



GRAIN INDUSTRY **TRANSPORT** CODE OF PRACTICE

within the Australian Grain Supply Chain

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Compiled on behalf of the Australian Grain Industry by:



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This version of the Australian Grain Industry Transport Code of Practice (Code) is current at the date of printing in May 2021.

Please note – the Transport Code of Practice is subject to review and amendment as determined by GTA.

GTA reserves the right to update and make changes to this document. To ensure access to the most recent version of any of these documents, including GTA Trade Rules and Standard Form Contracts, please visit the GTA website. www.graintrade.org.au

1. Introduction

Grain Trade Australia (GTA) has developed the Grain Transport Code of Practice¹ (Transport Code) as an important tool to assist Australian Grain Industry (industry) participants who transport grain in bulk and in containers to do so efficiently, safely and within the relevant laws.

GTA recognises its responsibility to participants within the industry and to all members of the community in ensuring that the combined actions promote road safety.

The registered industry code of practice under section 706 of the Heavy Vehicle National Law, known as The Master Code² underpins the Grain Transport Code of Practice (Transport Code).

The Master Code is a practical guide to achieving the standards of heavy vehicle safety and compliance required under the HVNL and the various Heavy Vehicle National Regulations (HVNR).

Adoption of this Transport Code and its guidelines by industry participants is a commitment to shared responsibility; whether this is a commodity trader, local storage operator, a transport company, grain processor, packing facility, grain producer or export terminal.

1 Australian Grain Industry Transport Code of Practice - <https://www.graintrade.org.au/grain-industry-codes>

2 The Master Code - <https://www.austlogistics.com.au/safety-community/amcas/>

2. Code Framework

This Transport Code is part of the Australian Grain Industry Code of Practice (Industry Code) and should be reviewed in conjunction with that Code. The framework is:

2.1 Industry Code of Practice

GTA Members and the broader industry, with the objective of being self-regulating have developed an overarching prescriptive Industry Code. Adherence to the Industry Code became mandatory for all GTA members from 1 July 2014. Covering all participants, it has been developed to be applicable to all grain and grain products and applies to all stages along the supply chain, including the transport of grain. The Industry Code has been designed to promote the use of best management practice by industry participants. This means:

- ▶ Proactive mandatory compliance with all laws and regulations; and
- ▶ Recommended compliance with accepted industry practices as documented in the Industry Code.

2.2 Grain Transport Code of Practice

Supplementary to the Industry Code is this GTA Transport Code. The Transport Code forms one of the Technical Guidelines Documents (TGDs) forming part of the Industry Code and has been developed to provide more detailed information to industry on transport safety and grain industry biosecurity and food safety protocols. The objective of these documents is to assist implementation of each listed activity as outlined in the Industry Code.

Adopters of this Transport Code recognise and accept their responsibilities under the Industry Code and in the grain road transport supply chain.

All parties agree to:

- ▶ Outline minimum requirements that industry must comply with when transporting grain;
- ▶ Encourage compliant and safe practices when transporting grain;
- ▶ Not knowingly make, meet or encourage any demand or requirement that would cause a breach of applicable road transport laws;
- ▶ Ensure the appropriate cleanliness of transport vehicles and the hygienic and safe transportation of grain including compliance with Product Codes as found in Appendix 1.;
- ▶ Assist industry participants in the management of statutory responsibilities

and compliance with Applicable Laws, in particular road transport Chain of Responsibility (CoR);

- ▶ Promote a cooperative approach by all responsible parties in their dealing with all bulk transport issues;
- ▶ Not be party to any anti-competitive behaviour; and
- ▶ Clarify arrangements relating to contamination and rejection.

This Transport Code provides practical guidance to industry in relation to:

- ▶ Controlling, managing and operating Heavy Vehicle road transport freight movements;
- ▶ Minimising the risk along the grain supply chain associated with freight movements by applying a risk-based approach to safety;
- ▶ Auditing compliance with the legislation;
- ▶ Complying with the CoR legislation, which imposes a positive duty on all CoR parties to ensure the safety of their transport activities, both on-road and off-road activity; and
- ▶ Minimising biosecurity risk through compliance with all applicable laws, adoption of appropriate hygiene practices and through compliance to the *'Prohibited Prior Loads and Cleaning Requirements based on Prior Loads'* as detailed in Appendix 1.

2.3 GTA Transport Contract

Supporting this Transport Code is the GTA Grain Transport Contract³. This contract is provided to industry to enshrine commercial arrangements between the consignor and consignee. Use of the Transport Code can be made binding between agreeable parties using that GTA Grain Transport Contract.

The mandatory Industry Code requires all participants captured under the transport CoR to adhere to this Transport Code or other industry approved transport codes.

³ <http://www.graintrade.org.au/contracts>

3. Aim and Scope

This Transport Code is designed to establish standards and procedures for parties to identify, analyse, evaluate and manage and monitor risks associated with meeting obligations under:

1. The Heavy Vehicle National Law (HVNL)⁴ and Regulations in Queensland, New South Wales, Australian Capital Territory, Victoria, South Australia and Tasmania. The Northern Territory (when enacted). Western Australia laws to apply. Other Laws may also apply.
2. Biosecurity Laws.
3. General grain industry safety protocols, and
4. Grain industry biosecurity protocols.

4. Application of this Transport Code

- ▶ This Transport Code applies to all bulk grain (refer definition) carried by road transport either in bulk or in a container in Australia.
- ▶ Participants referencing this Transport Code in any commercial dealings must be able to demonstrate adherence to the Code through:
 1. Demonstrating compliance with Chain of Responsibility. These being:
 - ▶ Having established and determined the business' Transport Activities;
 - ▶ Performance of a risk assessment to identify, analyse, evaluate, treat and monitor risks within these Transport Activities;
 - ▶ Completion of a process to establish what steps are reasonably practicable for the business to comply with Chain of Responsibility parameters (such as preventing mass breaches and actions do not encourage drivers to speed);
 - ▶ Development, implementation and ongoing review of supporting Policy and Procedures;
 - ▶ Implementation of active training; and
 - ▶ Development of a means to record activity and to audit process and procedures for compliance.
- 2. Achievement of the minimum standards of grain hygiene within road transport.

⁴ <https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations>

5. Bulk Goods

The list of bulk goods that this Transport Code will apply to is not exhaustive but includes: -

- ▶ All crops, e.g. cereal grain, pulses and oilseeds;
- ▶ Animal feed materials, ingredients, feed additives; and
- ▶ Any other bulk materials agreed to by parties.

6. Definitions

For the purposes of this Transport Code the following definitions shall apply: -

1. **Applicable law** means the Heavy Vehicle National Law (HVNL) and Regulations in Queensland, New South Wales, Australian Capital Territory, Victoria, South Australia and Tasmania. The Northern Territory (when enacted). Western Australia laws to apply. This also includes Biosecurity Laws and other Laws may also apply.
2. **Audit** shall mean a wide-ranging examination of an organisations adherence to this Transport Code.
3. **Grain Industry Biosecurity Protocols** will mean achievement of the minimum standards of grain hygiene within road transport.
4. **Carrier** shall mean the operator of any vehicle used under this Transport Code. Includes any subcontractors.
5. **Consignment** shall mean a formal arrangement where grain is loaded at a designated loading point, transported and delivered by a Carrier to a designated delivery point.
6. **Contamination** shall mean the presence of any foreign material (including chemical residues) that may alter the status of the grain to be transported.
7. **Contractor Declaration** shall mean a declaration signed by a contractor, subcontractor or other party attesting to the conditions as outlined in this Transport Code.
8. **Driver** shall mean the person driving the vehicle.
9. **Executive Duty** shall mean executive due diligence obligation to ensure the parties in the Chain of Responsibility comply with their safety duties.

10. **Facilities/Premises** shall mean those locations where the grain is loaded or unloaded as applicable.
11. **Grain** shall include any of the commodities listed under the GTA Grain Trading Standards.⁵
12. **Load Distribution** refers to loading across axle weights in accordance with the Heavy Vehicle (Mass, Dimension and Loading) National Regulation 2018 to increase stability and ensure vehicle safety is not compromised.
13. **Primary Duty** refers to each party in the chain of responsibility for a heavy vehicle ensuring, so far as reasonably practicable, the safety of the party's transport activities relating to the vehicle.
14. **Reasonably Practicable** shall mean that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including the likelihood of the hazard or risk occurring, the degree of harm from the hazard or risk, knowledge about ways of eliminating or minimising the hazard or risk, the availability and suitability of ways to eliminate or minimise the risk and the cost.
15. **Records required** shall mean that suitable records are to be maintained to show compliance with the terms and conditions of this Transport Code.
16. **Road transport company** shall mean the transport company engaged to transport the grain.
17. **Services** shall mean those contractual arrangements outlined between two or more parties, relating to grain transport.
18. **Subcontractor** shall mean a carrier that is engaged by the road transport company to transport the grain. Includes an owner driver.
19. **Suitable person for audit** shall mean a person that has minimum five years in audit experience, and/or successfully completed a recognised audit course, and/or certifies their maintenance of knowledge and/or participates in at least one audit per year.
20. **Supplier** shall mean the party providing the grain to be transported under this Transport Code.
21. **The consignor** shall mean the company for whom the grain is being transported.
22. **Vehicle** shall include prime movers, trailers or other containers used to transport bulk grain.
23. **Workplace Health and Safety Law** refers to the Workplace Health and Safety Act 2011 which provides a nationally consistent framework to secure the health and safety of workers and workplaces.

⁵ https://www.graintrade.org.au/commodity_standards

7. Accreditation

There are a number of heavy vehicle accreditation schemes that operate within Australia. Some of these are the National Heavy Vehicle Accreditation Scheme (NHVS)⁶, Truck Safe⁷, and the WA Heavy Vehicle Accreditation Scheme (WAHVA)⁸.

These accreditation schemes are based on a set of minimum standards a trucking business should meet for it to be a safe and responsible operation, such as adopting a risk-based approach to safety as part of their business activities.

Adopters of this Transport Code should become accredited, or prioritise the use of accredited transport operators as this provides confidence that operators have:

- ▶ Enshrined and appropriate transport safety work practices;
- ▶ Management systems and procedures in place;
- ▶ Fit, capable and trained drivers; and
- ▶ Well maintained vehicles.

6 <https://www.nhvr.gov.au/safety-accreditation-compliance/national-heavy-vehicle-accreditation-scheme>

7 <https://www.trucksafe.com.au/accreditation/what-is-trucksafe-accreditation/>

8 <https://www.mainroads.wa.gov.au/UsingRoads/HVS/accreditation/Pages/home.aspx>

8. Training and Awareness

Appropriate and on-going training must be provided to any persons involved within the transport supply chain. The aim of training is to ensure that workers have the appropriate skills and knowledge to competently perform their work without risk to the transport safety of themselves and others, and to comply with all requirements of this Transport Code.

A training needs analysis should be conducted to identify the training needs. Training should be appropriate to the worker, and to the type of work to be performed. In some cases, formal training will be appropriate, in others, on-the-job training (e.g., induction training) may be more appropriate.

All training, including content covered and statements of competency should be recorded and maintained within a training register. These records will assist in identifying any gaps in training and assist with the monitoring of effectiveness of the training.

Formal reviews to assess the on-going effectiveness of company training should also be implemented. Adequate and appropriate training is a way of managing the risks associated with hazards.

Training should develop awareness of the potential consequences of harm or loss and the human factors that may lead to risk taking behaviours. All people involved within the transport supply chain should be provided with information about:

- a) CoR legislation;
- b) the company transport safety policy and procedures;
- c) CoR risk management processes;
- d) Details of which control measures are in place to minimise exposure to risks associated with CoR; and
- e) Processes to review and monitor the correct use of controls and how to ensure they are kept in working order.

9. Audits

Two types of audits should be considered to assess compliance with the Transport Code.

They consist of:

- a) Internal audits conducted by accredited or competent company staff; and
- b) External audits conducted by a person certified to perform audits.

Audits may also be undertaken on agents and suppliers that provide transport related services within the supply chain to the company. These may be:

- a) Loaders & unloaders;
- b) Schedulers; and
- c) transport companies.

Where audits are not undertaken agents and suppliers should formally (and regularly) demonstrate that they are complying with the CoR legislation.

10. Records

- a) Some clauses in this Transport Code are marked **(Records required)**. Participants using the Transport Code are required to keep and maintain records relevant to their participation in the transport supply chain to demonstrate adherence to this Transport Code.

The following includes some records that must be kept:

- ▶ Company policy and procedures relating to HVNL;
 - ▶ Documented evidence of company risk assessment and identified risk controls;
 - ▶ All loads carried by vehicles (e.g., collection/delivery tickets, load sheets etc);
 - ▶ All cleaning operations associated with transport and loading equipment;
 - ▶ Vehicle maintenance program and associated records;
 - ▶ Inventory of all vehicles and trailers (e.g., Vehicle Register);
 - ▶ Proof of compliance where applicable to any heavy vehicle accreditation schemes;
 - ▶ List of approved Subcontractors;
 - ▶ Audit records of Subcontractors;
 - ▶ Records of internal and external audit compliance with HVNL;
 - ▶ Staff training/instruction/reviews/certificate of competencies/Qualifications;
 - ▶ Insurance documents;
 - ▶ Vehicle registrations;
 - ▶ Operator's licence - if applicable;
 - ▶ Journey Plans;
 - ▶ Route Permits;
 - ▶ IAP Certificates - if applicable;
 - ▶ Container weight declaration - if applicable;
 - ▶ Complaints;
 - ▶ Grain Vendor Declarations;
 - ▶ Grain Commodity Truck Cleanliness and Prior Load Declaration; and
 - ▶ Others as documented in this Transport Code.
- b) Records must be legible and kept in suitable conditions that allow ready retrieval and prevent deterioration.

Records must be kept for a minimum of three years in accordance with the Applicable law.

11. Procedures and Instructions

- a) A designated person must have responsibility for the implementation of the requirements of this Transport Code. This person must have the skills necessary to effectively implement the requirements of this Transport Code.
- b) The designated person must ensure that all staff covered by the scope of this Transport Code is provided with written instructions that confirm their duties and the procedures. Procedures must be periodically reviewed, amended where necessary and re-issued to ensure that they remain current and effective.

12. Complaints

- a) There must be a formal system for registering and processing complaints relating to any CoR related activities. Complaints must be assessed, and corrective action taken where necessary.
- b) Where the GTA Grain Transport Contract is used, or any other contract citing the GTA Trade Rules, the GTA Dispute Resolution Rules will be the mechanism for resolving contractual disputes. The GTA Dispute Resolution process will be available to the Parties.

13. Administration of the Code

The GTA Transport Storage & Ports Technical Committee is responsible for the administration of this Transport Code. Administration will include:

- a) Reviews, changes and updates of the Transport Code;
- b) Reviews will occur annually;
- c) The TS&P committee will provide an opportunity for comment and discussion on proposed updates before the update is adopted as part of the Transport Code.
- d) Every three years the Transport Code will be audited by an auditor accredited under the National Heavy Vehicle Accreditation Scheme (NHVAS) for assessment of industry codes of practice.
- e) Findings and corrective actions identified during this process will be agreed and actioned by the committee under the guidance of the GTA Board.

14. Key Contacts

The key contact for the Transport Code is:

**The Chief Executive Officer, Grain Trade
Australia Phone: (02) 02 9235 2155**

15. The Grain Supply Chain

The grain supply chain has some notable characteristics that have been considered in the formulation of this Transport Code. These are:

- a) High number of origination points;
- b) Low incidence of available fixed platform weigh scales at loading points resulting in heavy vehicles entering the road network without an assessed weight;
- c) Transport to and aggregation of product at intermediary storage can occur without a consignment (harvest receivals);
- d) High level of the freight task performed by non-commercial carriers (primary producers); and
- e) Transport activity is directed by commodity trading objectives where one consignment can include multiple Buyer and Seller events ('string' sales).



16. Grain Transport Code of Practice

As discussed in the Scope section this Grain Transport Code is structured in three sections:

1. The Heavy Vehicle National Law (HVNL) and compliance with Chain of Responsibility;
2. General grain industry safety protocols, and
3. Grain industry biosecurity and food safety protocols.

16.1 HVNL & Compliance with Chain of Responsibility

This section covers the HVNL requirements within the grain supply chain.

Under the Heavy Vehicle National Law (NHVL), and CoR, road transport activity in the Australian grain supply chain includes business practices and making decisions, associated with the use of a heavy vehicle on a road, including, for example:

- (a) contracting, directing or employing a person-
 - (i) to drive the vehicle; or
 - (ii) to carry out another activity associated with the use of the vehicle (such as maintaining or repairing the vehicle); or
- (b) consigning goods for transport using the vehicle; or
- (c) scheduling the transport of goods or passengers using the vehicle; or
- (d) packing goods for transport using the vehicle; or

- (e) managing the loading of goods onto or unloading of goods (including the management of time slotting arrangements) from the vehicle; or
- (f) loading goods onto or unloading goods from the vehicle; or
- (g) receiving goods unloaded from the vehicle.

The business practices

The business practices of a person, means the person's practices in running a business associated with the use of a heavy vehicle on a road, including-

- (a) the operating policies and procedures of the business; and
- (b) employee training, review of procedures; and
- (c) the human resource and contract management agreements of the business; and
- (d) the arrangements for preventing or minimising public risks associated with the person's practices.

Influence and Control

The philosophy of the Chain of Responsibility law means that any party in the chain who has the capacity to influence and control the transport activity is responsible for the safety of transport activities.

The level and nature of a CoR party's responsibility for a transport activity depends on their capacity to control, eliminate or minimise the risk.

Primary Duty

The key tenant is that all participants involved within the transport grain supply chain have a primary duty for assessing and managing the risk that is inherent in the movement of grain from source location to destination. This primary duty represents an obligation to eliminate or minimise potential harm or loss by doing all that is reasonably practicable to ensure safety. The level and nature of the participants responsibility for the movement of grain depends on their capacity to control, eliminate or minimise the risk.

This primary duty covers all participants including:

- ▶ The driver's employer;
- ▶ A prime contractor;
- ▶ An operator;
- ▶ A scheduler;
- ▶ The consignor and consignee;
- ▶ A packer;
- ▶ A loading manager; and
- ▶ A loader and unloader.

The level of responsibility for the transport activity of these differing parties and persons will depend on their capacity to control, eliminate or minimise the risk and/or to influence and control the activity. No one will be liable for breaches they cannot control or have influence over.

It is important to consider how other parties may influence the safety of your transport activities, and how you may influence theirs. Another aspect of Primary Duty is the principle of shared responsibility where each party in the chain of responsibility for the vehicle has a shared responsibility for the safety of the movement of grain. The level and nature of a party's responsibility for the transport activity depends on the function the person performs, the nature of the public risk created by carrying out the transport activity and the party's capacity to control, eliminate or minimise the risk.

A participant in the supply chain may also operate within multiple levels. For example, a primary producer can be:

- ▶ A loading manager;
- ▶ A scheduler; and/or
- ▶ The consignor.

A storage operator may be:

- ▶ A prime contractor;
- ▶ An operator;
- ▶ A scheduler;
- ▶ The consignor or consignee; and/or
- ▶ A loader and unloader.

The positive culture of Share Responsibility needs to be established. CoR parties should engage and consult with each other to foster productive, efficient, innovative and safe supply chain relationships. Effective two-way consultation, cooperation and coordination is needed in order to be effective. Proactive engagement and collaboration of all parties in the supply chain will encourage safe and productive transport activities.

Executive Duty

The HVNL imposes an executive due diligence obligation to ensure the parties in the Chain of Responsibility comply with their safety duties. Executive due diligence is a positive, proactive, personal duty whereby an Executive is required to use due diligence to ensure the legal entity complies with the safety duty. The Executive due diligence is independent which requires the executive to proactively take steps to perform their duty.

This means, that if the Executive does not take steps to perform their duty, the Executive can still be prosecuted for a breach even if no incident or accident arises.

Executive of a legal entity, means -

- (a) for a corporation - an executive officer of the corporation; or
- (b) for an unincorporated partnership - a partner in the partnership; or
- (c) for an unincorporated body - a management member of the body

Legal Entity means -

- (a) a corporation; or
- (b) an unincorporated partnership; or
- (c) an unincorporated body

An example is a person who is the owner-operator of their own small transport company, will be considered an executive officer. This person will have duties as an operator of a heavy vehicle and duties as an executive.

16.2 The Risk Identification Process

This Transport Code is a guideline for businesses within the grain supply chain and should be treated as such. Each adopter of this Transport Code is required to undertake its own transport safety risk assessment and develop internal policy and procedures to maintain and be able to prove compliance with HVNL.

An effective, systematic approach to meeting your compliance obligations under both Workplace Health and Safety Law and the HVNL is to develop and implement a Safety Management System (SMS). A SMS will demonstrate your ability to manage risk and ensure safety. It provides assurance and tests the effectiveness of the business practices. More importantly, it involves monitoring operating policies and procedures, measuring safety performance and compliance, and managing change to continuously improve business practices.

This Transport Code can only be a guide to assist the risk management process. Each adopter should conduct its own risk management process aligning with AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines and include:

- ▶ Identify the risks relevant to the industry and the business 'Transport Activities' **(Records Required);**
- ▶ Identify and describe the types of controls that could be applied to the identified risk **(Records Required);**

- ▶ Development and ongoing review of supporting Policy and Procedures **(Records Required)**;
- ▶ Implementation of active training and safety management systems; and
- ▶ Development of a means to record activity and to audit process and procedures for compliance. **(Records Required)**.

There are ten areas of risk listed in the HVNL.

- ▶ Load restraint;
- ▶ Mass Management;
- ▶ Dimensions;
- ▶ Fatigue;
- ▶ Speed control & management;
- ▶ Drugs & Alcohol & Driver Health;
- ▶ Equipment suitability & maintenance;
- ▶ Documentation & Training;
- ▶ Subcontractor/Supplier Control & Assessment; and
- ▶ Operational facilities.

These have been summarised into the following four categories:

- (a) Mass, dimension and loading;
- (b) High risk behaviour - e.g. speeding;
- (c) Driver fatigue and fitness for duty; and
- (d) Roadworthiness and suitability of vehicles and equipment for a task

16.3 Risk Control Guidelines

Through engagement with GTA members and the grain industry a Table of minimum guidelines has been constructed for the four categories.

When referring to the following guidelines, it is important to take into consideration the level and nature of a CoR party's capacity to control, eliminate or minimise the risk when determining where the responsibilities sit within the transport activity.

a) Mass, Dimension and Loading

Supply Chain Participant	Grain Industry Risk Control Guidelines
Grain Owner Employer Prime Contractor Transport Operator	<ul style="list-style-type: none"> ▶ Our transport contracts and storage-site grain receipt procedures will not include processes, instructions, rate structures or any goals or incentives that will reward or encourage parties, or the vehicle operator to directly, or indirectly load a vehicle outside the legal mass and /or dimension limits.
	<ul style="list-style-type: none"> ▶ We will ensure we have an effective Safety Management System in place to effectively manage our risk and safety responsibilities under the HVNL.
	<ul style="list-style-type: none"> ▶ Our processes and instructions to schedulers will ensure scheduled vehicles have the capability, capacity and equipment (including applicable route and mass permits) to meet mass, dimension and loading requirements on the routes to be travelled.
	<ul style="list-style-type: none"> ▶ We will follow a hierarchy of methods to capture vehicle load weights to, so far as reasonably practicable, comply with legal mass limits. These may be: <ul style="list-style-type: none"> ▶ Access to onsite weighbridge; ▶ Access to an off-site weighbridge; ▶ When there is no access to weighbridges: <ul style="list-style-type: none"> ▶ Loading of vehicles on flat ground with utilisation of vehicle on-board scales; ▶ In paddock loading utilising vehicle on-board scales; ▶ Visual estimation of load weights through use of cubic capacity and other guides (e, g., plimsoll lines); and ▶ Other methods that are proven to reduce the incidence of overloading. ▶ Estimated weights for each load will be recorded and assessed against captured destination weight. ▶ Adjustment to future truck loading will occur based on assessment of performance of estimated weights versus actual gross weight.
	<ul style="list-style-type: none"> ▶ We will support approved state Harvest Mass Management Schemes and work to achieve scheme objectives.
	<ul style="list-style-type: none"> ▶ We will ensure that combinations used are fit for task.

	<ul style="list-style-type: none"> ▶ In the event a vehicle has been identified as over-mass corrective action will be taken prior to the vehicle entering the road network.
	<ul style="list-style-type: none"> ▶ Drivers will be provided with accurate load weights and dimensions prior to, or at the point of loading (e.g., load plans, consignment notes, despatch documents, container weight declarations etc.) to assist with loading to legal mass limits and correct load distribution.
	<ul style="list-style-type: none"> ▶ We will ensure, so far as reasonably practicable, equipment used in the loading process, including loading equipment, loading platforms, weighbridges, is fit for purpose, regularly inspected and maintained.
	<ul style="list-style-type: none"> ▶ We will prior to engaging our loading agents and our transport operators ensure they have the capability, are competent and have management systems in place to manage and comply with mass, dimension and loading requirements.
	<ul style="list-style-type: none"> ▶ We will have a regular review, and a monitoring process to assess our compliance and our supplier's compliance with mass, dimension and loading requirements.
	<ul style="list-style-type: none"> ▶ As applicable, we will have a process to develop and provide industry specific guidance on load positioning and restraint.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for dealing with breaches in mass, dimension, loading and restraints.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Scheduler	<ul style="list-style-type: none"> ▶ We will ensure scheduled vehicles have the capability, capacity and equipment (including applicable route and mass permits) to meet mass, dimension and loading requirements on the routes to be travelled.
	<ul style="list-style-type: none"> ▶ All our journey planning will take into consideration mass and dimension requirements to ensure the route is compliant, if applicable current permits are in place and the vehicle combination is fit for purpose.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for dealing with breaches in mass, dimension, loading and load restraints.

	<ul style="list-style-type: none"> ▶ We will ensure only vehicles fit for task will be used. ▶ We will ensure that only competent and compliant subcontractors are engaged to undertake the transport task if required. ▶ Processes will be in place to periodically monitor and verify compliance of 3rd parties used in the transport activity.
Consignor Consignee	<ul style="list-style-type: none"> ▶ Our transport contracts and storage site grain receipt procedures will not include processes, instructions, rate structures or any goals or incentives that will reward or encourage parties or the vehicle operator to directly, or indirectly overload a vehicle. ▶ Drivers and loading agents will be provided with accurate load weights and destination information prior to, or at the point of loading (e.g., load plans, consignment notes, container weight declarations, etc.). ▶ We will support approved state Harvest Mass Management Schemes and work to achieve scheme objectives; ▶ If applicable, we will ensure equipment used in the loading process, including loading equipment, loading platforms, weighbridges, is fit for purpose, regularly inspected and maintained. ▶ We will have a regular review and monitoring process to assess our compliance and our supplier's compliance with mass, dimension and loading requirements. ▶ Consignors prior to engaging any 3rd parties such as loading agents and transport operators, will verify they have the capability and management systems to comply with mass, dimension and loading management systems. ▶ As applicable, we will have a process to develop and provide industry specific guidance on load positioning and restraint. ▶ We will have in place agreed procedures for dealing with breaches in mass. ▶ Processes will be in place to periodically monitor and verify compliance of 3rd parties used in the transport activity.

<p>Packer</p>	<ul style="list-style-type: none"> ▶ Drivers and loading agents will be provided with accurate container weights and dimensions and destination information prior to, or at the point of loading (e.g., load plans, consignment notes, container weight declarations, etc.) to assist with loading to the legal gross weight and load distribution.
	<ul style="list-style-type: none"> ▶ Packers will be trained appropriately to ensure loading of containers are within appropriate mass limits for the containment system.
	<ul style="list-style-type: none"> ▶ Verify and monitor containers to ensure they meet mass, dimension and loading requirements.
<p>Loading Manager Loader Unloader</p>	<ul style="list-style-type: none"> ▶ Drivers will be provided with accurate load weights and destination information prior to or at the point of loading (e.g., load plans, consignment notes, container weight declarations, etc.) to assist with loading to the legal gross weight and load distributions.
	<ul style="list-style-type: none"> ▶ Unloaders will have procedures in place to manage overloaded vehicles.
	<ul style="list-style-type: none"> ▶ Loaders will employ the best available method to capture vehicle load weights to ensure compliance with legal mass limit.
	<ul style="list-style-type: none"> ▶ When there is no access to fixed weighbridges then the outloader will utilise either: <ul style="list-style-type: none"> ▶ Loading of vehicles on flat ground with utilisation of vehicle on-board scales; ▶ In paddock loading utilising vehicle on-board scales; ▶ Visual estimation of load weights through use of cubic capacity and other guides (e.g., plimsoll lines); and ▶ Other methods that are proven to reduce the incidence of overloading. ▶ Estimated weights for each load will be recorded and assessed against captured destination weight. ▶ Adjustment to future truck loading will occur based on assessment of performance of estimated weights versus actual gross weight.

	<ul style="list-style-type: none"> ▶ We will support approved state Harvest Mass Management Schemes and work to achieve scheme objectives; ▶ Loaders and unloaders will be trained to recognize truck combinations, gross weight and axle weight limits
Executive Officers (of all parties)	<ul style="list-style-type: none"> ▶ We will proactively verify the effectiveness of our processes, governance and management systems to comply with mass, dimension and loading requirements.

b) High Risk Behaviour - Speeding

Supply Chain Participant	Grain Industry Risk Control Guidelines
Grain Owner Employer Prime Contractor Transport Operator	<ul style="list-style-type: none"> ▶ Our Movement orders, terms of consignment, contracts and agreements will not contain freight rate structures, or any performance measures that may reward or encourage any parties, or the driver to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ Driver rosters are scheduled with appropriate timeframes, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ Individual loads, or consecutive loadings are scheduled with adequate time for the required route/s, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ All vehicles are fitted with fit for purpose, maintained, calibrated, speed limiting devices (12T and over by law).
	<ul style="list-style-type: none"> ▶ We will ensure there is a regular process to check and verify driver's licences are valid.
	<ul style="list-style-type: none"> ▶ Where practicable, a process to actively monitor a driver's speed is in place and reviewed regularly. This may include telematics, GPS and/or management systems.
	<ul style="list-style-type: none"> ▶ We will have a regular review, and a monitoring process to assess our compliance, and our supplier's compliance with speed management requirements.
	<ul style="list-style-type: none"> ▶ We will have a process to manage any alteration to the load and delivery plan (including delays) so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.

	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with speeding breaches.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Scheduler	<ul style="list-style-type: none"> ▶ Drivers rosters are scheduled with appropriate timeframes, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ Individual loads, or consecutive loadings are scheduled with adequate time for the required route/s, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with speeding breaches.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Consignor Consignee	<ul style="list-style-type: none"> ▶ Our Movement orders, terms of consignment, contracts and agreements will not contain freight rate structures, or any performance measures that may reward or encourage any parties or the driver to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ Consignors will employ a process to make reasonable enquiries to enable the review (and monitoring of the effectiveness) of a Prime Contractor / Scheduler/Operator's speed management process and systems (and their compliance with these systems).
	<ul style="list-style-type: none"> ▶ All planning of tonnage movements and deliveries within timeframes are prepared with appropriate time so parties within the supply chain are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ Parties sending and receiving goods aim to adhere to scheduled delivery windows and minimise delays for drivers. However, if delays occur all relevant parties including operators and drivers are advised as soon as practicable.

	<ul style="list-style-type: none"> ▶ Changes will occur to schedules. Parties sending and receiving goods will ensure some flexibility with pick-up and delivery times so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with speeding breaches.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Packer	<ul style="list-style-type: none"> ▶ Packers will ensure that scheduled pick-up times are adhered to minimise delays for drivers, so they don't feel directly or indirectly pressured to exceed the speed limit. In the event a delay occurs, all parties will be advised as soon as practicable.
	<ul style="list-style-type: none"> ▶ We will regularly review business practices including packing times and delays in consultation with impacted CoR parties.
Loading Manager Loader Unloader	<ul style="list-style-type: none"> ▶ To ensure drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit, Loaders and Unloaders will aim to adhere to scheduled delivery windows and minimise delays for drivers. However, if delays occur:
	<ul style="list-style-type: none"> ▶ All parties including operators and drivers are advised as soon as practicable;
	<ul style="list-style-type: none"> ▶ Senders and receivers of goods are flexible with pick-up and delivery times where there are changes to the schedule, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit.
Executive Officers (of all parties)	<ul style="list-style-type: none"> ▶ We will proactively verify the effectiveness of our processes and management systems to comply with all high-risk behaviour such as speeding.

c) Driver Fatigue and Fitness For Duty

Supply Chain Participant	Grain Industry Risk Control Guidelines
Grain Owner Employer Prime Contractor Transport Operator	<ul style="list-style-type: none"> ▶ Our movement orders, terms of consignment, contracts and agreements do not contain rate structures or associated performance measures that may reward or encourage the driver to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ We will ensure the relevant parties have processes in place to monitor drivers work and rest times (in real time if possible) and that these processes are regularly monitored, and audited.
	<ul style="list-style-type: none"> ▶ All drivers and other employees involved in the grain transport chain are provided training, education and awareness of the signs of fatigue, the importance of quality rest, and lifestyle factors. Drivers are all instructed and empowered to act if impaired by fatigue.
	<ul style="list-style-type: none"> ▶ We ensure all drivers receive regular medical checks at prescribed intervals, including drug and alcohol testing, and are provided with education, advice and resources to manage their personal health and wellbeing.
	<ul style="list-style-type: none"> ▶ Our industry employs processes to manage changes to delivery schedule, so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ We ensure drivers rosters are scheduled with appropriate timeframes, so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ We ensure drivers rosters are scheduled with appropriate timeframes, so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ Individual loads, or consecutive loadings are scheduled with adequate time for the required route/s, so drivers are not directly pressured or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours
	<ul style="list-style-type: none"> ▶ Where practicable vehicles will be fitted with innovative technology solutions to monitor drivers fatigue and risk factors.

	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with fatigue breaches.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Scheduler	<ul style="list-style-type: none"> ▶ We ensure drivers rosters are scheduled with appropriate timeframes, so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ Individual loads, or consecutive loadings are scheduled with adequate time for the required route/s, so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ Direct vehicle schedulers will have a process to monitor a driver's work and rest times (in real time if possible). These will be reviewed regularly.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with fatigue breaches.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Consignor Consignee	<ul style="list-style-type: none"> ▶ Our movement orders, terms of consignment, contracts and agreements do not contain rate structures or associated performance measures that may reward or encourage the driver to drive whilst fatigued or breach their work/rest hours.
	<ul style="list-style-type: none"> ▶ Key personnel, including but not limited to Loading Managers, Loaders and Unloaders, who can assess the fatigue of the driver, are provided training and awareness of signs of fatigue and are empowered to take preventative action including reporting incidences of driver fatigue to driver's employer/operator.
	<ul style="list-style-type: none"> ▶ Consignors will employ a process to make reasonable enquiries to enable the review (and monitoring of the effectiveness) of an Employer/ Prime Contractor /Operator's fatigue management process and systems (and their compliance with these systems).

	<ul style="list-style-type: none"> ▶ All planning of tonnage movements and deliveries within timeframes are prepared with appropriate time so parties within the supply chain are not directly pressured, to drive whilst fatigued or breach their work/rest hours. ▶ Changes will occur to schedules. Parties sending and receiving goods will ensure some flexibility with pick-up and delivery times so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours. ▶ We will have in place agreed procedures for the reporting of and dealing with fatigue breaches. ▶ When required, only engage subcontractors that are verified and deemed competent and compliant. ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Packer	<ul style="list-style-type: none"> ▶ Packers, who can assess the fatigue of the driver, are provided training and awareness of signs of fatigue and are empowered to take preventative action including reporting incidences of driver fatigue to driver's employer/operator. ▶ Where a company has processes/actions that can impact on delivery windows, truck turnaround times and delays a process to monitor truck turnaround times and delays and, when required take remedial action to review and improve container loading/unloading arrangements and practices. ▶ We will regularly review business practices including packing times and delays in consultation with impacted CoR parties.
Loading Manager Loader Unloader	<ul style="list-style-type: none"> ▶ Loading Managers, Loaders and Unloaders, who can assess the fatigue of the driver, are provided training and awareness of signs of fatigue and are empowered to take preventative action including reporting incidences of driver fatigue to driver's employer/operator. ▶ Where practical, loading and unloading premises will provide suitable rest facilities in an environment that promotes effective and safe rest and/or sleep opportunities.

	<ul style="list-style-type: none"> ▶ Where a company has processes/actions that can impact on delivery windows, truck turnaround times and delays a process to monitor truck turnaround times and delays and, when required take remedial action to review and improve loading/unloading arrangements and practices. ▶ We will have in place agreed procedures for the reporting of and dealing with fatigue breaches.
Executive Officers (of all parties)	<ul style="list-style-type: none"> ▶ We will proactively verify the effectiveness of our processes and management systems to ensure drivers are not pressured to drive while fatigued or breach their work/rest hours.

d) Roadworthiness and Suitability of Vehicles and Equipment for a task

Supply Chain Participant	Grain Industry Risk Control Guidelines
Grain Owner Employer Prime Contractor Transport Operator	<ul style="list-style-type: none"> ▶ Employer/Prime Contractor/Operators will meet all prescribed heavy vehicle standards as prescribed in section 60(1) of the Heavy Vehicle National Law (HVNL) as well as any other aspects of mechanical condition of a heavy vehicle that may impact upon the safe use of the vehicle on a road.
	<ul style="list-style-type: none"> ▶ All parties will ensure their vehicle is safe for operation on a road and deemed roadworthy. Drivers are empowered to not drive a vehicle considered unsafe or unroadworthy.
	<ul style="list-style-type: none"> ▶ We will ensure maintenance programs are in place and that all maintenance performed is by a suitably qualified and competent heavy vehicle mechanic who has a high level of autonomy in making decisions about undertaking maintenance and repairs.
	<ul style="list-style-type: none"> ▶ Vehicle owners will have in place adequate budgets to cover all maintenance programs and requirements.
	<ul style="list-style-type: none"> ▶ Records will be kept and maintained of all vehicle maintenance and repairs.
	<ul style="list-style-type: none"> ▶ Where deficiencies in vehicles are found these are corrected in an appropriate timeframe.

	<ul style="list-style-type: none"> ▶ Processes are employed for drivers and other parties to be able to raise a fault or defect if identified. These faults and defects reported are documented and followed up to ensure the problem is understood, prioritised appropriately and repairs undertaken in a timely manner. Any defects that impact vehicle safety will be addressed prior to the vehicle being released for work.
	<ul style="list-style-type: none"> ▶ The company will have a spare parts policy that will consider whether an Original Equipment Manufacturer (OEM) or after-market part is more suitable.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with breaches in vehicle maintenance and safety.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Scheduler	<ul style="list-style-type: none"> ▶ Any vehicle under a maintenance defect notice will not be included in programmed schedules.
	<ul style="list-style-type: none"> ▶ Any vehicle in route that encounters a defect will be assessed by appropriate parties to determine a corrective plan, including the safe parking of the vehicle until a mechanic can be sourced.
	<ul style="list-style-type: none"> ▶ When required, only engage subcontractors that are verified and deemed competent and compliant.
	<ul style="list-style-type: none"> ▶ Processes will be in place to periodically monitor and verify compliance of subcontractors used in the transport activity.
Consignor Consignee	<ul style="list-style-type: none"> ▶ Employs a process to make reasonable enquiries to enable the review and monitoring of the effectiveness of a Prime Contractor / Scheduler/Operator's maintenance process and systems (and their compliance with these systems).
	<ul style="list-style-type: none"> ▶ Key personnel, including but not limited to Loading Managers, Loaders and Unloaders, who can assess visible defects of vehicles, (e.g., broken mirrors and/or indicators) are provided training and awareness of visible defects and are empowered to take preventative action, including reporting incidences of a visible vehicle defect to driver's employer/operator.
	<ul style="list-style-type: none"> ▶ We will have in place agreed procedures for the reporting of and dealing with breaches in vehicle maintenance and safety.

<p>Packer</p>	<ul style="list-style-type: none"> ▶ Packers, who can assess visible defects of vehicles, (e.g., broken mirrors and/or indicators) are provided training and awareness of visible defects and are empowered to take preventative action including reporting incidences of a visible vehicle defect to driver's employer/operator. ▶ We will have in place agreed procedures for the reporting of and dealing with breaches in vehicle maintenance and safety.
<p>Loading Manager Loader Unloader</p>	<ul style="list-style-type: none"> ▶ Loading Managers, Loaders and Unloaders, who can assess visible defects of vehicles, (e.g., broken mirrors and/or indicators) are provided training and awareness of visible defects and are empowered to take preventative action including reporting incidences of a visible vehicle defect to driver's employer/operator. ▶ We will have in place agreed procedures for the reporting of and dealing with breaches in vehicle maintenance and safety.
<p>Executive Officers (of all parties)</p>	<ul style="list-style-type: none"> ▶ We will proactively verify the effectiveness of our processes and management systems to ensure vehicles are safe for operation on a road and that drivers are empowered to not drive a vehicle considered unsafe.

17. Grain Industry Safety Protocols

17.1 (i) General Safety Protocols

- a) All parties must exercise due care and diligence in the transport of grain and ensure they adhere to all current legislation, relevant industry codes of practice (in addition to this Transport Code) including any amendments that are relevant to such transport.
- b) As well as HVNL all parties will comply always in the performance of services with all Applicable laws (Federal and State) which are applicable to the services, including but not limited to Applicable laws dealing with:
 - ▶ Registration of the vehicle and compulsory third-party insurance;
 - ▶ Environmental requirements, emission controls and noise standards;
 - ▶ Mandatory Australian design standards;
 - ▶ Road safety and traffic management laws;
 - ▶ Occupational/Workplace Health and Safety;
 - ▶ Dangerous goods including any signage and compulsory insurance requirements;
 - ▶ Food transport and hygiene; and
 - ▶ Security and anti-terrorism laws, including port identification requirements.

Where such Applicable laws exist, they take precedence to any and all clauses in this Transport Code.

- c) All parties must adhere to working at heights laws. All bulk tipping vehicles and trailers must be fitted with a tarpaulin system that can be operated from ground level or from a safe low-level platform.
- d) All bulk tipping vehicles will have suitable discharge tailgates that are fitted with safety chains and can be operated from the side of the vehicle.

(ii) Safety

Carriers must hold the licenses and comply with any codes or licenses required for the performance of services, including but not limited to:

- a) Operating the vehicle or vehicles or other machinery or equipment supplied or operated by the carrier;
- b) Carrying particular kinds of goods, including dangerous goods;
- c) Entry to facilities/premises for the purposes of loading and/or unloading grain; and
- d) Operating the vehicle supplied to carry the specified capacity of the vehicle on the routes that will be used.
- e) Safe Loading & Unloading
 - ▶ All parties will ensure the safe and proper loading and unloading of the vehicle, including the securing and appropriate weather protection of the load.

- f) Induction Processes
 - ▶ The carrier will satisfactorily complete any site induction process required as a condition of entry to the Facilities/premises; and
 - ▶ Work facilities will provide such training where appropriate and ensure documentation is available to assist carriers with achieving compliance.
- g) Safety Equipment
 - ▶ All parties will supply and wear appropriate standard safety equipment.
- h) Drivers must be in control of their vehicles at all times during loading and unloading.
- i) All parties must conduct themselves and operate their vehicles in a safe and reasonable manner at all times.
- j) All parties shall only smoke in designated areas.
- k) Drivers must obtain approval from Facilities/premises they visit before they carry out any form of maintenance or repair work on vehicles whilst on those Facilities/premises.
- l) All parties must ensure that full safety precautions applying at the point of loading or unloading appropriate to the vehicle and its load, are taken during loading and unloading for the protection of the driver, employees, third parties and plant and equipment.
- m) Control and monitoring of Hazards.
- n) All parties must demonstrate knowledge of the risks to human and animal health of the grain that they carry. This shall include but not be limited to:
 - ▶ Contamination from previous loads (refer Section 7 prior load requirements) and between grains where multi-compartment bulk vehicles are used;
 - ▶ Protection of grain from the elements during loading, transport and unloading; and
 - ▶ Security and protection of the load.
- o) Where carriers are asked to transport goods or materials with which they are not familiar, they must obtain from the Consignor, (and the Consignor is obliged to supply) written details for food safety and WHS purposes.

(iii) Sub-Contractors

- a) Where a subcontractor is employed by the Road Transport Company to undertake services as defined in this Transport Code, the Road Transport Company must ensure that the subcontractor is likewise bound by this Transport Code through a signed Contractor Declaration.
(Record Required)
- b) Road Transport Companies must keep a list of their approved transport sub-contractors and maintain relevant records.
(Record Required)
- c) Road Transport Companies must periodically monitor their transport sub-contractors to ensure continued adherence to compliance of this Transport Code.

(iv) Loading, Delivery and Unloading of Loads

- a) Suppliers must present the grain to be loaded in a timely, efficient and safe manner at the point of loading.
- b) In case of any difficulties or doubts about the grain quantity or condition that cannot be resolved at the loading point, the driver must notify the consignor and the Carrier before loading and seek further instructions.
- c) If any incident or event occurs during loading, delivery or unloading that could result in contamination or loss of the goods, the circumstances must be reported to the consignor, and unloading must not proceed until clearance has been given by the consignor.

(Records Required)

- d) At loading, the driver will ensure the securing and appropriate weather protection of the load.
- e) At loading, the driver will provide evidence of the vehicle's three previous loads/cleaning records if this is required by a party(s) to the contract.

- f) On arrival at the destination drivers must;
 - ▶ Report to the weighbridge or other site-designated point, hand over the delivery note for the load and any evidence of the vehicle's three previous loads/cleaning records if a requirement of the receiver.
 - ▶ Under no circumstances discharge the load before the documentation has been checked, sampling completed, and the vehicle weighed (where appropriate).
 - ▶ Obtain instructions identifying where to unload. Drivers should only discharge bulk product into the intake pit or other area, as instructed by intake staff, and should ensure that they leave the intake area in an acceptable state.
 - ▶ On arrival of a vehicle on site, the operator of the receival facilities must ensure drivers are aware of the expected loading or unloading time. On site means when a vehicle joins a queue either inside or outside the facility.
- g) If drivers are unsure about what grain to load/where to unload and cannot obtain advice at the loading point/destination, they must contact the supplier/consignor and not commence loading/unloading until they have had instructions that identify the correct facility to load from/into which to unload, respectively.

h) When delivering to a farm, drivers should obtain the signature of the farmer, or other appropriate person, on the receipt note/delivery ticket. Where no signature is obtainable, drivers must sign themselves stating the time and date of discharge/unloading and state that the farmer or other farm employee was not available.

(Records Required)

- i) Drivers must attend their vehicles whilst loading and unloading.
- j) All grain should be removed from the vehicle after unloading, to the appropriate level of cleanliness.
- k) Receiving facility is responsible for providing a means for cleanout and disposal of residues at the drop off point. Sweepings, washings and similar residues from vehicle bodies should be disposed of in a point designated and provided by the receiving facility.
- l) If any grain is spilled during unloading the approximate quantity of the spillage must be noted by the Driver. This estimated quantity should be noted both on the receipt note to be returned to the consignor and on the delivery document left with the recipient..

(Records Required)

m) If any grain cannot be unloaded and is redirected, the Driver must record the destination of the grain.

(Records Required)

- n) Where a load is rejected, the buyer and the seller of the grain must adhere to GTA Trade Rule 15 which details relevant procedures. Refer Appendix 2 or go to www.graintrade.org.au/trade_rules
- o) Where the grain is weighed at either the loading or unloading Facilities/premises, the Driver must;

- ▶ Ensure that the gross, tare and net weights or other measurements / calculations agree with the amount ordered or delivered;
- ▶ Draw the attention of the weighbridge operator to the presence of any passengers;
- ▶ Follow instructions;
- ▶ Tare vehicle before loading or leaving;
- ▶ Sign weighbridge tickets; and
- ▶ Adhere to Heavy Vehicle National Law where applicable or state-based legislation and Harvest Management Schemes (where applicable).

18. Grain Industry Biosecurity Protocols

The following is the agreed minimum standard of hygiene that the carrier must comply with:

- ▶ Comply with all State and Territory Applicable Laws on Biosecurity as they relate to the potential for grain and transport equipment to move restricted or prohibited pests, diseases, weed seeds and contaminants across those State and Territory boundaries and quarantine areas
- ▶ Prevent the spread of pests and diseases by implementing appropriate cleaning practices, including proper disposal of the residues following cleaning of transport equipment.
- ▶ When conducting any cleaning, always wear appropriate personal protective equipment (PPE);
- ▶ Following any cleaning, a record of the method of cleaning must be kept **(Record Required)**;
- ▶ Vehicles, equipment and load carrying areas must be inspected before loading and if necessary, cleaned and dried to remove any applicable residue accumulations or foreign material that may lead to contamination of the grain to be loaded **(Record Required)**;
- ▶ Cleaning must be done in consideration of the applicable standards relating to the grain to be loaded and with regard to prior loads carried as detailed in Appendix 1. Where live stored grain insects are detected, this includes removal and treatment to disinfest the transport unit;
- ▶ As part of the commitment to this Transport Code it is the carrier's responsibility to ensure that if the load carrying area requires painting, then food grade paint is used. Note: the paint must not discolour or taint the grain to be transported in any way;
- ▶ The exterior of a vehicle must be presented in a clean condition prior to loading grain. Where contaminants are found that may subsequently contaminate the grain to be loaded, these must be removed using approved and appropriate means (e.g., live stored grain insects removed, and appropriate disinfestation occurs);
- ▶ Prior to leaving a Facility/Premise where the grain was loaded, the exterior of a vehicle must be suitably cleaned of spilt grain and all relevant biosecurity and food safety requirements of that Facility/Premise complied with **(Record Required)**;

- ▶ When maintenance is carried out on the load carrying areas, a record of post maintenance cleaning must be kept **(Record Required)**;
- ▶ No vehicle that has carried material shown in the Class 1 Exclusion List shall be presented for the cartage of grain; and
- ▶ All vehicles and drivers must comply with Class 2 and Class 3 Product cleaning requirements and a record must be retained by the carrier of the prior loads and cleaning methods. **(Record Required)**.

The method of cleaning must be appropriate for the grain to be transported and comply with the Class 2 and Class 3 cleaning requirements outlined in Appendix 1 of this Transport Code. The goal of cleaning is to remove any Contaminants (e.g. residual dust or chemicals) and to ensure the integrity of the grain to be loaded is not compromised. The main methods of doing so include:

- ▶ Sweeping or using compressed air followed by steam/sanitizing/washing; and
Compressed air by itself may also be effective depending on the type of Contamination.

Note that sweeping with a broom only is unlikely to adequately remove contaminants such as dust, live stored grain insects and chemicals.

Appendices

Appendix 1 - Prohibited Prior Loads and Cleaning Requirements based on Prior Loads

Class 1 Products

The following materials must not have been carried in vehicles used for the transportation of goods covered by this Transport Code. Transporters must be prepared to give an undertaking to this effect if required.

- ▶ 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 & 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 the parties

Class 2 Products

Cleaning required-All physical and chemical remnants removed (High Pressure Water Wash with Sanitizer and/or Steam). Product:

- ▶ Asphalt (fresh) and asphalt rubble
- ▶ Milk & 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). Product:

- ▶ 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

If at any stage the Transport Company is not sure which category a product that is going to be carted or that has been carted fits, it is their responsibility to contact the consignor prior to loading the product so that the correct cleaning method can be used.

Appendix 2 - GTA Trade Rule 15

Rule 15.0 Rejections

For the purpose of this Rule, if goods are of a superior or equal quality to the contract specifications, the Buyer shall not be entitled to reject the goods, provided that the goods otherwise comply with the contract specifications.

Rule 15.1 Rejection - Quality Outside of Contract Terms

Unless otherwise agreed, goods sold on description or sample may be rejected on account of not being in accordance with description or sample, as provided under this Rule.

Rule 15.2 Destination Quality

- 1) The Buyer shall examine consignments on Arrival to ascertain by inspection or other expeditious means the quality and condition of the consignment and shall immediately advise the Seller if any consignment is not of the contractual grade or quality.
- 2) Written notification shall also be given no later than 12 noon on the Business Day following the Arrival of the goods.
- 3) This notice shall describe the actual quality of the grain and state that the Buyer rejects the consignment.

- 4) Subject to Rule 15.2.5, the Seller's liability ceases if notification of rejection has not been made in accordance with Rule 15.2.2 [Destination Quality].
- 5) Rule 15.2.4 does not prevent a Buyer from claiming in respect of defect in quality or condition of grain which could not have been detected by inspection or other expeditious means.
- 6) The Seller shall deliver, and the Buyer must accept substituted deliveries for rejected goods, provided that the substituted goods arrive within the contract time or within five [5] Business Days next following the date of rejection. Where delivery is Immediate Delivery, substituted goods must arrive within three [3] Business Days.
- 7) If the Seller elects to arrange for disposal of the goods, the Buyer shall upon the Seller's request, unload, recondition and salvage the goods to the Seller's best advantage. Any reasonable expense shall be at the cost of the Seller.
- 8) If the Buyer is unable to handle the shipment as requested, it shall be the Buyer's duty to notify the Seller of this fact at the time the Buyer notifies the Seller of shipment's condition and the Seller shall dispose of the shipment.

Rule 15.3 Origin Quality

Grain that is sold for delivery, origin inspection, shall be covered by an inspection certificate of the quality contracted.

Appendix 3 - References

Australian Grain Industry Code of Practice for the Management of Grain along the Supply Chain

<http://www.graintrade.org.au/sites/default/files/file/Codes/Grain%20Industry%20Code%20of%20Practice/Aust%20Grain%20Industry%20Code%20V2%20November%202015.pdf>

Farm Biosecurity Manual for the Grains Industry

<http://www.farmbiosecurity.com.au/wp-content/uploads/Biosecurity-Manual-for-Grain-Producers.pdf>

Australian Interstate Quarantine requirements and contacts for further information

<https://www.interstatequarantine.org.au/>

Heavy Vehicle National Law (HVNL) and Regulations (for Queensland, New South Wales, Australian Capital Territory, Victoria, South Australia and Tasmania)

<https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations>

Western Australia - Heavy Vehicle Law and Regulations

<https://www.mainroads.wa.gov.au/usingroads/heavyvehicles/Pages/HeavyVehiclesHome.aspx>

Northern Territory - Heavy Vehicle Law and Regulations

<https://nt.gov.au/driving/heavy>

Road Safety Remuneration Order

<http://www.rsrt.gov.au/>

Also refer to the Harvest Management Scheme for each State and Territory





The development of the Australian Grain Industry Transport Code of Practice has been undertaken by Grain Trade Australia.

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