



Common User Facility Rules

825 Berrimah Road, Darwin NT

EMERGENCY CONTACTS

Emergency Response (Police, Fire, Ambulance)	000
Spill Response (NT Environmental Protection Authority Pollution Hotline)	1800 064 567
Biosecurity Response Officer	08 8999 2118
Main Gate Operations	0409 092 004

LDC CONTACTS

Land Development Corporation (LDC) Office	08 8944 0900
LDC Facility Manager – Jenny Strang	0400 253 171
Asset Management	0409 092 004

VERSION	DATE
3	August 2021

The latest version supersedes all other versions.

Note: terms used in the Common User Facilities (CUF) Rules have the meaning as defined in the standard User Agreement. The CUF consists of the sealed common user area and the 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 (WHS) 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 LDC'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 or other matter or debris.
- 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 LDC and other users as required to comply with WHS Laws.
- b) Users must refer to the current version of the User Register maintained by LDC and cooperate with LDC 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 LDC in the management of activities on the CUF.

3) SETUP OF LICENCE AREAS, USER RESPONSIBILITIES, AMENITY, ACCESS AND SECURITY

- a) Areas subject to usage may be delineated by witches' hats, adhesive or other non-damaging markers as approved in writing by LDC.
- b) Access to the facilities is to be from the main gate only (unless agreed in writing prior with LDC).
- 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 or to the facility. This includes that all wheels, tracks and body surfaces are free of mud and

other contaminants before entering onto the sealed road network. Where dropped/tracked material on the 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 usage 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 (unless otherwise agreed with LDC).
- h) A management plan for the provision, servicing and maintenance of portable toilets sufficient to support the Users proposed activities on the usage area, must be provided to LDC prior to the commencement of any activities.
- i) All lighting brought into the Facility or used by Users 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 (unless otherwise agreed with LDC).
- k) User activities that occur within the usage area are under the control of the User.
- l) Users are responsible for all goods, cargo, equipment and personnel, including subcontractors that they bring or allow to access the CUF (immediately upon entry).

4) FABRICATION GUIDELINES

- a) Users are required to:
 - i) submit an outline of planned activities to be undertaken at the CUF for each project.
 - ii) Users must inform and obtain approval from the Facility Manager (FM), in writing, prior to implementing changes in their scope (e.g. a new project) which are not included in the 'Permitted Use' under the User Agreement. This information is used to classify the risk level of those activities.
 - iii) Submit, obtain approval by LDC, and maintain a Health, Safety and Environment (HSE) methodology relevant to the activities undertaken at the CUF. This must also include details of proposed methods of containment for any spills/leaks and must identify proposed storage arrangements for any products defined as 'dangerous goods' by NT Worksafe.
 - iv) Submit a bond / initial deposit if required by the FM.
 - v) Mobilisation meeting with LDC staff (namely the FM and Asset Manager) may be required, subject to the direction of the FM.
 - vi) Designated Usage Areas are to be temporarily fenced (utilising non-permanent fencing). Fencing is to be of a type, specified by the FM, suitable to the activities

being undertaken and is to include the working area (which may include the car park and any office, as applicable).

- vii) Display its company name, site and emergency contact details at the point of access to their Usage Area.
- viii) Ensure that within the Usage Area, where practicable, items or equipment must not contact, interfere with, overhang or cover floodlight masts, electricity supply, firefighting equipment, CUF buildings, formal roads or marked vehicle lanes, boundary fences, drains, bollards and manhole covers or storm grates.
- ix) Heavy Equipment (of any kind) is not to be stored over storm water drains indicated by the presence of storm water grates. If in doubt regarding location of underground infrastructure, users must contact the FM to confirm.
- x) Ensure adequate protection of the CUF infrastructure, including pavement and sealed surface, to avoid damage.
- xi) Ensure all laws are obeyed, particularly with regard to pollution and safety.

5) 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.

6) SPEED AND TRAFFIC CONTROL

- a) Unless otherwise signed, the maximum speed limit on the CUF including the Clearways and the Usage Area is 15 kilometres 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 LDC or by a user providing traffic management.

7) 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.

8) 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 20Kph 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 LDCensor, which may be given, given subject to conditions or withheld in LDC'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, use of tracked vehicles or overloading.

9) PERMITTED PURPOSE

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

10) AVOID DAMAGE

- a) Stacking and storage must be undertaken in a manner which protects hardstand and other parts of the CUF, including Usage Areas, from damage. Pallets and timber or specialised weight spreading methods should be used.
- b) No wilful or negligent act may be done or allowed which damages or destroys the Usage 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 Usage Areas, in a manner which damages the hardstand.

11) WEAR AND TEAR TO CUF ASSETS

- a) When a usage area has been vacated by a User, the site is to be returned in the same state as it was taken, unless otherwise agreed in writing with the FM
- b) Fair Wear and Tear to CUF assets in relation to activities being conducted by Users could occur from time to time due to the nature of some activities (and is determined by LDC in its absolute discretion)
- c) Examples of what is 'Not' fair wear and tear could include but is not limited to:
 - i) Damage caused by material or equipment impacting with CUF assets
 - ii) Damage caused by liquids coming into contact with CUF assets
 - iii) Damage caused by materials being crushed into CUF surfaces
 - iv) Damage caused to the profile of the pavements that damages the pavement road base
 - v) Damage caused by activities outside agreed permitted use and operational methods
- d) If damage has occurred to any CUF asset this must be immediately reported to the FM.

12) DEMOLITION

Demolition activities may be conducted at the facility under the following conditions:

- i) A copy of the notification or approval, as the case requires, and each condition (if any) imposed by the NT Worksafe Commissioner, in relation to the work;
- ii) A copy of AS2601:2001 Demolition of structures must be kept onsite. - A Demolition management Plan must be developed as per AS2601:2001;
- iii) The area around the demolition task is delineated with an exclusion zone or area, from which all unauthorized people are excluded during demolition activities;
- iv) Works must not affect other Facility Users;
- v) ;A risk assessment of the activity conducted with clearly identified control measures implemented;
- vi) A dilapidation report of the facilities used prior to activities commencing;
- vii) LDC must provide approval before any activity commences.

13) 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.

14) OBSERVE SIGNS, DIRECTIONS, CONDITIONS OF APPROVALS AND TERMS OF USE

- a) Signs on the CUF, including the Clearways, must be observed.
- b) Directions of LDC must be complied with, including in relation to a Usage Area.

- c) Users must obtain and maintain all required approvals and consents for their specific activities where required by law. This includes applicable road permits where required for wide loads for example.
- d) Users must have a current User Agreement to use the CUF and must fully observe the terms and conditions of that agreement.

15) 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 Usage 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 stormwater into the stormwater systems for the CUF.
- d) Rubbish or loose items must be cleaned and tidied by the user responsible for the 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 stormwater system. Where there are mandatory reporting requirements under the Waste Management and Pollution Control Act users must comply with such requirements.
- f) Users are not permitted to introduce any prescribed waste as designated in Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations 1998 into the CUF. This includes tyres.

16) MAINTAIN SECURITY OF FACILITY GATE

- a) The gate is operated by registered mobile phones as nominated by the User.
- b) The gate is to remain closed unless an employee is posted to maintain control of who enters the CUF.
- c) Only those person duly authorised by a User may access the CUF.
- d) Users cannot provide access to people that are not engaged or employed by the User.
- e) In the event of a power failure of the main gate, users must contact the FM to obtain instruction, or refer the relevant exit procedure.

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;
- Promote awareness of Biosecurity risks to the natural environment and take action to prevent release of exotic pests and disease in conjunction with Biosecurity inspection staff;
- 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
October 2019
2018

Review date July

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
October 2019

Review date