summary of outcomes	N/A

Signature and Certification

This declaration must only be signed by a person(s) with the legal authority to sign it. The ways in which the application may be signed, and the people who may sign the application, are set out in the categories below.		
If the licence holder is:	Tick	The application must be signed and certified by one of the following:
An individual		The individual.
A partnership		A partner.
A company		The common seal being affixed in accordance with the <i>Corporations Act</i> , or
		Two directors, or
		A director and a company secretary, or
		If a proprietary company that has a sole director who is also the sole company secretary – by that director.
A public authority	<input checked="" type="checkbox"/>	The Chief Executive Officer (CEO) of the public authority, or
		By a person delegated to sign on the public authority's behalf in accordance with its legislation (Please note: a copy of the relevant instrument of delegation must be attached to this application).
I/We hereby declare that the information provided in this Annual Audit and Compliance Report and accompanying documents is to the best of my/our knowledge, true and correct.		
Signature		
Name (printed)	Michael Thomson	
Position	Chief Executive	
Date	25/03/2019	
Seal (if signing under seal):		