



Ports Time Slotting Rules

- Truck drivers or schedulers on their behalf need to call the site on the number below only after they have been loaded:
 - The site will be contactable Monday to Friday;
 - During busy periods, the site will be contactable outside these hours; and
- When calling the number the following information will need to be supplied:
 - Proof that the truck has been loaded:
 - Movements from GrainCorp sites will need a Road Outload Docket Number and the Site Movement Order number (SMO);
 - Movements from non GrainCorp sites (e.g. Grain Flow, ABA) will need to provide the out loading weighbridge ticket number and the SMO;
 - Movements into the Geelong Terminal with short lead times (i.e. less than three hours) will be allowed to book in with a SMO the afternoon before delivery;
 - For off farm receivals:
 - Growers who are delivering off farm will need to quote their NGR and contract numbers;
 - It is the grower's responsibility to check with their buyer that the port is receiving grain at the time they wish to deliver;
 - It is then the responsibility of the buyer to ensure that the recieval is part of vessel accumulation program/site assembly plan;
 - Truck registration number;
 - Truck company name;
 - Estimated or actual tonnes that are going to be delivered;
 - Grade of the grain that is being delivered;
 - Driver name or a contact (i.e. scheduler);
 - Driver contact mobile phone number; and
 - Estimated arrival time.
- A booking confirmation SMS will be sent to the contact mobile phone number taken on booking that will include the following information:
 - Site name;
 - Time slot date and time;
 - Phone number for the truck driver to contact if there is a delay;
 - Truck registration number;
 - Site radio channel; and
 - Site specific information (i.e. "enter via Smith Rd").



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- So that the truck driver/transport company is not put under pressure to speed or not take breaks according to fatigue management laws, a time slot will be given on or after the estimated arrival time.
- On arrival at site:
 - All trucks must stop at the designated parking area according to the site traffic management plan and switch their radio to the channel advised in the booking confirmation SMS;
 - Trucks will be called forward to the sample stand to have their trailer(s) inspected via the radio using the truck registration number taken on booking;
 - The truck driver must be able to produce the documentation quoted on booking including:
 - GrainCorp Road Outload Docket or non GrainCorp site Road Outload docket number;
 - GrainCorp Site Movement Order (SMO) number; and
 - Booking confirmation SMS;
 - Once the trailer(s) have passed the sample stand inspection, the truck is to proceed to the weighbridge;
- Due to limited parking at the terminals, trucks are to arrive no earlier than one hour prior to the beginning of the time slot unless otherwise agreed when the booking is made.
- Trucks that arrive without a time slot will be need to call the port on the time slotting contact number on arrival to get a time slot. Unbooked trucks may experience significant delays.
- For reporting purposes, the following times will be recorded:
 - Requested and allocated time slot;
 - Truck arrive at site as stated by the truck driver;
 - Tare weigh time; and
 - Gross weigh time.
- If a truck is running late or has a breakdown, they are required to call the number received in the booking confirmation SMS and re-schedule another time slot;
- In the event that there is a site capacity constraint (i.e. rain, breakdown etc) and trucks are not able to be loaded/unloaded at the agreed times:
 - A representative from GrainCorp will SMS a new time slot to the mobile number provided at booking allocated according to the revised capacity; and
 - In the event that the new time slot is not suitable for the truck driver, they will need to call the number notified in the new time slot SMS.



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Site Contact Details

Site	Contact Number	Telephone Hours	Radio Channel	Comments
Carrington	(02) 4961 8100	07:30 – 16:00	TBA	Entry via gate house on heavy truck route following Elizabeth St, Parker St, Darling St
Fisherman Islands	(07) 3891 8715	07:00 – 17:00	20	Queue in directed row A or B on booking
Geelong	(03) 5247 1111	07:30 – 16:00	9	SMO bookings allowed for close sites (i.e. Berrybank, Westmere, Skipton) the afternoon prior to delivery
Gladstone	(07) 4972 2033	07:00 – 17:00	Phone	Truck to be escorted by site
Mackay	(07) 4955 7400	07:30 – 16:00	27	Enter via Harbour Rd security gate
Pinkenba	(07) 3260 1305	07:00 – 17:00	20	Enter via Farrer St
Port Kembla	(02) 4224 6444	07:15 – 16:00	27	
Portland	(03) 55223200	07:30 – 16:00	11	