

# Annual Return

LEADSHINE PTY. LIMITED



## ANNUAL RETURN

LICENCE NO	4860
LICENCE HOLDER	LEADSHINE PTY. LIMITED
REPORTING PERIOD	10-Mar-2015 to 09-Mar-2016

If your licence has been transferred, suspended, surrendered or revoked by the EPA during this reporting period, cross out the dates above and specify the new dates to which this Annual Return relates below:

REVISED REPORTING PERIOD \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Note: the revised reporting period also needs to be entered in Section E)

**THIS ANNUAL RETURN MUST BE RECEIVED BY THE EPA BEFORE 09-May-2016**

Your Annual Return must be completed, including certification in Section I, and submitted to the EPA no later than 60 Days after the end of the reporting period for your licence.

Failure to submit this Annual Return within 60 days after the reporting period ends may result in:

- the issue of a Penalty Notice for \$1500 (Individuals) or \$3000 (corporations);
- OR
- prosecution.

Please send your completed Annual Return by **Registered Post** to:

**Regulatory and Compliance Support Unit  
Environment Protection Authority  
PO Box A290  
SYDNEY SOUTH NSW 1232**

It is an offence to supply any information in this form to the EPA that is false or misleading in a material respect, or to certify a statement that is false or misleading in a material respect.

**THERE IS A MAXIMUM PENALTY OF \$250,000 FOR A CORPORATION OR \$120,000 FOR AN INDIVIDUAL.**

Details provided in this Annual Return will be available on the EPA's Public Register in accordance with section 308 of the *Protection of the Environment Operations Act 1997*.

# Annual Return

LD SHINE PTY. LIMITED



Use the checklist below to ensure that you have completed your Annual Return correctly.  
(✓ the boxes)

CHECKLIST	
<input checked="" type="checkbox"/>	Section A: All licence details are correct
<input checked="" type="checkbox"/>	Section B1: You have entered the correct number in the complaints table
<input checked="" type="checkbox"/>	Section B2 – B3: If there are tables, you have provided the required details
<input checked="" type="checkbox"/>	Section C: You have answered question 1, and 2 if applicable
<input type="checkbox"/>	Section D: <i>NA</i> If applicable, you have completed all load calculation worksheets
<input checked="" type="checkbox"/>	Section E: You have answered question 1, 2, 3, 4, 5 and 6 if applicable
<input checked="" type="checkbox"/>	Section F: You have answered question 1, 2 and 3 if applicable
<input checked="" type="checkbox"/>	Section G: You have answered question 1 and questions 2, 3 and 4 or questions 5 through to 11 if applicable
<input checked="" type="checkbox"/>	Section H: You have answered question 1, 2, 3, 4, 5 and 6 if applicable
<input checked="" type="checkbox"/>	Section I: The Annual Return has been signed by appropriate person(s) and, if applicable, the revised reporting period entered
<input checked="" type="checkbox"/>	Make a copy of the completed Annual Return and keep it with your licence records
<input checked="" type="checkbox"/>	Attach a cheque (unless you have paid separately) for the payment of the administrative fee for the next licence fee period

Please send your completed Annual Return by **Registered Post** to:

**Regulatory and Compliance Support Unit  
Environment Protection Authority  
PO Box A290  
SYDNEY SOUTH NSW 1232**

# Annual Return

LEADSHINE PTY. LIMITED



## A Statement of Compliance - Licence Details

ALL licence holders must check that the licence details in Section A are correct

If there are changes to any of these details you must advise the EPA and apply as soon as possible for a variation to your licence or for a licence transfer.

Licence variation and transfer application forms are available on the EPA website at: <http://www.epa.nsw.gov.au/licensing>, or from regional offices of the EPA, or by contacting us on telephone 02 9995 5700.

If you are applying to vary or transfer your licence you must still complete this Annual Return.

### A1 Licence Holder

Licence Number 4860  
Licence Holder LEADSHINE PTY. LIMITED  
Trading Name (if applicable) BROKEN HEAD QUARRY  
ABN 21 102 229 943

### A2 Premises to which Licence Applies (if applicable)

Common Name (if any) BROKEN HEAD QUARRY  
Premises BROKEN HEAD ROAD SUFFOLK PARK NSW 2481

### A3 Activities to which Licence Applies

Extractive Activities

### A4 Other Activities (if applicable)

### A5 Fee-Based Activity Classifications

Note that the fee based activity classification is used to calculate the administrative fee.

Fee-based activity	Activity scale	Unit of measure
Land-based extractive activity	> 100,000.00 - 500,000.00	T extracted, processed or stored

### A6 Assessable Pollutants (Not Applicable)

# Annual Return

LEADSHINE PTY. LIMITED



## B Monitoring and Complaints Summary

### B1 Number of Pollution Complaints

<p>Number of complaints recorded by the licensee during the reporting period.</p> <p>If no complaints were received enter nil in the attached box, otherwise complete the table below.</p>	<p><i>NIL</i></p>
--	-------------------

Pollution Complaint Category	Number of Complaints
Air	
Water	
Noise	
Waste	
Other	

### B2 Concentration Monitoring Summary

For each monitoring point identified in your licence complete all the details for each pollutant listed in the tables provided below.

If concentration monitoring is **not** required by your licence, **no tables** will appear below.

**Note** that this does not exclude the need to conduct appropriate concentration monitoring of assessable pollutants as required by load-based licensing (if applicable).

#### Discharge & Monitoring Point 1

Discharge to waters, Discharge pipe from the Clean Water Dam and labelled as EPA 1 on the map titled "Location of EPA water monitoring points" received by the EPA on 05/12/01.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Oil and Grease	milligrams per litre	<i>NIL</i>	<i>NIL</i>			

# Annual Return

LEADSHINE PTY. LIMITED



pH	pH	NIL	NIL			
Total suspended solids	milligrams per litre	NIL	NIL			

## Monitoring Point 2

Upstream monitoring, 150 metres upstream from EPA 1 in the creek feeding the Clean Water Dam and labelled as EPA 2 on the map titled "Location of EPA water monitoring points" received by the EPA on 05/12/01.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
pH	pH	NIL	NIL			
Total suspended solids	milligrams per litre	NIL	NIL			

*NO DISCHARGE DURING THE RESPECTIVE PERIOD*

## B3 Volume or Mass Monitoring Summary

For each monitoring point identified in your licence complete the details of the volume or mass monitoring indicated in the tables provided below.

If volume or mass monitoring is not required by your licence, **no tables** will appear below.

**Note** that this does not exclude the need to conduct appropriate concentration monitoring of assessable pollutants as required by load-based licensing (if applicable).

# Annual Return

LEADSHINE PTY. LIMITED



## C Statement of Compliance - Licence Conditions

### C1 Compliance with Licence Conditions

( the boxes)

- 1 Were all conditions of the licence complied with (including monitoring and reporting requirements)?  Yes  No

( a box)

- 2 If you answered 'No' to question 1, please supply the following details for each non-compliance in the format, or similar format, provided on the following page.

Please use a separate page for each licence condition that has not been complied with.

- a) What was the specific licence condition that was not complied with?
- b) What were the particulars of the non-compliance?
- c) What were the date(s) when the non-compliance occurred, if applicable?
- d) If relevant, what was the precise location where the non-compliance occurred?

Attach a map or diagram to the Statement to show the precise location.

- e) What were the registration numbers of any vehicles or the chassis number of any mobile plant involved in the non-compliance?
- f) What was the cause of the non-compliance?
- g) What action has been, or will be, taken to mitigate any adverse effects of the non-compliance?
- h) What action has been, or will be, taken to prevent a recurrence of the non-compliance?

3. How many pages have you attached?

Each attached page must be initialled by the person(s) who signs Section G of this Annual Return

# Annual Return

LEADSHINE PTY. LIMITED



## C2 Details of Non-Compliance with Licence

Licence condition number not complied with
Summary of particulars of the non-compliance (NO MORE THAN 50 WORDS)
If required, further details on particulars of non-compliance
Date(s) when the non-compliance occurred, if applicable
If relevant, precise location where the non-compliance occurred (attach a map or diagram)
If applicable, registration numbers of any vehicles or the chassis number of any mobile plant involved in the non-compliance
Cause of non-compliance
Action taken or that will be taken to mitigate any adverse effects of the non-compliance
Action taken or that will be taken to prevent a recurrence of the non-compliance

# Annual Return

---

LEADSHINE PTY. LIMITED



## D Statement of Compliance - Load-Based Fee Calculation Worksheets

If you are not required to monitor assessable pollutants by your licence, no worksheets will appear below. Please go to Section E.

If assessable pollutants have been identified on your licence (see licence condition L2), complete the following worksheets for each assessable pollutant to determine your load-based fee for the licence fee period to which this Annual Return relates.

Loads of assessable pollutants must be calculated using any of the methods provided in the EPA's Load Calculation Protocol for the relevant activity. A Load Calculation Protocol would have been sent to you with your licence. If you require additional copies you can download the Protocol from the EPA's website or you can contact us on telephone 02 9995 5700.

You are required to keep all records used to calculate licence fees for four years after the licence fee was paid or became payable, whichever is the later date.

**PENALTIES APPLY FOR SUPPLYING FALSE OR MISLEADING INFORMATION**

**D1 - D8 (Not Applicable)**



# Annual Return

LEADSHINE PTY. LIMITED



## E Statement of Compliance - Requirement to Prepare Pollution Incident Response Management Plan (PIRMP) Under Section 153A of the POEO Act 1997

1 Have you prepared a PIRMP as required under s153A of the Protection of the Environment Operations Act 1997?

(✓ a box)

Yes

No

If you answered 'Yes' to question 1, please tick the appropriate box to indicate the following:

2 Is the PIRMP available at the premises?

(✓ a box)

Yes

No

3 Is the PIRMP available in a prominent position on a publicly accessible web site?

(✓ a box)

Yes

No

If the PIRMP is available on a publicly accessible web site please indicate clearly below the address of the web site where the PIRMP can be accessed:

Web site Address

4 Has the PIRMP been tested?

(✓ a box)

Yes

No

If you answered 'Yes' to question 4 please indicate clearly below the date that the PIRMP was last tested:

The PIRMP was last tested on

29/04/2016

5 Has the PIRMP been updated?

(✓ a box)

Yes

No

If you answered 'Yes' to question 5 please indicate clearly below the date that the PIRMP was last updated:

The PIRMP was last updated on

29/04/2016

6 How many times has the PIRMP been activated in this reporting period?

NIL

If the PIRMP has been activated, please indicate clearly below the date/s when the PIRMP was activated:

The PIRMP was activated on

The EPA's guidelines for preparation of pollution incident response management plans are available at

<http://www.epa.nsw.gov.au/legislation/20120227egprepoirmp.htm>

# Annual Return

LEADSHINE PTY. LIMITED



## F Statement of Compliance - Requirement to Publish Pollution Monitoring Data Under Section 66(6) of the POEO Act 1997

1 Are there any conditions attached to your licence that require pollution monitoring to be undertaken?

(✓ a box)

Yes

No

If you answered 'Yes' to question 1, please tick the appropriate box to indicate the following:

2 Do you operate a web site?

(✓ a box)

Yes

No

3 Is the pollution monitoring data published on your web site in accordance with the EPA's written requirements for publishing pollution monitoring data?

(✓ a box)

Yes

No

If you publish pollution monitoring data on a web site please indicate clearly below the address of the web site where the pollution monitoring data can be accessed:

Web site address

The EPA's written requirements for publishing pollution monitoring data are available at <http://www.epa.nsw.gov.au/legislation/20120263reopubomdata.htm>

Note - if you do not maintain a web site, you must provide a copy of any monitoring data that relates to pollution, to any person requests a copy of the data at no charge to the person requesting the data.

*HARD COPIES OF MONITORING AVAILABLE ON SITE  
AT BROWN HEAD QUARRY.*

# Annual Return

LEADSHINE PTY. LIMITED



## G Statement of Compliance - Environmental Management Systems and Practices

1 Do you have an environmental management system (EMS) certified to ISO 14001 or any other demonstrated equivalent system?<sup>1</sup> (see note below on demonstrated equivalent)

(✓ a box)

Yes

No

If your answer to question 1 is 'No', please proceed to question 5. If your answer to question 1 is 'Yes', please proceed to question 2.

2 When was the last check of the EMS<sup>2</sup> completed (see note below on check of EMS)?

\_\_\_ / \_\_\_ / \_\_\_

3 Were there any non-conformances related to environmental issues identified in the last check of the EMS?

(✓ a box)

Yes

No

4 If there were non-conformances identified, were these non-conformances rectified?

(✓ a box)

Yes

No

If you answered 'No' to question 1, please answer questions 5 - 11. If you answered 'Yes' to question 1 please proceed to section H. Questions 5-11 relate to any documented environmental practices, procedures and systems in place. Refer to <http://www.epa.nsw.gov.au/licensing/EMCP.htm> for guidance on how to complete questions 5 to 11. If unsure of the answer, tick No.

5 Have you conducted an assessment of your activities and operations to identify the aspects that have a potential to cause environmental impacts and implemented operational controls to address these aspects?

(✓ a box)

Yes

No

6 Have you established and implemented an operational maintenance program, including preventative maintenance?

(✓ a box)

Yes

No

7 Do you keep records of regular inspections and maintenance of plant and equipment?

(✓ a box)

Yes

No

8 Do you conduct regular site audits to assess compliance with environmental legal requirements and assess conformance to the requirements of any documented environmental practices, procedures and systems in place?

(✓ a box)

Yes

No

8a If yes, how often?

DAILY

9 Are the audits of documented environmental practices, procedures and systems undertaken by a third party?

(✓ a box)

Yes

No

10 Have you established and implemented an environmental improvement or management plan?

(✓ a box)

Yes

No

11 Do you train staff in environmental issues that may arise from your activities and operations and keep records of this

(✓ a box)

Yes

No

<sup>1</sup> Demonstrated equivalent refers to an environmental management system that the EPA considers is equivalent to the accountability, procedures, documentation and record keeping requirements of an ISO 14001 system. For further information go to:

<http://www.epa.nsw.gov.au/resources/licensing/160403-environmental-management-systems-guidelines.pdf>

<sup>2</sup> Undertaking a 'check of an EMS' refers to the ISO 14001 requirements that an organisation demonstrates conformity to the requirements of its EMS and to the standard, these checks require third-party certification that requirements have been met.

# Annual Return

LEADSHINE PTY. LIMITED



## H Statement of Compliance - Environmental Improvement Works

Before reporting on environmental improvement works please consider the following:

Environmental improvement works must meet the following criteria:

- They are not required to comply with licence conditions or legislative requirements.
- They have been undertaken voluntarily, and are in addition to any works required to comply with any licence conditions or legislative requirements under the Protection of the Environment Operations Act 1997 or its regulations.
- They relate to the licensed activity at the licensed premises.
- They aim to reduce air, water, noise pollution or incident potential at the premises.
- They were completed in the reporting period covered by this annual return. They are not ongoing.

If the works reported in this annual return do not meet the criteria set out above they will not be included in the calculation of the environmental management category for this licence.

1 Have you voluntarily completed any environmental improvement works in this licence reporting period that have resulted in demonstrated environmental improvements at the premises?

(✓ a box)

Yes

No

If you answered 'Yes', please provide the following supporting information:

Brief description of works.

Demonstration of environmental improvement resulting from the works at the premises.  
Include details of:

- Controls in place before works undertaken
- New controls put in place
- Description of environmental improvements (e.g. reducing air, water, noise pollution or incident potential) due to the works.
- Where possible, quantitative data (e.g. monitoring) to demonstrate the improved environmental outcome.

Date when works were completed  
(Note: ongoing works are not applicable)

--

Estimated cost of works:

--

# Annual Return

LEADSHINE PTY. LIMITED



## I Signature and Certification

This Annual Return may only be signed by a person(s) with legal authority to sign it as set out in the categories below. Please tick (✓) the box next to the category that describes how this Annual Return is being signed.

If you are uncertain about who is entitled to sign or which category to tick, please contact us on telephone 02 9995 5700.

If the licence holder is:	the Annual Return must be signed and certified:
an individual	<input type="checkbox"/> by the individual licence holder, or <input type="checkbox"/> by a person approved in writing by the EPA to sign on the licence holder's behalf
a company	<input type="checkbox"/> by affixing the common seal in accordance with Corporations Act 2001, or <input type="checkbox"/> by 2 directors, or <input type="checkbox"/> by a director and a company secretary, or <input checked="" type="checkbox"/> if a proprietary company that has a sole director who is also the sole company secretary – by that director, or <input type="checkbox"/> by a person delegated to sign on the company's behalf in accordance with the Corporations Act 2001 and approved in writing by the EPA to sign on the company's behalf.
a public authority (other than a council)	<input type="checkbox"/> by the Chief Executive Officer 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 and approved in writing by the EPA to sign on the public authority's behalf.
a local council	<input type="checkbox"/> by the General Manager in accordance with s.377 of the Local Government Act 1993, or <input type="checkbox"/> by affixing the seal of the council in a manner authorised under that Act.

It is an offence to supply any information in this form that is false or misleading in a material respect, or to certify a statement that is false or misleading in a material respect. There is a maximum penalty of \$250,000 for a corporation or \$120,000 for an individual.

We

- declare that the information in the Monitoring and Complaints Summary in section B of this Annual Return is correct and not false or misleading in a material respect, and
- certify that the information in the Statement of Compliance in sections A, C, D, E, F, G and H and any pages attached to Section C is correct and not false or misleading in a material respect.

If your licence has been transferred, suspended, surrendered or revoked by the EPA during this reporting period, cross out the dates below and specify the new dates to which this Annual Return relates below:

For the reporting period 10-Mar-2015 to 09-Mar-2016 or \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

SIGNATURE: [Signature] SIGNATURE: \_\_\_\_\_

NAME: SMART PETER DIXON SMITH NAME: \_\_\_\_\_  
 (printed) (printed)

POSITION: SOLE DIRECTOR / SOLE SECRETARY POSITION: \_\_\_\_\_

DATE: 4 / 5 / 2016 DATE: \_\_\_\_\_

SEAL(if signing under seal)

PLEASE ENSURE THAT ALL APPROPRIATE BOXES HAVE BEEN COMPLETED AND THAT THE CHECKLIST ON PAGE 2 OF THE ANNUAL RETURN HAS BEEN COMPLETED