



T-PORTS⁺

TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

**Harvest Handbook 2026/2027
For Growers and Carriers
12.HBK.02**



1800 87 67 87
www.tports.com



General Information

Segregations and opening hours are subject to change. Information is available on the T-Ports app and website. Changes may be communicated via the T-Ports text messaging service.

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

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.

It is a requirement of entry to T-Ports that all people over the age of 15 have completed an online induction. T-Ports staff may ask for confirmation of your induction at any time, and you may be asked to complete before proceeding any further if found to be incomplete.

Please ensure you complete the induction carefully and understand all information given to you. If at any stage you have a question please contact your T-Ports representative for clarification.

Complete the online induction now

www.tports.com/harvest



T-PORTS⁺

GET STARTED GUIDE

T-PORTS ONLINE SERVICES



Apple



Android

OR

WEB PORTAL

Download our T-Ports App!
Use the QR codes or app store to download the T-Ports App.

Visit our T-Ports website: tports.com
to access your online web portal.

To use T-Ports online services, you will need to **create an account**. Follow the simple steps to create an account and add your payee numbers. You will have access to all of your NGR numbers and easily switch between them to display one at a time.

1

Enter your details and create a password.
Make sure you have easy access to your emails so you can access your confirmation code to proceed.

Add your payee numbers to your online account. Have your payee numbers and passwords ready so you can add them to your account.

Can't remember your password? Follow the steps to create or update your password for each payee number.

3



2

Create a PIN for fast and easy access! Your PIN can be up to 6 digits.

You can now **assign a Broker** to manage your T-Ports deliveries! Use the Manage Brokers feature to assign one or more of your payee numbers.

4



Your new login details will work for both our portal and our app.

HAVING TROUBLE?
Call 1800 87 67 87
and our support
staff will be happy
to help.

Have you downloaded your reports? Log into the portal to view your **EPR, Complete Transaction and NHVAS Reports**. (reports not available on the app).

T-PORTS⁺

Warehousing and Online Portal

Delivered grain stored within the T-Ports operating system Commodity Site Management (CSM) is recorded against the relevant grower NGR (National Grower Registration Number) within the T-Ports database. If you require an NGR please visit the following website and register your details: www.ngr.com.au

Grain receivals data and transactions can be viewed online via the T-Ports portal. 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 our systems are unavailable, loads may 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's back online and, as a result, there may be a delay before they 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) please view the status of all transfers.
- View and download your EPR, transaction history and NHVAS reports.
- Assign a broker to manage your grain.
- View site operating hours.

The grower portal is accessible via:

www.tports.com

For specific assistance with online services, please call **1800 876 787** and our support staff will be happy to help.

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.

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 both inside and out
- ☐ Field bins/grain augers are cleaned out prior to first use and before changing commodities to ensure free of contamination

Heavy Vehicle Operations

- ☐ Truck and trailer registrations are current and valid
- ☐ Correct permits and licenses are carried at all times
- ☐ Tailgates are checked for safe operation in line with T-Ports requirements
- ☐ Correct mass limits have been identified (factor in road restrictions, accreditations, permits etc.)
- ☐ Accreditations (NHVAS / HVA) are in date and drivers are aware of the number
- ☐ Where possible, systems in place to assist in managing axle and gross mass while loading such as load scales and avoid loading on uneven ground

Pre-Delivery

- ☐ Confirm site hours and available services – visit the T-Ports App or contact your nearest site
- ☐ Check all roads from farm to site for mass limit and combination access restrictions
- ☐ Ensure a Harvest Delivery Form is completed either via the T-Ports app or a paper copy, 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 / transfers)
- ☐ T-Ports induction is current and complete
- ☐ Driver has required PPE such as hi-vis clothing and enclosed footwear

Delivery

- ☐ Sample office – Check and confirm the load grading
- ☐ Inwards weighbridge – Check and confirm gross weight (ensure mass limit is correct)
- ☐ Receival Grid – Follow the grid attendant instructions for unloading
- ☐ Outwards weighbridge – Check and confirm tare weight
- ☐ FINALLY, check all information on the transaction is true and correct before leaving site

Storage and Handling

- ☐ T-Ports provides storage for wheat, barley, lentils and other commodities pending trade requirements
- ☐ All T-Ports Fees, Terms and Conditions are available on our website: www.tports.com

Heavy Vehicle National Law (HVNL) and Chain of Responsibility (CoR)

All parties who have an involvement in heavy vehicle activities will have obligations under Heavy Vehicle National Law and Chain of Responsibility. Every responsible person must take reasonable action to prevent breaches.

T-Ports as a part of the chain has processes in place to ensure the safety of all involved and will comply with all requests from authorities and/or regulators for information relating to heavy vehicle activities.

Examples of this are:

- All heavy vehicles into and out of sites will be weighed
- Processes are in place to manage and report on overloaded heavy vehicles
- Drivers showing signs of fatigue or being unfit to drive will be reported to management
- Loads must be secure and equipment fit for purpose
- Ensuring heavy vehicle combinations are approved for accessing sites

Should you require more information on your obligations please visit www.nhvr.gov.au

Road Safety

- Normal road rules apply on all T-Ports sites
- Site speed limit is 25kmh unless otherwise signed
- Always engage your park brake before exiting the vehicle
- Always wear your seatbelt
- Never use your mobile phone when driving
- Follow site traffic management plans and all reasonable instructions from T-Ports staff
- Ensure you understand the traffic flow on the site you are delivering to and follow it accordingly
- Be cautious of pedestrian traffic (workers may be required to work in close proximity to your vehicle)

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.

Any children or animals are required to remain inside the vehicle at all times.

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 drugs usage becomes a WHS issue if a person's ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace leading to an increased risk of injury or accidents to themselves or others.

As a visitor you may be subjected to T-Ports Drug and Alcohol Testing. Anyone under the influence of drugs or alcohol will be asked to leave the site immediately. T-Ports 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 of 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 operating or driving your vehicle.

Hazardous Conditions

During hazardous weather conditions such as strong winds and storms, T-Ports workers may not attend to your delivery until the weather conditions improve. T-Ports will aim to advise of stoppages via UHF radio and also through the T-Ports SMS service. As soon as conditions improve, staff will return to work.

Extra care should also be taken during strong winds when operating trailer tarps and when tipping trailers. Where possible use coverage such as buildings or bunkers to shield the winds when operating tarps.

When operating at night, ensure you are wearing high visibility clothing and be mindful of pedestrians and other machinery moving around sites.

Fumigation

Grain storages are at times required to undergo fumigation. The chemicals used for the fumigation can be lethal to humans if exposed. Storages under fumigation will have signage and are only accessible by approved persons wearing monitoring equipment and appropriate PPE.

Some fumigations may require an exclusion zone. Under no circumstance should you enter an exclusion zone set up around a fumigation area. An exclusion zone may be delineated by tape, flagging or signs.

If you are unsure, please speak to a T-Ports representative.



Personal Protective Equipment

As detailed in your T-Ports induction and site signage all visitors are required at a minimum to have:

- Hi-Vis Clothing
- Fully enclosed sturdy boots / shoes (steel cap boots recommended)

Additional PPE may be required pending site signage and/or operating conditions such as:

- Dust mask (recommended minimum P2 dust mask)
- Safety glasses and/or goggles
- Hearing protection
- Gloves
- UV protection

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 assist a T-Ports worker with their duties or operating T-Ports plant and/or machinery
- Reporting hazards, incidents, and injuries while on site to the T-Ports Site Supervisor

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 preferred. High visibility clothing must be worn so it is visible at all times and done up to prevent it from catching.	Mandatory	All Locations
Safety Footwear	Fully enclosed, sturdy work boots, or shoes, worn correctly.	Mandatory	All Locations
Eye Protection	Includes well-fitting safety-rated glasses (tinted or clear), and/or safety rated goggles.	Advised	All Locations
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 Locations
Dust mask	A dust mask should be worn in any areas in which you will be exposed to grain dust.	Advised	All Locations
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 Locations
Gloves	Work gloves to protect hands when opening and closing tarps and tailgates are advised.	Advised	All Locations



Heavy Vehicle Operators

All heavy vehicle operators delivering grain to T-Ports sites should be aware:

- Ensure your tailgate chains are fitted and are correctly adjusted to a maximum gap of 80 - 100mm to allow for best efficiency of plant
- You are responsible for opening and closing all tailgates and/or bagging doors. T- Ports workers will not operate tailgates
- Ensure all built up grain is cleared from tailgates, draw bars etc. before moving off to reduce grain spillage (compressed air will be provided)
- Ensure brakes are applied at all times before exiting vehicle to prevent roll aways
- Ensuring your vehicle and trailers are roadworthy and fit for purpose
- Follow all site traffic management plans
- Follow all reasonable instructions by T-Ports workers
- Watch for overhead obstructions (i.e. powerlines, plant equipment etc.)
- Remain outside the danger zone when tipping trailers
- Control tipping operations to prevent roll-overs, road hopper damage and grain spillage
- Do not enter exclusion zones
- Do not climb onto or into your trailers
- Do not travel with trailers in the raised position, they must be fully lowered before departing the grain receival grid
- Do not obstruct traffic flow with parked vehicles
- Speak with T-Ports site management before conducting any vehicle maintenance / repairs
- Be aware of your mass limits
- You are responsible for adhering to all HVNL laws, regulations and guidelines

Incident Reporting & First Aid

In order to improve safety and operations on our sites it is vital that all hazards or incidents that occur are reported immediately. 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 a hazard or incident.

Similarly, any first aid supplies used on site must be reported in order for T-Ports to re-stock supplies and ensure trends can be monitored.



Grid Protocols

When approaching the grids to unload your vehicle locate the grid operator to confirm it is safe to proceed. The grid operator is the person in charge of the unloading process and will guide through the tipping process. 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 in a safe area. Watch for hand signals that may be used by grid operators. If you are unsure, seek clarification from grid operator prior to unloading.

It is counterproductive 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 and keeps grain from touching the tyres.

Furthermore, all grid operators will be equipped with UHF radios and can be contacted on the site's UHF channel. Below are the standard UHF channels for each site however during busy times sites may be operating across multiple channels to ensure effective communication. Speak to a site representative if you are unsure what channel to operate on.

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

Exceeding Heavy Vehicle Mass Limits

All harvest deliveries into T-Ports sites will be in line with the ***South Australia Class 3 Grain Transport Mass Exemption Notice 2026 (No.2)***. Heavy vehicle operators delivering to T-Ports during harvest should be aware of this notice and operate within the conditions.

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 to the driver and NGR holder 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 then T-Ports will take measures which may include, but are not limited to, warnings, site restrictions and reporting to heavy vehicle enforcement authorities.

T-Ports may also be called upon and will comply with requests for load information to the Heavy Vehicle Regulator and/or South Australia Police for enforcement measures. T-Ports aim is to ensure a culture of compliance within the heavy vehicle industry, specifically grain haulage.

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 condition, not un-roadworthy, not fit for purpose or has previously carried a product deemed not safe for transportation of grain products.

Remember – Grain is food!

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 (NHVAS or HVA)

All heavy vehicle operators must ensure that their accreditations are up to date, and they 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.

Trucks claiming Concessional (CML) or Higher Mass Limits (HML) must have the appropriate NHVAS or HVA Accreditation and supply T-Ports with the accreditation number. Failure to supply an Accreditation Number will result in the truck/combination being deemed to operate at General Mass Limit (GML) weights only.

Fatigue Management

Operators of heavy vehicles need to be mindful of their work and rest requirements keeping in line with Heavy Vehicle National Law (HVNL) requirements. The table below outlines work and rest for solo drivers operating under standard hours whilst operating a fatigue-related vehicle.

T-Ports will as part of their due diligence take note of heavy vehicle drivers' fitness for duty and report if they believe any heavy vehicle driver is not fit to drive.

TIME	WORK	REST
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks [#] and 2 x night rest breaks taken on consecutive day

*Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

Source: <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements#standard>

Harvest Delivery Form (HDF)

A Harvest Delivery Form (HDF) is required for every delivery into any T-Ports site. A load will not be accepted unless a fully completed HDF is provided 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
- Vehicle registration and mass limit information must be accurate
- 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 paper HDFs must be completed in pen. Pencil will not be accepted
- HDF’s may also be completed electronically via the TPorts app (be sure to save your generated transaction number to quote at the sample office on delivery)
- The HDF is a legal document and by completing one you agree to T-Ports site delivery terms and conditions

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	

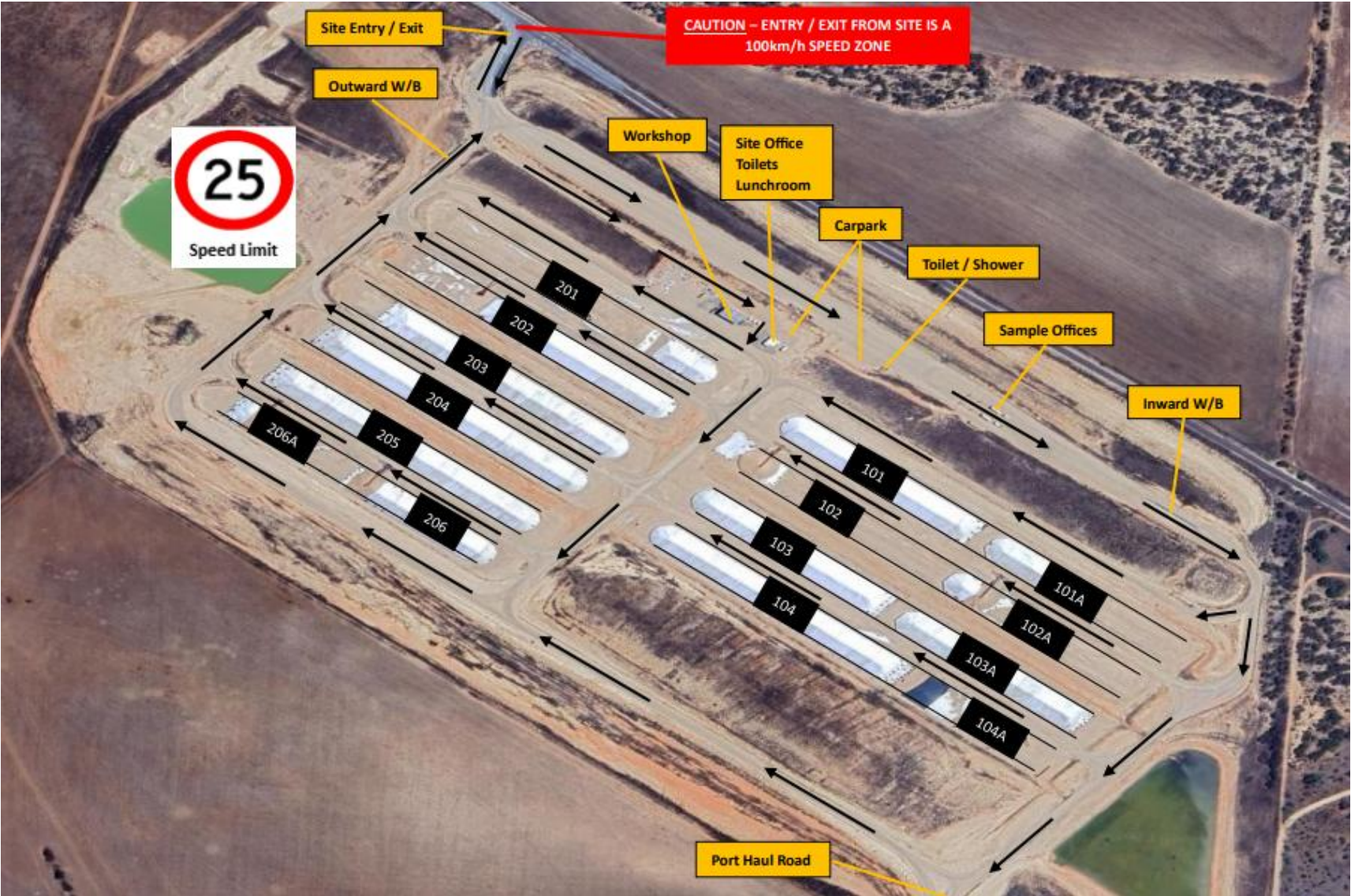
GRAIN INFORMATION	
Season of production	☐ New crop ☐ Old crop
Commodity	
Variety	
Expected grade	
Voluntary Downgrade (if applicable)	☐ Yes, exclude the following classification assessment:
Selling option	☐ Warehouse ☐ Cash ☐ Contract ☐ Pool
	Contract no
	Pool code
	Buyer

DECLARATION INFORMATION	
Has any chemical been applied?	☐ Yes ☐ No
Has Glyphosate been applied?	☐ Yes ☐ No
Have Imidazoline (IMI) herbicides been applied?	☐ Yes ☐ 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.	
☐ Yes ☐ 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



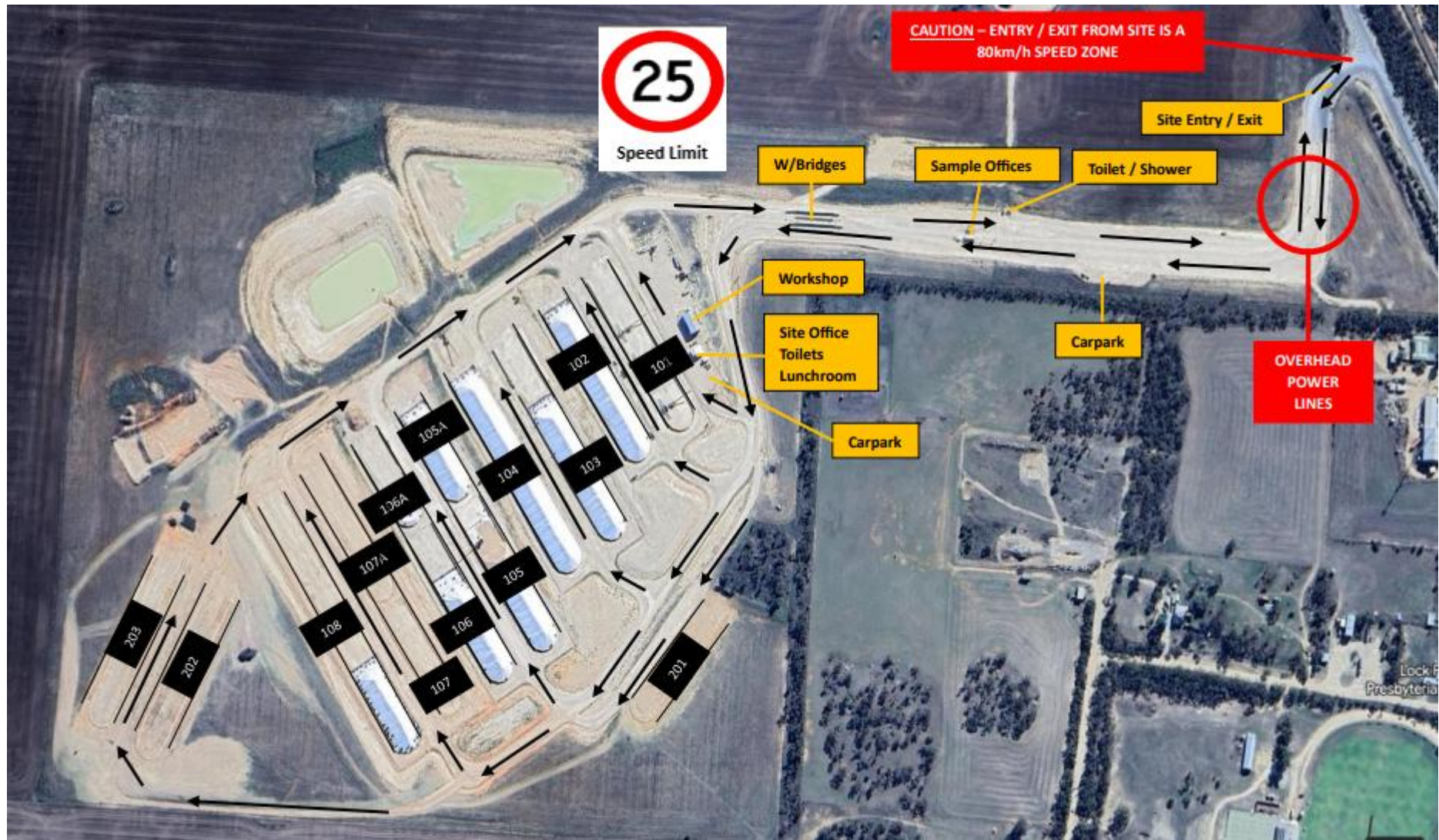
Lucky Bay Port Site – Traffic Management Plan



Lucky Bay Haul Road – 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



Key Contact Information

Harvest Information

www.tports.com/harvest

Online Web Portal

www.tports.com

Grower Support

1800 87 67 87

Grower Relations Officer

Hayley Lewis
0418 838 872

Operations Supervisor – Lucky Bay

Barry Creighton
0477 916 663

Operations Supervisor – Kimba

Sean Moylette
0477 294 145

Operations Supervisor – Lock

Emily Weir
0473 050 584

Operations Supervisor - Wallaroo

Roy Price
0458 067 991

Operations Manager

Jon Nayda
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GM Operations

Jeff Cowan
0477 348 774