Time Slotting Rules

Making Bookings:

1. **Road Freight Providers must provide their Customer with a GrainTransact Road Freight Provider number:**
   - A GrainTransact Road Freight Provider number can be setup via:
     - http://www.graintransact.com.au/index.php/2011/07/requesting-a-new-graintransact-account/
       - Select Road Freight Provider user type
     - Fax/email a GrainTransact Road Freight Provider application to GrainCorp Stocks in Marong
       - Form uploaded at http://www.graincorp.com.au/storage-and-logistics/truck-booking/truck-booking
     - GrainCorp Stocks in Marong will provide a GrainTransact Road Freight Provider number together with a username and password to log into GrainTransact and Time Slotting.

2. **Customers will select the advised Road Freight Provider number in GrainTransact when they submit their Movement Request:**
   - On request, GrainCorp Logistics will complete movement requests on Export Customers' behalf in GrainTransact

3. **For country loading, all Road Freight Providers <u>must</u> telephone the site contact prior to arrival to confirm site loading capacity:**
   - GrainCorp staff will open up and adjust capacity in time slotting when these phone calls are made
   - Site contact details can be found in the Time Slotting Capacity Report
     https://timeslotting.graincorp.com.au/timeslotting/reports/capacityreport.aspx
   - Depending on demand, time slotting capacity will be closed until a phone call is received

4. **Create Booking ID using the online Time Slotting system:**
   - https://timeslotting.graincorp.com.au/timeslotting/login.aspx
   - Accurate tonnages must be booked for the planned truck registration number. Bookings with inaccurate tonnages may be cancelled
   - Ensure truck drivers understand their truck code. GrainCorp truck charts are available at
     - http://www.graincorp.com.au/storage-and-logistics/truck-booking/truck-booking
   - Movement request information can be found on GrainTransact. For security purposes, Freight Providers must be allocated on an order to create bookings. Request change – can't be done if not allocated as Freight Provider on order
     - https://graintransact.graincorp.com.au/External/Login.aspx

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Further information on making bookings:

- Instructions on how to use GrainCorp's online systems can be found at:
  - o http://www.graintransact.com.au/index.php/category/freightproviders/, or;
  - o Clicking on the ? in the top right hand corner of the GrainTransact or Time Slotting systems

- When creating a Booking ID, the following information will need to be provided:
  - Estimated tonnes to be picked up and/or delivered
  - Truck registration number
  - Driver name or contact (ie scheduler) and mobile phone number **<u>must</u>** be provided when booking
  - Grade of the grain that is going to be picked up and/or delivered;

- Time Slot Allocation:
  - o During periods when truck demand is greater than site capacity, time slots may be allocated after the requested time;
  - o So that the truck driver/Road Freight Provider is not put under pressure to speed and/or not take breaks according to fatigue management laws, schedulers must allocate time slots on or after the estimated arrival time.
  - o When drivers and/or schedulers are booking time slots it is important that reasonable <u>and accurate</u> times are nominated
  - o Trucks should be scheduled to arrive at the start of the load and/or unload time slot

- In order to assist all drivers and/or schedulers please ensure that the following factors are taken into consideration when booking time slots:
  - o When loading at the GrainCorp Country sites:
    - You must allow at least 2 hours to load from the commencement time for loading; and
    - If the time slot falls between 8:00am and 9:00am, you must factor in an expectation that you will be loaded by 10:00am, 90% of the time.
  - o Drive times between the load and delivery sites must be considered.
  - o You must allow sufficient time for mandatory breaks.
  - o If the driver is delivering to a Port Terminal, your time of arrival is to occur at the nominated commencement time of the unloading.
  - o When unloading at a Port Terminal:
    - You must allow at least 1.5 hours to unload from the commencement time for unloading; and
    - If the time slot is between 3:00pm and 4:00pm, you must factor in an expectation that you will be unloaded by 4:30pm, 90% of the time.

- **Please Note: all drivers and/or schedulers booking time slots MUST be able to demonstrate to GrainCorp's satisfaction that they have properly considered the above factors and are aware of their obligations to prepare safe journey plans when booking time slots.**

Time Slotting Rules

Confirmation SMS:

If requested, a booking confirmation SMS will be sent to the contact mobile phone number that will include the following information:

a)   Site name, time slot date and time;

b)   Phone number for the truck driver to contact if there is a delay;

c)   Time Slot lane if applicable;

d)   Booking ID;

e)   Site radio channel; and

f)   Site contact details.

On arrival at site:

1.   All drivers should familiarise themselves with the site traffic management plan and park in the designated parking/marshalling area(s)

- Due to limited parking at some sites, trucks are to arrive no earlier than **one hour** prior to the beginning of the time slot unless otherwise agreed with the site;
- It is recommended that trucks arrive at the beginning of their time slot;

2.   Radios should be tuned to the channel advised in the booking confirmation SMS;

3.   Trucks will be called by radio, using the truck registration number, to present trailer(s) for inspection at the sample stand;

- Trucks will not be called forward until accurate registration numbers are provided via the online time slot booking system;

4.   Once the trailer(s) have passed the sample stand inspection, the truck is to proceed to the weighbridge;

Direct Grower Deliveries to Geelong and Mackay Terminals During Harvest:

- Local grower deliveries into Geelong and Mackay terminals during harvest are able to deliver under NGR and are the only deliveries that **do not** require Booking ID's and time slots

  o   Growers wishing to deliver into Mackay terminal are only permitted to deliver on behalf of an exporter who has an approved Site Assembly Plan. If a grower presents a load that is not part of an approved Site Assembly Plan, the load will not be accepted. Deliveries into Mackay terminal only apply to a limited number of growers where Mackay is the nearest delivery point as per the harvest management scheme rules.

  o   For deliveries into Geelong, growers must be within 80kms of the terminal to deliver grain into the warehouse. These growers are only able to deliver warehouse grain at the Geelong terminal during the harvest period. Deliveries into the Corio bunker site adjacent to the Geelong terminal have the same rules as the Geelong Terminal.

Late running or breakdowns:

- If a truck is running late or suffers a breakdown the driver or scheduler **must**:

  a)   Update the new estimated arrival time in the online booking system; or

  b)   Call the time slot booking number to advise the delay

- During periods of high truck demand, late arrivals may experience delays and will be unloaded as soon as practical.

Site capacity constraints / Delays or breakdowns at site:

- Where a site capacity constraint occurs due to rain, breakdown etc., and trucks cannot be loaded/unloaded at the scheduled times:

  o   Subject to any revisions of site capacity, a new time slot will be allocated and sent via SMS to booked drivers using the mobile number provided in the original booking;

  o   In the event that a new time slot is not suitable, drivers should call the terminal.

Time Slotting Rules

Truck Loading Weights:

- When a truck is loaded to within 0.5 tonnes of maximum legal weight the vehicle will be considered loaded and will not be allowed to return to the load spout.

Time Slotting Rules

Time Slotting Details

All time slots can be booked via the online time slot booking system or by calling:

1800 809 482 (option 2)   or   03 5431 1268.

Time slot booking hours are Monday to Friday 07:30 – 17:00. During peak periods an after-hours service may be offered.

Procedures on how to use the system can also be found online at:
http://www.graintransact.com.au/index.php/category/freightproviders/timeslotting/

Questions about how to use the online booking system should be directed to 1800 809 482.

Port Site Details

State	Site	Radio Channel	GrainCorp Loading Booking From Time	Non-GrainCorp Loading Booking From Time	Comments
Qld	Fisherman Islands	20	Thursday at 9:30am for the following week	Thursday at 9:30am for the following week	Queue in directed row A or B on booking.
	Gladstone	29			Phone (07) 4979 5833 on arrival. Truck to be escorted on site.
	Mackay	27			Enter via Harbour Rd security gate.
	Pinkenba	20	n/a Trucks must be loaded prior to booking*	n/a Trucks must be loaded prior to booking*	Enter via Farrer St.
NSW	Carrington	30	Thursday at 9:00am for the following week	Thursday at 10:00am for the following week	
	Port Kembla	27	Thursday at 8:30am for the following week	Thursday at 9:30am for the following week	
Vic	Geelong	9	Friday From 7:30am for the following week	Friday From 8:30am for the following week	
	Portland	11			

* booking lead times will be adjusted to for public holidays