



Newman Quarrying Pty Ltd

Quarry Expansion at Lot 2 DP 1055044, Tullymorgan-
Jackybulbin Road, Mororo
Traffic Management Plan

May 2017

Table of contents

1.	Introduction.....	1
1.1	Objectives	1
1.2	Targets.....	1
1.3	Consultation	1
2.	Environmental requirements	2
2.1	Regulatory requirements	2
2.2	Conditions of approval	2
3.	Existing environment.....	4
3.1	Existing environment.....	4
3.2	Impacts	5
4.	Environmental control measures	6
5.	Compliance management	7
5.1	Environmental inspections and monitoring	7
5.2	Contingency plan	7
5.3	Reporting	7
6.	Review and improvement.....	9

Table index

Table 2-1	Consent conditions relevant to the TMP	2
Table 3-1	Traffic volumes.....	5
Table 4-1	Environmental controls and mitigation measures	6

Figure index

Figure 3-1	Site Access Road and Gate.....	4
------------	--------------------------------	---

Appendices

- Appendix A – Agency consultation
- Appendix B – Quarry Intersection Design
- Appendix C – Driver’s Code of Conduct

1. Introduction

This Traffic Management Plan (TMP) forms part of the Environmental Management Strategy (EMS) for Sly's Quarry located at Lot 2 DP 1055044, Tullymorgan – Jackbulbin Road, Mororo. This TMP has been prepared to meet the requirements of the Minister's Conditions of Approval (CoA) outlined in Development Consent SSD 6624, the mitigation measures outlined in the Environmental Impact Statement (EIS) for Sly's Quarry and all relevant legislation.

1.1 Objectives

The key objective of the TMP is to ensure appropriate controls and procedures are implemented in order to minimise the impacts to the environment and local community from traffic.

1.2 Targets

The following targets have been established for the management of traffic impacts during the operational lifetime of Sly's Quarry:

- Ensure full compliance with the relevant legislative requirements and CoA
- No justified complaints related to site traffic
- No road damage from quarry vehicle movements beyond normal wear and tear

1.3 Consultation

Extensive consultation was undertaken with the local community during preparation of the EIS. Any concerns identified by relevant stakeholders were addressed in the EIS and mitigation measures developed which have been incorporated into this TMP.

As per CoA 24(a), Schedule 3, the Roads and Maritime Service and Clarence Valley Council were consulted during the preparation of the TMP. Evidence of the consultation is provided in Appendix A.

2. Environmental requirements

2.1 Regulatory requirements

Regulatory requirements relevant to traffic management includes:

- AS1742.3 2009 Traffic control for works on roads
- NSW Road Rules

Further discussion of the above legislation is covered in Section 2 of the EMS and in the EIS.

2.2 Conditions of approval

The consent conditions from Development Consent SSD 6624 relevant to this TMP are listed in Table 2-1. A cross reference is also included to indicate where the condition is addressed in this TMP or other environmental management documents.

Table 2-1 Consent conditions relevant to the TMP

Condition No.	Requirement	Reference
Schedule 3, Condition 24	The Applicant must prepare a Traffic Management Plan for the development to the satisfaction of the Secretary. This plan must	Entire report
	(a) Be prepared in consultation with the RMS and Council	Appendix A
	(b) Be submitted to the Secretary for approval within 6 months of the date of this consent, unless otherwise agreed by the Secretary	Noted
	(c) Describe the processes in place for the control of truck movements entering and exiting the site	Section 4
	(d) Include a review of the existing intersection at the entrance to the quarry on Tullymorgan-Jackybulbin Road, which involves: <ul style="list-style-type: none"> • undertaking a survey of the dimensions of the existing intersection to assess whether it meets the minimum road design dimensions for a BAR/BAL treatment in accordance with the relevant road design guideline and/or standard; and • if found to not meet these dimensions, propose a works program for the upgrade of the intersection to meet the relevant road design guideline and/or standard and a timeframe for completion of the works; 	Appendix B Section 4
	(e) Include a Drivers' Code of Conduct that details the safe and quiet driving practices that must be used by drivers transporting products to and from the quarry, with a particular focus on: <ul style="list-style-type: none"> • ensuring truck drivers are aware of the school bus stop and turning area adjacent to the intersection of Tullymorgan-Jackybulbin Road and the Pacific Highway, its likely hours of use and take appropriate measures to avoid interacting with school buses and school pupils; and • minimising the potential for fauna strike on Tullymorgan-Jackybulbin Road; and 	Appendix C
	(f) Describe the measures that would be put in place to ensure compliance with the Drivers' Code of Conduct;	Appendix C
	(g) Propose measures to minimise the transmission of dust and tracking of material onto the surface of the public road from vehicles leaving the quarry; and	Section 4
	(h) Propose measures to accommodate the parking of early-arriving trucks within the site, rather than on the public road network.	Section 4

Condition No.	Requirement	Reference
Schedule 3, Condition 25	The Applicant must implement the approved Traffic Management Plan as approved from time to time by the Secretary.	Noted
Schedule 5, Condition 3	The Applicant must ensure that the management plans required under this consent are prepared in accordance with any relevant guidelines, and include:	
	(a) Detailed baseline data;	Section 3
	(b) A description of: <ul style="list-style-type: none"> The relevant statutory requirements (including any relevant approval, licence or lease conditions) Any relevant limits or performance measures/criteria; and The specific performance indicators that are proposed to be used to judge the performance of, or guide the implementation of, the development or any management measures 	Section 2.1 Section 4 Section 4
	(c) A description of the measures that would be implemented to comply with the relevant statutory requirements, limits, or performance measures/criteria	Section 4
	(d) A program to monitor and report on the: <ul style="list-style-type: none"> Impacts and environmental performance of the development; and Effectiveness of any management measures (see (c) above) 	Section 5.1
	(e) A contingency plan to manage any unpredicted impacts and their consequences and to ensure that ongoing impacts reduce to levels below relevant impact assessment criteria as quickly as possible	Section 5.2
	(f) A program to investigate and implement ways to improve the environmental performance of the development over time	Section 6
	(g) A protocol for managing and reporting any: <ul style="list-style-type: none"> Incidents Complaints Non-compliances with statutory requirements; and Exceedances of the impact assessment criteria and/or performance criteria; and 	Section 5.3
	(h) A protocol for periodic review of the plan. Note: The Secretary may waive some of these requirements if they are unnecessary or unwarranted for particular management plans.	Section 6

3. Existing environment

3.1 Existing environment

Tullymorgan-Jackybulbin Road

Tullymorgan-Jackybulbin Road is a two-way single carriageway road and provides access from the Pacific Highway to Sly's Quarry and other rural/residential properties. The road is sealed from the highway to the existing quarry access road and is unsealed further west of this point.

Pacific Highway

The Pacific Highway in the vicinity of Tullymorgan–Jackybulbin Road is a two-way single carriageway road. The sign posted speed limit is 100 km/h. This section of the highway will be upgraded to be dual-carriageway with two lanes in each direction, as part of the Pacific Highway upgrade program.

Currently, Tullymorgan-Jackybulbin Road meets the Pacific Highway at a T intersection. The refined concept design for the Pacific Highway upgrade proposal shows that a Seagull T intersection for a dual carriageway will be implemented at the intersection with Tullymorgan-Jackybulbin Road.

Sly's Quarry access

The access to the existing Sly's Quarry is located on Tullymorgan-Jackybulbin Road, approximately 2.6 kilometres west of the Pacific Highway. The access road is approximately four metres wide and 400 m long from the intersection to the site office. There is an onsite speed limit of 20 km/h. The site access is gated. Figure 3-1 below shows the site access point.



Figure 3-1 Site Access Road and Gate

Daily traffic volumes

The existing traffic generated by Sly's Quarry is known to fluctuate substantially depending on demand for the quarry products. During busy periods where the extraction rate is 100,000 tonnes/annum, there are approximately 80 truck movements per day. The existing workforce at the quarry consists of seven employees, generating 14 light vehicle movements per day.

This calculated traffic was added to the traffic known to be generated by Sly's Quarry and is summarised in Table 3-1 below.

Table 3-1 Traffic volumes

Traffic Generation source	Light Vehicles (v/d)	Heavy Vehicles(v/d)	Total
Residential dwellings	97	11	108
Sly's Quarry	14	80	94
Total	111	91	202

There have been no crashes recorded in the vicinity of the quarry access or on Tullymorgan-Jackybulbin Road.

3.2 Impacts

At its peak, the quarry would be expected to generate 250 truck movements and 24 staff movements per day.

As a result of the proposal, daily traffic volumes on Tullymorgan-Jackybulbin Road would be expected to increase from the existing average of 202 vehicles per day to 382 (108 residential movements plus 274 quarry movements) vehicles per day. This level of activity would represent an increase of some 89% on the current traffic volumes on Tullymorgan-Jackybulbin Road. The proportion of heavy vehicles would increase from 45% currently to approximately 68% during the quarry's peak operation.

4. Environmental control measures

Environmental requirements and control measures are identified in the CoA of Development Consent SSD 6624 and the EIS. Specific measures and requirements to address traffic impacts are outlined in Table 4-1.

Table 4-1 Environmental controls and mitigation measures

Ref.	Environmental Management Measures	Timing	Responsibility
T01	The maintenance of the site access road should be reviewed and if necessary, frequency of maintenance should be increased to cope with the increased heavy vehicle movements generated by the proposed development.	Operation	Quarry Manager
T02	Vehicles should conform to a code of conduct (Appendix C) for the transport of materials on public roads.	Operation	Quarry Manager
T03	Where practicable, haulage vehicles should be back-loaded to carry loads on both inward and outward journeys, to minimise total vehicle movements.	Operation	Quarry Manager
T04	Upgrade the access and Tullymorgan-Jackybulbin Road intersection in accordance with the design in Appendix B by 31 July 2017.	Operation	Quarry Manager
T05	The quarry gates will be opened at 6:30 am to allow trucks to wait until the quarry commences operating for the day.	Operation	Quarry Manager
T06	Engage a street sweeper to clean Tullymorgan-Jackybulbin Road as required.	Operation	Quarry Manager
T07	Install a rumble grid at the weighbridge.	Operation	Quarry Manager
T08	The quarry is not to receive or dispatch more than 125 laden trucks on any day	Operation	Quarry Manager
T09	The delivery of topsoil and mulch must be transported by backfilled quarry product trucks	Operation	Quarry Manager
T10	Plant and equipment are to be operated and maintained in a proper and efficient manner	Operation	Quarry Manager

5. Compliance management

5.1 Environmental inspections and monitoring

Routine weekly inspections by the Quarry Manager (or delegate) will occur throughout the operational lifetime of the quarry to identify any ad-hoc traffic issues such as speeding, tracking, uncovered loads.

Truck movements to and from the site (including time of arrival and dispatch) will be monitored and recorded.

5.2 Contingency plan

If the above monitoring detects an impact or there is a justified community or traffic related complaint, a contingency plan or trigger and response plan is to be implemented, as shown below.

Trigger	Response
Traffic incident on Tullymorgan-Jackybulbin Road	<ul style="list-style-type: none"> • Contact emergency services, if required • Investigate the cause of the incident • Reassess the mitigation measures employed at the site to avoid the issue reoccurring, including consultation with drivers • Conduct toolbox talks/meetings with drivers on the outcomes of the investigation • Monitor the issue to ensure the mitigation measures are effective
Mud/debris deposited on Tullymorgan-Jackybulbin Road	<ul style="list-style-type: none"> • Section of road to be swept • Check rumble grid and maintain, if necessary
Speeding across quarry intersection	<ul style="list-style-type: none"> • Investigate the issue in accordance with the EMS • Reassess the mitigation measures employed at the site to avoid the issue reoccurring, including consultation with drivers • Conduct toolbox talks/meetings with drivers on the outcomes of the investigation • Monitor the issue to ensure the mitigation measures are effective
Traffic related complaint	<ul style="list-style-type: none"> • Investigate the issue in accordance with the EMS • Reassess the mitigation measures employed at the site to avoid the issue reoccurring, including consultation with drivers • Conduct toolbox talks/meetings with drivers on the outcomes of the investigation • Monitor the issue to ensure the mitigation measures are effective

5.3 Reporting

The general reporting requirements are described in Section 8.5 of the EMS. In relation to the traffic monitoring, a summary of truck movements will be reported on the Newman Quarrying website every 6 months. The routine traffic monitoring will be recorded on the *Environmental Inspection Checklist*.

A summary of these results will be presented in the Annual Report (refer to Section 8.5 of the EMS). All records will be:

- Maintained in a legible form
- Kept for at least 4 years
- Produced to any authorised officer of the EPA and/or DPE upon request

6. Review and improvement

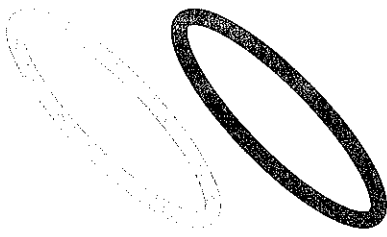
Continuous improvement of this TMP will be achieved in accordance with Section 9 of the EMS, through the ongoing evaluation of environmental management performance against environmental policies, objectives and targets.

The continuous improvement process is designed to:

- Identify areas of opportunity for improvement of environmental management and performance
- Determine the cause or causes of non-conformances and deficiencies
- Develop and implement a plan of corrective and preventative action to address any non-conformances and deficiencies
- Verify the effectiveness of the corrective and preventative actions
- Document any changes in procedures resulting from process improvement; and make comparisons with objectives and targets

Appendices

Appendix A – Agency consultation



16 November 2016

Ben Luffman
Senior Environmental Scientist/Planner
GHD
PO Box 1340
Coffs Harbour NSW 2450
Email: ben.luffman@dhd.com

RE: Consultation regarding Environmental Management Strategy, Biodiversity and Rehabilitation Management Plan & Traffic Management plan, as required under Sly's Quarry Expansion Project, approved under SSD6624, Lot 2 DP 1055044

Thank you for the opportunity to comment on the draft reports provided to Council 31 October & 14 November 2016. Council's comments are provided under the headings below.

Environmental Management Strategy

- It is noted that you have provided a copy of an Environmental Management Plan (EMP); it is assumed that this document is intended to be the Environmental Management Strategy (EMS) as described in Schedule 5 of the consent.
- Comments are provided to the Traffic Management Plan and Biodiversity and Rehabilitation Management Plan; Appendices F & J of the EMP.
- It is noted that Section 4.1.2 refers to a Fauna & Flora Management Plan in Appendix F, this should be amended to reference the Biodiversity and Rehabilitation Management Plan.

Biodiversity and Rehabilitation Management Plan

- Part 8.2 of the EMP refers to Environmental Monitoring Schedule for the Biodiversity and Rehabilitation Management Plan (BRMP), being weekly, during and post clearing and quarterly monitoring. It is considered that Quarterly monitoring will provide a useful benchmarking as to rehabilitation - no detail is provided in the BRMP in regard to how or what happens during quarterly monitoring.
- The plan talks generally conceptually like the EIS and needs to specify specific details. The essential document of concern to Council is the Rehabilitation Plan - Appendix B of the BRMP. The Draft Rehabilitation Plan does not meet the requirements of the consent, Schedule 3 - condition 31 in that:
 - There is no detail of conceptual land forms, existing or final desired outcome for the different sites.
 - It is not clear how it integrates with the Biodiversity Offset Strategy of the consent.

- The plan only refers to weed species with the potential to occur at each of the sites/zones. There is no mapping of weeds or existing vegetation at each site. This should be provided to benchmark the success of the rehabilitation from the onset and including stage 1 area.
- Identification, the location and extent of weed infestation would dictate the removal methods (cut paste, foliage spray, high pressure or back pack etc.) and anticipated stages and timeframe of weed removal and management on the different areas to be rehabilitated.
- When weeds are removed the cleared areas should be revegetated. If seeding is proposed the seeds could be sourced from native vegetation on the site.

Traffic Management Plan

- Condition 24 of Schedule 3 requires that the intersection at the entrance on Tullymorgan-Jackybulbin Road be surveyed and required the works to be scheduled. There is no schedule provided in the plan.
- It is noted that the plan is also to be prepared in consultation with the RMS; Council has previously provided comments regarding concerns intersection of Tullymorgan – Jackybulbin Road and the Pacific Highway.

Council thanks you for this opportunity to provide comment. If you require further information please contact Pat Ridgway Council's Environment Planning and Regulatory Services on 6643 0288.

Yours faithfully,



Pat Ridgway
Senior Development Planner

Ben Luffman

From: Development Northern <development.northern@rms.nsw.gov.au>
Sent: Friday, 25 November 2016 2:38 PM
To: Ben Luffman
Subject: RE: Slys Quarry Traffic Management Plan

CompleteRepository: 2217528
Description: Sly's Quarry EIS
JobNo: 17528
OperatingCentre: 22
RepoEmail: 2217528@ghd.com
RepoType: Job

Hi Ben

Roads and Maritime Services has reviewed the revised draft Traffic Management Plan and acknowledges the inclusion of items previously highlighted. If any major changes are required to the Plan in the future, Roads and Maritime would appreciate being included in the consultation. If you have any further questions, please contact Matt Adams, A/Land Use Assessment Manager on 6640 1362 or reply email.

Regards

Leisa Sedger
Administrative Assistant
Network Management | Journey Management
T 02 6640 1362 F 02 6640 1304
www.rms.nsw.gov.au
Every journey matters

Roads and Maritime Services
Level 1 76 Victoria St Grafton NSW 2460

From: Development Northern
Sent: Tuesday, 15 November 2016 3:45 PM
To: Ben Luffman
Subject: RE: Slys Quarry Traffic Management Plan

Ben

Roads and Maritime has reviewed the draft and is generally satisfied. You might consider being more specific in regards detail about how traffic complaints/ incidents are investigated. The use of toolbox meetings to cover issues identified and remedial actions might be worth considering. This helps by making the operators part of the solution. Any questions give me a call on 66861832.

Thanks Mike Baldwin
Development Assessment Officer

From: Ben Luffman [<mailto:Ben.Luffman@ghd.com>]
Sent: Tuesday, 1 November 2016 3:53 PM
To: Development Northern
Subject: Slys Quarry Traffic Management Plan

Hi,

We are preparing the Management Plans for Slys Quarry. As per Condition 24(a) (see attached), the plan needs to be prepared in consultation with RMS. Please find attached the draft plan for your review. It would be appreciated if you could get comments back to me by the end of next week, if possible, because the final plan needs to be submitted to DPE by 18 November.

Let me know if you have any questions

Regards

Ben Luffman
Senior Environmental Scientist/Planner

GHD

T: [+61 2 6650 5613](tel:+61266505613) | V: 225613 | M: [+61 415 271 319](tel:+61415271319) | E: ben.luffman@ghd.com
PO Box 1340 Coffs Harbour NSW 2450 | Level 1 230 Harbour Drive Coffs Harbour NSW 2450 Australia | www.ghd.com

[WATER](#) | [ENERGY & RESOURCES](#) | [ENVIRONMENT](#) | [PROPERTY & BUILDINGS](#) | [TRANSPORTATION](#)

 **Please consider the environment before printing this email**

1 ream of paper = 6% of a tree / 5.4kg CO2 in the atmosphere | 3 sheets of A4 paper = 1 litre of water

CONFIDENTIALITY NOTICE: This email, including any attachments, is confidential and may be privileged. If you are not the intended recipient please notify the sender immediately, and please delete it; you should not copy it or use it for any purpose or disclose its contents to any other person. GHD and its affiliates reserve the right to monitor and modify all email communications through their networks.



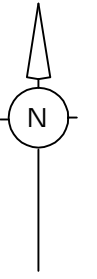
Before printing, please consider the environment

IMPORTANT NOTICE: This email and any attachment to it are intended only to be read or used by the named addressee. It is confidential and may contain legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission to you. Roads and Maritime Services is not responsible for any unauthorised alterations to this email or attachment to it. Views expressed in this message are those of the individual sender, and are not necessarily the views of Roads and Maritime Services. If you receive this email in error, please immediately delete it from your system and notify the sender. You must not disclose, copy or use any part of this email if you are not the intended recipient.



This e-mail has been scanned for viruses

Appendix B – Quarry Intersection Design



LEGEND

STATIONARY VEHICLE SIGHT LINE ANGLE

EXISTING EDGE OF BITUMEN

PROPOSED GRAVEL SHOULDER WIDENING

Lot 2
DP 1055044



Jackybulbin

LOCALISED WIDENING OF ACCESS FORMATION

EXTEND EXISTING Ø375 RCP PIPEWORK MIN. 4.1m RELOCATE HEADWALL & GRADE TABLE DRAIN TO MATCH

EXTEND EXISTING Ø375 RCP PIPEWORK MIN. 2.4m RELOCATE HEADWALL & GRADE TABLE DRAIN TO MATCH



Road

Lot 2
DP 1055044

REV	DATE	AMENDMENT
B		
C		
D		
E		
F		

SOURCE PLAN: www.maps.six.nsw.gov.au - accessed
k:\jobs\2014\14186 - newman quarrying\engineering\prelim engineering plans\14186 rev1 int.layout.dwg - a3 plan

NBC
Newton Denny Chapelle
Surveyors Planners Engineers

Email: office@newtondennychapelle.com.au
LISMORE 31 Carrington St. Lismore 2480 PH: 6622 1011
CASINO 100 Barker St. Casino 2470 PH: 6662 5000
ABN: 86 220 045 469

PLAN OF PROPOSED INTERSECTION WIDENING & UPGRADING WORKS

CLIENT: NEUMAN QUARRING Pty/Ltd

LOCATION: LOT 2 DP 1055044
Tallymorgan - Jackybulbin Road
MORORO

DATE: 10-10-16 REF: 14/186
SCALE: 1:500 @ A3 DRAWN: ps

CIV 01

© Newton Denny Chapelle

Appendix C – Driver’s Code of Conduct

Driver's Code of Conduct

NEWMAN QUARRYING PTY.LTD

ACN 067 605 323 / ABN 32 067 605 323

PO BOX 70, WOODBURN 2472

PH (02) 66822667 FAX (02) 66822417

QUARRY 66451150

Driver's Code of Conduct

Driver's Code of Conduct

- 1. Policies**
 - 1.1 Health & Safety Policy**
 - 1.2 Fatigue Policy**
 - 1.3 Drug & Alcohol Policy**
 - 1.4 Return to Work Policy**
 - 1.5 Driver Responsibilities**

- 2. Company Image**
 - 2.1 Public Relations**
 - 2.2 Road Courtesy**
 - 2.3 Vehicle Appearance**
 - 2.4 Personal Appearance**
 - 2.5 Customer Complaints**
 - 2.6 Other Complaints**

- 3. Company Operating Policies**
 - 3.1 Normal Hours of Duty**
 - 3.2 Meal Breaks and Statutory Breaks**
 - 3.3 Sickness**
 - 3.4 Fitness for Duty**
 - 3.5 Health & Medical**
 - 3.6 Pre-start Vehicle Checks**
 - 3.7 Vehicle Faults**
 - 3.8 Fatigue**
 - 3.9 Rest Stops**
 - 3.10 Speed**
 - 3.11 Speed Limiters**
 - 3.12 Odometers**
 - 3.13 Tailgating**
 - 3.14 Seat Belts**
 - 3.15 Use of Two-way Radio**
 - 3.16 Ancillary Gear**
 - 3.17 Driver's Licence**
 - 3.18 Mass Limits**
 - 3.19 Use of Engine Brakes**
 - 3.20 Load Restraints**
 - 3.21 Bridges and Overhead Obstructions**
 - 3.22 Fauna strike**
 - 3.23 School bus**
 - 3.24 Covering loads**

Driver's Code of Conduct

- 4. Incident Reporting**

- 5. Statutory Requirements**
 - 5.1 Fines & Breaches**
 - 5.2 Overloading**
 - 5.3 Use of Mobile Telephones**
 - 5.4 Daily Work Sheet**
 - 5.5 Unacceptable Performance / Behaviour**

- 6. Health & Safety**
 - 6.1 Safe Manual Handling Techniques**
 - 6.2 Personal Protective Equipment**
 - 6.3 Hazard Identification & Reporting**
 - 6.4 Risk Assessment & Reporting**
 - 6.5 WHS Consultation in the Workplace**
 - 6.6 Alcohol & Other Drugs**
 - 6.7 Working at Heights**
 - 6.8 Safe Entry & Exit from Vehicles**
 - 6.9 Site Rules**

- 7. Return to Work**
 - 7.1 Your Rights & Responsibilities**
 - 7.2 The Employers Responsibilities**

- 8. Safe Driving Tips**

- 9. Emergency Response**
 - 9.1 In the Event of an Emergency**
 - 9.2 Emergency Contact Information**

Driver's Code of Conduct

1. Policies

1.1 Health & Safety Policy

At Newman Quarrying Pty Ltd our workplace, safety, Health and rehabilitation policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf. People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our safety policy are:

- To achieve an accident free workplace
- To make health & Safety an integral part of every position.
- To ensure Health & Safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communications, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident / incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing workplace health and safety (WHS) controls that are suitable to each given situation.
- Understanding the total work process and associated WHS risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.

Driver's Code of Conduct

1.2 Fatigue Policy

Newman Quarrying Pty Ltd is committed to ensuring the promotion and continuation of a safe and healthy lifestyle for all its employees. Fatigue can potentially affect all employees regardless of their job description, from heavy vehicle and mobile plant operators to office staff and management.

In order to provide a safer workplace for all employees, visitors and customers, management is dedicated to the implementation and enforcement of the fatigue management policy and a fatigue management system.

As part of the fatigue management policy, Newman Quarrying Pty Ltd will apply a number of initiatives to combat fatigue. These include:

- The implementation and management of a fatigue management system
- Adequate supervision of a drivers work hours
- Ongoing internal and external training on health, safety and fatigue management
- Constant communication and promotion of safe working practices and information on the risks associated with fatigue
- Flexible meal breaks
- Driver working hours, breaks and rest times shall be as part of the requirement of current NSW Road Safety Legislation and National requirements
- Appropriate reporting and recording requirements
- Ongoing monitoring, development and improvement of the fatigue management system
- Regular shift and spread of hours management.

Driver's Code of Conduct

1.3 Drug & Alcohol Policy

It is the policy of Newman Quarrying Pty Ltd to take positive and immediate action on drug and alcohol problems identified amongst employees in the interests of health and safety and employee welfare and well-being.

Newman Quarrying Pty Ltd prohibits the possession, distribution, sale or consumption of drugs or alcohol on company premises, during company hours or in company or contractor vehicles and during operation of any company plant and equipment.

When taking prescribed medication, advice should be sought from the doctor or pharmacist to ensure that the medication will not affect your ability to perform your work duties. You should also advise your supervisor when taking any medication.

As alcohol remains in your body for several hours it is suggested that drivers not consume alcohol for at least 8 hours before commencing work. Where a supervisor suspects that an employee is under the influence of alcohol or drugs, the supervisor may request that the employee undergo testing by an approved doctor.

Newman Quarrying Pty Ltd encourages the counselling, treatment and rehabilitation of employees and contractors with drug and alcohol problems.

Random drug and alcohol testing of employees in consultation with employees may be conducted in the interests of health, safety and welfare. Random drug and alcohol screening may also be undertaken following an incident or accident.

Employees found to be in breach of this policy may be subject to disciplinary actions that may include or a combination of the following:

- The issue of verbal warnings
- Counselling and / or interviews
- Immediate removal of employees from their current duties or position
- Re-training
- The issue of a warning notice
- Termination for repeat acts / omission
- Immediate termination.

Driver's Code of Conduct

1.4 Return to Work Policy

It is Newman Quarrying Pty Ltd's policy to ensure that all personnel have the opportunity to recover and return to work by:

- Ensuring access to rehabilitation services
- Providing suitable duties where practicable
- Consulting workers to ensure that the rehabilitation program operates effectively
- Informing personnel and sub-contractors of their rights in relation to a workers compensation claim including their right to choose their own doctor and rehabilitation providers
- Advising personnel that refusal to cooperate in rehabilitation may result in reduced or suspended weekly benefits or contract agreements.
- Informing employees or sub-contractors of their rights and obligations.

1.5 Driver Responsibilities

Drivers are responsible for:

- Ensuring that they are fit for work free from alcohol or drugs
- They are rested prior to starting work
- Monitoring their own performance and taking regular periods of rest to avoid continuing work when tired
- Inspecting their vehicle prior to start up and reporting any mechanical failures
- Complying with fatigue management procedures
- Complying with operating limits including all hours accurately recorded for work and sleep
- Disclosing any matter which may affect fitness for duty
- Stopping driving if you believe your fatigue level is a risk to yourself or others
- Ensuring that the vehicle does not exceed dimension or mass limits
- Ensuring that the load is appropriately restrained
- All required equipment is properly fitted to the vehicle
- Safe and responsible driving practices
- Completing work diaries and time sheets

Driver's Code of Conduct

2. Company Image

2.1 Public Relations

While behind the wheel of a vehicle bearing your companies identification, you become a representative of your employer. As an employee you should give to the public the courteous service it has learned to expect from the company which you represent. Good relations between the company and the public are essential and only constant acts of courtesy by employees will maintain these good relations. The use of profane and abusive language will not be tolerated. Your reputation and your employers as well as the industry will be enhanced by courteous, safe and careful vehicle operation.

2.2 Road Courtesy

Drive with consideration of all others **AT ALL TIMES** and offer all other traffic the same road courtesy that you expect from them. All dangerous and negligent acts committed will be viewed seriously. From time to time, various roads will be placed out of bounds and details may be advised on the noticeboard.

2.3 Vehicle Appearance

Vehicles should be maintained to a clean and tidy standard in accordance with your depot requirements.

2.4 Personal Appearance

Neat appearance is a company requirement and a matter of personal pride. As a representative of your company you should always present a good appearance. You should be clean, neatly dressed at all times when on duty.

2.5 Customer Complaints

Do not take customer complaints personally and do not make excuses. Do whatever you can to solve the problem. If you cannot solve the problem contact your next line of authority.

2.6 Other Complaints

Do not complain about the company or its equipment to any customer or member of the public. All complaints should be immediately directed to your next level of authority.

Driver's Code of Conduct

3. Company Operating Policies

3.1 Normal hours of duty

Working hours vary from time to time in accordance with work requirements but the approved working hours for the quarry are shown below.

3.1.1 Hours of operation

Activity	Permissible Hours
Employee arrival	<ul style="list-style-type: none">• From 6:30 am Monday to Saturday inclusive• From 7:30 am Sundays or public holidays if engaged in maintenance, site security or other similar activities
Quarrying operations including loading and dispatch of laden trucks	<ul style="list-style-type: none">• 7 am to 6 pm Monday to Friday• 7 am to 1 pm Saturday• 7 am to 4 pm if fulfilling a contract for the supply of quarry products to the Pacific Highway upgrade project• At no time on Sundays or Public holidays
Blasting	<ul style="list-style-type: none">• 9 am to 3 pm Monday to Friday (except public holidays)
Maintenance	<ul style="list-style-type: none">• May be conducted at any time, provided that these activities are not audible at any privately-owned residence

3.2 Meal Breaks and Statutory Breaks

Meal breaks should be taken in accordance with your legislative requirements.

3.3 Sickness

The manager or owner must be advised as soon as possible the reason, and an indication of the possible duration of the sickness, etc.

3.4 Fitness for duty

You are required to report to work well rested, physically able and mentally alert to perform your duties. If you are unfit for work, report immediately to the

Driver's Code of Conduct

manager. You must complete the 'fatigue management checklist' statement on the drivers daily worksheet or pre-start checklist.

3.5 Health & Medical

There are a wide range of medical, hearing and eyesight conditions which may impact on your ability to work safely. If you have a medical condition, it is in your own interest to insure that it is appropriate for you to operate machinery or drive a vehicle. If you have a medical condition which may affect your ability to work safely, you should report it to the manager.

3.6 Pre-start vehicle checks

Drivers shall inspect their vehicle prior to start up. A record of the pre start check shall be made by the driver on the Drivers daily worksheet or pre start book.

3.7 Vehicle Faults

Drivers shall record any vehicle faults that require repair to the owner and record in vehicle maintenance book and report to a manager.

3.8 Fatigue

3.8.1 Signs of Fatigue

Fatigued drivers represent a risk, not only to themselves, but also to other road users. In the interests of road safety, drivers of heavy trucks and commercial buses are only allowed to drive and do other work for certain lengths of time. Minimum rest periods also apply.

You should be adequately rested before commencing work. Never drive while fatigued. If you feel the onset of fatigue take a power nap at the next safe location. Safe driving rosters will be designed so that you will be able to have adequate rest breaks to minimize the chances of fatigue and to comply with regulations.

There are fatigue warning signs which should not be ignored when driving. Drivers can not predict when they will fall asleep but by continuing to drive when fatigued, they place themselves and others at risk of injury.

- **Sleep indicators include:**

Driver's Code of Conduct

- ** Feeling drowsy
- ** Blurred vision
- ** Difficulty keeping eyes open
- ** Head nodding
- ** Excessive yawning
- **Fatigue indicators include:**
 - ** Feelings of sleepiness
 - ** Extended sleep during days off
 - ** A greater tendency to fall asleep while at work
 - ** More frequent naps during leisure hours
 - ** Not feeling refreshed after sleep
 - ** Drifting in and out of traffic lanes
 - ** Increased errors and loss of concentration at work
 - ** Missing gear changes and turn offs.

3.8.2 Minimising Fatigue

Be prepared for the upcoming schedule by taking action such as:

- Using the break between schedules to get good quality (preferably night) sleep;
- Ensuring you can meet legislative and company requirements on drugs, alcohol and medications;
- Ensure commitments outside work such as a second job, study or social activities do not limit the opportunity for quality sleep.

Apply recognized methods of minimizing fatigue such as:

- Using continuous opportunity for sleep breaks keeping in mind that sleep is harder to get during the day;
- Going to sleep at night as much as possible;
- Going to sleep in the dark, quiet and comfortable place as possible;
- Taking adequate short breaks;
- Working within work time limits.

Use short term fatigue measures but recognize their limitations by:

- Scheduling short breaks particularly early in the trip;

Driver's Code of Conduct

- Using breaks to stretch and exercise and get away from the driving task;
- Using naps before you are fatigued (preferably early in the evening);
- Building in a wake up period after any naps;
- Understanding the limitations of temporary measures(e.g. short breaks and naps);
- Recognising fatigue warning signs such as crossing lanes, missing exits, yawning, blinking and closing your eyes momentarily; and
- Keeping the cabin well ventilated and at a comfortable temperature.

Respond to on road circumstances such as delays, road conditions and weather by:

- Adjusting the schedule to get to a suitable place for rest or quality sleep;
- Taking into account the time of day that sleep has been most recently taken and the prospect of night sleep in the immediate period ahead;
- Communicating with base to get advice on the changes to schedule;
- Balancing any extra working time with a longer break;
- Balancing any reduction in quality sleep with a longer sleep in the next period.

3.9 Rest Stops

Wherever it is reasonably practicable sleep and breaks shall be taken where there is access to amenities such as toilets, showers and facilities for meals. You have been provided with information on rest stop locations.

3.9.1 Driving Hours – Standard Hours

In any period of.....	A driver must not work for more than a total of.	And must have at least..
5 hrs 30 mins	5 hrs 15 mins	15 continuous mins rest
8 hrs	7 hrs 30 mins	30 mins rest, in blocks of 15 continuous mins
11 hrs	10 hrs	60 mins rest, in blocks of 15 continuous mins
24 hrs	12 hrs	7 continuous hrs stationary rest

Driver's Code of Conduct

7 days (168 hrs)	72 hrs	24 continuous hrs stationary rest
14 days (336 hrs)	144 hrs	4 nights rest (includes 2 consecutive nights rest)

Stationary rest is rest time that the driver spends out of the heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.

A nights rest is 7 hours continuous rest taken between 10pm and 8am or 24 hours continuous stationary rest.

3.10 Speed

You should always drive at a speed appropriate to the conditions. You must also observe speed restrictions relevant to your vehicle configuration.

When travelling on unfamiliar roads you should adjust the speed of the vehicle such that you are able to stop suddenly in the case of deviations, culverts and other hazards.

You should always follow posted signs that provide a guide to the condition and characteristics of the road. Always reduce your speed in wet conditions – drive slowly, even if this results in delays to delivery and pick up schedules.

You should descend hills at sign posted truck speed and gear instructions, or in the gear you climbed the hill in.

Always observe the road work speed limit.

You should take corners at or below the speed indicated on the advisory sign.

Plan your trip well ahead to give you more reaction time and plenty of time to arrive safely.

Always observe the speed limit in depots, parking lots, rest areas, customers premises and work sites.

If you have been found travelling in excess of the applicable speed you will face disciplinary action.

Driver's Code of Conduct

3.11 Speed Limiters

All vehicles have been fitted with a speed limiter to ensure that the vehicle does not exceed the maximum permitted speed of 100km/h. Anybody found tampering with a speed limiting device will face disciplinary action.

3.12 Odometers

If you become aware that your odometer is malfunctioning, you must inform the manager as soon as possible, but within 2 days.

3.13 Tailgating

Always maintain a gap between yourself and the vehicle directly in front of you, to allow adequate stopping distances. The gap you must maintain is dependent on road and weather conditions, the vehicle size and weight, traffic conditions and speed. You should double the gap between you and the other vehicle in adverse weather conditions.

The legal following distance in areas without street lights is 60 metres (100 meters if following a vehicle carrying a long load) or 200m for a B-double.

3.14 Seat Belts

It is the responsibility of the driver to fully comply with state statutory requirements regarding the wearing of seatbelts in all company vehicles and mobile plant, whether wheeled or tracked.

3.15 Use of 2 way radio

Your efficient and professional use of the radio is required at all times.

3.16 Ancillary gear

You are responsible for the care and control of ancillary trailer gear, hoses, shovels, load covers, ropes, chains etc., allocated to your vehicle. You must ensure and check that you have necessary equipment, including safety equipment to carry out your work before leaving your depot.

Driver's Code of Conduct

3.17 Driver's Licence

Your employment is conditional holding a current and valid drivers licence of the appropriate class. Should your licence be withdrawn for speeding, accumulated demerit points or any other reason, you must notify the manager immediately.

3.18 Mass Limits

Vehicle mass must be verified at a weighbridge, by using on vehicle mass measurement equipment or by use of gauges on loading equipment. Refer to the RTA Mass Limits sheet.

3.19 Use of engine brakes

Before descending a steep or long grade slope, slow down and engage a lower gear, appropriate for the conditions. This will slow the vehicle and assist in vehicle control. Where fitted to a vehicle, ensure the engine exhaust brake and or retarder is turned on when travelling down long steep descents.

Do not use engine brakes in built up areas or where sign posted.

Do not use engine brakes when the engine is cold. Avoid automatic use of the engine brake as engine brake may apply when not desired or required. Avoid over use in short bursts.

Care must be taken to hold the road speed below the maximum speed for that gear or the engine revs will rise above the governed speed and cause serious damage to the engine.

A heavy diesel engine will not stand up to the degree of over revving that can be tolerated by lighter petrol engines in cars.

3.20 Load Restraint

It is your responsibility to make sure the vehicle is appropriate for your load.

Any load must be stopped from moving or falling from a vehicle by indirect or direct methods, or a combination of both.

Guidelines and performance standards for the safe carriage of loads on roads vehicles can be found in the "Load Restraint Guide" published by the National Transport Commission.

Driver's Code of Conduct

A safety check must be done at each driver stop, checking at least the following:

- Tyres
- Couplings
- Lights
- Oil & water leaks
- Load and load restraint

Wherever possible, when waiting to load or unload, attempt to take a rest break.

3.21 Bridges and Overhead Obstructions

Bridges are marked with weight and load limits and overhead obstructions with clearance heights. To observe these limits you must know the weight of your loaded vehicle and the load on each axle and the height of your vehicle.

3.22 Fauna Strike

To minimise the possibility of fauna strike the following measures are to be observed:

- The maximum speed limit within the quarry is 20 kph
- Any sighting of fauna to be announced on UHF Channel
- If any fauna is on the road then stop your vehicle until it has moved off the road &/or encourage it to move back to vegetated areas

If an animal is injured through vehicle strike then contact a local WIRES carer or veterinarian for treatment and care if necessary.

Any injuries or deaths are to be recorded and documented in the Annual Review.

3.23 School Bus

A school bus stop exists near the intersection of Tullymorgan-Jackybulbin Road and the Pacific Highway. Buses use this stop at 8:31am and 3:35pm Monday to Friday. When a school bus is using the bus stop, trucks will slow to 20km/h and inform other drivers via the UHF Channel.

Driver's Code of Conduct

3.24 Covering loads

All laden trucks entering or exiting the site are to have their loads covered, with the exception of loads consisting solely of boulders greater than one tonne in weight.

Trucks are to also be cleaned of material that may fall on the road, before leaving site.

4. Incident Reporting

All incidents must be reported to the manager as soon as practically possible.

5. Statutory Requirements

5.1 Fines & Breaches

Speeding fines and other fines caused by non-adherence to the specific heavy vehicle traffic regulations shall be the responsibility of the driver. Fines relating to the vehicles condition, or other matters outside the control of the driver, will be paid by the company.

5.2 Overloading

Overloading will not be tolerated.

State statutory publications are available from your depot that will assist in the correct, safe and legal loading of your vehicle.

5.3 Use of mobile phones

Mobile phones shall be used in accordance with statutory regulations.

5.4 Daily Check / work sheets

Daily work / check sheets must be completed each day and signed off by the operator of each relevant vehicle with all relevant information filled out.

5.5 Unacceptable Performance / Behaviour

The following incidents or events represent unacceptable performance of duty or behavior, and as such may be subject to disciplinary measures:

Driver's Code of Conduct

- Inefficiency, Insubordination, loitering, or careless performance of duty
- Driving in a reckless or negligent manner
- Using company phones for personal calls without permission.
- Failure to comply with health and safety, environmental and operating procedures.
- Parking of vehicles by the roadside or in the immediate vicinity of a club or hotel, without good reason
- Unauthorised use of 2 way radios
- Late attendance or non-attendance at works without advice or reasonable explanation.

6. Health & Safety

6.1 Safe Manual Handling Techniques

Before lifting or moving equipment, objects or boxes, you need to assess the risk of the load. Check the following:

- The weight of the load. If unsure, test by rocking to gauge the possible weight.
- Access to the object to be lifted. Is it easy to get to, or do you have to overstretch, twist, or reach overhead to access the object?
- The shape of the object. Is it easy to hold/grip, or is it difficult?
- How far do you need to move it?
- Should you use someone else to team lift?
- Is a lifting device, such as block & tackle, jib & crane or forklift available to be used to lift instead?

As a general guide, anything over 20kg should either be team lifted or mechanically lifted.

If you are moving it yourself, always remember safe lifting techniques:

- Bend your knees, not your back
- Make sure there are no obstructions in your path, and
- Keep the load close to your body to maintain a better distribution of the weight

Driver's Code of Conduct

6.2 Personal Protective Equipment

Personal protective equipment can include your company issued clothing, steel capped safety boots, high visibility clothing, safety glasses and hearing protection.

Working on company sites: it is a requirement as a minimum to wear high visibility clothing and safety boots if you need to exit your vehicle at a site. If you do not wear appropriate PPE, you can be subject to action under breaches of company rules. Other sites: you are required to meet the PPE requirements of their site.

6.3 Hazard Identification & Reporting

Every employee has a responsibility under the WHS act to identify, report, and where able, rectify hazards in your work environment. If you identify a hazard that you can fix, you should do so, and then notify a manager of what you found and what you did to fix it.

If you identify a hazard you can not fix, you should notify the manager immediately, so actions can be taken to control or eliminate the hazard.

6.4 Risk Assessment & Reporting

The WHS regulations specify that risk assessments should be undertaken for all processes, equipment and tasks at your workplace. These risk assessments are done in conjunction with employee representatives and should be made available for review at any given time.

If you are unsure if a risk assessment is available for the task you are undertaking, speak to the manager to get a copy.

If you identify a process or a task that has changed, but the risk assessment has not been updated, you should notify the manager, so a risk assessment can be reviewed to take into consideration the change in process.

6.5 WHS consultation in the workplace

Driver's Code of Conduct

The company is required to consult with employees on a wide range of WHS issues. The consultation process that is within place in the company is through the manager / safety representative. If you have an issue or concern, you can contact the manager to get more information.

6.6 Alcohol & Other Drugs

It is the companies policy to maintain a drug and alcohol free work environment. The use, sale, transfer, or possession of illegal drugs, or other illegal substances, is strictly prohibited at the job location. This also includes illegal or improper use of controlled substances.

Reporting to work under the influence of any such substance is strictly prohibited. Doing so, will result in the application of the relevant operations disciplinary procedures. In addition, compliance with any laws or regulations regarding the use or possession of alcohol, illegal drugs, or controlled substances by persons who operate motor vehicles is mandatory.

The company promotes drug and alcohol rehabilitation where this is indicated and will assist an employee who elects to enter a treatment program.

6.7 Working at Heights

If you are required to work at a height of 2m or more, you are required to have appropriate fall arrest protection in place. You should always utilize fall arrest equipment provided, undertake a risk assessment of site specific hazards, and follow all safe work procedures.

6.8 Safe Entry & Exit from Vehicles

Injuries result from slips and falls whilst entering or exiting from truck cabs. The following should be followed at all times:

- Always maintain 3 point contact
- Check the ground conditions prior to exiting the vehicle
- Take extra care in wet conditions as the steps will be slippery
- Wear appropriate footwear
- Do not twist to look around whilst entering or exiting from the vehicle
- Only use approved hand and foot holds/steps.

Driver's Code of Conduct

6.9 Site Rules

At many worksites you will be required to adhere to specific safety rules. These rules may include site specific PPE requirements, entry and exit routes, communication requirements etc.

7. Return to Work

7.1 Your rights and responsibilities

As an injured employee, you have the right to:

- Choose your nominated treating doctor
- Choose your rehabilitation provider
- Be included in the development of your return to work plan
- Choose your treatment providers

Your responsibilities include:

- You must notify the company immediately of an injury or illness
- The manager will take you immediately to see a doctor for treatment. You may nominate this doctor to be your treating doctor. If you do not wish to have this doctor please discuss with your manager so alternative arrangements can be made.
- Attend appointments with the company or insured doctors.
- To provide accurately completed work cover medical certificates.
- Co-operate in the development of a return to work plan
- Comply with your return to work plan
- If you are unable to work due to your injury, you must stay in regular contact with your company.
- Keep copies of all paperwork relating to your injury.

7.2 The Employer's Responsibilities

As the employer of an injured worker, you must:

- Notify the insurer of the injury within 48 hours of you being notified.
- Consult with you, your nominated treating doctor and the insurer regarding your return to work plan.

Driver's Code of Conduct

- Where practicable, organize suitable duties within any restrictions your nominated treating doctor has advised.

8. Safe Driving Tips

Concentrate on the driving task.

Use good road manners.

Don't drive too fast or too close to the vehicle in front.

Remember the 2 second rule.

Always park well off the road.

Don't take any unnecessary risks.

Know, understand and obey the road rules.

Always wear safety protective clothing supplied by the company.

REMEMBER – accident prevention is your responsibility.

Tip in accordance with operating procedures – if unsure DON'T.

Overhead obstructions / powerlines – LOOK UP BEFORE TIPPING – don't travel with tipping body elevated.

Newman Quarrying Pty Ltd policy requires all drivers to wear seat belts at all times when driving or travelling in company vehicles.

9. Emergency Response

9.1 In the event of an emergency:

- * stop immediately and do not panic.
- * Ensure your own safety at all times.
- * If possible take further action to avoid more injury/illness and/or damage.
- * Assist anyone who may be injured.
- * SEEK ASSISTANCE
 - * if at a company or customer site, follow site emergency procedures or contact site management.

Driver's Code of Conduct

- * If on a public road, contact the manager and wait further instructions.
- * If assistance is not available call **000**.
- * Be specific about the location and nature of the emergency, and follow instructions given by the operator.
- * Comply with the requirements of any emergency authority who may assume responsibility for the scene.

9.2 Emergency Contact Information

Police 000

Ambulance 000

Fire brigade 000

EPA pollution line 131555

EMPLOYEE DECLARATION

I, _____ hereby acknowledge receipt of the Newman Quarrying Pty Ltd Driver's Code of Conduct and that I have been briefed on the Transport Operation manual. I have been advised that I have access to a copy of the Transport Operations Manual held in our office.

Date _____ Sign _____

GHD

230 Harbour Drive

Coffs Harbour NSW 2450



T: (02) 6650 5600 F: (02) 6650 5601 E: cfsmail@ghd.com

© GHD 2016

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

N:\AU\Coffs Harbour\Projects\22\17528\WP\16983.docx

Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	B Luffman	S Lawer		S Lawer		03/05/2017

www.ghd.com

