BINGO INDUSTRIES

EMERGENCY & POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

COOTAMUNDRA RECYCLING PTY LTD EPI

V6

Emergency & Pollution Incident Response Management Plan	
Occupant:	Cootamundra Recycling Pty Ltd
Street Address:	1 Turners Lane, Cootamundra NSW 2590
EPL Number:	21294
Telephone:	0427 954 485 (Operations Manager - Joshua Galvin)

i. Review & Revision History

Date	Version	Summary of Changes	Authorised by:
07/09/2021	*01*	*New document – adapted for Molycop360 ownership of site*	*J. Neave*
21/09/2022	*02*	*Annual review – manager contact details updated*	*K. Ritchie*
23/08/2023	*03*	*Annual review – minor updates; pollutant inventory updated*	*H. Pennington*
18/12/2023	*04*	*Major overhaul following real fire event on 18/11/2023*	*K. Ritchie*
01/06/2026	*05*	*Reformatted to Bingo EPIRMP structure; comprehensive update*	*A.Philip*
20/08/2026	*06*	*Updated after emergency evacuation test drill*	*A.Philip*

ii. Test (Drill) Record

Date	Method	Scenario	Tested by:
17/09/2021	*Desktop trial*	*Full PIRMP desktop walk-through; safety equipment verified on site*	*J. Neave, J. Walmsley*
15/09/2022	*Desktop & on-site*	*Desktop review + physical test of water cart, pumps, tanks, bunds, extinguisher systems*	*J. Neave, K. Ritchie, S. Champness*
23/08/2023	*On-site live test*	*All pre-emptive actions confirmed functional; safety equipment present and operational*	*K. Ritchie, H. Pennington*
18/11/2023	*REAL INCIDENT*	*Real fire event – PIRMP activated; major overhaul completed post-incident*	*All site staff*
20/08/2026	*On-site live test*	*Major Fire*	*Joshua Galvin*

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1 Purpose

This ***Pollution Incident Response Management Plan (PIRMP)*** has been developed to comply with environmental legislation in relation to Cootamundra Recycling Pty Ltd's management of pollution-related emergency management at the site. The site is currently operated by Bingo Industries under Environment Protection Licence (EPL) 21294.

All holders of environment protection licences are required to prepare a ***Pollution Incident Response Management Plan (PIRMP)*** in accordance with Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act). If a pollution incident occurs such that material harm to the environment is caused or threatened, the person carrying on the activity must immediately implement this plan.

This document has been developed in accordance with:

- Protection of the Environment Operations Act 1997 (POEO Act) – Part 5.7A
- Protection of the Environment Operations (General) Regulation 2022
- NSW EPA Guideline: Pollution Incident Response Management Plans
- Australian Standard AS 3745-2010: Planning for emergencies in facilities (structural reference)

A written copy of this plan must be kept at 1 Turners Lane, Cootamundra, and be made available on request to any authorised NSW EPA officer and any person responsible for implementing this plan.

2 Scope

This *PIRMP* specifically relates to the site and activities at 1 Turners Lane (Lot 1 DP 1223224), Cootamundra NSW 2590.

2.1 Environment Protection Licence

Number	Address	Scheduled Activity
21294	1 Turners Lane, Cootamundra NSW 2590	Waste processing (non-thermal treatment) Waste storage Recovery of general waste

Fee-based activities under EPL 21294:

- Non-thermal treatment of waste tyres (any annual processing capacity)
- Waste storage – waste tyres (any tyres stored)

Note: Additional waste streams authorised include silage tarp, mattresses (up to 5,500 t/yr), electronic waste (up to 5,500 t/yr) silage tarp, and glass, plastics or metal (up to 1,100 t/yr). The authorised amount of waste (processed and unprocessed) on the premises at any one time must not exceed the limit in the EPL.

2.2 Hours of Operation

Activity	Day	Hours
Tyre and mattress processing(shredding)	Monday to Friday	7:00am – 5:00pm
Tyre and mattress processing (shredding)	Saturday	7:00am – 12:00pm
Waste receival and storage	Monday to Friday	7:00am – 5:00pm
Waste receival and storage	Saturday	7:00am – 12:00pm
Sunday & Public Holidays	—	Nil

2.3 Site Plan

The site is located at 1 Turners Lane (Lot 1 DP 1223224), Cootamundra NSW 2590, within the IN3 Heavy Industrial zone under the Cootamundra LEP. Key features include:

- Site access via Turners Lane
- Office and weighbridge near site entrance
- Shredder and processing area centrally located
- Designated tyre and mattress stockpile areas (per storage plan)
- Bunded diesel/oil storage in yard (20,000L max)
- Self bunded diesel storage in yard (30,000L max)
- Two fixed 20,000L water storage tanks on site
- Two mobile 20,000L water tankers
- Dam for firefighting water supply
- Emergency Assembly Point: designated muster area near site entrance/office

The nearest sensitive environmental receptor is a small semi-dry creek bed approximately 500 metres down-gradient from the site. The site PIRMP maps (held on site) show the site boundary, worst-case smoke area, and nearest receivers.

3 Site Contact Details

Cootamundra Recycling Facility
1 Turners Lane, Cootamundra NSW 2590
EPL 21294 | Lot 1 DP 1223224

Role	Name	Position	Contact (24hr)
Chief Emergency Warden	Joshua Galvin	Operations Manager	0427 954 485 Joshua.galvin@bingoindustries.com.au
Backup Emergency Warden	Daniel Walsh	Leading Hand	0426816237 Daniel.walsh@bingoindustries.com.au

Role	Name	Position	Contact (24hr)
First Aider	Leanne Rickett	Business Support Officer	0437 712 856 Leanne.rickett@bingoindustries.com.au
Operator website	—	—	www.bingoindustries.com.au
EPL Licensee (registered holder)	Cootamundra Recycling Pty Ltd	Licensee	Level 2, 5 Murray Rose Avenue Sydney Olympic Park NSW 2127

4 PIRMP Availability

This PIRMP is available for workers, contractors, and visitors in the following locations:

- Hardcopy on site – site office and weighbridge
- Laminated copy displayed in the site office
- Available on the operator's website at www.bingoindustries.com.au

This plan must be made available on request to any authorised NSW EPA officer and to any person responsible for implementing this plan. Sections of the plan required to be publicly available are set out in clause 74 of the Protection of the Environment Operations (General) Regulation 2022.

5 Definitions

Term	Definition	Source
Chief Emergency Warden	Operations Manager – assumes control of the site until the arrival of Emergency Services; remains the key control person during the incident and recovery.	This document
Dangerous incident	An incident that exposes a worker to a serious risk from an immediate or imminent exposure to: uncontrolled escape/spill of a substance; explosion or fire; electric shock; structural collapse; or other prescribed event.	WHS Act
Emergency	An event that arises internally or from external sources, which may adversely affect occupants or visitors, and which requires immediate response.	AS 3745-2010
Emergency Wardens	Area supervisors – assume control of their area and liaise with the Chief Emergency Warden.	AS 3745-2010
Material harm to environment	Harm that: (i) involves actual or potential harm to human health or ecosystems that is not trivial; or (ii) results in actual or potential property damage exceeding $50,000.	POEO Act
Notifiable incident	An incident where a person dies; experiences serious injury or illness; or a potentially dangerous incident occurs.	WHS Act
PIRMP	Pollution Incident Response Management Plan – required under Part 5.7A of the POEO Act.	POEO Act
Pollution incident	An incident during which there is or is likely to be a leak, spill or other escape of a substance, as a result of which pollution has occurred, is occurring or is likely to occur.	POEO Act
POEO Act	Protection of the Environment Operations Act 1997 (NSW).	POEO Act
WHS Act	Work Health and Safety Act 2011 (NSW).	WHS Act

6 Roles and Responsibilities

Roles listed in this section are specific to the Cootamundra Recycling / Bingo Industries site at 1 Turners Lane, Cootamundra.

Role	Responsibilities
Chief Emergency Warden *Operations Manager*	• *Assume control of the site until Emergency Services arrive* • *Determine the nature of the emergency and response requirements* • *Ensure the appropriate Emergency Service has been notified* • *Be the key contact point for Emergency Services on arrival; provide debrief of occurrences*

Role	Responsibilities
	• *Notify Emergency Wardens of the situation as required* • *Initiate PIRMP; evacuate areas if required; control site access and traffic* • *Check all persons have been evacuated and accounted for* • *Notify relevant authorities in the required order*
Emergency Wardens *Area Supervisors*	• *Assume control of their assigned area* • *Liaise with Chief Emergency Warden regarding nature and response requirements* • *Evacuate areas if required; control access and traffic in their area* • *Confirm all persons in their area are accounted for; report to Chief Emergency Warden* • *Do not leave assigned area until the emergency has been cleared*
Emergency Response Team *Plant Operators*	• *Test and maintain specialised emergency equipment* • *Ensure PPE is maintained and available* • *Provide first response to incidents to contain or control until Emergency Services arrive* • *Operate fire suppression equipment, water tankers, loader, and spill kits as required* • *Follow direction of the Chief Emergency Warden at all times*
First Aid Officers	• *Provide initial aid to injured persons in accordance with competency and training* • *During an evacuation, take the first aid kit to the Emergency Assembly Point* • *Liaise with Chief Emergency Warden and Emergency Services regarding first aid activities*
All Workers, Contractors & Visitors	• *Immediately report any sign of fire, smoke, spill or other emergency to the nearest Emergency Warden* • *Follow directions of Emergency Wardens* • *Proceed to Emergency Assembly Point when directed; leave all non-essential items*

7 Activating the PIRMP

Any member of the Emergency Control Organisation can activate the PIRMP (including after hours). The PIRMP must be activated as soon as an emergency is identified and assessed.

For WHS incidents *this PIRMP must be activated if there has been, or a potential for, a serious or notifiable incident.*

For pollution incidents *this PIRMP must be activated if there has been, or a potential for, material harm to the environment.*

IF IN DOUBT – ACTIVATE THIS PIRMP AND CALL 000

8 Communications

Managing information and messaging during an emergency is critical to site operations. Communications include managing the emergency response and, where possible, managing external communications with authorities, stakeholders, and the media.

8.1 Communications Responsibilities

Party	Responsibilities
Chief Emergency Warden	Notifying relevant authorities in the required order. Communicating with local area stakeholders (door knock or phone). Providing updates to Bingo management.
Emergency Response Team	Alerting the site of the emergency. Notifying and communicating with Emergency Services. Managing traffic and site access.
All workers	Immediately report any emergency to the nearest Emergency Warden. Provide relevant information about the incident as requested.

8.2 Communications Mechanisms

The main forms of on-site communications, in priority order, are:

- Mobile phone (primary)
- Face-to-face communication
- Fire alarm/horn (site-wide alert)

See **Appendix A: Emergency Contacts** for all contact details.

8.3 Communications Flowchart

Emergency Response	Communications Flow	Notifications
Chief Emergency Warden	→ Notifies Emergency Wardens and Response Team	→ NSW EPA, FRNSW, SafeWork NSW, Council
Emergency Wardens	→ Coordinate area evacuations and access control	→ Report status to Chief Emergency Warden
Emergency Response Team	→ First response to incident	→ Report status to Chief Emergency Warden
Site Personnel	→ Evacuate to Assembly Point	→ Follow warden instructions

9 Notification

9.1 WHS Incidents

Notifiable incidents will be notified to **SafeWork NSW**:

- Immediately after becoming aware of the incident
- By telephone: 13 10 50
- 7 Day written notification under EPL 21294
- If requested, written notification within 48 hours

9.2 Pollution Incidents

Pollution incidents will be notified if the incident causes or threatens to cause ***material harm to the environment***. Notification must be carried out **immediately** after the nominated person becomes aware of the incident, in the following order:

Priority	Authority	Contact Number	Format
1	Fire & Rescue NSW / Rural Fire Service	000 (emergency) (02) 6386 3170 (local FRNSW)	Phone – immediately
2	NSW Environment Protection Authority	131 555	Phone – immediately
3	SafeWork NSW	13 10 50	Phone
4	Cootamundra-Gundagai Regional Council (Local Authority)	1300 459 689	Phone

9.3 Persons Responsible for Notification

Position	Name	Contact
Operations Manager / Chief Emergency Warden	Joshua Galvin	0427 954 485 Joshua.galvin@bingoindustries.com.au

9.4 Notification of Neighbours & Local Community

The premises is located in a semi-remote location. Nearby neighbours will be advised by door knock or phone contact as necessary. The primary expected impact from a fire would relate to smoke – staying indoors would be a sufficient risk-minimisation tactic for nearby residents.

10 Testing and Reviewing

10.1 Testing the PIRMP

Testing the PIRMP allows deficiencies in its activation and management to be identified in a controlled environment. Deficiencies may include training, resources, infrastructure, communications, and response methods.

The plan must be tested **at least once every 12 months** from the date of publishing and **within one month of any pollution incident**. Testing will be one or a combination of the following:

- On-site walk-through test – step through and practice a sequence of actions on site with minimal impact on operations.
- On-site live test – a physical emergency scenario drill on a live site. Will cause minor disruption to operations.

IMPORTANT: To avoid confusion, emergency tests shall use the following phrase at the start of each communication:

"Exercise Exercise Exercise – this is a drill"

If a real emergency occurs at the same time as a test, use:

"Emergency Emergency Emergency – this is NOT a Drill"

10.2 Incident Debrief

An incident debrief must be held following all PIRMP tests and as soon as practical following any real emergency response. The debrief will be facilitated by the Operations Manager and must identify both positive and negative aspects of the response and document actions for improvement.

10.3 Reviewing the PIRMP

The Operations Manager must ensure this PIRMP is reviewed and updated to remain relevant to site activities. Review and update is required:

- Annually from the date of publishing
- Within 1 month of any incident occurring

- Following a PIRMP test where improvements were identified
- Following changes to site activities, personnel, or neighbouring properties
- Following changes to any regulatory requirements

11 Reporting & Records

11.1 Internal Reporting

Following any incident managed by this PIRMP, the Operations Manager will undertake an incident investigation and provide findings and recommendations relating to the management of that incident.

11.2 External Reporting

The Operations Manager will report on compliance with PIRMP requirements in the EPL Annual Return submitted to the NSW EPA. The following information will be reported:

- That this PIRMP has been prepared as required under the legislation
- That this PIRMP is available at the premises and on the public website
- That the PIRMP has been tested within the last 12 months, including the date of the last test
- That the PIRMP has been updated (if required), including the date of the last update
- How many times the PIRMP has been activated during the reporting period

11.3 Records

A summary of PIRMP tests and document reviews will be recorded in Sections i and ii of this plan.

Detailed records will be kept on file for a minimum of 5 years and may include:

- Incident investigation reports
- Regulator correspondence including notices
- Meeting minutes and debrief notes
- Corrective action reports
- Training records

12 Training

Training to effectively implement this PIRMP includes:

Training Topic	Target Persons	Provider	Frequency
Fire first responder / first attack fire	All plant operators	External – FRNSW or accredited RTO	Annually
Fire warden training	Fire wardens / area supervisors	External – accredited provider	Annually
First aid (including CPR)	Designated first aiders	External – accredited provider	3 yearly (CPR annually)
Spill and leak management	All plant operators	Internal induction and toolbox	On induction + annually

Training Topic	Target Persons	Provider	Frequency
PIRMP general awareness	All workers, contractors, visitors	Internal site induction	On commencement
Emergency equipment use (water tankers, extinguishers, suppression systems)	Plant operators and response team	Internal + manufacturer training	On induction + annually

All workers, contractors, and visitors will be trained and/or notified of their responsibilities under this PIRMP in the site induction. Training records will be maintained by the Operations Manager.

13 Emergency Hazard Identification & Risk Assessment

This section identifies a summary of significant site-specific emergency events and assesses them using a risk matrix format.

13.1 WHS Emergency Incidents

This table is a summary of the potential safety-related emergency situations identified for the site that may pose a significant risk of harm to a person. The assessment includes defining the controls as preventative (P) or mitigating (M).

WHS Operational Hazards	Inherent Risk	Controls Preventative (P) / Mitigating (M)	Residual Risk
Fire, smoke or explosion from: tyre/mattress shredding; stockpile fire; arson; plant or machinery fire	High	Mist/fogger system on shredder (P) Auto fire suppression on shredder (P) Tyre storage per FRNSW guidelines (P) 24/7 CCTV smoke detection with SMS alert (P) Fire extinguishers on all plant (M) 2 × 20,000L mobile water tankers on site (M) 2 × 20,000L fixed water storage tanks (M) Loader available to push and separate piles (M) Stockpiled dirt for dozing over fire (M) Fire alarm/horn system (M) Smoking and hot-work exclusion zones (P) Aerial cables relocated December 2023 (P)	Medium
Hazardous chemical/fuel spill or exposure to workers	Medium	Spill kit on site (M) Fuel bunding installed for all fuel storage (P) PPE available (P) Safety Data Sheets available for all chemicals (P) Limited quantities stored on site (P)	Low
Mobile plant accident or vehicle collision	Medium	Site traffic management procedures (P) Plant operator training and competency (P) Equipment inspection and maintenance schedules (P) Exclusion zones and site signage (P)	Low
Medical emergency or injury from plant operation	Medium	First aiders on site (M) First aid kit maintained and accessible (M) Emergency contacts clearly posted (M) Site induction for all workers and visitors (P)	Medium
Biohazardous waste received with incoming loads	Low	Waste acceptance inspection on receival (P) PPE available for handling (P) Sharps containers on site (M) Procedure for biohazardous loads (M)	Low

13.2 Environmental Pollution Incidents

This table is a summary of potential pollution incidents identified for the site that may cause material harm to the environment. The assessment includes defining the controls as preventative (P) or mitigating (M).

ENV Operational Hazards	Inherent Risk	Controls Preventative (P) / Mitigating (M)	Residual Risk
Air pollution – toxic smoke from tyre or mattress fire	High	All fire prevention controls listed in 13.1 (P) Mist/fogger on shredder reduces dust and fire risk (P) Site separation from sensitive receptors by distance (P) 24/7 CCTV smoke detection (P) Hot-work and smoking exclusion zones (P) Aerial cables relocated December 2023 (P) Water tankers for fire suppression (M)	Medium
Water pollution – fuel or chemical spill reaching stormwater or nearby creek (~500m down-gradient)	Medium	Fuel bunding – all fuel storage bunded (P) General purpose spill kit on site (M) Site graded to contain run-off (P) Spill containment pits – contractor engaged to pump out post-fire (M) SDS available for all chemicals (P)	Low
Land pollution – contaminated material escaping site boundary	Low	Site boundary fencing in place (P) Stockpile placement per approved storage plan (P) Regular site inspections (P)	Low
Noise pollution beyond EPL limits (Condition M7)	Low	Operations during approved hours only (P) Noise limits per EPL Condition M7 (P) Site located in IN3 Heavy Industrial zone (P)	Low

13.3 Inventory of Environmental Pollutants

This table is a summary of the site inventory of pollutants.

Location	Items	Maximum Quantity	Pollutant Type / Health Hazard
Bunded fuel storage area (yard)	Diesel and oil	50,000 litres (20,000 L bunded + 30,000 L self-bunded)	Airborne – smoke from fire event Water – contaminated stormwater/groundwater if spilt
Tyre stockpile areas	Collected/processed waste tyres	50 tonnes at any time (EPL Condition L2)	Airborne – toxic smoke from fire event Noise – plant and machinery
Mattress stockpile areas	Waste mattresses (foam, textile, metal springs)	750 tonnes (up to 5,500t/yr per EPL)	Airborne – smoke and particulate from fire Noise – plant and machinery
Plant and machinery (throughout site)	Machine lubricants, hydraulic oils, greases	Minor quantities per equipment	Water – contaminated stormwater if spilt

13.4 Hazardous Chemicals

This table is a summary of the types of hazardous chemicals located on site. Safety Data Sheets (SDS) for all substances must be held at the site office and accessible to all workers.

Location	Chemical Type	Hazard
Bunded fuel storage	Diesel	Flammable liquid; chronic health hazard; low level toxicity; water pollutant
Plant and machinery	Hydraulic oil, lubricating oils, greases	Not hazardous in normal use; water pollutant if spilt
Site office / maintenance	General cleaning chemicals (low volume)	Low level toxicity – follow SDS

13.5 Safety Equipment

The following safety equipment is available on site to manage emergency and pollution incidents.

Type	Equipment Available
Fire – suppression	Auto fire suppression system on shredder Dust/fire misting (fogger) system on shredder 5 × fire extinguishers (on all plant and equipment) Fire alarm/horn system 2 × 20,000L fixed water storage tanks 2 × 20,000L mobile water tankers with pump Dam for firefighting water supply
Fire – combat	Loader fitted with cover (for pushing/burying burning piles) Stockpiled dirt available for smothering fire
Fuel and chemical spill	Fuel bunding on all fuel storage General purpose spill kit
Personal Protective Equipment	Safety footwear; eye protection; hard hats; gloves; high-visibility clothing; respiratory protection; wet weather gear
First Aid	First aid kit (reviewed and updated annually)
Communications	Mobile phones Fire alarm/horn 24/7 security cameras with SMS notification including smoke detection

14 Emergency Response Methodology

14.1 Emergency Codes

To assist in the direct response to an emergency and to avoid unnecessary public attention, standardised emergency colour codes will be adopted. These codes are as per the industry standard outlined in *AS3745-2010*; each example is tailored to site operations.

Emergency Type	*Example*	Colour
Fire and Smoke	*Stockpile fire, shredder fire, plant fire, building fire.*	***Red***
Medical Emergency	*Serious injury or illness, such as an accident or medical episode.*	***Blue***
Internal Emergency	*Major spill, pollution event.*	***Yellow***
Personal Threat	*Robbery, verbal and physical assault.*	***Black***
Safety	*Dangerous incident with the potential to escalate.*	***Green***
Evacuation	*Area evacuations and/or full site evacuation.*	***Orange***

IMPORTANT:

Codes can change during an emergency depending on the escalation or de-escalation of the situation.

For example:

- A Code Green can escalate into a Code Red if the initial incident results in fire.
- A Code Yellow can become a Code Red if the spill ignites and starts a fire.
- A Code Red can become a Code Orange if evacuation becomes necessary.

14.2 The Response Framework

The development of each response has been designed to follow a similar action/reaction methodology to ensure consistency in the response approach.

IMPORTANT: *Not all situations require every step, but following the steps will ensure consistency.*

D – DANGER	Determine the nature of the emergency and the danger to people, the environment, structures, or business operations. And **Don't Panic**.
R – RESPOND	Initial internal response by the Emergency Response Team to gain control, provide first response, and reduce potential impact (where possible).
S – SEND for Help	Contact the relevant Emergency Services (000). **If critical – don't wait, call 000 first.**
A – ACCESS to Areas	Clear site access for response parties. Evacuate required areas. Manage traffic and people movements.

B – BUILDINGS & Resources	Protect critical infrastructure, equipment, and storage. Redeploy resources to maintain essential operations.
C – COMMUNICATE	Notify relevant stakeholders – relevant authorities, neighbours, and Bingo management.
D – DEMOBILISE & Recover	Once incident is under control, redeploy non-essential personnel to recovery. Preserve site for formal investigation where required.

14.3 The Response Structure

"[Brief description of the emergency]"
"[Location of the emergency]"

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
CODE [COLOUR] in [Location]
WARDENS AWAIT INSTRUCTION"

15 Emergency Responses by Code

15.1 Fire and Smoke Emergency Response

CODE RED

IF CRITICAL
DON'T WAIT
CALL 000

1) Danger:

- Identify the source and type of fire, and its potential impact.
- Remove people from the immediate area. DO NOT put yourself or others in danger.

2) Respond:

-

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
CODE RED in {Area}
RESPONSE TEAM REQUIRED
WARDENS AWAIT INSTRUCTION"

Stockpile Fire (Tyres/Mattresses)	Shredder / Plant Fire	Office / Weighbridge Fire
Use water tanker if safe to do so. Use loader to push/separate pile. Cover with stockpiled dirt. Do not attempt to fight uncontrolled pile fire.	Stop shredder immediately. Activate auto suppression system. Use mist/fogger system. Use extinguisher if fire is small. Move mobile plant away if safe.	Evacuate building immediately. Use extinguisher if fire is very small. Turn off power at switch room if required. Do not re-enter building.

3) Send for Help:

- Contact Emergency Services (if not already done): 000
- Local FRNSW Cootamundra: (02) 6386 3170

4) Access to Areas:

- Stop all incoming traffic at the site entrance.

5) Buildings, Infrastructure & Resources:

- Prevent fire from spreading to adjacent stockpiles, plant, or fuel storage.
- Contain run-off near stormwater drains if safe to do so (block, dam, or divert).
- Adjust operations – stop deliveries, secure equipment.

6) Communicate:

- Notify NSW EPA: 131 555
- Notify SafeWork NSW: 13 10 50 (if injury or dangerous incident)
- Notify Cootamundra-Gundagai Council: 1300 459 689
- Contact local stakeholders warning of smoke hazard if smoke is likely to affect them.

7) Demobilise and Recovery:

- After fire: arrange contractor to pump out firefighting water from containment pits.
- After fire: complete incident investigation and PIRMP review within 1 month.

15.2 Medical Emergency Response

CODE BLUE

IF CRITICAL
DON'T WAIT
CALL 000

1) Danger:

- Identify the type of incident and response required.
- Remove other people from the immediate area.

2) Respond:

- Activate PIRMP. Direct the nearest First Aider to the injured person.

First Aiders respond using DRSABCD:

- Danger – check for danger before administering first aid
- Response – check for response of the person
- Send – contact emergency services
- Airways – check airways are clear
- Breathing – check for breathing
- CPR – commence if required
- Defib – apply if available and required

3) Send for Help:

- Contact Ambulance: 000

4) Access to Areas:

- Stop all incoming traffic at the site entrance.

5) Communicate:

- Notify SafeWork NSW: 13 10 50 – if a notifiable incident (serious injury/illness or dangerous incident).

6) Buildings, Infrastructure & Resources:

- Adjust operations to suit – shut down plant in affected area as required.

7) Demobilise and Recovery:

- After the incident, make site safe again.
- After the incident: complete incident investigation report for SafeWork.

15.3 Internal Emergency Response – Pollution / Spill / Biohazardous Waste

CODE YELLOW

1) Danger:

- Identify the type of spill or pollution incident and its potential impacts.
- Remove people from the immediate area.

2) Respond:

- Activate PIRMP and announce Code Yellow.

Emergency Response Team initiate first response as trained:

Fuel / Chemical Spill	Biohazardous Waste	Uncontrolled Run-off
Don appropriate PPE. Use spill kit to contain – absorb, dam or pump. Consult SDS for the substance. Do not touch unknown substances.	Don PPE before approaching. Do not walk through biohazardous waste. If sharps: use tongs and sharps container. Reload contaminated loads if at tipping point.	Contain run-off using available materials. Prevent run-off reaching stormwater or the nearby creek (~500m down-gradient).

3) Send for Help:

- If spill cannot be contained or poses safety risk: contact 000 and FRNSW.

4) Access to Areas:

- Stop all incoming traffic at the site entrance.

5) Buildings, Infrastructure & Resources:

- Prevent spill from entering stormwater drains or reaching the nearby creek.
- If liquid chemical: use spill kit to absorb and contain. Use bunding to dam flow.

6) Communicate:

- If the spill causes or threatens material harm to the environment:
  - Notify NSW EPA: 131 555
  - Notify Cootamundra-Gundagai Council: 1300 459 689
  - Notify SafeWork NSW: 13 10 50 (if risk to workers)
  - Notify Fire and Rescue NSW: 000

7) Demobilise and Recovery:

- Arrange contractor to remove and dispose of spilled material appropriately.
- Test any affected water before releasing to stormwater.
- Complete incident investigation report.

15.4 Evacuation

CODE ORANGE

The Emergency Assembly Point is located at: the designated muster area near the site entrance / office. All persons must proceed here and remain until accounted for.

Chief Emergency Warden:

- Instruct Emergency Wardens to evacuate their areas.
- Liaise with Emergency Services on arrival; provide debrief of occurrences.
- Confirm all persons are accounted for before giving the all-clear.

Emergency Wardens:

- Instruct all workers to move to the Emergency Assembly Point.
- Assist any persons who require assistance evacuating.
- Sweep their area to ensure everyone has been alerted.
- Take the roll and confirm all persons accounted for.
- Notify Chief Emergency Warden when area is clear; await further instruction.

Workers, Contractors & Visitors:

- Follow directions of Emergency Wardens.
- Proceed immediately to the Emergency Assembly Point.
- Leave all work items and non-essential personal items.
- Do not re-enter the site until given the all-clear by the Chief Emergency Warden.

Traffic management:

- The Emergency Warden nearest the entrance will stop all incoming vehicles.
- Vehicles may be directed to leave the site if safe to do so.

15.5 Safety Emergency Response

CODE GREEN

1) Danger:

- Identify the hazard or hazardous situation (e.g., plant failure, structural damage, electrical fault).
- Remove people from the immediate area.

2) Respond:

- Activate PIRMP and announce Code Green.
- Emergency Response Team to shut down plant and equipment as required.
- Prepare for potential escalation to Code Red, Blue, or Yellow.

3) Send for Help:

- Contact Emergency Services and/or maintenance contractor as required.

4) Access to Areas:

- Stop all incoming traffic at the site entrance.

5) Buildings, Infrastructure & Resources:

- Adjust operations to suit; shut down affected plant and equipment.

6) Communicate:

- Notify SafeWork NSW: 13 10 50 – if a notifiable dangerous incident.

7) Demobilise and Recovery:

- Return Site to normal operations if safe to do so.

16 Post-Incidents

16.1 Site Preservation

Following an incident, the site may need to be preserved to allow access to regulatory authorities for investigation. Always seek confirmation from the authority before disturbing the site.

The Chief Emergency Warden will:

- Wait for control handover from the Emergency Services
- Assess the area and make safe without unnecessary disturbance
- Barricade the area to prevent unauthorised entry
- Await confirmation from the authorities before commencing recovery operations

16.2 Incident Recovery

The Operations Manager and Emergency Response Team will undertake a site inspection as soon as practical after the incident. The inspection is to identify what needs actioning before normal operations resume, including but not limited to:

- Monitoring and testing of pollutants (air, water, land)
- Site clean-up activities
- Pumping out firefighting water from containment pits (via contractor)
- Repairs to damaged infrastructure and plant
- Maintenance and recharging of emergency equipment (extinguishers, suppression systems)
- Re-testing of emergency equipment before return to use
- Assessment of fuel and water storage integrity

16.3 Incident Debrief

Following any PIRMP activation, the Operations Manager will initiate an incident debrief as soon as reasonably practicable. The debrief will:

- Review decisions, actions, and outcomes – both positive and negative
- Identify improvements to emergency response, equipment, or procedures
- Be documented in the PIRMP test/debrief record (Sections i and ii)
- Communicate learnings to all site staff and relevant stakeholders

16.4 Incident Reporting

Following a PIRMP incident, all incidents are to be reported in accordance with POEO Act Part 5.7A requirements and in the EPL Annual Return. **PIRMP updates triggered by a real incident must be completed within 1 month of the incident date.**

Appendix A Emergency Contacts

Cootamundra Recycling Services Emergency Control Organisation		
Chief Emergency Warden	Joshua Galvin – Operations Manager	0427 954 485 Joshua.galvin@bingoindustries.com.au
Emergency Warden (backup)	Daniel Walsh	0426816237
First Aider	Leanne Rickett	0437 712 856

Emergency Services		
Fire, Ambulance, Police (Emergency)	000	Primary emergency number
Fire & Rescue NSW – Cootamundra	(02) 6386 3170	Local FRNSW station
Rural Fire Service (RFS)	1800 679 737	After hours / rural fire
Poisons Information Centre	13 11 26	Chemical/substance advice
Cootamundra District Hospital	(02) 6942 1200	Nearest hospital

Relevant Authorities – Notification Required for Pollution Incidents		
NSW Environment Protection Authority (EPA)	131 555	Immediately – if incident causes or threatens material harm
SafeWork NSW	13 10 50	Immediately – if notifiable WHS or dangerous incident
Cootamundra-Gundagai Regional Council	1300 459 689	If pollution incident affects or may affect the local area

Notification Order – Pollution Incidents

In the event of a pollution incident causing or threatening material harm, notify authorities in the following order (all immediately):

- 1st – Fire & Rescue NSW: 000 (emergency)
- 2nd – NSW EPA: 131 555
- 3rd – SafeWork NSW: 13 10 50
- 4th – Cootamundra-Gundagai Regional Council: 1300 459 689

Appendix B Sensitive Receptors

Receptor Type	Approximate Location / Distance	Relevant Hazard
Residential receivers (nearest)	Identified in noise assessment (Blackett Acoustics Report BA160917 & BA191106) – refer to site PIRMP maps	Smoke from fire event; noise during operations
Semi-dry creek bed (small watercourse)	Approximately 500 metres south / down-gradient from the site	Water pollution from fuel or chemical spill or firefighting run-off
Cootamundra-Gundagai regional community	General surrounding locality	Smoke, odour – potential broader community impact for major incidents

The site PIRMP maps (held on site and available from the Operations Manager) show:

- Site boundary (shown in red)
- Worst-case smoke dispersion area (red circle)
- Potential human receivers (orange dots)
- Proximity to the closest sensitive environmental receptor (creek bed ~500m down-gradient)

Note: The site is located in a semi-remote location within the IN3 Heavy Industrial zone. Physical separation by distance is a key control measure reducing risk to sensitive receivers.

Appendix C Site Evacuation Plan

The site evacuation plan must be maintained and posted in prominent locations throughout the site, clearly showing:

- Site layout including all buildings, processing areas, stockpile areas, and site roads
- Emergency Assembly Point (EAP) – near the site entrance / office
- Emergency exit routes from each area
- Location of emergency equipment (extinguishers, spill kits, first aid kit, water tanks)
- Fire alarm/horn locations
- Bunded fuel storage location

Emergency Assembly Point: Designated muster area near the site entrance / office – marked with EAP signage.

All staff, contractors, and visitors must be inducted on evacuation routes and the location of the Emergency Assembly Point upon arrival at the site.

Appendix D Hazardous Chemicals Register

This register is a summary of hazardous chemicals stored and used at the site. Safety Data Sheets (SDS) for all substances must be held at the site office and be accessible to all workers.

Chemical	Description / Use	Location on Site	Max Quantity	Hazard	SDS Held?
Diesel	Fuel for plant and mobile equipment	Bunded fuel storage – yard	50,000 L (20,000 L bunded + 30,000 L self-bunded)	Flammable liquid; chronic health hazard; low level toxicity; water pollutant	Yes
Machine lubricating oils	Lubrication for moving parts in machinery	On plant / maintenance store	Minor	Low level toxicity; water pollutant if spilt	Yes
Hydraulic oil	Power transfer fluid for hydraulic systems on plant	On plant	Minor	Not hazardous in normal use; water pollutant if spilt	Yes
Grease (various)	Lubrication for machinery components	Maintenance store / on plant	Minor	Low level toxicity	Yes
General cleaning products	Site office and weighbridge cleaning	Site office	Minor	Low level toxicity – follow SDS	Yes

Note: Quantities should be reviewed and updated annually as part of the PIRMP review. Any new chemicals brought on site must be added to this register with an SDS obtained and filed before use.

***Important:** Tyre and mattress stockpiles are not hazardous chemicals but are the primary fire and pollution risk on site. They are covered in the Inventory of Environmental Pollutants at Section 13.3.*