

2023

MPT Road Delivery Protocol



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Will Goulding
Terminal Manager

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Document Control

Executive Owner	Implementation Officer	Last Review Date	Next Review Date
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1. Introduction

This protocol outlines the process for how road transport schedulers acquire time slot bookings for road deliveries into the Melbourne Port Terminal. This protocol also provides details regarding how trucks are processed through the site as well as the OHS considerations for drivers whilst on site and amenities which may be used whilst on site.

2. Truck Bookings

2.1 Allocating Bookings

All grain truck deliveries and outturns must be booked. The bookings are allocated to individual trucks which enables schedulers and drivers to accurately plan truck movements into Melbourne Port Terminal.

2.2 Scheduling Bookings

The time taken to process individual trucks depends on factors such as:

- Sampling/ classification requirements
- Location of stocks
- Export shipping requirements
- Special customer instruction
- Awaiting instructions for problem loads
- Chain of Responsibility considerations

Louis Dreyfus will take into account these factors when determining the length of booking slots that will be allocated for individual orders.

2.3 Obtaining a booking

1. Carriers and growers must have a booked slot to deliver to port.

Growers can book slots online at Grainmate.

Carriers can book slots online at the carrier portal.

If the carrier / grower does not have a login or cannot book online, they can email booking requests to Email AU-GO-Trucks@ldc.com

Requests for bookings should preferably be submitted via email by Wednesday 10am for the entire following week to ensure the trucks get the preferred slots.

If carrier / grower needs assistance to book or need help changing a booking, they can call Truck bookings on 03 9680 6222

2. When contacting truck bookings via email or phone you will need to have the following information ready:
 - Louis Dreyfus movement order number
 - Day/Time preferred
 - Tonnes per load
 - Truck Registration number
 - Driver Name
 - Driver Phone number
 - Any specific comments that the site staff need to know relating to the delivery.
3. Louis Dreyfus will issue the carrier/grower with booking numbers for each individual slot that is booked. Booking numbers will be communicated via email to the party requesting bookings.
4. Time slot changes may only be requested by the party who requested the original time slot.

3. Arrival at the terminal

3.1 Arrival time

Drivers may enter the terminal no earlier than 30 minutes prior to their booking slot.

3.2 Details required on arrival.

Drivers must have the following information available on arrival to the terminal:

- Louis Dreyfus unique 6 digit booking number (provided when timeslots are booked);
- Site to Site deliveries must have their outturn docket.

If drivers are unable to provide the required information, they will be asked to leave the line until the information can be obtained.

3.3 Smart Scales Operating System

Louis Dreyfus operates an automated system to record details of each load throughout the weighing, grain testing and dumping process. The instructions are detailed in Appendix A.

The process for each booking is:

- Obtain a smart scales RFID swipe card on the side of the Kiosk from the container.
- Enter the unique booking number at the inbound weighbridge kiosk and add the additional details required on screen.
- Scan the swipe card to record details of the load throughout the process (inbound weighbridge, grain classification, dumping station and the outbound weighbridge).
- Drivers will be provided with an SMS at the outbound weighbridge which details relevant information on the load. A hard copy of the delivery is also available.

3.4 Late Arrivals

Louis Dreyfus will manage late arrivals to minimise any impact on other on-time scheduled trucks.

Trucks which arrive more than 30 minutes after their allocated slot may be turned away and asked to re-book. A late delivery may not be able to be received for up to 2 days, so being on time is important. If you arrive more than 30 minutes either side of your time slot, your booking number at the inbound kiosk will not work. Please contact the sample stand via the intercom or UHF24 to assist.

It is recommended that schedulers notify Louis Dreyfus in advance of any delays. Louis Dreyfus will where possible re-book delayed trucks.

3.5 Terminal Delays

Louis Dreyfus may experience delays from time to time which may impact the processing of trucks and the time slot schedule.

In the event of a significant delay Louis Dreyfus may:

- Provide updates to drivers who are currently on site.
- Send an email or SMS to scheduling agents, growers or carriers;
- Contact scheduling agents, growers or carriers via phone.

Louis Dreyfus will provide an update on the type of delay and the expected duration of the delay. Louis Dreyfus may request future bookings to be pushed back to allow the Terminal to process the back log of trucks on site.

3.6 Quality Inspections

Louis Dreyfus tests the quality of all incoming loads to ensure that the grain meets grade specification. If loads do not meet the required specification, we will liaise with the owner of the grain and await further instructions. If the following nil tolerance contaminants are identified, the load will be automatically rejected:

- Pickling Compounds
- Live Grain insects
- Significant levels of dead grain insects
- Animal matter (Carcasses / droppings)
- Glass, Concrete, Metal or Fertiliser

Trucks and trailers are inspected to ensure that there is no objectionable material that may contaminate the grain. If trucks present with contaminants on their trailer, they may be rejected.

All incoming loads undertake a phosphine gas level test at the time of sampling. Should a level of over 0.3ppm be detected the load will be rejected and be required to re-book a time slot. The waiting period to re-book depends on the original gas level reading. Please refer to the following regarding the waiting period:

- Loads registering between 0.3ppm to 0.49ppm - minimum 2hrs prior to re-testing
- Loads registering between 0.5 to .99ppm - minimum 6hrs prior to re-testing
- Loads registering between 1ppm to 4.99ppm- minimum 9hrs prior to re-testing
- Loads registering above 5ppm – minimum 24hrs prior to re-testing

Quality issues at the sample stand will cause delays whilst clarification from the owner is requested.

4. Occupational Health and Safety

4.1 Working Respectfully

Louis Dreyfus is committed to ensuring that its employees, contractors, and visitors are treated respectfully in the workplace. Louis Dreyfus will not tolerate any abusive, offensive, or violent behaviour whilst on site. Any such incidents will be referred to Site Management and may result in the offending person being asked to leave site and potentially being banned permanently.

4.2 Fit to Enter Site

Louis Dreyfus is a zero-blood alcohol concentration site. All employees, drivers, third parties and contractors are expected to be unimpaired by drugs or alcohol at any stage whilst on an Louis Dreyfus site.

Should anyone appear to be impaired, Louis Dreyfus may request the individual to undertake an independent drug and alcohol assessment on site. This would be conducted by Medvet who are a nationally accredited D&A testing organization.

4.3 Fatigue Management

Louis Dreyfus require all drivers to not be fatigued whilst on site. Should a driver appear fatigued, Louis Dreyfus will request details of their working day which may include a driving logbook or speaking with their Management. Louis Dreyfus will use this information to determine the next steps.

4.4 Speed Limit

The speed limit on site is 15kmph. Vehicles travelling in excess of 15kmph on site increase the risk of an accident with other vehicles, plant or people which are on site.

Drivers must always comply with the 15kmph speed limit. Failure to comply the speed limit will result in a truck being banned from access to Melbourne Port Terminal.

4.5 Site Safety

Louis Dreyfus is committed to providing a safe place of work for its employees, contractors, visitors and suppliers.

1. PPE is to be worn at all times without exception:
 - Steel capped footwear
 - High visibility top
 - Safety glasses
 - Hard hat
2. Smoking is only permitted in the 1 designated area of the terminal which is situated at the rear of the main office building near the snack machines;
3. Smoking is prohibited in the confines of the driver's vehicle whilst on site at Louis Dreyfus;
4. Drivers are to follow all reasonable directions from the Terminal staff;
5. Drivers are to conduct themselves in an orderly and professional manner;
6. All injuries and dangerous occurrences are to be reported immediately to onsite staff;
7. Basic first aid equipment is available on site if required, please speak to onsite staff;
8. The site emergency contact is the Terminal Manager Will Goulding (03 9680 6249 or 0401 141 076)
9. Passengers over the age of 18 of a vehicle who accompany a truck driver are subject to the same rules as the truck driver.

4.6 Persons under 18 years old & Pets

Louis Dreyfus is committed to providing a safe environment for persons entering the Melbourne Port Terminal. We understand that at times, passengers do accompany truck drivers on their journey to the site, including persons under the age of 18. The following controls will apply to guardians and persons under the age of 18.

1. Guardians of persons under the age of 18 should avoid the need for them to leave their vehicle whilst on site by planning ahead prior to arriving at site.
2. Guardians of persons under the age of 18 must seek approval for the person under their care to leave the drivers vehicle for any reason, including toilet breaks or a rest break. Louis Dreyfus staff will determine the necessary controls which may include having one of our staff escort the guardian and the person under 18 years of age.
3. Guardians of persons under 18 years of age must not request an Louis Dreyfus employee to take responsibility for the person under their care at any time.

4. All persons exiting a vehicle must wear the minimum site PPE including steel capped footwear, high visibility top, safety glasses and a hard hat. Persons under the age of 18 must be escorted back to their guardian's vehicle as soon as possible. Drivers and dependants must use the designated walkways to and from their destination.

We understand that at times, pets accompany truck drivers on their journey to the Melbourne Port Terminal. Due to our strict biosecurity and exporting licence requirements of the site, pets will not be permitted to leave a vehicle unless in the event of an emergency site evacuation. In the unlikely event of a site evacuation, all pets must be restrained and remain with the owner at all times.

4.7 Emergency Evacuation Procedure

Louis Dreyfus has a structured evacuation procedure in the event of an emergency. All personnel on site are to comply with all reasonable requests from Louis Dreyfus staff to ensure their own safety and the safety of others.

5. An evacuation is initiated through the loudspeaker system;
6. Drivers are to follow all instructions and directives from the Louis Dreyfus staff members;
7. Drivers must not attempt to leave the terminal by vehicle as road access for emergency vehicles is vital;
8. Drivers are to assemble at the instructed Emergency Evacuation Areas (EEA), shown in Appendix B, and wait for further instructions;
9. Drivers are to wait for the all clear before re-entering the confines of the Louis Dreyfus terminal.

4.8 Compliance

Louis Dreyfus is committed to providing a safe place of work for its employees, contractors, visitors and suppliers. All parties entering the Louis Dreyfus terminal must comply with the OHS requirements in this document whilst on site. Contravention of these requirements may result in restrictive access to Louis Dreyfus facilities.

4.9 Fumigation Products

The incorrect or incomplete disposal of fumigation products from grain delivery trucks is considered a high risk at Louis Dreyfus. Fumigation products in grain delivery trucks pose a high risk to Louis Dreyfus' employees and contractors.

Trucks found to be carrying fumigation products either before or after tipping its load will result in the truck being banned from Louis Dreyfus facilities.

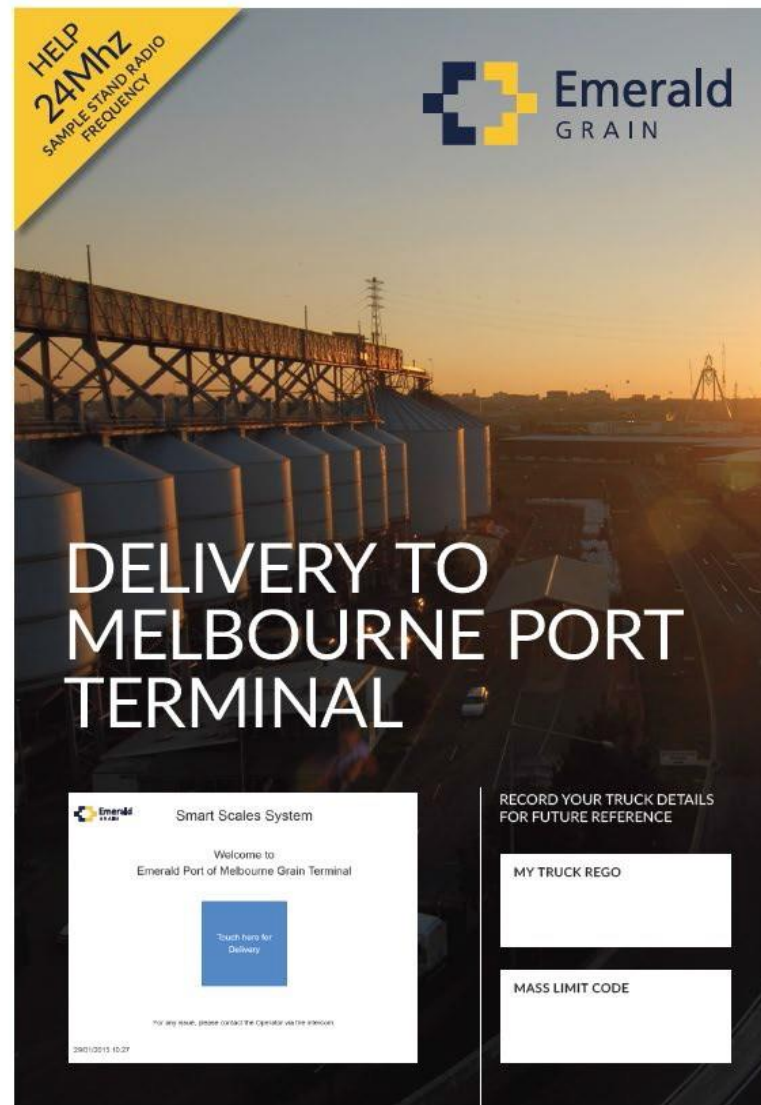
5. Amenities

5.1 Refreshments

Drivers are granted access to the terminal's amenities during operating hours. Tea and coffee is available in the drivers hut at the rear of the main admin building. Drivers' toilets are also located at the rear of the main admin building. Truck drivers who are seen to be abusing these facilities will be excluded from using these facilities.

5.2 Truck Parking Areas

Louis Dreyfus does not provide a truck parking lot but will continue to keep drivers and customers informed about parking issues around the terminal as the information comes to hand. Parking is available off site along Footscray road at the Diner near the Citylink freeway.





S1 HELP Radio Frequency - 24Mhz
STATION 1 - COLLECT RFID CARD

STOP and collect an RFID card from the dispenser near the outbound weighbridge.



S2 **STATION 2 - KIOSK**

Before entering the inbound weighbridge.

STOP.
Touch the screen and enter your booking number, if on time you can continue or use the intercom to speak with Sample stand staff.



S3 **STATION 3 - INBOUND WEIGHBRIDGE**

Before driving onto the weighbridge scan your RFID card, once the lights turn green please proceed onto the weighbridge.

On weighbridge, the weights will settle and you need to confirm the gross weight on the touch screen.




S4 **STATION 4 - SAMPLE STAND**

Provide staff with your RFID card while your load is being automatically sampled and assessed. You will be requested to go to RH1 or RH2 and receive a confirming number card.



S5 **STATION 5 - RECEIVAL HOPPER**

Exit your truck to scan the RFID card at the correct receive hopper, the door will open and you can give the confirm number card to the attendant. The grade is visible on the screen above the receive hopper door.



S6 **STATION 6 - OUTBOUND WEIGHBRIDGE**

Before driving onto the weighbridge scan your RFID card, once the lights turn green please proceed onto the weighbridge.

On weighbridge, the weights will settle and you need to confirm the tare weight on the touch screen.

TICKET
Once weight is confirmed the transaction is complete and your ticket will be printed.

RFID CARD RETURN
Please place the RFID card in the slot for the next truck to use.

Thank you for visiting MPT.



Client Report - 00 - Report
Wednesday, 25 February 2015

Transaction: **25103883**

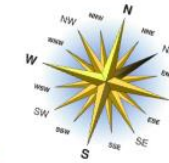
Order: 29642	Owner: ACFADB	
Client Ref: 100507	Commodity: Barley	
Weekend: 2014/2015	Ex SW: ABAARD	
Grade: F1	Reg: TR2015	
Contract: GANFS	Maxlevel: 400	
Client Name: Agrim AD	Receiving Site: PORT MELBOURNE	
Load Commodity Carried: Aggrates	Cleaning Method: High Pressure Water	
	Wash with Detergent and/or Steam	
Treatment Container Number		
Site	Test Type	Test Result
MLB	Tare Weight	76.00
MLB	Protein	10.00
MLB	Kilowatt	4.00
MLB	Colour	---
MLB	Retention	---
MLB	Screenings	---
Declared Legal Mass (t)		
Time in	Total gross	49.500
Time out	Total tare	18.200
Total Net		31.300

Appendix B – Site Map



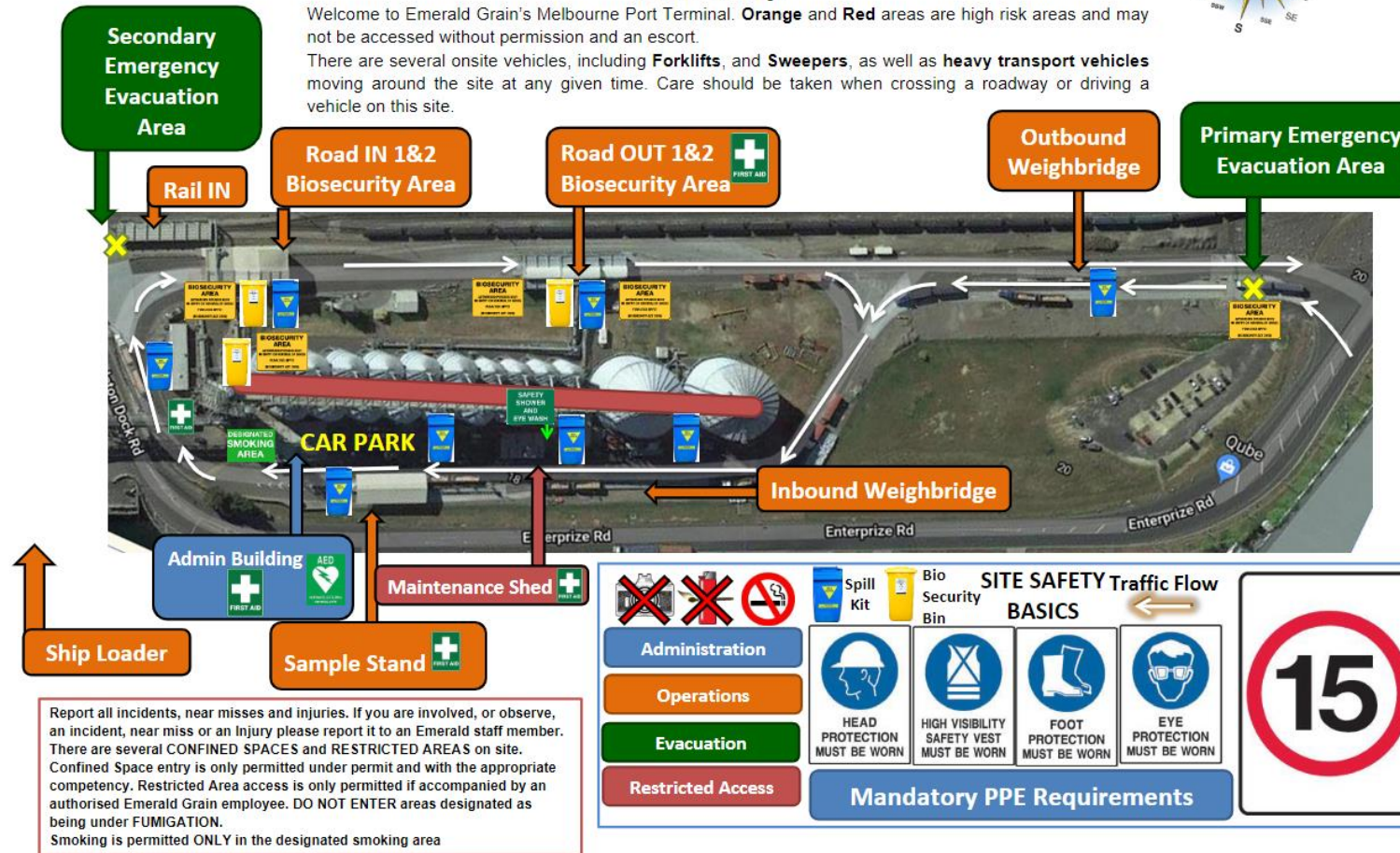
Melbourne Port Terminal

Site Map



Welcome to Emerald Grain's Melbourne Port Terminal. **Orange** and **Red** areas are high risk areas and may not be accessed without permission and an escort.

There are several onsite vehicles, including **Forklifts**, and **Sweepers**, as well as **heavy transport vehicles** moving around the site at any given time. Care should be taken when crossing a roadway or driving a vehicle on this site.



MPT Traffic & Emergency Plan A3 v4.6_13042023

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