


Code/Name	SOP_300_008_NEW_Depot_Traffic Management Plan		
Approved by	Patrick Egan	Signature	

Operational Traffic Management Plan

Elgas Depot - 130 Cormorant Road, Kooragang NSW.

1. Purpose

The purpose of this Traffic Management Plan is to outline what is part of the Standard Operating Procedure (SOP). Elgas and this plan will ensure the safe and effective management of traffic and vehicular flow at the Newcastle Depot.

This Traffic Management Plan (TMP) has been developed using the current site plans & layouts that have been previously completed and approved by the Department of Planning, Industry and Environment and in conjunction with the Port of Newcastle & RMS.

2. Legends

Safety Precautions are in red
 Process Critical tasks are in Blue
 Environmental Precautions in Green

3. Scope

The audience of this SOP is all drivers entering the site and all personnel involved in traffic, forklift, or pedestrian movement at the Newcastle Depot.

4. Definition

The terms used in this document are defined as follows:

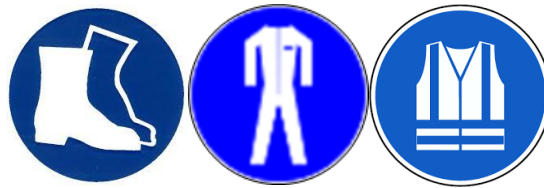
- Personnel includes all employees, contractors and visitors

5. Personal Protective Equipment

The following PPE is mandated – Anti-static COTTON only for all operational staff:

- Safety footwear (steel-toe capped footwear) – As per AS/NZS 2210.1 :2010
- Long sleeved cotton drill shirt and long cotton drill trousers
- Hi-Vis vest / Clothing – As per AS/NZS 4602.1:2011
- * Safety glasses – As per AS/NZS 1336:2014 – mandated in all hazardous zones
- * Safety gloves – specific for the task/s required on site
- *Hearing Protection – As per AS/NZS 1270:2002 – specific for the task/s required on site

The following are mandatory for all persons



*The following are task specific requirements



6. General Safety

The following safety precautions are to be used when undertaking the activities detailed in this SOP:

- a) Site and area specific rules and signage are to be observed and obeyed at all times.
- b) Personnel are to use correct manual handling techniques at all times.
- c) Ignition sources – Use of mobile phones only permitted in the office and amenities area, not in the yard. The office and amenities area is marked on the attached site map. Smoking is not permitted on this site.
- d) All personnel must be familiar with and comply with site emergency procedures.
- e) All personnel must have completed the site induction.

All vehicles entering the depot must comply with all traffic management signs and directions contained in this SOP.

7. Pedestrian Controls

The following safety precautions are to be used when undertaking the activities detailed in this SOP:

- Where possible pedestrians must remain on designated walkways when moving between locations. Pedestrians may leave walkway if it is necessary to undertake work activities in the area.
- All pedestrians **must** give way to all plant travelling on the site. Pedestrians **must not** walk within three (3) metres of an operating forklift or truck.
- All pedestrians **must** remain vigilant and give way to all operating forklifts.
- All pedestrians need to make "eye-to-eye" contact with the forklift operator before proceeding past/near any forklift.
- Pedestrians entering the site admin office off Egret Street can use designated paved access off grassed area at front of site.

8. Heavy Vehicle Routes for Bulk Deliveries

8.1 Approved B-Double Route & Road Hierarchy

The approved B-Double route for delivery of LPG, from Elgas Cavern facility in Port Botany, to the subject site involves travel from Port Botany onto the M1 and travel M1 until it ends at John Renshaw Drive, then turn right through to Hexham to Industrial Drive, left at Tourle Street and follow road onto Cormorant road with a left hand turn into Egret Street then travel 180m down Egret street and then a left hand turn into the site. See Page 13 detailing Approved B-Double Route including specific road details and maps.

8.2 Specialist Transport Carrier

Elgas have commissioned Rivet Transport Pty Ltd to conduct all their bulk LPG to the subject site. Rivet Transport are experienced in the heavy vehicle transport and specialise in LPG gas deliveries.

8.3 Specific Transport Routes

Rivet are responsible to follow the designated B-Double route to and from the subject site for all LPG deliveries at all times.

8.4 Impacts on Other road users

To reduce the impact on other road users Bulk LPG deliveries are regularly schedule outside of normal business hours. This will also reduce the likelihood of traffic conflict as there will be minimal road users at that time. The anticipated number of regular bulk deliveries each week are expected to be 3 to 5 deliveries

9. Road Network

9.1 Current Road Network

Observations show that the road network in the vicinity of the subject site operates well, with few delays or congestion for existing road users. Minimal queueing may be observed travelling westbound along Cormorant Road during peak periods, resulting in a significant drop of speed below the posted limit as traffic flows through this area.

The duplication of the Tourle Street bridge has provided a significant improvement to the current road network removing this pinch point and increasing road capacity. Egret Street traffic flow is low and currently services other industry including Boral, BOC, Port Waratah Coal and Newcastle Coal Infrastructure Group, as well as the Coles Service Station.

9.2 Impacts & Conflict on Current Road Network with other Users

The major impact of the development would be associated with the potential increase in traffic movements at the intersection of Egret Street and Cormorant Road. This is a T-Intersection, with Cormorant Road being the priority road. It is located on a straight (vertical and horizontal alignments) section of road and provides good visibility in both directions.

With observations of the current intersection operation, and the accident data provided by the RMS, it is considered the minor increase in traffic flow from the proposed development will have a minimal impact upon road safety at the intersection of Egret Street and Cormorant Road.

10. Traffic Management

10.1 Ingress/Egress

All vehicles must enter and exit the site in a forward direction, with no queuing onto Egret Street. There is adequate distance allowed for all vehicles (including B-doubles) to fit wholly within the site prior to entering through gates to the rear of the site. Refer Fig 1.1

10.2 Vehicle Parking – Heavy Vehicles

All heavy vehicles assigned to the Newcastle Depot must use designated parking bays allocated at the rear of the depot at all times. No parking in Egret Street. Refer Fig. 1.3.

10.3 Vehicle Parking – Employees Staff

All staff working or visiting the Newcastle Depot must use designated staff & visitor parking in front of main administration building. With no parking in Egret Street. Refer Fig.3.1.

10.4 Delivery Vehicles & Waste Bin Collection

All delivery vehicles must park in allocated areas on the northern side of main administration building. Prior to leaving all vehicles must use turning bay prior to exiting site so their vehicle can exit the site in a forwardly direction. With no parking in Egret Street.

10.5 Loading & Unloading of Materials – Main Administration Building

Deliveries to main administration building must take place at the front of the site in the area identified as Exterior Loading Bay shown in Fig. 2.1. All loading and unloading of vehicles must take place wholly within the site and in designated areas. With no parking in Egret Street.

10.6 Loading & Unloading of Materials – Main Depot at Rear

Deliveries to the depot compound can only be completed once access has been approved and entry is through gates as shown in Fig. 1.1. All loading and unloading of vehicles must take place wholly within the site and in designated areas. With no parking in Egret Street.

10.7 Bulk LPG Deliveries

Bulk LPG deliveries can only be completed once access has been approved and entry is through gates as shown in Fig.1.1. Bulk LPG tanker must park in allocated position as shown in D-NSW-NEW-TRA-001_0 (Traffic Management Plan), with no parking in Egret Street.

10.8 Delivery & Transport Vehicles

Delivery vehicles entering and exiting the site must have all their loads covered where applicable and safely secured at all times. Please note, the Newcastle Depot has concrete pavement provided to all vehicular areas as required.

10.9 Turning & Access Areas

All LPG cylinders stored at the Newcastle Depot and must be allocated in the designated storage areas as shown in Fig 5.1 to allow for clear traffication and to keep any obstacles including other vehicles out of the way.

10.10 Forklifts

Forklifts are operated at Newcastle Depot and operators must observe 3mtr separation from pedestrians

10.11 Cars / Utes

General parking is available for customers and staff. Where possible, cars should **not** be brought into operational areas. I.e. inside the gate.

All non-traditional (non LPG) and customer deliveries/pickups require the vehicle to park in the designated loading zone, outside of the depot compound.

If a delivery/pickup is required with the depot compound, the driver will require to sign the visitor registered and be accompanied by an authorised person. Once load is secure and customer has parked outside operational area, sign out of the 'Site Register' is required. (Non LPG Delivery drivers & Customers must adhere to site PPE requirements).

A valid reason is required to access the site with a car and the duration in operational areas is to be kept to a minimum. Examples include when an item is to be picked up or dropped off, or an employee or contractor is working from their vehicle. Once the task is completed, the car is to leave the operational area and park in the car park provided.

Where an Elgas employee or contractor is required to drive a private/passenger/work car into an operational area they **must**:

- Have completed the Newcastle Induction Program
- Notify the Plant Manager or Reception before entering the site
- Obey posted speed limits, traffic management controls, and procedures detailed in this SOP
- Park vehicles clear of hazards, thoroughfares, and not on a walkway area
- Park in designated areas as directed

10.12 ELGAS Vehicles

Elgas vehicles may only be operated on site by persons who have completed the ELGAS Induction Program and must comply with the requirements of this SOP at all times. Categories include:

- Bulk trucks
- Cylinder trucks
- BOC delivery trucks
- Waste management trucks
- Recycling trucks
- Utilities and other small vehicles

10.13 Cranes

The loading and unloading of trucks with cranes is very rarely undertaken at the Elgas Newcastle Depot, however should it be necessary, then it is to be undertaken by suitably trained and qualified persons. This activity is controlled with lifting permits and is not considered part of the traffic management plan.

11. Related Documents









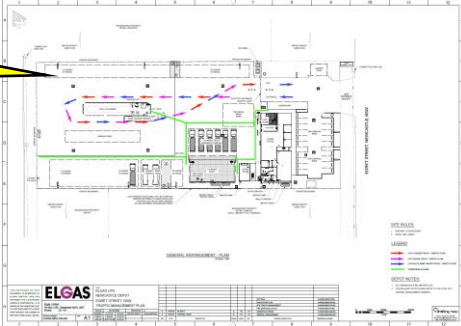
- Elgas LTD Newcastle Site Rules and Regulations
- ELGNEW-HSE-115 (ELGAS Newcastle (Kooragang) Emergency Plan
- D-NSW-NEW-TRA-001_0 (Traffic Management Plan)
- SOP_106_008_NEW_Traditional_Cylinder – Load & Unload
- SOP_203_008_NEW_Tanker - Load
- SOP_206_008_NEW_Tanker – Unload With Truck Mounted Pump
- Site drawing Traffic Management layout as attached




12. General Operational Traffic Management Instructions







- These instructions apply to all vehicles visiting and or entering the site. All drivers are to observe the general safety precautions and traffic management rules detailed in this plan.
- These instructions should be read with reference to the Traffic Management Plan site drawing which is attached.
- Drivers are responsible for safely loading and unloading their trucks.
- Drivers must comply with the PPE Requirements for the Newcastle Depot and the terms and conditions of their contract.
- The majority of gas cylinder loading/unloading operations will be undertaken around the cylinder filling dock. This is designed to minimise the amount of travel the forklifts will need to undertake in order to place the freight.
- General truck loading/unloading operations (e.g. new LPG cylinders) will be undertaken in a pedestrian-free area that minimises the impact on production operations. A review of hazards must be undertaken to verify the need for additional controls, including isolation of the loading/unloading area (e.g. witches hats/ cones).







All traffic exiting the site must adhere to the local traffic directions and posted guidance as per the Port of Newcastle and NSW RMS. Traffic exiting LEFT from the site will follow local roads. **All traffic exiting RIGHT from the site, will enter the intersection of Egret Street & Cormorant Road and MUST turn LEFT as sign posted.**

Step	Procedure	Image
<p>1. Traffic Management Plan</p>	<p>1.1. All vehicles to enter via designated entry driveway</p> <p> Site Entry to Newcastle Elgas Plant via Egret Street</p> <p> Drivers MUST obey all posted, road & site signs –Newcastle Plant speed limit is 10km/hour</p> <p> Drivers MUST remain vigilant due to pedestrians operating in the area – Do NOT enter or drive close to the areas where witches hats and/or cones are located</p> <p> It may be necessary to wait for the other trucks or customer vehicles to complete manoeuvres prior to proceeding</p> <p>1.2. Follow into operational zone with caution</p> <p> This flow is displayed on the attached Traffic Management Plan drawing</p> <p> Do NOT:</p> <ul style="list-style-type: none"> • Overtake other vehicles • Exceed 10km/hr 	   <p>D-NSW-NEW-TRA-001_0 (Traffic Management Plan)</p>

Step	Procedure	Image
	<div data-bbox="416 398 924 674" style="background-color: red; color: white; padding: 10px;"> <p>In the event that the unloading bay is not safely accessible, wait until the area is clear prior to proceeding</p> <p>Do NOT drive around vehicles parked in the unloading bay - wait for clearance before proceeding</p> </div> <p data-bbox="411 792 930 864">1.3. Drive to designated unloading/loading area</p> <div data-bbox="429 898 938 1189" style="background-color: yellow; padding: 10px;"> <p>Cylinder Unload Bay – In the event that all parking bays are occupied, stay in the vehicle until a bay is clear and then proceed</p> <p>ALL VEHICLE TO REVERSE PARK FOR LOADING/UNLOADING</p> </div> <div data-bbox="432 1391 946 1581" style="background-color: yellow; padding: 10px;"> <p>Tanker Load/Unload Bay - In the event that all parking bays are occupied, stay in the vehicle until a bay is clear and then proceed</p> </div> <p data-bbox="411 1644 855 1680">1.4. For detailed procedures Refer to:</p> <p data-bbox="459 1720 898 1787">SOP_106_008_NEW_Depot_ Traditional Cylinder – Load & Unload.</p> <p data-bbox="459 1827 815 1895">SOP_203_008_NEW_Depot_ Tanker - Load</p> <p data-bbox="459 1935 815 2002">SOP_206_008_NEW_Depot_ Tanker – Unload</p>	 

Step	Procedure	Image
<p data-bbox="341 533 384 600"></p>	<p data-bbox="411 282 927 387">1.5. Exiting Vehicles, must follow the traffic flow as per Newcastle Traffic Management Layout on Page 11</p> <div data-bbox="427 490 935 595" style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;"> <p data-bbox="443 506 887 573">Site Exit – Newcastle Elgas Plant Tankers & Linehaul onto Egret Street</p> </div>	
<p data-bbox="341 1106 384 1173"></p>	<p data-bbox="411 920 911 1048">2.1 All vehicles delivering or picking up non LPG products/parcels are to use designated loading, exterior to the depot compound</p> <div data-bbox="531 1111 834 1171" style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;"> <p data-bbox="547 1126 802 1160">Exterior Loading Bay</p> </div>	
<p data-bbox="341 1865 384 1933"></p>	<p data-bbox="411 1659 911 1787">3.1 All staff and visitors to park in designated vehicle parking at front of the main building, exterior to the depot compound</p> <div data-bbox="536 1917 855 1977" style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;"> <p data-bbox="552 1933 818 1966">Staff & Visitor Parking</p> </div>	

Step	Procedure	Image
<p>4. Linehaul Loading Bay</p> 	<p>4.1. LPG Cylinder/Cage Linehaul Delivery Vehicle parking/loading Bay adjacent to aboveground LPG tank.</p> <div data-bbox="461 595 844 692" style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;"> Cylinder/Cage Linehaul Loading Bay </div>	
<p>5. Turning & Access Area</p> 	<p>5.1. All LPG cylinders are to be stored in allocated areas to allow for turning and access.</p> <div data-bbox="486 1115 876 1319" style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;"> All storage areas are clearly marked to assist with site traffic management and maintain turning and access areas </div>	

13. Records

N/A

14. Document Information

- 14.1 Further Supporting Documents
- SECA Solutions Traffic Impact Assessment (27.07.17)
 - DA Approved Site Plans and Traffic Flow
 - 14 - 002 - GA - 01 - Rev DA3
 - 14 - 002 - TS - 01 - Rev DA3
 - 14 - 002 - TS - 01 - Rev DA3
 - 14 - 002 - TS - 01 - Rev DA3
 - ELGAS – Approved B Double Route (Port Botany to Egret Street depot entry)

14.2 About Document

Version	Date	Author	Reviewer/s	Approver/Owner
1.0	18.05.20	Patrick Egan	Patrick Egan Adam Brady	Patrick Egan
1.1	27.06.20	Patrick Egan	Patrick Egan Adam Brady	Patrick Egan
1.2	06.08.20	Patrick Egan	Patrick Egan Adam Brady	Patrick Egan

14.3 Review Period

Review, if necessary of this document is required at least once every 5 years, or sooner as triggered by legislative changes or corrective action.

14.4 Monitoring Measures

ELGAS completes quarterly Elgas Contractor Safety and Compliance Reviews with transport contractors (records kept for 5 years). The ultimate aim is to constantly monitor and improve transport safety performance by identifying gaps and implementing plans to close them. Combined with driver risk profiling and management, depot traffic management is discussed and monitored via this review in conjunction with day to day site management, site safety meetings (details and attendance records maintained) and site CCTV.

14.5 Responsibilities

The Regional Depot Operations Manager or Transport Operations Manager (as appropriate) are responsible for the implementation of the key requirements of this procedure in conjunction with site management.

14.6 Document Author and Reviewer Details

Patrick Egan (ELGAS NSW Regional Depot Operations Manager)

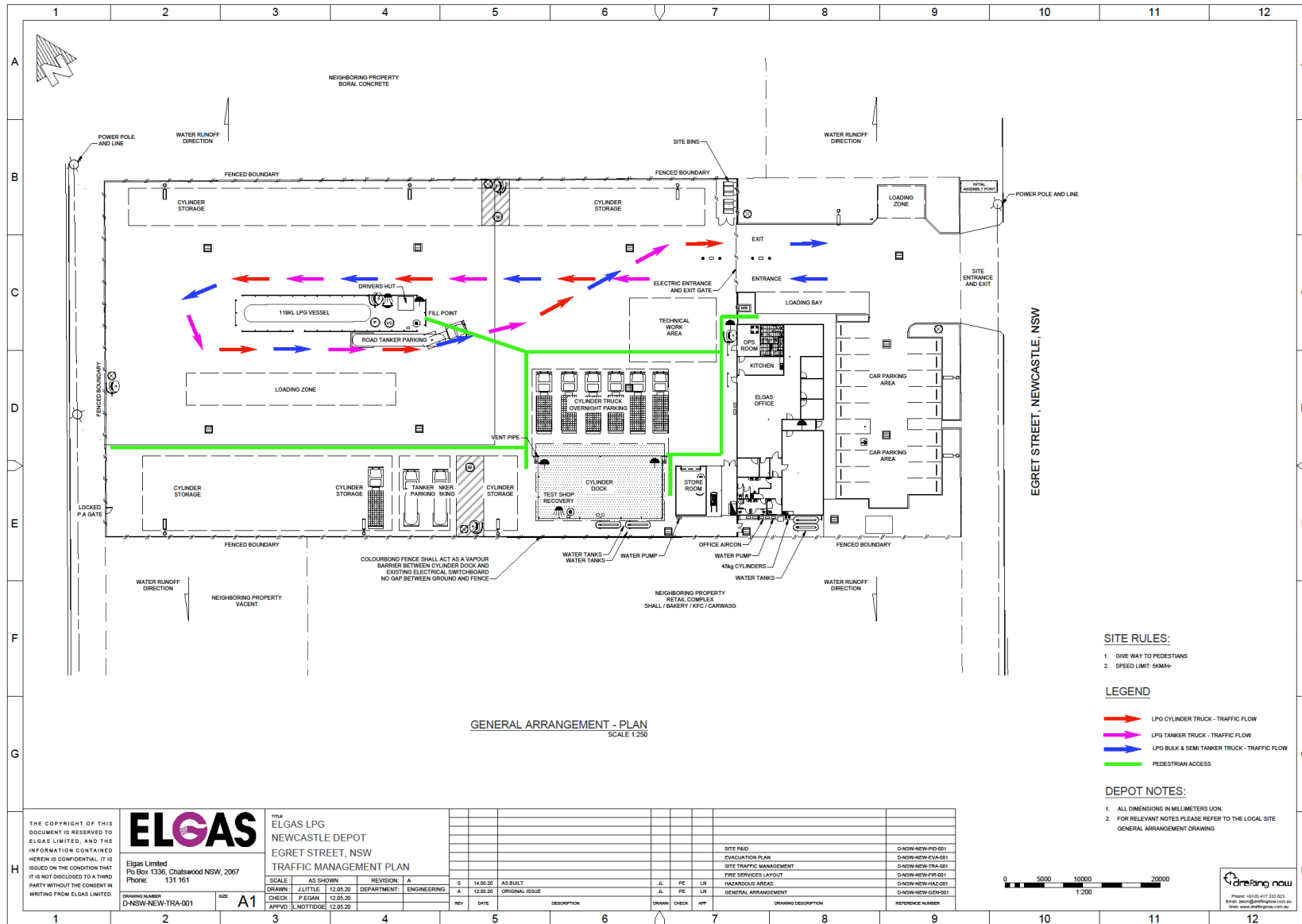
- Sept 2011 – Oct 2015 – ELGAS Newcastle/Hunter Valley - Branch Manager
- Nov 2015 - Aug 2016 – ELGAS NSW Regional Operations Manager (Transport & Depot)
- Sept 2016 – Present – ELGAS NSW Regional Depot Operations Manager

Adam Brady (ELGAS NSW Regional Transport Operations Manager)

- Jan 2015 – Oct 2017 - Veolia (Commercial Services), Arndell Park— Operations Manager
- Oct 2017 – Present – ELGAS NNSW Regional Transport Operations Manager

14.7 Change History

Version	Date	Description
1.0	18.05.20	Original Issue
1.1	27.06.20	Additional details in sections 14.2 (Author / Reviewer Qualifications and Experience). 14.3 Review Period, 14.4 Responsibilities
1.2	06.08.20	Additional details in sections and Experience), 14.4 (Monitoring Measures), 14.6 (Author / Reviewer Qualifications), 14.7 (Change History)





Elgas Ltd
Gate B 41 Charlotte Road
Port Botany
NSW 2036
PO Box 108 Matraville
10 July 2017

Route for Environmental and Impact Statement

To whom it may concern,

Elgas Ltd contract Rivet Transport Pty (ABN 37 112 151 694) to transport LPG product on its behalf.

Below is a current approved B Double Route to the proposed Elgas Depot in Egret Street, Kooragang Island.



Glenn Gorham Bulk Distribution Manager Midstream

Elgas Limited

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A Member Of The Linde Group

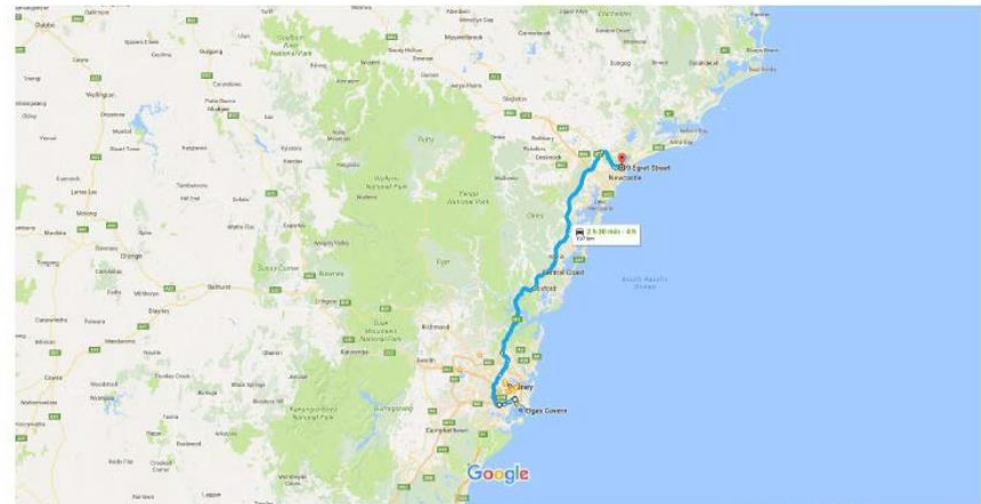
Website: <http://www.elgas.com.au>

Email: glenn.gorham@elgas.com.au



Approved B Double route to Egret Street Newcastle.

Google Maps Elgas Cavern to 9 Egret St, Kooragang NSW 2304 Drive 197 km, 2 h 30 min - 4 h
Elgas B Double Route to Newcastle



Elgas Cavern
Gate B41, Charlotte Road, Port Botany NSW 2036