

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN FOR JENOLAN CAVES RESERVE TRUST.

4655 JENOLAN ROAD

JENOLAN CAVES

NSW

2790

SEWAGE TREATMENT PLANT ENVIRONMENT PROTECTION LICENCE # 1962

The objectives of this plan:

- Ensure comprehensive and timely communication in the event of a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, Work Cover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of a pollution incident.
- Minimise and control the risk of a pollution incident at the facility by the identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan is effectively implemented by adequately trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

WHO MUST BE NOTIFIED OF A POLLUTION INCIDENT?

Where the pollution incident causes or threatens material harm to the environment or human health, all the following authorities must be notified:

- The appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local council),
EPA Hotline 131 555
- The Ministry of Health (via Public Health Units) **Bathurst 02 6339 5601**
- The local authority if it is not the ARA – a ‘local authority’ is a local council (being the council of an area under the Local Government Act 1993), or the Western Lands Commissioner for the Western Division, except any part of the Western Division within the area of a local council. **Oberon Shire Council 63298100.**
- HNCMA Telephone: (02) 6350 3110
- Fire and Rescue NSW. **000**

EMERGENCY PHONE CONTACTS:

- ENVIRONMENT PROTECTION AUTHORITY BATHURST) ANDREW HELMS (02) 63333805 EPA OFFICE (02) 63333800
- JENOLAN CAVES RESERVE TRUST DIRECTOR, MS JODIE ANDERSON 0488 217 949
- JENOLAN CAVES HOUSE RECEPTION PH: 02 6359 3900 (24 HOUR)
- DUTY MANAGER JENOLAN CAVES RESERVE TRUST, MOBILE PH: 0457 837 460

IN THE EVENT OF POWER FAILURE AFFECTING JENOLAN CAVES SEWAGE TREATMENT PLANT. JENOLAN CAVES HAVE INSTALLED A SEVEN ZONE BACK TO BASE SECURITY ALARM SYSTEM WITH 24 HOUR REMOTE MONITORING THROUGH CHUB SECURITY WITH PERSONELL ON CALL 24 HOURS PER DAY / 7 DAYS PER WEEK

JENOLAN CAVES RESERVE TRUST HAVE A 60 KVA GENERATOR FOR EMERGENCY POWER, THIS GENERATOR WILL RUN THE SEWAGE TREATMENT PLANT INDEFINITELY IN THE EVENT OF A PROLONGED NETWORK SUPPLY FAILURE. THE TRUST HAS ALSO INSTALLED AN AUTOMATED EMERGENCY POWER SUPPLY GENERATOR AT THE STP.

SITE CONTACT PHONE NUMBERS

- JENOLAN CAVES HOUSE RECEPTION, PH: 02 6359 3900 (24 HOUR)email: bookings@jenolancaves.org.au
- MS JODIE ANDERSON, DIRECTOR, PH: 02 6359 3918, 0488 217 949
- MR DAVID ROWLING , ACTING TECHNICAL SERVICES MANAGER, PH: 02 6359 3922, 0427356333
- JENOLAN CAVES GUIDES OFFICE, PH: 02 6359 3927 (9AM – 5PM) email: reception@jenolancaves.org.au
- JENOLAN CAVES RESERVE TRUST SITE OFFICER, PH: 0427356333

COPIES OF THIS DOCUMENT ARE TO BE KEPT IN THE:

Technical Services Office, Reception, Directors Office, STP Control Room, Guides Office.

Website: <http://www.jenolancaves.org.au/about/part-of-nsw-government/P.I.R.M.P.>

Network: G:\Technical Services\PIRMP

ISSUE	OBJECTIVE	HOW THE OBJECTIVE WILL BE ACHIEVED. ACTIONS REQUIRED TO ACHIEVE THE OBJECTIVE	WHEN THE ACTIONS WILL BE TAKEN	WHO WILL ENSURE THAT THE OBJECTIVE IS ACHIEVED	ACTION ACTUALLY TAKEN TO ACHIEVE THE OBJECTIVE	RECORDS AND WHERE THEY ARE KEPT
General						
Main Grid Power Failure to STP	Alternate power source to Power up (Sewage Treatment Plant) (STP).	The STP has a standby duty on demand Generator, this Generator is on auto start immediately a power supply interruption occurs. The Generator has been sized to accommodate the STP maximum demand.	Immediately a power supply issue occurs, it can accommodate the STP demand for a prolonged period.	Technical Services Manager or the person who is delegated to act on behalf of the Trust	Nil, once a power supply issue has occurred an automated alarm message will be sent to the delegated TRUST personnel, monitoring of the STP operation will then be undertaken by either on site or online remote means.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Emergencies - Incident reporting.	All environmental incidents are reported to the relevant authorities as per EPL 1962 in a timely manner.	All environmental incidents will be reported to the relevant authorities by the Director Jenolan Caves Reserve Trust or a person authorised to speak on behalf of the Trust.	By telephone as soon as an incident is reported or is sighted. By email / mail within the timeline allocated in the licence.	Person authorised to speak on behalf of JCRT	Follow the Pollution Incident Response Management Plan in conjunction with E.P.L. 1962.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.)
Emergencies - Spills	Spills are contained, damage to the eco-system minimised and rectification undertaken in a timely manner.	Consult Chemical Spills and Containment procedures in Emergency Flip Folder located in the Technical Services Office	As soon as an incident occurs or is sighted	The person who first sees an incident is to minimise the effect of the incident. All staff are to be trained in spill containment procedures.	Use containment measures (spill kits etc) located at various sites around the facility.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.

Pollution to the receiving environment.	Minimise / contain effluent within the confines of the STP or associated infrastructure. Contain other spills to minimise extent of release to the receiving environment.	Isolate all discharge points at STP. Contain effluent. Rectify cause immediately. Use spill containment measures for spills around the facility. Undertake clean up procedure in a timely manner.	As soon as incident sighted.	The person who first sights incident. T.S. Manager, Site Officer. DirectorJCRT.	Isolate discharge valves prior to the U.V. at STP. Isolate Decanter. Shut down source of contaminant. Utilise containment measures. Undertake clean up procedure in a timely manner.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Other environmental incidents.	Ensure damage to the eco-system from environmental incidents is minimised.	Emergency procedures to deal with foreseeable environmental emergencies will be established.	As soon as incident sighted.	The person who first sees an incident is to minimise the extent. T.S. Manager, Site Officer, DirectorJCRT.	Assess, minimise the extent, arrange for rectification or repair.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Compliance Audit	Compliance with environmental requirements and, if breaches are detected, rectification of defects in a timely manner.	The Director JCRT will Cooperate with periodic environmental audits; and authorise works to rectify any environmental breaches or issues identified within the time frame specified in the audit report.	At all times as indicated in the audit.	DirectorJCRT, T.S. Manager.	Follow audit action checklist and timeframe.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Noise	Minimal detrimental impact to receiving environment.	Adherence to legislative, EPA, Council and other noise limits will be mandatory. Equipment will be kept in good repair and condition and maintained as per manufactures specifications.	At all times	The person who uses any type of machinery on site. T.S. Manager, DirectorJCRT.	Maintain Machinery in sound operating condition. Undertake scheduled servicing, Consult Complaints register.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Waste - Quantity of materials	Minimise waste generation, maximise re-cycling / reuse strategy.	Develop and implement a re-cycle / re-use strategy targeting the reduction of waste generated.	At all times	T.S. Manager. DirectorJCRT. All staff.	Training in re-use / re-cycling. Audit waste practises.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.

Vehicles and plant	Exhaust emissions are minimised	Maintain vehicles and plant as per manufactures specifications.	At all times	T.S. Manager. DirectorJCRT. The person charged with the operation of the plant and equipment.	Maintain Plant and Equipment as per manufactures specifications. Turn off plant when not in use. Complete daily vehicle check.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Chemicals	Safe Storage of Chemicals	All Chemicals will be clearly labelled, kept in designated bunded safe storage area, SDS register on site	At all times	T.S. Manager. DirectorJCRT. All staff.	Regular audits on Chemical Storage Areas and SDS register.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Chemical Spillage	Minimise damage to the receiving Environment in the event of a chemical spillage.	Safe Storage of Chemicals. SDS of all chemicals used on site, Staff are to be trained in Chemical Spillage Response and Clean-up procedures.	At all times	The person who first sees an incident is to minimise the extent. T.S. Manager. DirectorJCRT. All staff.	Staff are to be trained in Chemical Spillage Response and Clean-up. Utilize Spill kits on site.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.

Waste Disposal	<p>Appropriate and lawful disposal of waste associated with the operation of the business including:</p> <ul style="list-style-type: none"> Dried Effluent Sludge Waste; Liquid Waste; Packaging materials; Replaced or redundant parts or materials; Chemicals; Oils and grease from machinery; Paints and solvents including the cleaning of equipment, tools and brushes; Cleaning materials and rags; Trade Waste; Materials unsuitable for re-use; and Other General waste 	<p>Identify lawful places for disposal of all types of waste generated</p> <p>Ensure that no waste from the site is conveyed to or deposited at any place that cannot lawfully be used as a waste facility for that waste.</p> <p>Record, for all waste, the method and location of disposal, and whether or not that location was a place that could lawfully be used as a waste facility for that waste.</p> <p>Submit to T.S.M. or delegate, reports, including the record of waste disposal and method and location of disposal.</p> <p>If at any time waste is deposited at a place not licensed to accept such waste then a report is to be raised to the T.S. Manager / DirectorJCRT immediately on becoming aware of such.</p>	At the beginning of the Incident.	T.S. Manager. DirectorJCRT. All staff.	<p>Transport of all waste generated on site is to be undertaken by a person licensed to transport such waste. The waste must be transported as per legislative conditions to a facility licensed to accept such waste. The route of transport must be as short as possible. Audit waste transport and receipt operators on a regular basis.</p>	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
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Records	Detailed accurate records to demonstrate appropriate environmental management as per E.P.L. 1962.	The Environmental Management Plan and modifications to suit the Site will be submitted to the EPA and displayed on the facilities website The Environmental Management Plans will be updated as required. Appropriate progress and other reports will be submitted to the EPA. All records will be securely filed using an effective document retrieval system for a period compliant with E.P.L. 1962.	At all times	T.S. Manager. Director JCRT.	Incident Register. PIRMP. Record keeping in the Technical Services File.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Delivery						
Vehicle access.	Damage to the ecosystems on Site is minimised	All vehicles and plant will access the site along designated routes and tracks obeying all speed limits	At all times	T.S. Manager. Director J.C.R.T Caves Manager	Site inductions and reviews. Monitoring	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Parking of vehicles and plant.	Damage to the ecosystems on Site is minimised.	All vehicles and plant will park in designated areas.	At all times	T.S. Manager. Director J.C.R.T. Caves Manager	Site inductions and reviews	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Movements of Pedestrians, materials and equipment.	Damage to the ecosystems on Site is minimised.	All pedestrian and equipment movement will be along approved access routes.	At all times	T.S. Manager. Director J.C.R.T. Caves Manager	Site inductions and reviews	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.

Wash down of vehicles and plant.	Environment and receiving waters are not polluted by residues from wash down activities.	Vehicles and plant will be washed down only in areas approved by the Director JCRT or delegate for this purpose.	At all times	T.S. Manager. DirectorJCRT.	Wash bay is supplied at T.S. workshop.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.
Reinstatement						
Reinstatement	Re-instatement of damaged eco-systems and environment to their previous condition.	Contaminated / disturbed areas will be cleaned and re-instated.	At the end of and during an incident.	T.S. Manager. DirectorJCRT.	Staff trained in Eco Care principals.	T.S.Office, Reception, Directors Office, STP Control Room, Guides Office.

Jodie Anderson

Director

JCRT