

## ANNUAL RETURN

Information on this form is required in accordance with the conditions of your licence issued under the *Waste Management and Pollution Control Act 1998*

Failure to provide the information requested and/or the provision of false or misleading information is an offence under the legislation and you may be liable for heavy penalties.

### Section 1. Licence Details

<b>LICENCE NUMBER</b>	EPL233-02	<b>REPORTING PERIOD</b>	19 December 2023 – 18 December 2024
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Please check your contact details including 24-hour emergency contact in [NT EPA online](#) and update if necessary. The NT EPA website will be updated using the details provided online.

Were the contact details correct? YES

### Section 2. Statement of Compliance

Were all conditions of the licence complied with during the reporting period? YES

If Yes, proceed to Section 4. If not, complete the table below (add more rows if required)

Details of Non-compliance				
Condition number	Date of non-compliance (dd/mm/yy)	Was NT EPA notified? (Yes / No)	If yes, date NT EPA notified (dd/mm/yy)	If yes, how was NT EPA notified? (e.g. phone, email, Pollution Hotline)
		If no, complete Section 3		
41	30/05/2024	Yes	30/05/2024	Email

### Section 3. Report of Non-compliance

Please supply the following details for each non-compliance not reported to the NT EPA identified in Section 2. Use a separate page for each non-compliance.


The date and time of the non-compliance.
30 May 2024
When the non-compliance was detected and by whom.
4 June 2024, DEPWS provided CoP a 'show cause' letter indicating possible contravention of Condition 41 of EPL233.
The actual and potential causes and contributing factors to the non-compliance.
As discussed in correspondence to DEPWS dated 14 June 2024.
The risk of environmental harm arising from the non-compliance.
The non-compliance occurred as City of Palmerston were delayed in notifying the EPA of trigger value exceedances detected in the surface water monitoring program. The exceedances identified were largely in relation to increased nutrients, which were also recorded upstream of the compliance point, indicating that the background conditions of the onsite ephemeral creek were already in exceedance of the trigger values. There was no risk of environmental harm from the delayed reporting, as the initial exceedances were deemed low risk and reflective of background conditions. No remedial action would have been required post reporting.
The action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance.
This non-compliance is due to delay in notifying of trigger value exceedances detected in the surface water monitoring program and is an administration error only. As indicated above there was no risk of environmental harm from delayed reporting.
Corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur.
<p>On the 5 July 2024, City of Palmerston (CoP) and representatives from the Environment Regulation Division of the Department of Environment Parks and Water Security (DEPWS) met to discuss possible contraventions of conditions under Environmental Protection Licence (EPL233).</p> <p>Corrective actions that have or will be undertaken are as discussed in this meeting and confirmed in correspondence to Claudia Hunter on the 25 July 2024. This was accepted and acknowledged in correspondence from DEPWS dated 12 August 2024.</p> <p>Mitigation measures include:</p>

- Improved procurement processes for contractor engagement.
- Training for staff to increase capability in reactive monitoring
- Reviewing and updating the existing monitoring plan

If no action was taken, why no action was taken.

Not applicable.

## Section 4. 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:	Check	The application must be signed and certified by one of the following:
An individual	<input type="checkbox"/>	The individual.
A partnership	<input type="checkbox"/>	A partner.
A company	<input type="checkbox"/>	The common seal being affixed in accordance with the <i>Corporations Act</i> , or
	<input type="checkbox"/>	Two directors, or
	<input type="checkbox"/>	A director and a company secretary, or
A public authority	<input type="checkbox"/>	If a proprietary company that has a sole director who is also the sole company secretary – by that director.
	<input checked="" type="checkbox"/>	The Chief Executive Officer (CEO) of the public authority, or
	<input type="checkbox"/>	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).
<b>I/We hereby declare that the information provided in this Annual Return and accompanying documents is to the best of my/our knowledge, true and correct.</b>		
Signature		Signature
Name (printed)	Amelia Vellar	Name (printed)
Position	Chief Executive Officer	Position
Date	16/12/24	Date
Seal (if signing under seal):		

Return the completed signed form to [environmentalregulation@nt.gov.au](mailto:environmentalregulation@nt.gov.au)