



**Planning &
Environment**
Resources & Geoscience

Site Access Conditions

E C Andrews Drillcore Facility Broken Hill

Geological Survey of New South Wales
NSW Department of Planning & Environment

July 2017

1. OVERVIEW

The E C Andrews Drillcore Facility at Pinnacles Place in Broken Hill is an unmanned facility. It houses valuable drill core, plant and equipment. The facility will be opened, given reasonable notice, for access by both industry and the public, whilst ensuring that its facilities are used in a way which safeguards both the visitor and the security of the plant and equipment.

2. POLICY

Site Supervisor

The site will be supervised by a Site Supervisor, contracted by the Department, who will be authorised to carry out the following functions:

- Open and close the site as required
- Receive advance bookings for site access
- Conduct on-site inductions
- Operate and manage the operations of the forklift
- Provide access to core trays in either of the two viewing areas
- Provide suitably trained labour to lay out core in viewing areas
- Supervise the receipt and placement of new core on site
- Log metadata about new core into the Department databases
- Operate the core cutting facilities

Advance bookings

All site visits must be booked at least 48 hours in advance. This will allow time for the Site Supervisor to plan ahead for core retrieval, arrange additional labour (if required) and set up core for viewing. Telephone or email bookings should be made to the nominated numbers set out in Section 3 - Contacts.

Visitors' Register and supervised access

The Site Supervisor will meet visitors at Pinnacles Place each day of their visit, open the site and log the visitors' details into the Visitors' Register. Normal opening hours of 8am to 4pm will apply, with the Site Supervisor returning at closing time to supervise the visitors' exit from the site each day.

On-site access agreement

Entry to the site by visitors will be on condition they agree to comply with site rules including:

- Compliance with site procedures explained during the site induction
- Prohibition of forklift use by personnel not employed or authorised by the Department
- Prohibition of use of core-cutting facilities by personnel not employed or authorised by the Department
- Appropriate use of the telephone, computer and general office facilities
- Reporting of any incidents or accidents which occur on site
- Leaving the site in a clean and satisfactory condition

Site inductions

Access to the site will be on condition that all visitors undergo a site induction. A record of each visitor's induction will be retained so that induction renewals need only be carried out when due.

Forklift operations

Operation of the forklift truck is limited to suitably qualified Department staff or trained and authorised NSW Department of Industry contractors. Visitors may not operate the forklift under any circumstances.

Core preparation for viewing

Core may be presented for viewing by prior arrangement with the Site Supervisor. Alternatively, core can be laid out for viewing by the visitor and/or their own personnel provided each person complies with the correct procedures for handling core as described during the site induction provided by the Department. At least two people must be involved in all core tray handling procedures. Any incidents or accidents on the site must be reported immediately to the Site Supervisor or directly to the Department of Planning & Environment and recorded in incident report forms provided on site.

Site facilities

Visitors will be given access to the office, kitchen and toilet facilities on site. Internet access to the Department website and appropriate Department geoscience databases is available.

Core cutting and sampling services

The use of the core-cutting saw is restricted to the Site Supervisor, suitably trained and authorised Department staff or suitably trained and authorised Department contractors only. If samples are taken for analysis, copies of the results of such analyses are to be provided to the Department.

Core acceptance policy and procedures

Core will be accepted on site under these conditions:

- Core is deemed acceptable for lodgement at the site by the Senior Geologist – Databases, Geological Survey of NSW
- Core is transported to the site at the supplier's expense
- Advance arrangements are made with the Site Supervisor to accept and place the core on the site
- Core trays are suitably presented, identified and labelled
- The core is not confidential.

All core stored on site is accepted on the basis that it is not confidential and is available for public access. The Site Supervisor will ensure that the core is properly labelled, stacked on pallets, placed at the appropriate shelf location or yard location and logged into the Department database. Whether core is stored inside the building or in the yard is decided solely at the discretion of the Department.

Access fees and payments

Charges for site access and services provided on site will be made according to the rates specified on the Department's website.

Visits by student and conference groups

Requests for site access by student or conference groups must be referred to the Director – Geoscience Information so that appropriate arrangements can be made.

3. CONTACTS

Site Supervisor

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