



LAND DEVELOPMENT CORPORATION



Common User Facility Rules

East Arm Logistics Precinct, Berrimah Road, Darwin NT

EMERGENCY CONTACTS

Emergency Response (Police, Fire, Ambulance) 000

Spill Response (NT Environmental Protection Authority Pollution Hotline) 1800 064 567

Land Development Corporation (the Licensor) (08) 8944 0900

VERSION	DATE
3	5 April 2019

The latest version supersedes all other versions.



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Note: terms used in the Common User Facilities (CUF) Rules have the meaning as defined in the standard Licence to Use. And

The CUF consists of the sealed common user area and the multi user barge ramp and its access road.

1. MANAGE HEALTH AND SAFETY OF ACTIVITIES

- (a) Users must ensure hazard analysis, risk assessment and management plans for health, safety and the environment are maintained and followed in accordance with Environment and Work Health and Safety Laws, including emergency response, muster locations, and cyclone preparation.
- (b) Users must carry out hazard analysis and risk assessment identifying appropriate controls for identified hazards, and must include all relevant hazards for access and use of the CUF, address specific hazards identified by the Licensor's WHS or other Documents and be consistent with the Licensor's Environmental and Health and Safety Policies, Appendix A and B respectively.
- (c) Any fabrication, construction or development work undertaken at a User's area shall be done so in a manner that prevents the creation of a public health nuisance from dust or other particulate matter.
- (d) Provide all necessary health and safety inductions, training and equipment, including emergency response, spill response and fire equipment, ensuring appropriate licences, qualifications and competencies of employees and contractors, and certification or registration of equipment and vehicles is obtained.

2. COMMUNICATE, CONSULT AND COOPERATE

- (a) Users must communicate and consult with the Licensor and other users as required to comply with work health and safety Laws.
- (b) Users must refer to the current version of the User Register maintained by the Licensor and cooperate with the Licensor and other users to establish exclusion zones or other controls for the appropriate separation of activities.
- (c) Users must be cooperative with other users and the Licensor in the management of activities on the CUF.

3. SETUP OF LICENCE AREAS, AMENITY, ACCESS AND SECURITY

- (a) Areas subject to a licence must be delineated by adhesive or other non-damaging markers as approved in writing by the Licensor.
- (b) Access to the facilities is to be from the existing stub road access from Berrimah Road. (No other access is permitted.)
- (c) Loads of all trucks/vehicles entering or leaving the site are to be constrained in such a manner as to prevent the dropping of or tracking of materials onto streets. This includes that all wheels, tracks and body surfaces are free of mud and other contaminants before



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entering onto the sealed road network. Where dropped/tracked material on the road pavement becomes a potential safety issue, the User will be obliged to clean material off the road in an environmentally responsible manner.

- (d) If vehicle maintenance or wash-down is conducted at the site users must manage the process so that no wastes or pollutants enter the receiving environment.
- (e) Users must manage their activities to ensure the amenity of the area is not detrimentally affected including by appearance, transportation of items, noise, odours, light, pollutant air emissions, smoke, ash, soot, vibrations, dust, waste, grit or oil vermin.
- (f) Users shall provide protection, appropriate to their activities on the licenced area, to contain any potential pollutant air emissions or spills of waste and to prevent contaminants from entering any adjacent area, property, roadway or the stormwater drainage system.
- (g) Users will be responsible for providing all equipment, security and surveillance services and amenities, including lighting, toilets and showers.
- (h) A management plan for the provision, servicing and maintenance of portable toilets sufficient to support the Users proposed activities on the licence area, must be provided to the Licensor prior to the commencement of any activities at the licenced area.
- (i) All lighting brought onto or used by Users at the CUF must be shielded to prevent being noticeable or causing a nuisance to local traffic or vessels accessing the barge ramp.
- (j) Users must provide their own equipment, temporary fencing and surveillance services for security of any goods at the CUF.

4. REPORT EMERGENCIES, INCIDENTS, ISSUES AND CHANGES WITHOUT DELAY

- (a) Report emergencies immediately to by phone to the relevant responder, and if possible in the circumstances to the Licensor as well.
- (b) Fight any fire if it is safe to do so.
- (c) Notifiable incidents under Environment and Safety Laws must be reported to the Licensor as soon as practicable, detailing all relevant information about the incident, any injury or damage and investigations of the incident.
- (d) Any security risk or breach, unsafe practice, damage to the CUF or other issues observed or anticipated on the CUF must be reported without delay to the Licensor.
- (e) Ensure that details on the User Register are current, including contact details and activities.

5. SPEED AND TRAFFIC CONTROL

- (a) Unless otherwise signed, the maximum speed limit on the CUF including the Clearways and the Licence Area is 15 kilometers per hour for all vehicles.
- (b) If special traffic management measures are required for an activity, the responsible user must provide the traffic management.
- (c) Users must remain within marked traffic lanes and obey all traffic signs on the CUF erected by the Licensor or by a user providing traffic management.



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6. KEEP CLEARWAYS AND SHARED AREAS CLEAR

- (a) Access gates must be kept clear at all times for emergencies.
- (b) Clearways may change, as designated by the Licensor from time to time. Take notice of current Clearways.
- (c) Clearways must only be used for the purpose of ingress and egress for the CUF and licenced areas.
- (d) Other shared areas must only be used for their stated purpose according to the prevailing CUF Rules and signage.
- (e) Clearways and shared areas must be used in a manner that is safe and avoids interference or obstruction to other users having regard to the shared nature of the area.
- (f) No storage or placement of any vehicle or thing may occur on or adjacent to the Clearways or shared areas.

7. LOAD LIMITS AND TURNING REQUIREMENTS

- (a) Gross vehicle mass and load capacities, as set out in the *Motor Vehicles Act* (NT), must be observed for all vehicles entering upon and on the CUF.
- (b) The upper load limit on the CUF is equivalent to a fully loaded (NT roads legal) A-triple type 2 road train of not more than 100t gross weight and 53.4metres in length. When operating such a vehicle on the CUF, a vehicle turning radii of not less than 30 metres, at not more than 15Kph must be observed. Other loads may be permitted with the prior approval of the Licensor per (d) below.
- (c) Generally for all vehicles operating on the CUF, the turn radii for the vehicle specification is the current Austroads published standards for that vehicle PLUS 5Metres, at not more than 20Kph.
- (d) Notwithstanding that a vehicle may be subject to an exemption under section 59 of the *Motor Vehicles Act* (NT), over mass and over size vehicles are not permitted on the CUF except with the consent in writing of the Licensor, which may be given, given subject to conditions or withheld in the Licensor's absolute discretion.
- (e) Forklift operation must be by trained and competent operators, in accordance with equipment specifications, and must avoid damage to hardstand caused by screwing of wheels, tight circles or overloading.

8. PERMITTED PURPOSE

- (a) No part of a Licence Area is to be used other than for the Permitted Purpose for that Licence Area.
- (b) No part of the CUF which is outside a Licence Area may be used as if it is the Licence Area.
- (c) Users must not carry on nor permit to be carried on the Licence Area, the CUF or any part thereof, any illegal, immoral, dangerous or offensive trade, business purpose or process.



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- (d) Mineral aggregates and hazardous materials shall not be stored on the CUF, with the exception of temporary storage of small amounts of fuel/lubricants used to maintain or service vehicles or machinery and in any case only with prior consent of the Licensee.

9. AVOID DAMAGE

- (a) Stacking and storage must be undertaken in a manner which protects hardstand and other parts of the CUF, including Licence Areas, from damage. Pallets and timber or specialised weight spreading methods should be used.
- (b) No willful or negligent act may be done or allowed which damages or destroys the Licence Area, the CUF (including the hardstand) or any part thereof.
- (c) No pickets, posts or other items may be installed in or on the CUF, including Licence Areas, in a manner which damages the hardstand.

10. WEATHER CONDITIONS AND CYCLONE PREPARATION

- (a) Users must ensure appropriate cyclone planning and preparations are undertaken.
- (b) Users must obtain consent in writing from the Licensor prior to the beginning of the cyclone season (1 November to 30 April) for the securing of materials and equipment which may damage the CUF.
- (c) Users must monitor weather and cyclone warnings (www.bom.gov.au) and undertake, modify or cease activities accordingly.

11. OBSERVE SIGNS, DIRECTIONS, CONDITIONS OF APPROVALS AND TERMS OF LICENCE TO USE

- (a) Signs on the CUF, including the Clearways, must be observed.
- (b) Directions of the Licensor must be complied with, including in relation to a Licence Area. (c) Users must obtain and maintain all required approvals and consents for their specific activities where required by law. This includes Department of Transport road permit where required for wide loads for example.
- (c) Users must have a licence to use the CUF and must fully observe the terms and conditions of that licence.

12. WASTE, LOOSE ITEMS AND SPILLS

- (a) Users must provide their own waste containers and regular removal services which are appropriate to avoid spills, dust, odours and loose items.
- (b) Users must store all items in Licence Areas in a manner which avoids those items coming loose, creating dust, noise or odours.
- (c) Users must not discharge any-thing other than clean storm water into the storm water systems for the CUF.
- (d) Rubbish or loose items must be cleaned and tidied by the user responsible for the



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rubbish or loose item.

(e) Spills must be contained and clean up carried out by the user responsible for the spill, including appropriate measures to prevent spills from entering the storm water system. Where there are mandatory reporting requirements under the Waste Management and Pollution Control Act users must comply with such requirements.

13. MAINTAIN SECURITY OF THE FACILITY

- (a) Users must maintain strict control over access to the CUF.
- (b) Only those persons duly authorised by a licenced user may obtain access to the CUF, this includes a user being a Defence person operating under the Defence/LDC Deed of Licence.
- (c) The CUF gate is phone activated to open. The phone numbers listed in your licence application will be registered to the gate operating system. A call from a registered mobile number to the gate mobile number 0417 157 530 will open the gate. The gate will close automatically after 5 minutes. A registered mobile will activate the opening of the gate from anywhere in Australia.
- (d) Your registered phone numbers will be deleted from the gate operating system when your licence expires.

14. OVERDUE ACCOUNTS

- (a) Invoices for licence fees are raised on the first day of each month and are payable in 30 days. Licences that have invoices outstanding over 60 days will have restricted access to the facility until the outstanding monies have been paid.



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C O R P O R A T I O N

Appendix A

Common User Facility Environmental Policy

The Land Development Corporation is committed to all activities on its land being undertaken in an environmentally responsible manner and effectively managing any risks that may lead to an impact on the environment.

Activities on Corporation land will be planned and conducted to minimise and where possible avoid adverse effects on the environment and social surroundings for the benefit of current and future generations.

Our Environmental Objectives

The Land Development Corporation and Users of the Common User Area will:

- Ensure that environmental considerations form part of business planning and decision- making processes;
- Promote a culture of responsible environmental management;
- Protect the natural environment and social surroundings, prevent pollution and minimise waste;
- Conduct all operations in accordance with relevant legislation and government policy and agreements;
- Strive to continually improve environmental performance;
- Communicate openly and transparently with stakeholders on environmental matters;
- Seek to minimise disturbance to known or identified sites of cultural, historical, natural or scientific significance;
- Monitor, review and report on the environmental performance of the organisation.

Tony Stubbin
General Manager
July 2016

Review date July 2018



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Appendix B

Work Health & Safety - Policy Statement

The Land Development Corporation recognises the importance of ensuring a safe and healthy work environment and requires its officers, workers and all other persons who attend a Corporation workplace have a duty of care to conduct themselves in a professional and safe manner and to ensure that their actions do not adversely affect others.

In order to achieve its Work Health and Safety objectives, the Corporation commits to:

- Comply with or exceed all current applicable Work Health and Safety Legislation;
- Identify and reduce the risks of all types of work activities that have the potential to lead to personal injury or occupational illness and strive to achieve a zero injury rate within its workplaces;
- Provide instruction, training and supervision to improve understanding of workplace hazards, including safe work practices and emergency procedures;
- Involve individuals in occupational health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards;
- Ensure that everyone (including visitors and contractors) comply with appropriate standards and workplace directions to protect their own and others health and safety at work;
- Provide adequate systems and resources to effectively manage rehabilitation and return to work processes for any employee who may have suffered an injury or illness arising within or outside of the workplace;
- Implement and maintain an ongoing occupational health and safety program, including conducting inspections of the workplace aimed at preventing accidents and incidents;
- Conduct all operations in accordance with relevant legislation and government policy and agreements including promptly responding to any incident to ensure that contributing factors are fully assessed and controls applied to minimise risk of recurrence; and
- Monitor, review and report on the health and safety performance of the organisation.

The General Manager is responsible for the effective implementation of this policy and all employees, workers, service providers, other persons and those otherwise engaged at the Corporations workplaces are expected to reasonably comply with the requirements of this policy.

Tony Stubbin
General Manager
August 2016

Review date July 2018