



Plan of Management

8 Noonan Road, Ingleburn NSW 2565

Prepared on behalf of Shine Motor Corporation | P017621 | 15th December 2023

Contents

1. Overview	2
2. Waste Management Facility (Recourse Recovery) Operations	3
2.1 General	3
2.2 Trading Hours	3
2.3 Staff	3
2.4 Clients	3
3. Daily Operations	4
3.1 Staff Duties	4
3.2 Daily routine	4
3.3 Sales	4
4. Traffic and Parking	5
4.1 Staff	5
4.2 Clients/Visitors	5
4.1 Truck Loading and Unloading	5
5. Vehicle/Machine Operations	6
5.1 Personal Vehicles	6
5.2 Forklifts	6
5.3 Trucks	6
5.4 Mini-Excavator	6
5.5 Compacting Machine	6
5.6 Cable Stripping Machine	6
5.7 Storage of Vehicles when not in use	6
6. Policies and Training	7
6.1 Training	7
6.2 Workplace Policies	7
7. Security	8
8. Supervision	8
9. Waste Management & Collection	8
9.1 General Waste	8
9.2 Operational Waste	8
10. Emergency Evacuation	9
11. Incidence Response & Emergency Procedures	9

Document Control

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1. Overview

This Plan of Management has been prepared for the operation and management of a Waste Management Facility at 8 Noonan Road, Ingleburn NSW 2565.

This Waste Management Facility accommodates a total of 10 Staff plus a contracted Rigid Truck Driver. The business will operate Monday to Friday 7am-5pm, and Saturdays 7am-1pm.

This company collects scrap metal for re-sale and recycling.

The site and business are proposed to be serviced by 13 parking spaces. 9 parks for staff and 4 for customers (including 1 disabled access parking space). Access to the site is accessible via Noonan Road.

This Plan of Management details the operations of the site, roles of employees as well as covering processes for staff education/training and emergency management.

This Plan of Management is to be used in conjunction with the running of the business and is to undergo ongoing revision to reflect any amendments as required.

2. Waste Management Facility (Recourse Recovery) Operations

2.1 General

This site is proposed to be used for a Waste Management Facility which specialises in purchasing scrap metal items for recycling and re-sale. This site includes a total of 578.36sqm of industrial floor space and 153.78sqm of administration space. There is also 252sqm of storage within shelters on the site.

This process of recycling involves:

- Purchasing and/or gathering scrap metal from other companies and scrap yards, as well as some public drop offs for storage on the site.
- Stripping copper from the scrap.
- Sorting the copper into different grades.
- Compacting metal into bales for recycling/sale.
- When copper cables are brought onto the site, there is also a requirement for them to be stripped to separate the copper from the PVC.
- Metals exported overseas.

2.2 Trading Hours

The business proposed to trade between the hours of 7am – 5pm Monday to Friday, and the hours of 7am – 1pm Saturday with no business on Sundays.

2.3 Staff

There are 10 Employees as well as one contracted Rigid Truck Driver.

2.4 Clients

The majority of businesses scrap comes through their own sourcing; however, about 10-20% of the scrap metal is brought by clients. When this occurs, it is brought via a small Ute or carload pre-sorted into bins.

3. Daily Operations

3.1 Staff Duties

There are 10 Staff employed on the site. 2 of these employees are contractors, with an additional contractor to drive the Rigid Truck.

The various staff rolls are as follows:

- Employee 1 – Operates Metal Baling Machine.
- Employee 2 – Contractor to operate copper cable stripping machine.
- Employee 3 – Contractor to operate copper cable stripping machine.
- Employee 4 – Sorts copper into grades.
- Employee 5 – Sorts copper into grades.
- Employee 6 – Admin.
- Employee 7 – Customer Service.
- Employee 8 – Sales and Purchases (First Aid Trained)
- Employee 9 – OHS, WHS, Business Operations.
- Employee 10 – Customer Service.

3.2 Daily routine

The businesses daily routine involves the following:

- Pre-checks of machinery.
- Processing of cables.
- Copper sorting.
- Baling/compacting metals.
- Purchasing scrap and sales.

3.3 Sales

The scrap that is purchased for use on the site is gathered on an as-needs basis. This is collected via the rigid truck on the site.

When clients bring their own scrap, it is delivered through a small Ute or carload pre-sorted into bins.

When the materials are brought in, checks are done for anything hazardous.

Once the stripping, processing, sorting, and compacting is completed on the site, the compacted scrap is then exported overseas.

4. Traffic and Parking

4.1 Staff

There are 13 parking spaces proposed on the site, 9 of which are for staff use. As one of the businesses employees does not have a drivers license and uses public transport to access the site, this is sufficient for their needs.

4.2 Clients/Visitors

There are 4 parking spaces (including 1 disabled access space) that is available for public use.

4.1 Truck Loading and Unloading

The loading area to the east of the site is used by customers to park for the unloading of their materials. This unloading is supervised by on-site staff, the materials are weighed and then the customer leaves.

5. Vehicle/Machine Operations

5.1 Personal Vehicles

Any personal vehicles are used by staff/clients to access the site. These vehicles, once parked, are not used again except for being used to leave the site.

5.2 Forklifts

Forklifts are used for general operations within the business. Only those with a valid license can use the forklifts. There is a list of safety features stored within the forklift. It is tagged for issues and servicing.

The forklifts are used outside in the yard area and inside the warehouse (there are pedestrian screened areas where the forklift is not permitted to enter, and pedestrians are not permitted to exit).

There is signage around the site warning customers about the forklift operations and for mandatory PPE requirements.

There are currently 3 licensed forklift operators associated with the business.

5.3 Trucks

The Rigid Truck on the site is used for deliveries to and from the site.

5.4 Mini-Excavator

The mini excavator is not used when there are customers on the site.

This is used to clean up copper wire and to aid in the compacting machine operations.

There are 3 licensed mini-excavator operators associated with the business.

5.5 Compacting Machine

The compacting machine is located within the warehouse and is used to compact the different metals for recycling/re-sale.

5.6 Cable Stripping Machine

This machine is located within the warehouse and is only operated by the contracted operators.

5.7 Storage of Vehicles when not in use

- The Rigid Truck is stored within the yard.
- The forklifts are stored within the warehouse, each with appropriate logging documents.
- The excavator is stored within the warehouse with appropriate logging documents.
- The cable stripping machine remains within the warehouse.
- Metal Baler remains within the warehouse.

6. Policies and Training

6.1 Training

Each staff is trained regularly as required by their permitted licenses.

- Compacting machine – training once a year.
- Cable stripping machine – training every 6 months.
- First aid – updated every 8 months.

Training is conducted by management with translations provided to staff, as necessary.

Once training is complete, competency is noted, and the trainer and staff sign off. Files are kept on site.

All staff are WHS trained.

6.2 Workplace Policies

- All staff and customers are to wear PPE at all times – they are not allowed on site until appropriate PPE is worn. If they enter without the correct PPE, they are kept within the admin area until cleared to leave.
- PPE warning signs are displayed on the front entrance gate of the site.
- Files are to be kept on the site at all times detailing staff competencies and the machines/vehicles they are permitted to operate. This is kept within the admin office which is the safest building from fire on the site.
- All staff are to undergo appropriate training as listed above.
- All machines are only to be used by licensed operators. Management provides keys to the machines when presented with the valid license.

7. Security

Security on the site is provided through CCTV (motion sensor), alarm systems, and guard dogs. The alarm system is monitored by an external company 'Central Monitoring.'

All machines can only be accessed once the operator has displayed their license to management. Only then will a key be given. Management monitors this process with a warning system (3 warnings until termination of employment).

All machines, when purchased, must be of a certain standard before use. All machines are serviced regularly and provided with tagging for servicing and any issues.

All machines which require reversing have amber lights and warning sounds to alert workers.

8. Supervision

Management patrol the site regularly, CCTV is also used for surveillance with communication features when required.

9. Waste Management & Collection

9.1 General Waste

The office portion of the business generates 3kg of waste per week which is transported to Bingo Bins weekly via the Rigid Truck on the site. Waste from the PVC cables is also placed in these bins and transported with the general waste.

Paper recycling is also deposited into the appropriate Bingo Bin.

Bottles and drink containers are collected by an employee each Saturday to be taken to a container recycling scheme.

Cans are recycled with aluminum factories.

The general waste can accumulate to 3 Bingo Bin trips per week when there is lots of recycling and/or processing occurring.

There is no kerb-side bin collection for this site.

9.2 Operational Waste

The operational waste includes:

- PVC
- Batteries
- Oil Waste

As mentioned above, the PVC is deposited into the Bingo Bins.

The lead and acid batteries are stacked on pallets, with each pallet having two layers including insulation and cardboard and then wrapped. Once 5-6 pallets are accumulated (approximately weekly) the company Energie is utilised to recycle these.

Any oil waste is stored within an underground 1000L capacity tank and is taken by Cleanaway once per year.

10. Emergency Evacuation

Please refer to the 'Fire safety guideline review report' for an assessment against the existing fire safety measures on the site. Within this document are also solutions to various aspects of the buildings which do not currently comply.

Fire safety inspections are conducted twice a year.

An emergency evacuations plan will be developed and implemented on the site.

On their first day, each employee is shown around the site and shown fire extinguisher locations. The company has a policy to gather and wait in the driveway in case of a fire. Exit signs are displayed in the warehouse and office with lights connected to a back-up generator.

11. Incidence Response & Emergency Procedures

In the case of an emergency (non-fire), the first aid officer attends with the process as follows:

- Make incident report.
- Apply dressings.
- Call Ambulance if necessary.

The first aid officer updates their training every 8 months.