

Annual Governance & Compliance Checklist

● ● ● PLAN → MONITOR → REPORT

This checklist breaks down best practice and regulated tasks into one-off annual items with reminders and key dates. It is general in nature - but does reference key dates for QLD and NSW operators.

How to Use This Checklist

This checklist is structured around the annual compliance cycle. Work through each phase in order, using it to plan, track, and report on key activities throughout the year.

- In April/May:** Prepare for Fees and Charges Changes
- In April/May:** Book volumetric survey for June
- In June:** Fly volumetric survey
- In June:** Prepare gatehouse & database changes relating to legislative change (exemption codes etc)
- By 30 June:** Prepare database changes relating to new FY fees and charges
- 31 July:** Volumetric Survey due
- In July:** QLD Agreed Way Methods expire in September. Resubmit for new approval
- 31 August:** NSW Annual Waste Data Survey due (aka: Annual WARRP Report)
- 31 August:** QLD Annual Waste and Recycling Data Survey due
- 31 August:** QLD Agreed Way Method Report due if applicable
- 30 September:** NSW Local Government Waste Data due. Date may vary.
- In September:** QLD Agreed Way Methods must expire,
- In October:** NSW Book volumetric survey for December
- In October:** QLD OSOP Exemption Photos should be taken
- 30 November:** QLD OSOP Exemption Report due
- 30 November:** QLD MRF Report due to DETSI
- In December:** NSW Fly volumetric survey
- December/January:** Undertake Data Governance review annually
- 31 January:** NSW Volumetric Survey due



PLAN

MONITOR

REPORT

NSW ANNUAL LICENCE DATE OBLIGATIONS

Compliance Dates Relevant to EPL Anniversary



EPL Anniversary Date:

PRO TIP

Due dates for the below are relevant to YOUR facility licence date. Pencil these into your calendar to ensure compliance for each site you operate - as each site may have a different licence date, and therefore likely a different reporting due date for the items below

Prepare for Annual Return - Due 60 days after EPL Anniversary

- Prepare and collate all Environmental Monitoring Data for Licensing period
- Check Pollution Incident Response Management Plan (PIRMP) testing requirements
- Check PIRMP publication of monitoring data requirements

Undertake Quarterly EPL Environment Monitoring requirements - Quarterly . Check your EPL

- E.g. Air Monitoring, Water and/or Land Monitoring
- Complete PIRMP publication of monitoring data on Council's website

Annual Return due - Due 60 days after EPL Anniversary

- Complete via the e-connect portal
- General Manager e-certification/signature may be required

Undertake Annual or Bi-Annual EPL Environmental Monitoring

- E.g. Air Monitoring, Water and/or Land Monitoring
- Complete PIRMP publication of monitoring data on Council's website