



ANNUAL AUDIT AND COMPLIANCE REPORT WASTE DISCHARGE LICENCE

LICENCE NO.	WDL148-07
REPORTING PERIOD	September 2019 to October 2020

Please email a copy of your completed AACR to waste@nt.gov.au.

Licence Details

Licence Number: WDL148-07

Registered Business
Address: Level 2, Mitchell Centre
55 – 59 Mitchell Street
Darwin NT 0800

ABN: 15 947 352 360

Premises Address: 80 Catalina Road Marlow Lagoon, Northern Territory
Lot 1111, Location Code 590

Anniversary Date: 31 October

Commencement Date: 1 November 2019

Amendment Date:

Expiry Date: 31 October 2021

Licensed Activity The discharge of wastewater from the Palmerston Waste
Stabilisation Ponds (WSPs) to Myrmidon Creek and
thereafter Darwin Harbour.

1. Compliance with Licence Conditions

Cond.	Action	How	Evidence	When (Date)	Status
GENERAL					
1.	The Licensee must ensure the contact details recorded with the Administering Agency for this licence are correct at all times.	No changes to contact details within this period	N/A	N/A	Compliant
2.	The licensee must at all times have a 24 hours emergency contact	24 hour emergency contact number (1800 245 090) available at all time within this period. PWC internet 'Contact Us' lists current emergency contact number. Also displayed at the public entrance Palmerston WSP.	1800 245 090 PWC internet 'Contact Us' Public entrance Palmerston WSP.	N/A	Compliant
3.	The Licensee must notify the Administering Agency prior to making any operational change that will cause, or is likely to cause, an increase in the potential for environmental harm.	Operational Change: Desludge Pond 5 Notification of operational change for desludging of pond 5 was sent on the 07/07/2020 <u>D2020/313690</u> Operational Change: Inlet Works Maintenance Notification of operational change for inlet works maintenance was sent on the 14/10/2020 <u>D2020/482184</u>	<u>D2020/313690</u> <u>D2020/482184</u>	07/07/2020 14/10/2020	Compliant
4.	The licensee must cause clear and legible signage, in English, to be displayed in a prominent location at each public entrance to the premises that includes the following details: 4.1 waste discharge licence number issued under the Water Act; and 4.2 24 hour emergency contact.	Palmerston site sign was installed at the public entrance to the premises in 2018. <i>Licence commencement date: 1st November 2019</i> <i>Sign installation date: 12/03/2018 as per email notification to Administering Agency <u>D2018/111327</u></i>	Email notification to Administering agency - <u>D2018/111327</u>	12/03/2018	Compliant
5.	The licensee must cause a copy of this licence to be available for inspection by any person, in hard copy form, at the registered business address.	Confirmed, as per email confirmation from PWC Corp Comms - <u>D2019/5289817</u> WDL uploaded to PWC Internet and hardcopy available for inspection at registered business address (RBA).	Corp Comms email - <u>D2019/529817</u> Hardcopy at Mitchel Centre email - <u>D2019/528749</u>	11/11/2019	Compliant

Cond.	Action	How	Evidence	When (Date)	Status						
6.	The licensee must provide to the Administering Agency, within 10 business days of a request, a copy of any document, monitoring data or other information in relation to the activity, in the format requested by the Administering Agency.	PWC provides all required information within 10 business days or within timeframes specified by the Administering Agency request. Documents requested by the Administering Agency: <u>15/10/2020 – Information request re Condition 3 – prior notice of operation change</u> Email form the Administering Agency (D2020/482184) on 15/10/2020 requesting information about any potential for increased concentration of contaminants leaving the premises. Information provided as per email <u>D2020/482184</u> on 15/10/2020	Refer to evidence provided with respect to each condition in this AACR. Email notification <u>D2020/482184</u>	Ongoing	Compliant						
7.	All notices, reports, documents or other correspondence required to be provided as a condition of this licence, unless otherwise specified as a condition of this licence, must be provided in electronic form by emailing waste@nt.gov.au	PWC provides all notifications/documents to specified email address. Refer to evidence provided with respect to each condition in this AACR. All compliance related correspondence and submissions are stored in a dedicated WDL 148 RM8 container <u>F2006/5057</u> , <u>F2013/6440</u> , <u>F2013/355</u> , <u>F2015/4218</u> , <u>F2012/5389</u> and <u>F2018/1390</u>	General <u>F2006/5057</u> Exceedance Reporting <u>F2013/6440</u> Environmental Risk Assessment <u>F2013/355</u> Improvement Plan <u>F2015/4218</u> WDL applications <u>F2012/5389</u> Monitoring Report Annual Return <u>F2018/1390</u>	Ongoing	Compliant						
8.	The licensee must maintain and implement the documents listed in Table 1. <table border="1" data-bbox="1220 1429 1428 1966"> <thead> <tr> <th>Document ID</th> <th>Document Title</th> </tr> </thead> <tbody> <tr> <td>D2015/500327</td> <td>Wastewater Discharge Licence – Communications Strategy</td> </tr> <tr> <td>D2015/199966</td> <td>Power and Water Corporation Emergency Management Plan</td> </tr> </tbody> </table>	Document ID	Document Title	D2015/500327	Wastewater Discharge Licence – Communications Strategy	D2015/199966	Power and Water Corporation Emergency Management Plan	PWC have, implement, maintain and follow a Communication Strategy Action Plan for WDL 148-07 which was provided to Administering Agency on 28/12/2017 <u>D2017/575870</u> <u>Communications Strategy</u> <u>Emergency Management Plan</u> D2015/199966 has been superseded by Power and Water's Emergency Operations Plan and Standard Operating procedure <u>CONTROL0457</u> (review due October 2021)	Email notification <u>D2017/575870</u>	28/12/2017	Compliant
Document ID	Document Title										
D2015/500327	Wastewater Discharge Licence – Communications Strategy										
D2015/199966	Power and Water Corporation Emergency Management Plan										

Cond.	Action	How	Evidence	When (Date)	Status
9.	<p>Within 10 business days of any amendment being made to a document listed in Table 1, the licensee must provide the amended document to the Administering Agency, along with:</p> <p>9.1 A tabulated summary of the amendment(s) with document references;</p> <p>9.2 Reasons for the amendments(s); and</p> <p>9.3 An assessment of environmental risk associated with the amendment(s)</p>		N/A	N/A	N/A
10.	The Administering Agency may require the licensee to revise or amend and resubmit any amended document. Where the Administering Agency requires a document to be resubmitted, the licensee must submit it to the Administering Agency by the date specified by the Administering Agency		N/A	N/A	N/A
11.	The licensee must operate and maintain a community feedback number.	<p>PWC is accessible for community feedback and emergency contact associated with the Licensed Activity by providing multiple lines of contact as per the Communication Strategy Action Plan:</p> <ul style="list-style-type: none"> * Customer enquiry (1800 245 092) * Emergency contact (1800 245 090) 	<p>Email notification D2017/575870</p> <p>And PWC website</p>	Ongoing	Compliant
12.	The licensee must display the community feedback number:	<p>Power and Water's core digital channels have been updated to improve communication and the visibility of the feedback number, include the website Facebook, Twitter, and LinkedIn.</p> <p>General Enquiries and Emergency Hotline phone numbers presented on home page of PWC Website: https://www.powerwater.com.au/customers/contact_us</p>	<p>PWC website</p> <p>PWC Facebook</p> <p>PWC website</p>	Ongoing	Compliant
12.1	where the licensee has a website, in a prominent location on the licensee's website;	<p>Power and Water's website has been updated with specifically designed formats for mobile and tablets, which make the community feedback number prominent.</p>			
12.2	in the Communication Strategy referred to in Table 1; and	<p>General Enquiries and Emergency Hotline phone numbers presented within Table 1 of the Communication Strategy Action Plan - D2017/575870</p>	<p>Email notification D2017/575870</p>	Ongoing	Compliant
12.3	in other publicly available documents relating to the activity.	<p>General Enquiries and Emergency Hotline phone numbers are displayed within a number of publicly available documents from the Power and Water Website or Power and Water Customer Service Outlets.</p>		Ongoing	Compliant

Cond.	Action	How	Evidence	When (Date)	Status
			1. Palmerston Waste Stabilisation Ponds Fact Sheet – available on request. Used for site tours or broad public awareness campaigns informing people about wastewater, e.g. Leanyer Sanderson Waste Stabilisation Ponds open day event 15 June 2019. 2. Palmerston Site Sign Installed on 12/03/2018 as per email notification to Administering Agency <u>D2018/111327</u>	12/03/2018	
13.	The licensee must maintain a Complaint Log for all complaints received by the licensee in relation to the activity:	No complaints regarding the Activity were recorded in this period – <u>D2020/480170</u> Complaints with details specified below would be captured in both PWC database MAXIMO and/or in PWC Water Quality – Complaints Tracking Worksheet in Compliance Matrix Tracking – <u>D2012/66732</u>	<u>D2020/480170</u> <u>D2012/66732</u>	Ongoing	Compliant
14.	The licensee must ensure that the Complaint Log includes, for each complaint received by the licensee, the following information: 14.1 The person to whom the complaint was made 14.2 The person responsible for managing the complaint; 14.3 the date and time the complaint was reported; 14.4 the date and time of the event(s) that led to the complaint; 14.5 the contact details of the complainant if known, or where no details are provided a note to that effect; 14.6 the nature of the complaint; 14.7 the nature of event(s) giving rise to the complaint; 14.8 prevailing weather conditions at the time (where relevant to the complaint); 14.9 the action taken in relation to the complaint, including any follow-up contact with the complainant; and; 14.10 if no action was taken, why no action was taken	No complaints regarding the Activity were recorded in this period – <u>D2018/428143</u> and <u>D2019/396798</u> Complaints with details specified below would be captured in both PWC database MAXIMO and/or in PWC Water Quality – Complaints Tracking Worksheet in Compliance Matrix Tracking – <u>D2012/66732</u>	<u>D2018/428143</u> and <u>D2019/396798</u> <u>D2012/66732</u>	Ongoing	Compliant
15.	The licensee must implement, maintain and follow an Emergency Response Plan that addresses procedures for responding to	PWC operates under an Emergency Management Policy (<u>D2015/172857</u>) and a Cyclone Management Plan (<u>D2017/499353</u>). PWC is also currently developing a	Emergency Management Plan <u>D2015/172857</u>	Ongoing	Compliant

Cond.	Action	How	Evidence	When (Date)	Status
	emergencies associated with the activity that may cause environmental harm.	specific emergency response plan for the Palmerston Ponds, expected to be completed 2019-2020.	Cyclone Management Plan D2017/499353		
EARLY SURRENDER OF LICENCE					
16.	Any reports, records or other information required or able to be provided by the licensee under this Licence must be submitted to the Administering Agency prior to the Licensee surrendering the Licence. If the date on which a report, record or other information is required falls after the date the Licensee requests to surrender this Licensee, the Licensee must provide the report, record or information as far as possible using data available to the licensee up to and including the date the request to surrender the licence is made.	PWC has no intention of surrendering the licence early. However, in case of this event PWC will comply with Condition 16.	N/A	N/A	N/A
OPERATIONAL					
17.	The licensee must, without limiting any other condition of this licence in conducting the Activity do all things reasonable and practicable to ensure the Activity does not adversely affect the Declared Beneficial Uses and Objectives as declared from time to time, including those applying to: <ul style="list-style-type: none"> The Darwin Harbour Region (<i>Northern Territory Government Gazette No. G27, 7 July 2010</i>) 	The zone of influence for the discharge describes the area where water quality criteria considered protective of BU's 'do not apply to certain indicators' (VIC EPA 2009). PWC does all things reasonable and practicable within the constraints of the existing legacy discharge/infrastructure to protect BU's. For further details refer to the Palmerston Improvement Plan – D2018/122649 (and the updated version D2019/362110) and both 'water' and 'infrastructure' management actions under the Darwin Harbour Water Quality Protection Plan (DLRM 2014). The overall aim of this plan is to ensure water quality objectives are maintained and that community's values for waterways (BU's) are protected.	2018 Improvement Plan D2018/122649 2019 Improvement Plan D2019/362110	Ongoing	Compliant
18.	The licensee must ensure any plant and equipment used by the licensee in conducting the activity:	Waste stabilization ponds are biological treatment systems, which processes and operations are highly dependent on the environmental conditions such as temperature, wind speeds and sunlight.	2019 Improvement Plan	Ongoing	Compliant

Cond.	Action	How	Evidence	When (Date)	Status
	17.1 Is reasonably fit for the purpose and use to which it is put	PWC does all things reasonable and practicable within the constraints of the existing discharge/infrastructure to ensure it is reasonable fit for purpose and maintained. Design and installation of equipment in relation to conducting the activity is undertaken in accordance with PWC's design criteria with is reviewed annually by the infrastructure commissioner.	<u>D2019/362110</u> Darwin Wastewater Weekly Sampling Report <u>F2006/5051</u>		Compliant
	17.2 Is maintained; and	It is important to note that Berrimah pond are biological treatment with minimum maintenance and operational needs. PWC operate under the <i>Fixed Asset Management Standard CONTROL0449</i> framework that utilize "Maximo". All assets that have ongoing management and maintenance requirements are recorded in Maximo to ensure the ongoing service and maintenance activities are carried out when needed.	Darwin Harbour field observations <u>F2011/6237</u> Fixed Asset Management Standard <u>CONTROL0449</u>		Compliant
	17.3 Is operated by a person trained to use the plant and equipment.	Furthermore, PWC operators have industry specific recognised qualification " <i>Certificate III or IV for Wastewater Management</i> ", training and experience to use the plant and equipment relevant to the conduct of the Activity. Additionally, PWC develops improvement key actions in order to minimise impacts associated with the licensed activity. For further details refer to the Berrimah 2016 Improvement Plan <u>D2016/350056</u> Supplementary photographs are taken during the fortnightly wastewater sample collection and are kept in <i>Content Manager</i> container <u>F2006/5051</u> . Darwin Harbour sample collection and are kept in <i>Content Manager</i> container <u>F2011/6237</u> .			Compliant

DISCHARGES

19.	This licence authorises discharge to water from the authorised discharge point(s) as identified in Table 2, and as otherwise allowed in accordance with the conditions of this licence	Discharge to Myrmidon Creek where undertaken mostly via the authorised discharge point. Two overflows occurred other than from the discharge point and where considered non compliances with condition 19. PWC tracking worksheet <u>D2012/66732</u>	Tracking sheet <u>D2012/66732</u>	Ongoing	Non-Compliant
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Cond.	Action			How	Evidence	When (Date)	Status
	Table 2 Authorised Discharge Point	Description	Location				
20.	Myrmidon Creek Outfall SPAEOP	End of pipe for outlet from Pond 5 (Maturation Pond 4)	Latitude: -12.50370 Longitude: 130.94861	PWC conducts surveillance of pond conditions through water quality monitoring and observational assessments. Monitoring includes both licence monitoring (discharge and receiving environment D2015/229262) and 2019 wastewater monitoring program (Control Document CONTROL0420) monitoring that assess pond operation and identify any unauthorised input that may compromise pond performance	Email to DENR D2020/35919 Email to DENR D2020/115522	Ongoing	Compliant
21.	The licensee must ensure that all discharge events at each authorised discharge point consists only of waste from the source(s) as specified in Table 2.						
	The licensee must ensure that the discharge from all discharge events at each authorised discharge points does not:						
	21.1 cause the presence of any visible matter, floating oil and grease or petroleum hydrocarbon sheen or scum, or litter or other objectionable matter in receiving waters;			No visible matter, scum, litter or other objectionable matter reported during this reporting period. All field observations are stored in RM8 container. Monthly photographic records kept of level of gross pollutants at outfall itself in F2011/6235	Field observations F2011/6237 Photographic records F2011/6235	Ongoing	Compliant
	21.2 cause or generate odours which would adversely affect the use of receiving waters;			No odours or other evidence that the Licensed activity affects the use of surrounding waters. All field observations including any exceedance of discharge criteria are captured within site notes and are stored in RM8 container F2011/6237 .	Field observations F2011/6237	Ongoing	Compliant
	21.3 cause algal blooms in receiving waters;			No evidence of secondary responses in receiving waters. All field observations including visual observations regarding qualitative discharge criteria are recorded on field sheets and site notes and are stored in RM8 container F2011/6237 , 2017 and 2019 ERA (chlorophyll-a assessments) D2017/92926 and D2019/362170	Field observations F2011/6237 Risk assessment 2017 ERA D2017/92926 2019 ERA D2019/362170	Ongoing	Compliant
	21.4 cause visible change in the behaviour of fish or other aquatic organisms;			No evidence of behavioural changes. All field observations including visual observations regarding qualitative discharge criteria are recorded on field sheets and site notes and are stored in RM8 container F2011/6237 .	Field observations F2011/6237	Ongoing	Compliant
	21.5 cause mortality of fish or other aquatic organisms; or			No evidence of mortality events during routine monitoring. All field observations including visual observations regarding qualitative discharge criteria are recorded on field sheets and site notes and are stored in RM8 container F2011/6237 .	Field observations F2011/6237	Ongoing	Compliant

Cond.	Action	How	Evidence	When (Date)	Status
	21.6 cause adverse impacts on plants in receiving waters.	No fish kills reported to PWC by the public. Historical (2008) disruption to mangrove assemblage in response to altered hydraulic conditions has recovered. All field observations are stored in RM8 container F2011/6237 Long-term satellite imagery of mangrove recovery assessed in 2017 ERA update D2017/92926 Most recent image demonstrating recovery by 30/6/2016. Ongoing non-compliance notification rescinded D2017/306877	Field observations F2011/6237	30/06/2016	Compliant
MONITORING					
22.	The licensee must conduct surface water and discharge water monitoring in accordance with Appendix 1, Table 1-1	All monitoring has been conducted as specified in Appendices 1 to 3 inclusive. WDL 148 Summary data and plots Masterfile for Surface water and discharge data on D2015/229262	Summary data and plots Masterfile D2015/229262	Ongoing	Compliant
23.	The licensee must conduct sediment monitoring in accordance with Appendix 1, Table 2-1	All monitoring has been conducted as specified in Appendix 1 and 3. WDL 146 Berrimah and 148 Palmerston Sediment Data Summary Masterfile on D2014/396532	Sediment Data Summary Masterfile D2014/396532	Ongoing	Compliant
24.	The licensee must ensure that all samples and field environmental data are representative of the conditions at the time of sampling.	All field observations including weather conditions at the discharge and receiving waters recorded on field sheets and site notes and are stored in <i>Content Manager</i> container F2011/6237 to ensure the results are representative of the conditions at the time of sampling	Field observations F2011/6237	Ongoing	Compliant
25.	The licensee must ensure that all samples and field environmental data are collected in accordance with recognised Australian Standards and guidelines (such as AS/NZS 5667, ANZECC/ARMCANZ).	Tropical Water Solutions have the following accreditations: <ul style="list-style-type: none"> ISO 9001:2008 Quality Management Standard D2016/451327 ISO 14001:2015 Environmental Management Systems D2019/167894 AS/NZS 4801:2001 - Occupational Health and Safety Management Standard D2016/451327 	Contract – D2016/451327 D2019/167894 D2016/451327	Ongoing	Compliant
26.	The licensee must ensure that all monitoring samples are analysed at a laboratory with current NATA accreditation or equivalent, for the parameters to be measured.	PWC only uses NATA accredited laboratories for sample analyses. Confirmed by the NATA Accreditation stamp on laboratory results/analysis reports.	AWQC D2020/523416 QLD Health D2020/540956 NITEL	Ongoing	Compliant

Condi.	Action	How	Evidence	When (Date)	Status																					
		<table border="1"> <thead> <tr> <th>Laboratory</th> <th>NATA Accreditation No.</th> <th>RM8 Ref.</th> </tr> </thead> <tbody> <tr> <td>AWQC</td> <td>1115</td> <td>D2020/523416</td> </tr> <tr> <td>QLD Health</td> <td>41</td> <td>D2020/540956</td> </tr> <tr> <td>NTEL</td> <td>14610</td> <td>D2020/562712</td> </tr> <tr> <td>DPIR</td> <td>15104</td> <td>D2020/22320</td> </tr> <tr> <td>Eurofins</td> <td>1254</td> <td>D2020/566762</td> </tr> <tr> <td>ALS</td> <td>825</td> <td>D2020/526862</td> </tr> </tbody> </table>	Laboratory	NATA Accreditation No.	RM8 Ref.	AWQC	1115	D2020/523416	QLD Health	41	D2020/540956	NTEL	14610	D2020/562712	DPIR	15104	D2020/22320	Eurofins	1254	D2020/566762	ALS	825	D2020/526862	<p>D2020/562712 DPIR D2020/22320 Eurofins D2020/566762 ALS D2020/526862</p>		
Laboratory	NATA Accreditation No.	RM8 Ref.																								
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Eurofins	1254	D2020/566762																								
ALS	825	D2020/526862																								
27.	<p>The licensee must for all land based monitoring points specified in the licence:</p> <p>27.1 install, maintain and provide appropriate identification signage so that they are reasonably identifiable at all times; and</p> <p>27.2 maintain safe access and egress, as is reasonably practicable.</p>	<p>Signage installed at SPa100 – discharge monitoring point as per email notification to Administering Agency <u>D2012/153355</u></p> <p>Signage condition inspected monthly and recorded on site notes for monitoring program on <u>F2011/6237</u></p> <p>Also photo are taken and records are kept in <u>F2011/6235</u></p> <p>All terrestrial sampling points access and egress are safe as is reasonably practicable and fit for purpose. No hazards or risks recorded on site notes for monitoring program. JSEA's utilised for each sampling run on <u>F2011/6237</u></p>	<p>Email notification <u>D2012/153355</u> Field observations <u>F2011/6237</u> Photographic records <u>F2011/6235</u></p> <p>Field observations & JSEA's <u>F2011/6237</u> Photographic records <u>F2011/6235</u></p> <p>Contract <u>D2019/187937</u></p>	<p>27/3/2012</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Compliant</p> <p>Compliant</p> <p>Compliant</p>																					
28.	<p>The licensee must ensure any samples collected in connection with the Licensed Activity or this licence, are obtained by, or under the supervision of a qualified sampler.</p>	<p>As per monitoring program contract - Tropical Water Solutions must... ensure that at all times all persons for whom it is responsible or over whom it is capable of exercising control (personnel and sub-contractors) can be considered a Competent Person to either perform the Works themselves or to perform the Works under the direct supervision of a Competent Person. The competency of a person can be determined on the basis of a mix of appropriate education, training, and relevant experience/ skills:</p> <ul style="list-style-type: none"> • Higher Education in a relevant field from a recognised institution • Vocational Education in a relevant field from a recognised institution • Training records verified by a competent person as satisfactory (may be from an external qualified assessor) 		<p>Ongoing</p>	<p>Compliant</p>																					

Cond.	Action	How	Evidence	When (Date)	Status
		<ul style="list-style-type: none"> Experience (at least 12 months' work experience that demonstrates the satisfactory application of the skills required to the satisfaction of a Competent Person) <p>The minimum requirements for a Competent Person must be determined by the Contractor based upon the role that has been assigned to them by the Contractor under the Works.' D2019/187937</p>			
29.	The licensee must ensure that, for each sample collected in accordance with the activity the following information must be recorded and retained:				
	29.1 the date on which the sample was collected;	Recorded on sampling sheets and stored in RM8 – F2011/6237 (Surface Water) & F2014/2663 (Sediment)	Surface Water F2011/6237	Ongoing	Compliant
	29.2 the time at which the sample was collected;	Recorded on sampling sheets and stored in RM8 – F2011/6237 (Surface Water) & F2014/2663 (Sediment)	Sediment F2014/2663	Ongoing	Compliant
	29.3 the location at which the sample was collected;	Recorded on sampling sheets and stored in RM8 – F2011/6237 (Surface Water) & F2014/2663 (Sediment)	Laboratory analytical reports F2017/2606 (2017-2018 FY)	Ongoing	Compliant
	29.4 the name of the person who collected the sample;	Recorded on sampling sheets and stored in RM8 – F2011/6237 (Surface Water) & F2014/2663 (Sediment)	F2018/2994 (2018-2019 FY)	Ongoing	Compliant
	29.5 the chain of custody forms relating to the sample;	COCs for each run submitted with paperwork for each monitoring run + confirmation email from lab upon receipt. COCs stored in RM8 F2011/6237 (Surface Water) & F2014/2663 (Sediment)	F2019/2739 (2019-2020 FY)	Ongoing	Compliant
	29.6 the field measurements (if any) and analytical results (if any) relating to the sample; and	Field measurements recorded on field sheets for each site. Data is uploaded to database and stored in RM8 F2011/6237 (Surface Water) & F2014/2663 (Sediment). Analytical results also uploaded to database and stored in RM8 by laboratory/matrix (i.e. AWQC surface water analytical report – F2017/2606 (2017-2018FY), F2018/2994 (2018-2019FY) and F2019/2739 (2019-2020FY)			
	29.7 laboratory quality assurance and quality control documentation	As per Condition 25.6, this includes the results for blind QA/QC duplicate or triplicate sampling undertaken by PWC			
RECORDING AND REPORTING					
30.	The licensee must keep records of all non-compliances with this licence. These records must be adequate to enable the licensee to comply with the non-compliance notification conditions of this licence.	PWC maintains a Compliance Matrix Tracking sheet (D2012/66732) and records all non-compliances in ProMapp (Event Management Tool/Database). All compliance related records stored in a dedicated WDL 148 Compliance and Administration RM8 container on F2006/5057	Tracking sheet - D2012/66732 WDL administration F2006/5057	Ongoing	Compliant

Cond.	Action	How	Evidence	When (Date)	Status
31.	The licensee must notify the Administering Agency of any non-compliance with this licence by emailing waste@nt.gov.au , as soon as practicable after (and in any case within 24 hours after) first becoming aware of the non-compliance.	PWC has notified the Administering Agency within 24 hours after first becoming aware of the non-compliance. There were one non-compliances within this Licence Period as a result of an exceedance of a reporting limit; please note that any exceedance of a reporting limit is also consider a non-compliance, as per WDL 146-08 definitions:	Tracking sheet - F2006/5057	Ongoing	Compliant
32.	The Licensee must include in the notification of non-compliance the following information: 32.1 when the non-compliance was detected and by whom; 32.2 the date and time of the non-compliance; 32.3 the actual and potential causes and contributing factors to the non-compliance; 32.4 the risk of environmental harm arising from the non-compliance; 32.5 the action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance; 32.6 corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur 32.7 if no action was taken, why no action was taken. 32.8 If further investigation is necessary, the date the licensee will submit an investigation report to the Administering Agency.	PWC has included in the notification to the Administering Agency all the required information of the non-compliance. The date and the name of the person that became aware of the non-compliance has been reported within the email notification to the Administering Agency The date and time of the non-compliance has been reported within the email notification to the Administering Agency The potential causes and contributing factors of the non-compliance has been reported within the email notification to the Administering Agency The risk of environmental harm arising from the non-compliance have been assessed against the specific guidelines for example ANZECC and/or DHWQO and possible effects in the marine life The action that were taken to mitigate any environmental harm arising from the non-compliance, when applicable. No mitigation actions taken within this Licence Reporting Period Email notification contained all the relevant information of the incident investigation along with attached exceedance report.	Email Notification D2020/35919 Email Notification D2020/115522 Email Notification D2020/543448 Email Notification D2020/35919 Email Notification D2020/115522 Email Notification D2020/543448	23/01/2020 10/03/2020 18/11/2020 23/01/2020 10/03/2020 18/11/2020	Compliant Compliant Compliant

Cond.	Action	How	Evidence	When (Date)	Status
33.	A non-compliance with this licence includes: 33.1 an exceedance of a site specific trigger value, as specified in Appendix 1 Table 1-2, on three consecutive sampling occasions 33.2 An exceedance of three times or more of a site specific trigger value specified in Appendix 1 Table 1-2		N/A N/A N/A	N/A N/A N/A	N/A N/A N/A
34.	The licensee must submit a completed Annual Return by emailing waste@nt.gov.au within 30 business days after each anniversary date of this licence, which report relates to the proceeding 12 month period.	2018 Annual Return was submitted within 10 business days prior to each anniversary date of this licence. Blank template provided by Administering Agency on 14/07/2017 (D2017/296812) has been used to prepare 2018 and 2019 Annual Return.	Blank template D2017/296812 2018 Email notification D2018/445671	05/10/2019	Compliant
35.	The licensee must provide to the Administering Agency a Monitoring Report not less than 30 Business days prior to the anniversary date of this licence, for each year of this licence.	2020 Monitoring report has not been submitted less than 30 Business days prior to the anniversary date of this licence as per email notification to Administering Agency D2020/543448	2020 Email notification D2020/543448	18/11/2020	Non-Compliant
36.	The licensee must ensure that each Monitoring Report: 36.1 is prepared in accordance with the requirements of the NT EPA 'Guideline for Reporting on Environmental Monitoring'; 36.2 includes a tabulation of all monitoring data required as a condition of this licence; 36.3 includes long-term trend analysis of monitoring data to demonstrate any environmental impact associated with the activity over a minimum period of six years (where the data is available); 36.4 Includes an assessment of surface water quality in accordance with Appendix, Table 1-3 and sediments quality in accordance Table 2-1 36.5 Report on the progress of the Palmerston Waste Stabilisation Pond Improvement Plan 2019				Compliant
		Monitoring Report has been prepared in accordance with each section of NT EPA 'Guideline for Reporting on Environmental Monitoring' from May 2016 Version 1.0	Monitoring Report D2020/497942	4/11/2020	Compliant
		Tabulation of all monitoring data has been included in this report in accordance with the condition.	Monitoring Report D2020/497942	4/11/2020	Compliant
		Long-term trend analysis of monitoring data has been included in this report in accordance with the condition.	Monitoring Report D2020/497942	4/11/2020	Compliant
		Environmental Impact Assessment has been included in this report in accordance with the condition.	Monitoring Report D2020/497942	4/11/2020	Compliant
		The Palmerston Improvement Plan progress has been included in this report in accordance with the condition.	Monitoring Report D2020/497942	4/11/2020	Compliant

Cond.	Action	How	Evidence	When (Date)	Status
	36.6 Includes an assessment of environmental impact from the activity; and		A tabulated summary of exceedances has been included in this report in accordance with the condition for this Licence Reporting Period.	4/11/2020	Compliant
	36.7 Report on the following parameters associated with wastewater discharge: - Total discharge (ML/year) - Total biochemical oxygen demand (tonnes/year) - Total phosphorous (tonnes/year) - Total nitrogen (tonnes/year)		The parameters associated with wastewater discharge have been included in this report in accordance with the condition.	4/11/2020	Compliant
37.	The Administering Agency may require the licensee to revise or amend and resubmit any Monitoring Report. Where the Administering Agency requires the Monitoring Report to be resubmitted, the licensee must submit it to the Administering Agency by the date specified by the Administering Agency.	Compliance with this condition is not assessable with this Annual Return.	N/A	N/A	N/A
PERFORMANCE IMPROVEMENT					
38.	The licensee must progress and implement the actions identified in the Palmerston Waste Stabilisation Pond Improvement Plan 2019	Progress tracked within Monitoring Report for Palmerston WDL 148-06 actions. Monitoring Report D2020/497942 .	Monitoring Report D2020/497942	04/11/2020	Compliant
39.	The licensee must submit an application for the issues of a WDL for the licensed activity a minimum of 60 business days prior to licence expiry date.				
END OF CONDITIONS					

2. Summaries

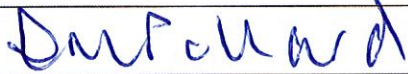
Complaints Recording

Number of complaints recorded by the licensee during the reporting period (as required by Condition 10 of the Licence)	Zero complaints occurred associated with licensed activity D2020/480170 and D2012/66732
Summary of Complaints	N/A
Summary of Outcomes	N/A

Notification of potential or actual environmental harm or pollution

Number of events recorded by the Licensee during the reporting period (as required by Conditions 21 and 22 of the Licence).	Zero
Summary of Events	N/A
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	<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
	<input type="checkbox"/>	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
	<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).
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)	Djuna Pollard	
Position	Chief Executive	
Date	11 / 12 / 2020	
Seal (if signing under seal):		