

DOCK MANAGEMENT PLAN

Eastern Creek Quarter

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1 INTRODUCTION

1.1 Purpose

The purpose of this LDMP is to provide guidance on the daily operations of the loading dock and to ensure the control of delivery vehicles and personal.

The effective use of this LDMP would contribute to the minimization of delays and accidents as well as to limit any disruptions to the surrounding neighbors.

This plan shall be subjected to ongoing reviews and updated as necessary in response to changing requirements and response to any WHS issues. Where a new retailer's requirements are outside this plan a full review must be undertaken prior to any changes being allowed. Where the change of business does not alter the underlying characteristics of the operations, no change to this plan is required.

2 SITE DETAILS

2.1 Site access

Access to the dock is provided via Beggs Road from Rooty Hill Rd South. A driveway is provided with a gate to control access afterhours.

The designated access route into the loading dock area is provided in **Figure 1**.

2.2 Loading Facilities

There are 2 loading facilities that include

- Woolworths Loading Dock **Figure 2**
- Specialty Retailers Loading Dock that also includes direct access to the Fruit Shop.
- Rubbish collection access point
- Grease trap access

The location of these docks is provided in **Figure 1**.

2.3 Site operations

The intended operations of the loading dock is based on the Development Approval from Department of Planning, Industry and Environment being:

Loading and Unloading		
	Monday to Saturday	Sunday
<u>Supermarket Loading Dock</u>	<u>5:00am – 10:00pm</u>	
<u>Speciality Retailers Loading Dock</u>	7:00am – 6:00pm	8:00am – 5:00pm

This will be controlled by a lockable gate located on the driveway to the loading dock via Beggs Rd. Beggs Rd is controlled by Blacktown Council and parking restrictions in this area will be enforced by Blacktown Council Rangers.

Gate control will be maintained by onsite staff, cleaning staff to unlock in the morning and security staff to secure at night. The key to the gate will be held by Frasers Property Australia on site staff, security response vehicle and NSWFB Mt Druitt and Huntingwood Stations. Keys to access this gate will not be provided directly to retailers.

Any requirements for afterhours access to the loading dock will be controlled by Frasers Property Australia Management Team.

As per Approval from Department of Planning, Industry and Environment requirements, it is noted that:

- the use of forklifts for loading and unloading of goods within the supermarket loading dock is not permitted between 5 am and 7 am, and 6 pm and 10 pm, Mondays to Sundays
- all recommendations in the Noise Impact Assessment dated 5 February 2021 prepared by Acoustic Logic including:
 - Any garbage removal is to occur within the currently approved hours of the site – 9am – 5pm Monday to Sunday
 - The use of the supermarket loading dock within the extended hours is to be limited as follows:
 - Morning Shoulder Period (5am – 7am); Up to one large truck/heavy vehicle delivery OR three small delivery trucks (home delivery trucks)/car/vans in a given 1 hour period
 - Evening Period (6pm -10pm); Up to one large truck/heavy vehicle delivery AND three small delivery trucks (home delivery)/car/vans in a given 1 hour period
 - Bail and/or garbage compactors are to be used only within the supermarket loading dock area, and are not to be used between the hours of 5am – 7am
 - Vehicles associated with the supermarket loading dock should not arrive/depart to the supermarket loading dock outside of hours of 5am to 10pm
 - Vehicle engines are to be switched off during loading and unloading within the supermarket loading dock.

Figure 1

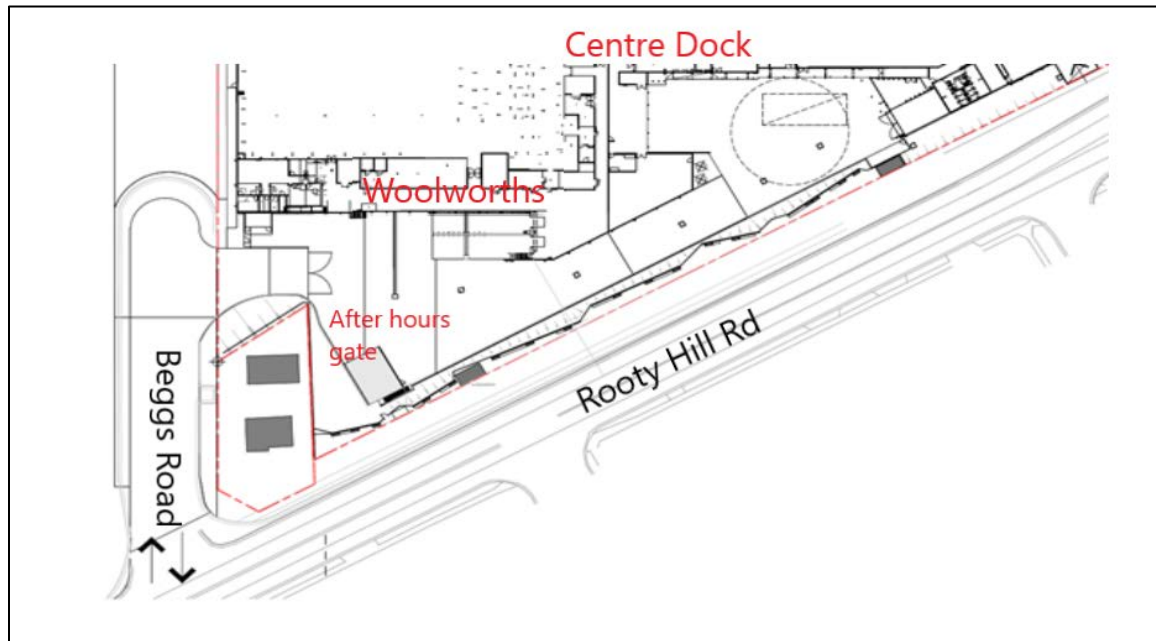
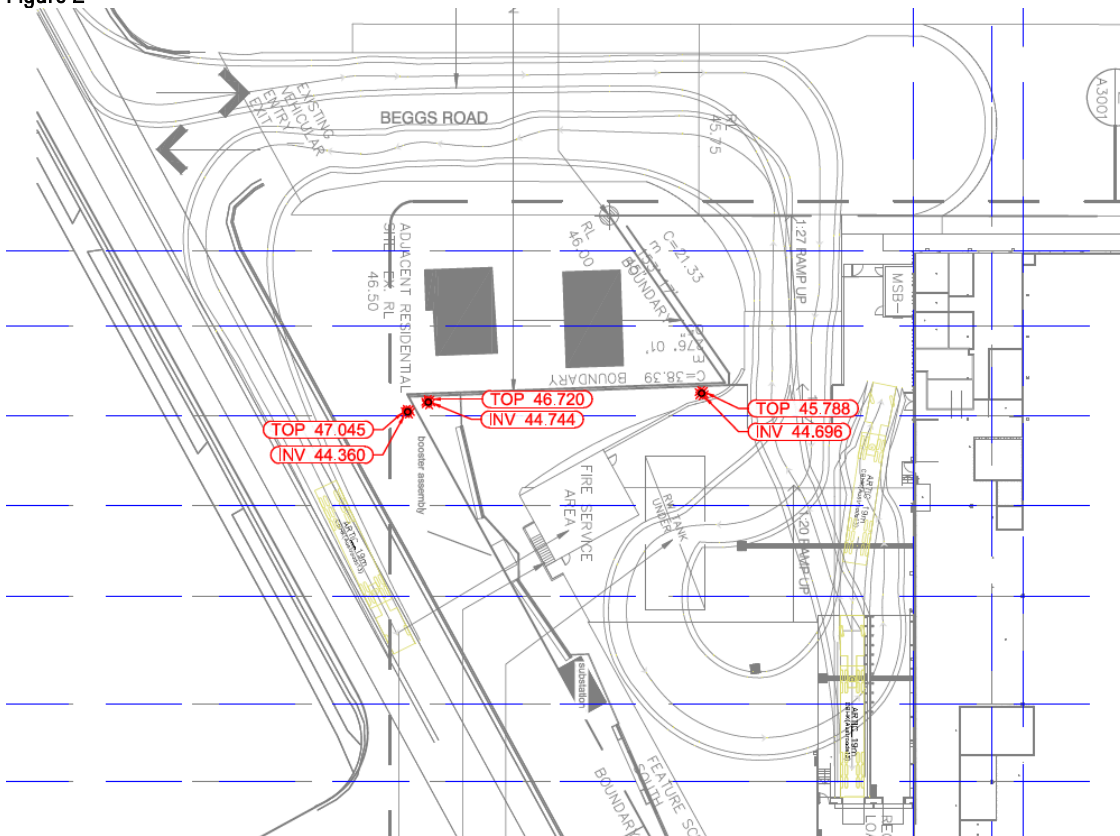


Figure 2



3 STAFF ACCESS

3.1 Woolworths Staff

Woolworths staff will be required to park in the main car park of the Centre and use a Centre issued swipe card to access the entry door near end of trip facilities, then walk along a dedicated walkway to the Woolworths rear access.

3.2 Fruit Shop Access

Deliveries to the rear of the shop will take place from 7:00am daily and taken into the shop. No storage of any items in the loading dock or surrounds. No vehicle parking in the dock area at the rear of the shop. Any forklifts must be registered and all staff that operate the forklift must be fully licensed.

The forklift is always to be stored inside the rear of the shop, inside the roller shutter.

3.3 General Staff

General staff will use the main entrance to the Centre to gain access. There should be no need for staff to walk through the loading dock to access the Centre.

Early morning starters including bakers will be required to have after hours access via the end of trip facilities access. This will be issued on as required basis.

3.4 Contractors

Contractor parking will be in the car park. Parking of base building contractors in the loading dock must be preapproved by Operations Manager prior to arrival.

4 DELIVERIES

All deliveries to the Centre will be via the loading dock. Access to the dock is via Beggs Rd during the hours of 5am - 10pm (Mon to Sun) for the Woolworths loading dock, and 7am - 6pm (Mon to Sat) and 8am - 5pm (Sunday) for the Specialty Retailers Loading Dock. No stacking or parking of trucks or delivery vehicles allowed in Beggs Rd at any time outside these hours.

All delivery vehicles are to be parked in a marked bay to undertake deliveries. At no time are vehicles to be parked in no parking areas or areas that would disrupt the flow of traffic through the dock area.

4.1 Drivers

All drivers delivering to the Centre must:

- Take reasonable care for their own safety
- Not adversely, by the way of actions or otherwise impact the health and safety of other persons
- Obey all applicable road rules
- Obey all signage on site
- Ensure all loads are safely restrained
- Operate their vehicles in a safe and professional manner
- Hold a current valid Australian drivers licence

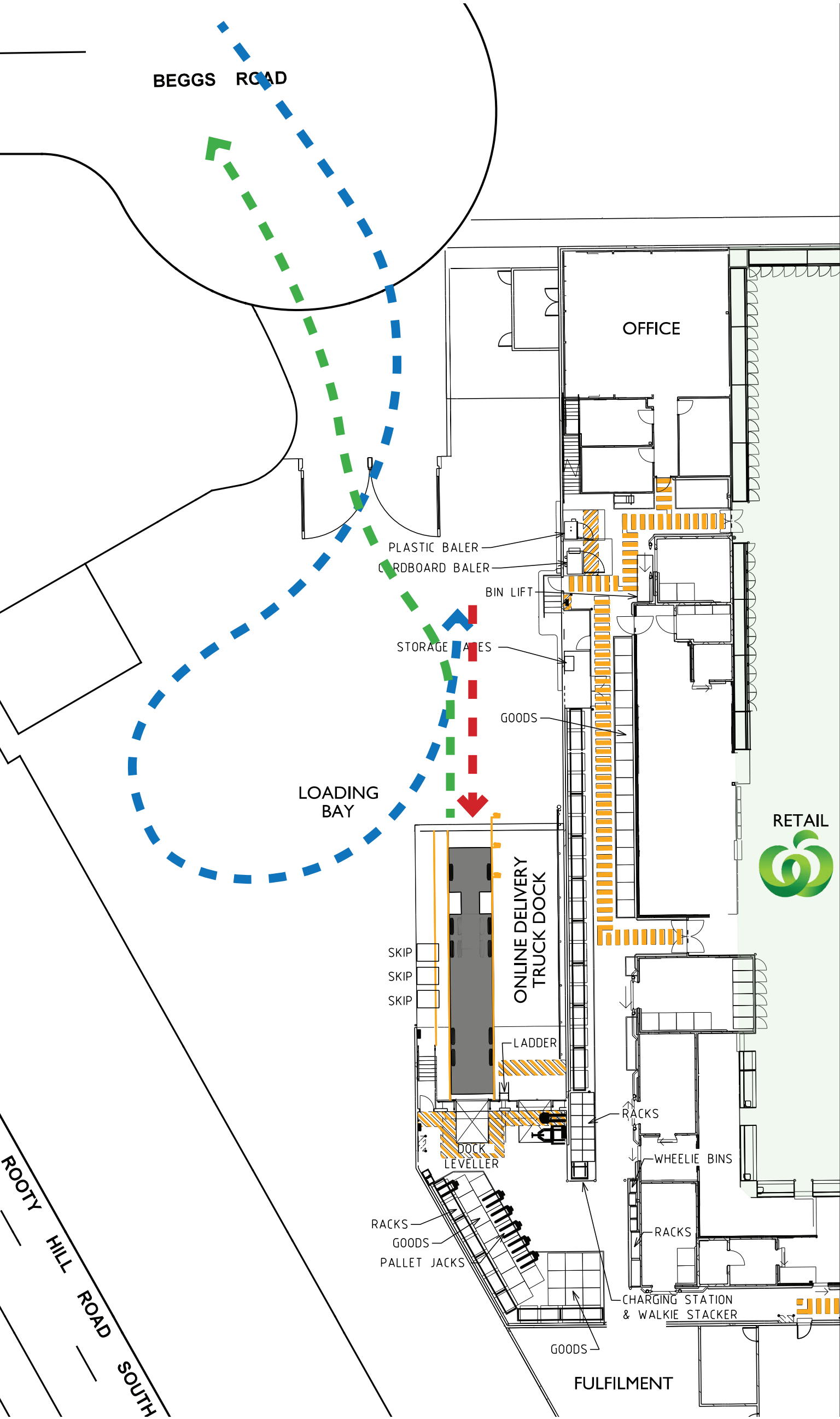
5 WORK HEALTH & SAFETY

The following safety requirements must be adhered to by all staff whilst working within the loading dock,

- Mobile equipment, machinery and vehicles must not exceed the sign posted speed limit
- Before undertaking any works in the loading dock a traffic management assessment must be completed and included in a JSEA for Frasers Property Australia approval
- All staff must wear Hi Vis vest or shirts
- All mobile equipment operators must hold appropriate license for the equipment being used
- No obstructions or storage of equipment allowed in any area of the dock without prior approval from Frasers Property Australia.
- Emergency exits must be kept clear at all times.
- No storage of crates or pallets allowed in the dock

LOADING TRANSPORT MANAGEMENT

#1003 - EASTERN CREEK, 159 ROOTY HILL ROAD SOUTH, EASTERN CREEK, NSW 2766



LEGEND

- FORWARD TO ACCESS SITE
- REVERSE INTO LOADING AREA
- FORWARD TO EXIT SITE

— LINEMARKING

* The vehicle movements shown refer to large delivery trucks only. Movements of smaller trucks and other vehicles can vary greatly and therefore are not shown.

FOR YOUR SAFETY



INDUCTION: Team members must have completed the mandatory induction course before entering a loading area.



EXCLUSION ZONE: Exclusion zones must be set up before unloading/loading commences.



AUTHORISED TEAM MEMBERS ONLY: No unauthorised persons are permitted in the exclusion zone.



NO HEADPHONES: Headphones must not be worn whilst unloading/loading is occurring.



STORAGE: Items to be stored in labelled locations. Do not store items above signed height.



SECURE DOCK AND WASTE FACILITIES: Security features must be used at all times.



NO MOBILE PHONE USE: Use of mobile phones in the dock area while receiving or dispatch is in progress is not permitted.



DO NOT REMOVE TAG: Danger Tags are placed for safety, they MUST NOT BE REMOVED without authority.



KEEP CLEAR OF MOVING TRUCKS: Watch out for moving traffic and reversing trucks. Keep clear of reversing trucks. Where there are two trucks, only one vehicle movement is permitted at a time.



NO SMOKING IN THE DOCK AREA



DO NOT: Use or interfere with any plant, equipment or facilities unless authorised by Woolworths Management.
DO NOT: Use plant and equipment unless trained and authorised.



FIRST AID: Incidents and injuries must be reported to the Manager leading the store. First Aid Attendants and First Aid Kits are available.



ACCESS DOOR: Access doors are to be kept closed other than when unloading/loading and waste management is occurring.



BE VISIBLE: Pedestrians must wear specified PPE whilst unloading/loading is occurring.



WALKIE STACKERS: Only trained and authorised team members are to use walkie stackers. Park in designated area when not in use.



MANUAL PALLET JACKS: Only trained and authorised team members are to use manual pallet jacks. Park in designated area when not in use.



ELECTRIC PALLET JACKS: Only trained and authorised team members are to use electric pallet jacks. Park in designated area when not in use.



PEDESTRIANS: Where provided, only walk on marked pedestrian routes.



NO LEAPING OFF DOCK: Never jump off the dock. Maintain 3 points of contact when ascending and descending ladders. Always face ladder.

LOADING BAY VIEW



* This image is representative of dock conditions at the time it was taken

ISSUED: 11/12/2020

REV: V1 _ FINAL



Addendum to Loading Transport Management, issued:11/12/2020 REV: V1_FINAL

The content of this document is to be read in conjunction with the attached plan as noted above.

***How noise will be maintained within the acoustic barrier:**

As Home Deliveries use small trucks, there are no pallet jacks used (the totes are only pushed into the truck), hence there will be no noise impacts associated with the loading. Instruction is provided to team members that conversations are to be at a minimum and only related to the task at hand.

***The method of how trucks will be sorted at the dock at any one time:**

Trucks are set out on a roster/timeslot to prevent stacking as this affects customer delivery times (not in Woolworths best interests), opening the dock earlier will prevent any issue with stacking as this will give Woolworths the ability to manage the truck delivery times for online and their warehouse deliveries better than the more condensed window at present.

***Management of delays, and parking locations of the trucks while waiting for a slot:**

As above the extended loading hours will mitigate the potential for loading dock congestion as Woolworths will have a longer operating time. The number of truck movements will not change, deliveries will just be spread over more hours.