



T-PORTS⁺

TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT



Harvest Handbook 2023/2024
For Growers and Carriers
12.HBK.02
October 2023



1800 87 67 87
www.tports.com







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General Information

Segregations and opening hours are subject to change. Although changes are frequently communicated, please do not hesitate to contact your local site manager to check.

T-Ports Website	T-Ports Online Portal
www.tports.com/harvest	www.tports.com/web-portal
T-Ports APP	Grower Support Ph.
   	1800 87 67 87

Operations Supervisor Lucky Bay	Operations Supervisor Kimba/Lock	Operations Supervisor Wallaroo
Barry Creighton 0477 916 663	Sean Moylette 0477 294 145	Darren Price 0458 067 991

Online Induction

The safety of all who enter our sites and the preservation of the quality of the grain products we handle is paramount to our sustained success. We need your cooperation to ensure our sites remain safe and your grain remains contaminant free.

T-Ports Requires all people over the age of 15 who enters a T-Ports site to have completed an online induction. At the completions of your training, you will receive an access card. This must be carried with you at all times and may be requested by a T-Ports representative at any time.

Please ensure you complete the induction carefully, adding your mailing address, so the induction card can be mailed to you. While waiting for your card to arrive, please print a copy of the certificate once you have completed the online induction.

Complete the online induction now
www.tports.com/harvest

01

T-PORTS⁺

Get Started Guide

Having trouble?
Call **1800 87 67 87** and our support staff will be happy to help.

Subscribe to
By doing this you will receive email notifications for site opening and delivery site updates. You can also visit our website for more information.

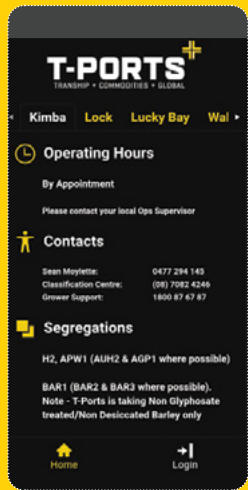
T-Ports App



Android



Apple

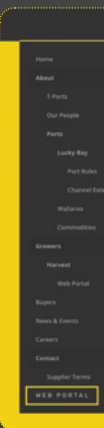


Download our T-Ports App!
This QR code will take you directly to our App download page.

Stay up to date!
You will be able to stay up to date with site info, view your deliveries, Warehoused stock position and create Warehouse transfers.

Web Portal

Login to our Web Portal to view your deliveries in more detail and download documents.



To access the Web Portal, visit our website and choose **WEB PORTAL** in the top right hand corner.

02



The next step - deliver your grain!

As soon as you have made a delivery to a T-Ports site, we will download your NGR data.

You will then be able to access our online services.

T-Ports text message service.

You will be regularly updated with closing times, prices at T-Ports and other important harvest information. You can unsubscribe at any time. Visit our website and follow the simple steps.

Portal

Use the Portal to view your account details, create and manage reports.



T-Ports Web

Access our website and the PORTAL from the top right hand corner.

Logging into the App or the Portal for the first time?

First time users will need to log in using the **Forgot Password** option and follow the step-by-step instructions.

You will need your **Payee number** (Issued by NGR) to log in.

TIP – Already using our online services? You can use the same password for both the App and the web portal. No need to create a new one.

Be sure to use your **Payee number** when logging in or creating a new password.

Warehousing and Online Portal

- + Delivered grain stored within the T-Ports Commodity Site Management system (CSM) is recorded against the relevant grower NGR (National Grower Registration Number) within the T-Ports database. If you require a NGR please visit the following website and register your details: www.ngr.com.au
- + Grain receipts data and transactions can be viewed online via the T-Ports website. The first time you deliver to a site, your NGR card details will be entered into the computer system. From this, a login for the T-Ports online grower portal system will be created. You will receive an email prompting you to create a new password.
- + T-Ports sites are highly automated, including automated sampling probes and weighbridges. In the event the systems are unavailable, loads will be assessed and graded using a manual receipt process. Grain receipt standards remain consistent regardless of whether grain is received manually or not. Manual loads are entered into the system once it is back online and, as a result, there is a delay before they will appear on your grower portal.

The T-Ports online grower portal will enable you to:

- + View Warehoused Stock Information
- + Create Warehouse Transfers to a registered buyer or to another NGR card (warehouse to warehouse transfer) view the status of all transfers.
- + View all delivery transactions including grade, weights, transport and quality data
- + View site operating hours
- + Download all transactional data to a spreadsheet

The grower portal is accessible via:

www.tports.com/web-portal

A user guide (PDF) and a video with specific instructions on how to use the grower portal will be available at www.tports.com/harvest

For specific assistance with the online grower portal, please call **1800 876 787**.

IMPORTANT – Supply of Warehoused Data

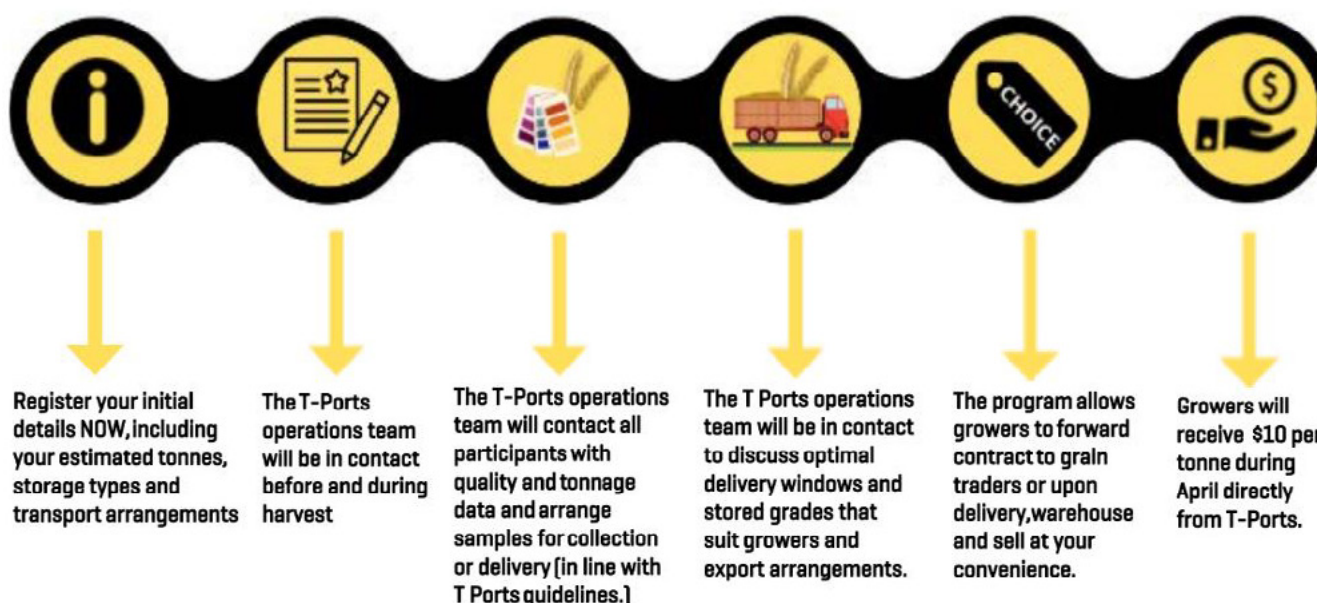
Many growers choose to Warehouse their tonnes at the point of delivery and complete a Warehouse transfer at a later date. We understand there are various platforms for growers to market grain they have stored in Warehouse. At T-Ports, we aim to maximise your marketing opportunities and regularly supply data on warehoused tonnes to our registered grain buyers. We accept that not everyone would like their data supplied to our buyers. If this is you, please call our Support Line (1800 87 67 87) with your NGR number(s) to opt out of this service. You can find out more by visiting our warehousing Terms and Conditions available on our website.

On Farm Storage Program 2023/2024

At T-Ports, we understand the pressure of harvest logistics and are pleased to support growers with our On Farm Storage (OFS) Program for the 23/24 harvest with a \$10 per tonne payment direct to growers from T-Ports.

The OFS Program is focused on providing growers with the incentive to use or build OFS infrastructure to capture better control of their product and revenue.

The OFS Process:



Growers need to register their participation by 15th NOV to - Tim Gurney 0428 867 070. Growers should then provide their estimated grade and tonnes (best guess) by 15th DEC.

A PDF on detailed OFS Process and Ex-Farm Commodity Declaration form will be available at T-Ports website: <https://tports.com/58996-2/>

T-Ports will contact registered growers with a scheduled delivery window for the period of 1st JAN and 15th FEB. If you have any questions about delivery timeframes please contact - Jon Nayda 0417 846 341.

Checklist

Before delivering to a T-Ports site, please read this Handbook to ensure you are up to date with T-Ports procedures. The following checklist provides the basic information to ensure your experience with T-Ports is smooth and problem free.

On Farm

- Trailers are clean prior to loading
- Field bins/grain augers are cleaned out prior to first use and before changing commodities free of contamination

Logistics

- Truck and trailer registrations are valid, correct permits/licenses are carried
- Tailgates are checked for safe operation in line with this procedure

Pre-Delivery

- Confirm site hours and available services – visit www.tports.com/harvest or contact your nearest site
- Ensure a Harvest Delivery Form is completed, and both the farmer and driver have signed off on each load
- National Grower Registration (NGR) number is registered and ready for delivery
- Delivery options have been discussed with driver/carrier (overloading/downgrading options)

Delivery

- Sample stand – Check and confirm the load grading
- Inwards weighbridge – Check and confirm gross weight
- Grid – Follow the T-Ports site instructions for unloading
- Outwards weighbridge – Check and confirm tare weight
- FINALLY, check your information provided on your outwards docket

Storage and Handling

- T-Ports provides storage for wheat, barley and other commodities pending trade requirements
- All T-Ports Storage, Handling and Freight charges are available on the website:
www.tports.com/harvest

Code of Practice

T-Ports uses the Grain Transport Code of Practice as a means of preventing non-compliance and enforcing strict hygiene and WHS management for anyone delivering into a T-Ports site. The code covers the following compliance standards;

- + Health and Safety
- + Hygiene
- + Mass Management
- + Fatigue

Chain of Responsibility (CoR)

All parties in the road transport supply chain have specific obligations under the Heavy Vehicle National Law to prevent a breach. It is called the Chain of Responsibility (CoR) and it requires every responsible person in the supply chain to take positive steps to prevent mass, load restraint, dimension, fatigue, and speed offences. T-Ports as a part of the chain has processes in place to ensure the safety of all involved.

Health and Safety

T-Ports is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimize risks to the health, safety, and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act 2012(the Act). We will also comply with any other relevant legislation, applicable Code of Practice and Australian Standards as far as possible.

The following will outline important site operational and safety information that you will need to know before arriving. We ask for your cooperation and participation in all aspects of safety on site, and we will continue to provide a safe and efficient workplace.

Road Safety

- + Normal road rules apply on all T-Ports sites.
- + Always engage your park brake before exiting the vehicle.
- + Always wear your seatbelt
- + Never use your mobile phone when driving
- + Follow all sign posted speed limits, road signage and instructions from T-Ports staff
- + Ensure you understand the traffic flow on the site you are delivering to and follow it accordingly.

Pedestrians

Workers are often required to work within close proximity of your vehicle and as a driver it is your responsibility to watch for pedestrians. Please be observant at all times when moving your vehicle. Pedestrians have right of way.

Passengers

Due to the high frequency of heavy vehicles moving throughout site we require all passengers to remain inside the vehicle when safe to do so. Drivers are responsible for the safety of all passengers.

Alcohol and Drugs – Zero Tolerance

T-Ports is committed to protecting the health and safety of all workers, clients, and members of the public by eliminating accidents, incidents, or injuries arising from the use of drugs or alcohol in the workplace. Alcohol and/or other drugs usage becomes a WHS issue if a person's ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace is impaired, leading to an increased risk of injury or accidents to themselves or others at the workplace. Anyone under the influence of drug or alcohol will be asked to leave the site immediately. As a visitor you may be subjected to T-Ports' Drug and Alcohol Testing.

It is illegal and dangerous to operate a vehicle under the influence of illicit drugs and/or alcohol and T-Port has a zero-tolerance policy.

Prevention of Dust Explosions

If the conditions are right, grain dust has the potential of igniting and exploding. Dust explosions such as these have caused some to the world's worst industrial accidents. To minimise the risk of dust explosions we ask that you follow these important rules:

No smoking: There is one designated smoking area on each site, if you are unsure where this is, ask a T Ports representative.

Restricted use of mobile phones: Do not operate your mobile phone when unloading your truck or driving your vehicle.

Hazardous Conditions

Take extra care when operating at night. Ensure you are wearing high visibility clothing with light reflecting strips. During strong winds and electrical storms, you should not work outside, and T-Ports workers may not attend to your delivery until the weather conditions improve

Fumigation

Chemicals used for the fumigation of grain on a T-Ports site can be lethal to humans if exposed. Only licensed fumigators are able to fumigate grain. Under no circumstance should you enter an exclusion zone set up around a fumigation area. An exclusion zone will be delineated by tape or flagging and a sign.

Personal Protective Equipment

It is recommended that a minimum of a P2 dust mask be worn when exposed to airborne dust. In addition, safety glasses and, when required, goggles are to be worn. You must also wear hearing protection and UV protection when instructed. The best protection for feet and ankles is lace-up steel toe boots. Please contribute to safety at our sites by:

- + Reporting to the sample stand or site office on arrival.
- + Obeying warning instructions and signs.
- + Keeping clear of all machinery and equipment, including mobile plant.
- + Never entering any storage facility unless accompanied by a T-Ports worker, never assisting a T-Ports worker with their duties or operating T-Ports plant and/or machinery.
- + Reporting hazards or incidents, accidents, and injuries while on site to the T-Ports Site Manager.

Your adherence to all safety rules, and instructions from site workers, will help ensure safety on site.

PPE	Description	Requirement	Location
High Visibility Clothing	A green, yellow, or orange vest, shirt and/or jacket. If delivering at night, high visibility clothing with light reflecting strips is required. High visibility clothing must be worn so it is visible at all times and done up to prevent from catching.	Mandatory	All sites
Safety Footwear	Fully enclosed, sturdy work boots, or shoes, worn correctly.	Mandatory	All sites
Eye Protection	Includes well-fitting safety-rated glasses (tinted or clear), and/or safety rated goggles.	Mandatory	All sites
Hearing Protection	Hearing protection including ear plugs or earmuffs should be worn during grain unloading or at any other time you may be exposed to high levels of noise.	Advised	All sites
Dust mask	A dust mask should be worn in any areas in which you will be exposed to grain dust.	Advised	All sites
Sun protection	Protection against the sun is proven to decrease the risk of skin cancer. T-Ports advises to wear a long sleeve shirt, and pants, UV eye protection, a full brim hat and sun cream.	Advised	All sites
Gloves	Work gloves to protect hands when opening and closing tarps and tailgates are advised.	Advised	All sites



Heavy Vehicle Operators

All heavy vehicle operators delivering grain to T-Ports sites are responsible for:

- + Ensuring tailgate chains are fitted and are correctly adjusted by using the chain links to a maximum gap of 80 - 100mm to allow for best efficiencies.
- + Opening and closing tailgates and bag chutes at the delivery hopper and drive over hopper. **T- Ports workers will not operate truck tailgates.**
- + Ensuring vehicles are roadworthy and fit for use.
- + Observing site speed limits (usually 25kph).
- + Following traffic flow signs and all reasonable instructions by T-Ports workers.
- + Watching for overhead power lines.

- + Remaining outside the danger zone when tipping trailers. Heavy vehicle operators and workers must refrain from placing themselves in-between trailers at all times, this area has minimal vision and could be a danger zone during work tasks, always try to work/stand alongside trailers when performing duties, in clear vision of others.
- + Controlling tipping operations to prevent roll-overs or road hopper damage.
- + Check and maintain tyre pressure and suspension, to ensure an even distribution of weight when tipping.

Please:

- + Ensure park brakes are applied before exiting the vehicle.
- + Do not enter exclusion zones.
- + Do not climb on vehicles where a fall may result.
- + Do not climb onto or into trailers.
- + Do not travel with trailers in the raised position, they must be fully lowered before departing the grain delivery hopper.
- + Do not obstruct the traffic flow with parked vehicles. Use designated parking zones only.
- + Only T-Ports authorised vehicle maintenance can take place on site.

Children and Animals

Children and pets must be constantly supervised and where possible should remain in the vehicle when on T- Ports sites.

Incident Reporting

In order to improve safety and operations on our sites it is vital that all hazards, incidents, accidents and/or near misses that occur on site are reported. The T-Ports incident reporting process is quick and easy and should be carried out as soon as possible. Talk to a T-Ports employee if you need to report an incident.

Tailgate Policy

Due to the high safety risks associated with the opening and closing of tailgates, and working in close proximity to moving vehicles, T-Ports workers are not permitted to open or close any tailgates. Opening and closing of tailgates is the responsibility of the driver.

Drivers should take caution and stand in a safe position to avoid the potential release of hazardous energy when opening their tailgates. All tailgates must be fitted with appropriately fitted safety chains. T-Ports will refuse the unloading of any vehicle that does not meet this requirement.

Grid Protocols

When approaching the grids to unload your vehicle locate the grid operator. The grid operator is the person in charge of the unloading process and will guide you using specific hand signals. It is crucial that you follow the grid operator's instructions at all times. Grid operators are required to work in close proximity to your vehicle. Never move your vehicle unless the grid operator gives you clear instructions to do so and you have confirmed they are located in a safe area.

Ensure you are familiar with the hand signals used by grid operators on T-Ports sites. If you are unsure, seek clarification from grid operator prior to unloading. Four hand signals will be used:



<p>MOVE FORWARD</p> <p>Point forwards with moving hand to indicate a move forward.</p>	<p>STOP</p> <p>Stationary open hand to STOP task or park into position.</p>	<p>UP/TIP</p> <p>Point upwards to lift trailer.</p>	<p>DOWN</p> <p>Point downwards to lower trailer.</p>
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Furthermore, all grid operators will be equipped with 2-way radios and can be contacted on the site’s UHF channel (listed below). It is not a proactive gesture to flood the grids with grain as this takes longer to unload your vehicle, simply ease a constant supply of grain onto the grid at the same intake speed as the receival hopper to ensure the best efficiency. 400mm of grain above the grid gets best results. Keep grain from touching rear tyres.

Lucky Bay UHF	Lock UHF	Kimba UHF	Wallaroo UHF
Ch. 20	Ch. 20	Ch. 20	Ch. 19

Mass Management / Logistics

Overloading Policy / Strikes

All harvest deliveries into T-Ports sites will be in line with the South Australia Heavy Vehicle Farm Gate Grain Transport Mass Exemption Notice 2020 (No.1). Heavy vehicle operators delivering to T-Ports during harvest should be aware of this notice.

T-Ports as part of this supply chain, have a responsibility to ensure compliance and to this end, T-Ports will collect weight data of all heavy vehicles and where applicable, provide notification when an overload beyond the allowable configuration mass limit occurs.

Where excessive and persistent overloading occurs or where no attempt has been made to comply with mass limits, T-Ports will take measures which include, but are not limited to, warnings, site restrictions, improvement notices and suspension orders.

T-Ports may also be called upon to give load information to the Heavy Vehicle Regulator or South Australia Police for enforcement measures for penalising offences in serious breaches. T-Ports’ aim is to ensure a culture of compliance within the heavy vehicle industry, specifically grain haulage and will provide active communication to drivers where overloading breaches occur.

Working with Other Grain Receivers

It is imperative that all registered grain receivers work together to ensure that transport operators and growers are complying with legislation and using best practice to ensure that all deliveries are safe and roadworthy.

Every transport operator and grower must register with each grain receiver separately. This includes ensuring you are carrying T-Ports' paperwork or Harvest Delivery Form (HDF) when delivering to our sites. We will only accept T-Ports forms and will not accept other receivers' forms.

Hygiene

All vehicles and trailers presenting to a T-Ports site should be clean, licensed, fit for purpose and in a road-worthy condition. All trailers should be cleaned accordingly based on the last product carried in each trailer. T-Ports has the right to refuse or reject if a vehicle presents in an unclean or un-roadworthy condition or not fit for purpose.

Class 1 Products

The following materials must not have been carried in vehicles used for the transportation of grain into or out of T-Ports sites.

- + Toxic and corrosive materials (including asbestos) and any packaging used for these materials, radioactive materials, animal/poultry wastes (including manures/litter) and soil containing animal manure (peat)
- + Unprocessed animal matter, wet offal, animal manure or dead stock
- + Mammalian protein, e.g., meat and bone meal, meat meal, cull cake and other mammalian-based products
- + Metal flakes or metal product
- + Glass
- + Sludge from sewage plants treating waste waters (biosolids)
- + Solid urban waste, such as household waste
- + Materials contaminated with salmonella or other pathogens
- + Untreated waste from eating places
- + Other materials as determined by T-Ports

Class 2 Products

Cleaning required—All physical and chemical remnants removed (high pressure water wash with sanitizer and/or steam).

- + Asphalt (fresh) and asphalt rubble
- + Milk and milk products, gelatine, amino acids, dicalcium phosphate, dried plasma, and any other blood products
- + Tallows
- + Mineral clays which have been used for detoxification purposes
- + Coal and coal products
- + Composts (including green plant material)
- + Treated bulk grains (e.g., pickled grain)
- + Treated fertilisers (e.g., intake etc.)

- + Treated wood products
- + Medicated stock feeds
- + Insect infested grain products
- + Hides treated with tanning substances and associated waste

Class 3 Products

- + Cleaning required – All physical remnants removed (blown out, swept, or washed as required).
Untreated bulk grains (e.g., when changing grain types)
- + Untreated fertilisers (e.g., super phosphates etc.)
- + Inert mineral material (e.g., road base, sand, lime, gypsum etc.)
- + Untreated wood chips
- + Salt

Accreditation and Fatigue Management

All heavy vehicle operators must ensure that accreditations are up to date and have policies in place to ensure that regulations regarding WHS, fatigue management, mass management and accreditation are in place. It is everyone’s responsibility in the entire supply chain to ensure best practice when it comes to road safety.

Especially during harvest, it is important for all heavy vehicle operators to monitor their fatigue hours, by ensuring required rest breaks are taken and maximum working hours are not exceeded.

Harvest Delivery Form (HDF)

A Harvest Delivery Form is a document that is required for every delivery into any T-Ports site. A load will not be accepted unless a fully completed HDF is handed to the sampling staff.

The information provided on the HDF is important to ensure staff can correctly grade and store each load, therefore it is imperative that the HDF is completed by both the grower and transport operator.

Please note the following important information regarding the completion of each HDF:

- + All information supplied must be clear and legible. Please use block letters and print neatly.
- + NGR must be accurate as this information is used to correctly identify each grower and payments are made against each NGR.
- + Any changes/mistakes on the HDF must be initialled by the deliverer.
- + A grower is also required to complete the section titled “Declaration Information” prior to any delivery.
- + All HDFs must be completed in pen. Pencil will not be accepted.
- + The HDF is a legal document and by completing one you are agreeing to T-Ports’ site delivery terms and conditions.
- + HDFs are checked by sampling staff at the point of sampling.

You can get copies of HDFs from all T-Ports sites at the classification center on first load or at the Lucky Bay and Wallaroo port offices.

Form | Harvest Delivery

DATE

TRANSACTION



GROWER INFORMATION		CARRIER INFORMATION	
NGR		Carrier name	
Trading name		Truck registration no	
Contact name		Legal mass limit (tonnes)	
Contact phone		Mass limit code	
Paddock ID		Accreditation/permit no	
Last commodity carried		Cleaning method	

GRAIN INFORMATION	
Season of production	<input type="radio"/> New crop <input type="radio"/> Old crop
Commodity	
Variety	
Expected grade	
Voluntary Downgrade (if applicable)	<input type="radio"/> Yes, exclude the following classification assessment:
Selling option	<input type="radio"/> Warehouse <input type="radio"/> Cash <input type="radio"/> Contract <input type="radio"/> Pool
	Contract no
	Pool code
	Buyer

DECLARATION INFORMATION	
Has any chemical been applied?	<input type="radio"/> Yes <input type="radio"/> No
Has Glyphosate been applied?	<input type="radio"/> Yes <input type="radio"/> No
Have Imidazoline (IMI) herbicides been applied?	<input type="radio"/> Yes <input type="radio"/> No
Has the application of chemicals to this grain during planting and growing or since harvest until this delivery point been in accordance with the registered label instructions and comply with relevant legislation requirements.	<input type="radio"/> Yes <input type="radio"/> No

By signing this document, the grower acknowledges the details provided are true, accurate and in accordance with T-Ports terms and conditions.

NAME	SIGNATURE
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Lucky Bay Bunker Site – Traffic Management Plan





Lucky Bay Port Site – Traffic Management Plan





Lock Bunker Site – Traffic Management Plan



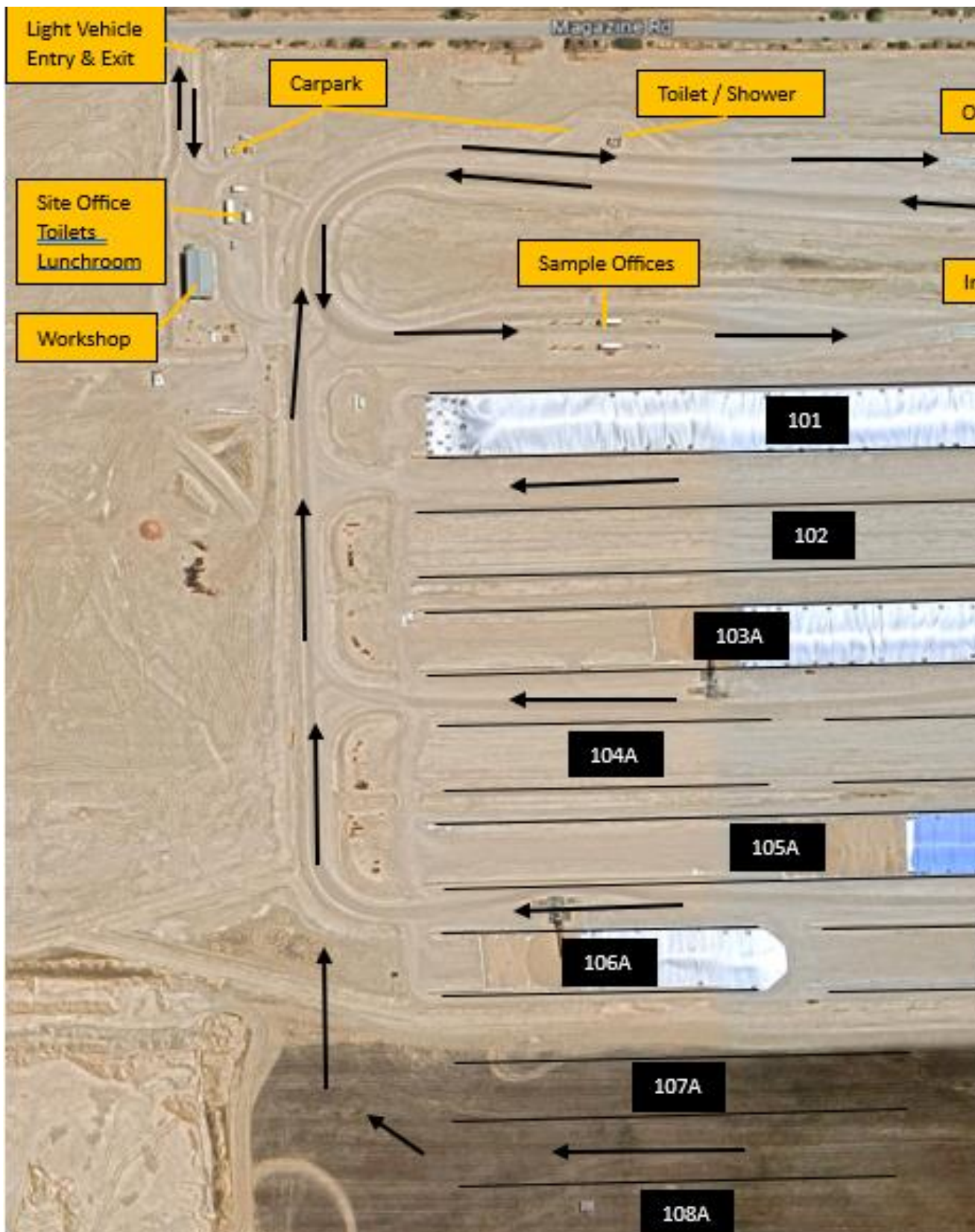


Kimba Bunker Site – Traffic Management Plan





Wallaroo Bunker Site – Traffic Management Plan





Wallaroo Port Site – Traffic Management Plan





T-Ports Careers

You might be the one we are looking for!

At T-Ports, our people are our biggest asset and providing them welcoming work environment and pleasant work experience is our objective. We focus on effective communication, positive attitude, and critical thinking.

You can find all our vacant positions advertised on our career portal – <https://tports.com/careers/>.

We always encourage people to check our career portal to apply online if they find any suitable position. Alternatively, they can also send us their updated resume with the position details on employment@tports.com for us to review.

Key Contact Information

Harvest Information

www.tports.com/harvest

Online Web Portal

www.tports.com/web-portal

Grower Support

1800 87 67 87

Operations Manager

Jeff Cowan
0477 348 774

Operations Supervisor – Lucky Bay

Barry Creighton
0477 916 663

Operations supervisor – Kimba / Lock

Sean Moylette
0477 294 145

Operations Supervisor - Wallaroo

Darren Price
0458 067 991

Business Development and Client Relations

Tim Gurney
0428 867 070