

Bingo Transport

October 2019

A. ASSESS (Site Supervisor/Driver)

1. Determine significance of incident?
2. Determine potential for escalation?
3. Assess risks?
4. Any impacts on people, environment, community, business stakeholders? If yes, contact the Compliance Team.
5. Is evacuation and / or Site Closure required? If yes, immediately clear the area.
6. Contact the SEQ Team
7. Do you need to notify emergency services? If yes, contact Emergency Services.

B. NOTIFY (SEQ Team)

7. Contact Emergency Services '000' (if not already contacted)
8. If risk to neighbours, contact all potentially affected persons – door to door
9. Contact EPA '131 555'
- 10a. Contact NSW Health Public Health Unit (business hours) 1300 066 055; OR
- 10b. Contact NSW Health (after hours – contact closest hospital on duty public health officer as below)
 - Camperdown (RPA) - 02 9515 6111
 - Gosford - 02 4320 9730
 - Liverpool (Liverpool) - 02 9828 3999
 - Newcastle - 02 4924 6477
 - Parramatta (Westmead) - 02 9845 5555
 - Wollongong - 02 4221 6700
 - Penrith - 02 4734 2000
 - Hornsby – 02 9477 9400
 - Randwick (Prince of Wales) - 02 9382 2222
11. Safe Work NSW 131 050
12. Local Council – See list for business and after hours contacts
- 13a. Fire and Rescue NSW – Emergency '000'
- 13b. Fire and Rescue NSW – General enquiries 1300 729 579 (non emergency)

C. RESPONSE PLAN (SEQ Team)

15. Contact Environmental Manager (EM) – Ros Dent 0416 685 615
16. If EM not available, contact Chief Safety, Environmental and Quality Officer – Jim Sarkis (see internal contact list)
17. Identify incident controller – this is the attending authority or if no authority the Site Supervisor / Allocator
18. EM to activate the Emergency Management Team (EMT) if required
19. EMT to appoint stakeholder liaison
20. Manage incident and ensure available resources until resolved

D. MANAGE INCIDENT (EMT / Site Supervisor / Operations)

21. EMT to coordinate response to incident
22. EMT to liaise with Site Supervisor
23. Site Supervisor to implement controls and risk mitigation (at direction of SEQ team / authorities / emergency services if attending)
24. Implement communication protocols as per Crisis Communication Plan
25. Inform and liaise with stakeholders

E. RETURN TO NORMAL OPERATIONS (EMT / Site Supervisor / Operations)

26. EMT to identify business recovery requirements
27. Appoint recovery coordinator if necessary
28. Return to normal business operations
29. Advise stakeholders of return to normal operating conditions or alternatives

F. INCIDENT INVESTIGATION (Compliance Team)

30. Implement SEQ incident reporting and investigation and associated procedures
31. Prepare incident report
32. Conduct debrief meeting with EMT, Senior Management and relevant staff
33. Implement corrective actions and update SEQ documents etc as required

G. CORRECTIVE ACTIONS

34. SEQ committee to review progress with corrective actions.
35. Update Risk Registers.
36. Review EPIRMP (within 30 days).
37. Implement corrective actions.
38. Review progress at SEQ Team meetings

| LOCAL GOVERNMENT AREAS (Councils) | PHONE NUMBER | COUNCIL EMAIL | AFTER HOURS PHONE |
|--|---------------------|---------------------------------|------------------------------|
| Bayside Council | 1300 581 299 | council@bayside.nsw.gov.au | |
| Blacktown City Council | 02 9839 6000 | council@blacktown.nsw.gov.au | 1300 133 491 |
| Blue Mountains City Council | 02 4780 5000 | council@bmcc.nsw.gov.au | 02 4780 5000 |
| Burwood Council | 02 9911 9911 | council@burwood.nsw.gov.au | 02 9911 9911 |
| Camden Council | 02 4654 7777 | mail@camden.nsw.gov.au | 02 4654 7777 |
| Campbelltown City Council | 02 4645 4000 | council@campbelltown.nsw.gov.au | 02 4645 4000 |
| Central Coast Council | 02 4350 5555 | ask@centralcoast.nsw.gov.au | 02 4350 5555 |
| Cessnock City Council | 02 4993 4100 | council@cessnock.nsw.gov.au | 02 4918 1753 |
| City of Canada Bay Council | 02 9911 6555 | council@canadabay.nsw.gov.au | 02 9911 6555 |
| City of Canterbury-Bankstown Council | 02 9707 9000 | council@cbcity.nsw.gov.au | 02 9707 9999 |
| City of Parramatta Council | 02 9806 5050 | council@parracity.nsw.gov.au | 02 9806 5050 |
| City of Ryde Council | 02 9952 8222 | cityofryde@ryde.nsw.gov.au | 02 9952 8222 |
| City of Sydney Council | 02 9265 9333 | council@cityofsydney.nsw.gov.au | 02 9265 9333 |
| Cumberland Council | 02 9840 9840 | council@cumberland.nsw.gov.au | 02 9840 9840 |
| Dungog Shire Council | 02 4995 7777 | shirecouncil@dungog.nsw.gov.au | 0407 033 245 |
| Fairfield City Council | 02 9725 0222 | mail@fairfieldcity.nsw.gov.au | 02 9725 0222 |
| Georges River Council | 02 9330 6400 | mail@georgesriver.nsw.gov.au | 02 9330 6400 |
| Hawkesbury City Council | 02 4560 4444 | council@hawkesbury.nsw.gov.au | 02 4560 4444 |
| Hornsby Shire Council | 02 9847 6666 | hsc@hornsby.nsw.gov.au | |
| Hunter's Hill Council | 02 9879 9400 | council@huntershill.nsw.gov.au | 0408 461 996 |
| Inner West Council | 02 9716 1800 | council@innerwest.nsw.gov.au | |
| Ku-ring-gai Council | 02 9424 0000 | kmc@kmc.nsw.gov.au | |
| Lane Cove Council | 02 9911 3555 | lccouncil@lanecove.nsw.gov.au | 02 9911 3555 |
| Liverpool City Council | 1300 362 170 | lcc@liverpool.nsw.gov.au | 02 9821 9222 |
| Maitland City Council | 02 4934 9700 | mcc@maitland.nsw.gov.au | 02 4934 9700 |
| Mosman Council | 02 9978 4000 | council@mosman.nsw.gov.au | 02 9978 4000 |
| Muswellbrook Shire Council | 02 6549 3700 | council@muswellbrook.nsw.gov.au | 02 6549 3700 |
| Newcastle City Council | 02 4974 2000 | mail@ncc.nsw.gov.au | 02 4974 2000 |
| North Sydney Council | 02 9936 8100 | council@northsydney.nsw.gov.au | 02 9936 8100 |
| Northern Beaches Council | 02 9976 1500 | records@manly.nsw.gov.au | 02 9976 1500 |
| Penrith City Council | 02 4732 7777 | council@penrithcity.nsw.gov.au | 02 4732 7777 |
| Port Stephens Council | 02 4980 0255 | council@portstephens.nsw.gov.au | 02 4980 0255 |
| Rockdale City Council | 02 9562 1666 | rcc@rockdale.nsw.gov.au | 02 9562 1666 |
| Shellharbour City Council | 02 4221 6111 | records@shellharbour.nsw.gov.au | 02 4221 6111 |
| Shoalhaven City Council | 02 4429 3111 | council@shoalhaven.nsw.gov.au | 02 4421 3100 |
| Singleton Council | 02 6578 7290 | ssc@singleton.nsw.gov.au | 02 6572 1400 |
| Strathfield Council | 02 9748 9999 | council@strathfield.nsw.gov.au | 02 9748 9999 |
| Sutherland Shire Council | 02 9710 0333 | ssc@ssc.nsw.gov.au | 02 9710 0333 |
| The Hills Shire Council | 02 9843 0555 | council@thehills.nsw.gov.au | 0402 109 338 |
| Warringah Council | 02 9942 2111 | council@warringah.nsw.gov.au | |
| Waverley Council | 02 9083 8000 | info@waverley.nsw.gov.au | 0414 884 393 |
| Willoughby City Council | 02 9777 1000 | email@willoughby.nsw.gov.au | |
| Wingecarribee Shire Council | 02 4868 0888 | mail@wsc.nsw.gov.au | 02 4868 0888 |
| Wollondilly Shire Council | 02 4677 1100 | council@wollondilly.nsw.gov.au | |
| Wollongong City Council | 02 4227 7111 | council@wollongong.nsw.gov.au | 02 4227 7111 |
| Woollahra Municipal Council | 02 9391 7000 | records@woollahra.nsw.gov.au | 02 9391 7000 |