

SYDNEY  
**Showground**

Sydney Olympic Park

Operational Regulations

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

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## Contents

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Introduction	3
The Loading Dock Traffic Management Policy	3
Traffic Management Plan	3
Dock Traffic Controllers	6
Communication	7
Sydney Showground In-House Security	7
Dock Usage	7
Work Health and Safety	9
Materials Handling Equipment/Moving Plant and Elevated Work Platforms	10
Attachment A: Onsite Material Handling Equipment Delivery Information	

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

## INTRODUCTION

This Loading Dock Management Plan is supplied to Sydney Showground Licensees to outline our policies and procedures associated with traffic management on our site as well as the surrounding Sydney Olympic Park precinct.

Information contained in this pack is relevant to all individuals accessing the loading dock. Therefore, it is the Licensee's responsibility to ensure that the policies and procedures outlined in this document are observed and performed by all people in their organisation. This includes principal contractors, exhibitors and other agents involved in the planning and execution of an event.

All site processes and procedures are referenced in our Operations Regulations.

## TRAFFIC MANAGEMENT POLICY

All traffic management, loading dock management and access to areas will be managed by either Sydney Showground OR the Licensee's security provider, on the basis that the provider is approved by Sydney Showground. However, Sydney Showground will be the only supplier for the following posts:

- Gate 13 (loading dock access point) – not charged to the Licensee
- Gate 15 (loading dock access point) – these costs are subject to costs back to the Licensee.
- All other access gates appropriate to the feasibility of access/deliveries around the site to manage the flow of vehicular traffic around the precinct. These costs will be borne by the Licensee.
- Traffic Controllers on access roads around the precincts, including the holding lane - these costs will be borne by the Licensee.
- Emergency Exit Gates – where these gates form part of the Sydney Showground Emergency Exit egress, the guards will be supplied by Sydney Showground, unless pre-arranged with your Event Representative. These costs will be borne by the Licensee.
- Hall 5, Hall 6/Monaro Street - these costs will be borne by the Licensee
- Riverina, Gate 12 or Grand Parade - these costs will be borne by the Licensee

## SUPERVISION

Supervision of the loading dock will be the responsibility of the Licensee and their designated Dock Traffic Controllers (DTC). The Licensee must staff the loading dock with uniformed DTC that holds a valid traffic controller licence during the Move-In Dates and Move-Out Dates to control vehicular movements and create a safe working environment. There must be a minimum of one (1) DTC per Hall during the Move-In and Move-Out.

Should the Licensee fail to provide the number of dock attendants as outlined above, Sydney Showground will provide sufficient numbers of attendants and the costs will be borne by the Licensee.

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

All event conflicts around the precinct will be communicated to the Licensee as changes to access may be deemed appropriate.

When managing traffic flow, the following areas will be considered:

- All access roads to designated loading docks and subsequent holding lane areas. For the nominated key loading dock, Australia Avenue is the main access point, however other access points may need to be considered depending on the footprint of the event - Showground Road, Grand Parade, Kevin Coombs Avenue. In some instances, these access roads do not represent the Sydney Showground precinct and therefore there may be a cost involved in utilising these roads which will be borne by the Licensee.
- loading dock operation – peak traffic scheduling versus non-peak times
- emergency vehicle access and egress
- emergency evacuation procedures
- communications between Sydney Showground, the Licensee and the Licensee's suppliers. The Licensee is to supply radio communication to Sydney Showground.
- waste management – location of permanent compactors, skip bins as well as additional event specific waste management requirements. Compactor and bin orders must be placed with your Sydney Showground Event Representative .

Sydney Showground, in consultation with the Licensee, will be responsible for the traffic management of the site. Specifically, the Sydney Showground Venue Operations team is responsible for ensuring that the traffic management is executed in a way that accommodates different types of event traffic across the venue and surrounding roads.

## **Move-in/Move-out Days**

It is the Licensee's responsibility to have a dedicated Event Security Officer on duty within the contracted space to allow access for deliveries via the loading dock into the licensed areas. As a standard rule, if there is no security on duty, then no access to the loading docks will be granted. All access gates – Gate 12, 13, 15 and access from Grand Parade and Riverina will remain the responsibility of Sydney Showground Security.

Move-in and move-out schedules, indicating access times for the Licensee's staff and contractors, are required and must be lodged with the assigned Sydney Showground Event Representative.

The Licensee must give Sydney Showground a minimum of twenty-four (24) hours' notice of any changes to the move-in/move-out schedule, and ensure that these changes are reflected in the dock traffic control schedule.

All areas must be clear of equipment, exhibit stands, stand fixtures including the removal all pallets once the licence period concludes. All equipment left on site whether inside the venue(s) or on the dock(s) after the contracted period will be deemed as rubbish and disposed of accordingly at the Licensee's cost.

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

For details on the move-in/move-out of Materials Handling Equipment/Moving Plant and Elevated Work Platforms, please refer to Attachment A - Equipment Delivery Information.

## Operational Days

If there is a substantial delivery requirement on any of the operational days, then the Licensee will need to ensure that dock management procedures are in place, as above, at the Licensee's cost.

Event Security officers are responsible for ensuring that any person delivering to the Licensee's contracted space leaves the loading dock once the delivery is complete. It is mandatory that Event Security officers are present within the contracted space to monitor access for the duration of tenancy.

## Licensee's Responsibility

To assist with the preparation for effective event traffic management the Licensee must forward the following information to Sydney Showground 30 days prior to the licence period commencing:

- Move-in date and times
- Operational dates and times
- Move-out date and times
- Move-in and move-out schedules
- Expected traffic peak periods during each day of each phase
- Security Roster- Exhibitor list (if required)
- Equipment delivery sheet

It is also the Licensee's responsibility to ensure their staff, exhibitors and contractors are aware of the following:

- There is no left hand turn into Australia Ave during peak move in & out times
- It is a condition of entry to all persons who require access to the loading docks that vehicles, equipment and personal belongings, i.e. bags etc. may be randomly searched by Sydney Showground Security upon entering and/or exiting the loading docks
- Upon request, all drivers of vehicles requiring access to the loading docks must present their driver's licence to Sydney Showground Security to verify their identity
- A 15 minute unloading time limit applies to all vehicles on the loading dock. Extended times for larger vehicles are at the DTC discretion
- There is no parking available to contractors or exhibitors on the loading dock during the move-in, operation and move-out of an exhibition unless the Licensee has pre-arranged this with your Sydney Showground Event Representative
- Access into the licensed area for build-up and/or breakdown will be via the loading dock only, unless permission has been granted by your Sydney Showground Event Representative
- No access will be permitted to the loading docks outside the scheduled event licensed period, unless approved by your Sydney Showground Event Representative
- NO B DOUBLES are Permitted within the Sydney Olympic Park Precinct

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

- Event Security is responsible for allowing access from the loading dock to the licensed area
- The loading or unloading of equipment from access roads is not permitted, unless previously agreed by your Sydney Showground Event Representative, and therefore forms part of the loading dock management policy for the event
- Contractors requiring pedestrian access to the building must enter the building via the foyer area(s) or the pedestrian gate at Gate 15 which will need to be staffed at the Licensee's cost. High-visibility clothing and closed in shoes must be worn before entering the site
- No responsibility will be taken by Sydney Showground in the case of an accident and/or damage to equipment
- By law, Sydney Showground is required to maintain clear access for egress from all emergency exit doors leading onto the loading dock
- When there is a holding lane in use, where vehicles can wait for loading dock access, all drivers must stay with their vehicles at all times whilst in the holding lane in order to avoid receiving infringement notices from the Sydney Olympic Park Rangers and/or NSW Police
- Surrounding roads are patrolled by Sydney Olympic Park Rangers and the NSW Police and therefore operate as public roads and are subject to current roads and traffic regulations

## DOCK TRAFFIC CONTROLLERS

DTC are supplied by Sydney Showground to manage traffic on the loading docks when the Licensee fails to provide their own. DTC must be certified in traffic management and carry a copy of the appropriate licence.

DTC should be rostered on duty at the loading docks for the entire move-in and move-out periods for your event. The exact number of DTC required for a particular event will be determined by Sydney Showground - at a minimum one (1) DTC is required per Hall.

All DTC are instructed to conduct random checks of forklift licences. Contractors who cannot show a valid forklift licence will be asked to stop operating the equipment immediately.

It is mandatory that Event Security officers are present within the contracted space to monitor access for the duration of tenancy. DTC are not permitted to provide access to tenanted space.

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

## COMMUNICATION

To ensure that clear and consistent information is communicated to the key logistical personnel, two-way radio will be assigned to the following:

- Sydney Showground Logistics Coordinator/Security Control
- freight forwarding company

The Licensee is responsible for providing a radio channel for communication associated with loading dock traffic control.

A logistic and traffic control meeting is mandatory prior to the move-in commencing as well as during the operational hours to discuss any potential conflicts that may arise and to plan the move-out. The meeting will include the Licensee (or a representative), freight forwarding company, Event Security Supervisor, Sydney Showground Logistics Coordinator and Event Planner.

During the course of each day, the Sydney Showground Logistics Coordinator will meet with the Event Security Supervisor, Client Service Officer and Licensee to obtain any recently added information which may affect the loading dock and general access. Once the information has been gathered, the Sydney Showground Logistics Coordinator will communicate with internal Sydney Showground departments.

## SYDNEY SHOWGROUND SECURITY

The Sydney Showground (main) loading dock is secured by a security fence and electronic gate system to control and restrict access by members of the public.

In the event of an incident occurring on the Loading Dock, Sydney Showground Security is to be notified immediately by calling 9704 1020.

## LOADING DOCK USAGE

Contractors with vehicles, and who require ongoing access to their vehicle to pick up and drop off equipment, will need to make alternative parking arrangements. Contractors are entitled to drop off equipment and then move immediately to their preferred car park.

Loading Dock Parking Permit requests may be considered under the following circumstances:

- Where the contractor needs to return to the vehicle(s) at least every thirty (30) minutes to pick up equipment throughout the day
- Where they are emergency vehicles, e.g. St Johns Ambulance
- Please note that a parking permit does not guarantee parking on the loading dock. Parking is based on daily availability

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

- Permit requests may be rejected due to space availability as deemed appropriate by the Sydney Showground Logistics Coordinator

Areas on the Loading Dock include:

- loading bays, which include unique identification numbering
- emergency clearways
- forklift bays
- boom lift bays
- no standing zones
- RAS compactor bin area
- smoking zone
- gas cage area

## **Emergency Clearways**

Emergency clearways are to remain clear at all times. This will assist emergency vehicles to access the loading dock in the event of an emergency.

## **Forklift Bays/Boom Lift Bays**

Forklift bays will be confirmed by Sydney Showground Logistics Coordinator.

## **Compactors/Open-Top Bin Locations**

The number and location of any event specific compactors or bins must be pre-ordered and the location discussed and agreed between the Licensee and the Event Representative.



# LOADING DOCK TRAFFIC MANAGEMENT PLAN

## Smoking Zones

Smoking is only permitted within the designated smoking areas.

These restrictions are governed by the Smoke Free Environment Act 2000, Smoke-free Environment Amendment Regulation 2009, the Smoke-free Environment Regulation 2007 **(Regulations):**

- **No smoking inside buildings or any substantially enclosed areas** - Smoking is prohibited in all buildings and all areas that are 'substantially enclosed' such as the Amphitheatre and the Pavilions. Substantially enclosed is approx. 25% of the area being covered.
- **No smoking 4 metres from outdoor commercial catering outlets** - Smoking is prohibited within 4 metres of any place at a food fair where food is sold or supplied for commercial consumption. By way of example, this would encompass areas within 10 metres of a pop-up vendor or food cart, or similar, operating at an event.
- **No smoking 10 metres from children's play equipment** - Smoking is prohibited within 10 metres of children's play equipment. This would include Cathy Freeman Park play equipment and Easter Show activities.
- **No smoking in other public areas, or ticketing lines** - Smoking is prohibited at any bus stop, taxi rank, railway platform or any area where members of the public are likely to queue for tickets to use these services.
- **No smoking within 4 metres of a pedestrian entrance to or exit from a public building.**

## WORK HEALTH AND SAFETY

Safety requirements for the loading docks include the following:

- in the event of an incident occurring on the Loading Dock, Sydney Showground Security is to be notified immediately by calling 9704 1020
- in the event of an emergency, Sydney Showground Security will work with the Licensee to ensure that an adequate response occurs. All personnel are to follow the directions of Sydney Showground Security
- persons under the age of 15 are not permitted at any time on loading docks
- all persons must wear high-visibility vests/clothing to Australian Standards NZS 4602.1 and enclosed footwear (no thongs, sandals or open-toed shoes)
- no person is to work while under the influence of drugs or alcohol
- emergency exits must remain unobstructed
- no unauthorised riding of bicycles or skateboards on the loading dock
- all gas bottles are to be labelled with a company name and stored correctly in the cages provided
- all vehicles (including forklifts) must drive at a speed no greater than 10km per hour
- forklift operators must be licensed and carry their licence on them whilst operating the machinery

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

- crates, stillages, pallets and other storage containers must be stacked in a way which makes them stable
- no unauthorised pedestrian access to the loading dock
- deliveries and pick-ups by taxi, motorbike and/or by hand will be re-directed to the main event entry

## High-visibility Clothing

All persons attending or working on the move-in and move-out of events within Sydney Showground are required to wear high-visibility clothing in order to minimise risks associated with plant and vehicle movements around the venue.

This clothing can be in the form of high-visibility vests or uniforms and must meet the requirements of AS/NZS 4602.1. Specifically, it is the Licensee's responsibility to ensure that high-visibility clothing is worn at all times on Sydney Showground's loading docks and around the licensed area whilst in move-in and/or move-out mode.

Without exception, the above requirements must be observed by the Licensee's staff, contractors and exhibitors working on the event.

## MATERIALS HANDLING/MOVING PLANT/ELEVATED WORK PLATFORMS/GAS BOTTLES AND CAGES

Companies which require Materials Handling Equipment (MHE)/Moving Plant, Elevated Work Platforms (EWPs), gas bottles and cages for use on-site during events must supply Sydney Showground with an Onsite Material Handling Equipment Delivery Information form (Attachment A).

The use of the Material Handling equipment requires submission of the above form:

- pallet jacks
- forklifts
- cranes
- man lifts
- scissor lifts
- boom lifts
- gas bottles and cages

# LOADING DOCK TRAFFIC MANAGEMENT PLAN

## **Delivery of MHE/Moving Plant and EWPs**

MHE/moving plant and EWPs must not be delivered to Sydney Showground more than one (1) day prior to the commencement of move-in and must be collected no later than one (1) day after the event has moved out, unless other arrangements have been approved by the Event Representative.

Notification of MHE/moving plant and EWP deliveries should be forwarded Sydney Showground Logistics Coordinator at least two (2) days prior to the delivery of that equipment. Failure to provide this information may result in denied access to the loading dock. When delivered, all equipment must be labelled with the user company's details.

EWP, forklifts and mobile cranes can be parked in the designated areas on the loading dock during the move-in, operational and move-out days of the event for which they are being used. They cannot be parked inside the licensed area (internal spaces) when not in use.

There is no storage of MHE, EWP, gas bottles or cages within the precinct between events, unless approval has been granted by the Sydney Showground Logistics Coordinator and/or Event Representative.

## **Event Forklift**

Sydney Showground does not have an Event Forklift Permit system in place, however, the Licensee must ensure that all companies operating forklifts at Sydney Showground understand their obligations, agree to abide by relevant legislation and venue requirements and provide services in a professional and safe manner.

DTC and the Sydney Showground Logistics Coordinator are instructed to conduct random checks of forklift licences. Contractors who cannot show a valid forklift licence will be asked to stop operating the equipment immediately. If forklifts are operated on a public road the forklift must be registered and current drivers license is also required.

## **Parking**

During the move-in and move-out of an event, some vans and trucks may require all-day parking on the loading dock. The Licensee must provide the Event Representative or Sydney Showground Logistics Coordinator with a list of contractors requiring parking. The Event Representative or Sydney Showground Logistics Coordinator will then issue a permit to the authorised vehicles. The permit must be displayed on the dashboard of the vehicle for the duration of its stay on the loading dock. There is a cost associated with parking on the loading dock and limited space availability.



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