



MELBOURNE CONTAINER PARK

Carrier Access Arrangements

LAST UPDATED 20 MAY 2016

1. Overview

Melbourne Container Park is committed to the highest principles and standards of safety, operational excellence, customer focus and continuous improvement.

2. Site Safety Requirements

Melbourne Container Park places the utmost importance on site safety for all employees, contractors and visitors who access the park. We take a stance of zero tolerance to behaviours that contribute to workplace incidents which have a negative impact to the business. Safety is a fundamental component of operations and it will be incorporated into all business relationships and processes. Container Transport Operators enter Melbourne Container Park at their own risk.

3. Personal Protective Equipment (PPE) Requirements

- Drivers entering the park are required to wear steel cap boots.
- Drivers entering the park are required to wear Hi Visibility Garments with a minimum being a vest to be worn as an outer layer of clothing (Compliant to Australian Standard AS 4602)

4. Traffic Management

- Truck drivers must adhere to traffic flow and follow any internal traffic signs. Trucks must give way to pedestrians.
- Trucks must give way to forklifts operating in the depot. Truck drivers / Visitors must not wonder around the depot.
- Truck drivers must not walk behind or around forklifts while being loaded or unloaded.
- Pedestrians must use designated walkways at all times. Maximum speed limit in the park is 10 km/hr.
- Truck driver is to remain in their vehicle whilst being loaded or unloaded. Drivers are not permitted to perform maintenance or cleaning activities on any vehicle whilst in the park.
- Drivers must be licensed to operate the truck and its configurations.
- The truck must be registered, road worthy and maintained to a condition as per Vic Roads / Manufacturers recommendations.
- Truck drivers must NOT use mobile phones while driving through the depot.

- Drivers must secure the twist locks on all four corners of the container(s) prior to departing the park.
- Drivers shall not access the top of trucks or containers (point of work) where a fall the potential of which is = or > than two meters exists.
- Drivers are not to walk under or drive under a suspended load.
- Container locating pins are to be painted in either fluorescent yellow or white. Drivers must ensure all container locking pins are in the ready position for container loading or unloading prior to entering the designated loading or unloading areas. Damage resulting from failure to correct position container locking pins will be the responsibility of the driver
- All container locking pin for all four corners of each container must be present and in working condition.
- Side loader trailers must have contrasting hi visibility markings on the trailer arms. All skeletal trailers must be fitted with safety chains.
- Intoxicants, illegal narcotics and persons under the influence of are not permitted in the depot.
- Any plant or property damage must be reported immediately to the office. Melbourne Container Park Operating Hours are 7:00am to 4pm Monday to Friday excluding public holidays unless prior arrangements have been made.
- Drivers must keep at least 2 meters behind the vehicle in front at all times whilst on this site and ensure that the park brake is on before exiting their vehicle.
- Drivers must not park over pedestrian walkways or in no standing zones at any time.

5. Container Park Access

Container Transport Operator (CTO) access to Melbourne Container Park is by pre transacted "Notification" through the website at www.containerchain.com

CTO's will be required to have an active commercial account managed through the website at www.containerchain.com in order to pre transact "Notifications".

Returning an Empty Container

- All containers being returned to Melbourne Container Park will require a "Container Return Advice" transaction to be completed by the CTO in www.containerchain.com prior to the truck arriving at the park.
- All "Container Return Advice" containers being returned to Melbourne Container Park will require a "Notification" to be made by the CTO in www.containerchain.com prior to the truck arriving at the park.
- All "Notifications" will require the truck registration number to be recorded by the CTO prior to the arrival of the truck at the park.

Picking Up an Empty Container

- All containers being collected from Melbourne Container Park will require a "Container Pick up Advice" transaction to be completed by the CTO in www.containerchain.com prior to the truck arriving at the park.
- All "Container Pick up Advice" transactions will require a "Notification" to be made by the CTO in www.containerchain.com prior to the truck arriving at the park.
- All "Notifications" will require the truck registration number to be recorded by the CTO prior to the truck arriving at the park.

Returning an Empty (Bulk Run) Container

- All containers being returned to MCP will require a “Bulk Run Gate In” Notification to be completed by the CTO in containerchain.com prior to the truck arriving at the park.
- All “Bulk Run Gate In” Notifications will require the truck registration number to be recorded by the CTO prior to the arrival of the truck at the park.
- If a truck arrives at MCP and their registration number has not been assigned to the notified Bulk Run, MCP will not be able to service the truck.

Picking Up an Empty (Bulk Run) Container

- All containers being collected from MCP will require a “Bulk Run Gate Out” Notification to be completed by the CTO in containerchain.com prior to the truck arriving at the park.
- All “Bulk Run Gate Out” Notifications will require the truck registration number to be recorded by the CTO prior to the truck arriving at the park.
- If a truck arrives at MCP and their registration number has not been assigned to the notified Bulk Run, MCP will not be able to service the truck

6. Notification Times information

- Notification times will be in 30 minute windows.
- Notifications will be made available 48 hours prior.
- All trucks are to arrive no more than 30 minutes either side of their notification window.

7. Container Fees

- A Container Fee is applicable for each “Notification”
- The Container Fee being charged by Melbourne Container Park is \$7.50 + GST per container. This fee will be invoiced and collected by Containerchain Pty Ltd in accordance with the website Terms of Use.
- Occasionally Melbourne Container Park’s Management at its discretion, may open up notifications outside of our normal business hours. These additional notifications will be advertised via a Containerchain CTO broadcast. Notifications outside our normal business hours will be charged at the discretion of Melbourne Container Park’s Management.
- The Container fee will be reviewed annually and subject to CPI and business cost increases whichever is greater.

8. Truck Arrival Procedure

- When a truck arrives at MCP the driver will be required to quote either the “Notification Number” or their truck registration number to container control. This will activate the transaction in the park operating system. The truck will then be directed to proceed into the park.
- If a truck arrives early for a “Notification”, on the same day of the “Notification”, they will be allowed entry subject to completing a Notification and other exigencies. For reporting purposes, the performance of the CTO in respect of that “Notification” will be recorded as being “Early”.

- If a truck arrives on time for a “Notification” they will gain entry subject to completing a Notification and other exigencies. For reporting purposes, the performance of the CTO in respect of that “Notification” will be recorded as being “On Time”.
- If a truck arrives late for a “Notification”, on the same day as the “Notification” the truck will be allowed entry subject to completing a Notification and other exigencies. For reporting purposes, the performance of the CTO in respect of that “Notification” will be recorded as being “Late”
- If a truck fails to arrive on the day of the “Notification”, for reporting purposes, the performance of the CTO in respect of that “Notification” will be considered “Unutilised”.

“Unutilised Notifications” will be charged the “Container Fee”

10. Arrival without a Notification

- If a truck arrives without a “Notification” Melbourne Container Park will not be able to service the truck.

11. Cancelled Notifications

- A “Notification” can be cancelled by a CTO up to 60 minutes prior to the commencement of a “Notification Window” and the “Container Fee” will not be charged.
- If a “Notification” is cancelled by a CTO after this time the “Container Fee” will be still be charged.
- Melbourne Container Park may also be required to cancel a “Notification” on behalf of a CTO due to unforeseen circumstances or internal operational issues. If this occurs the CTO will be advised by email and the corresponding “Container Fee” will not be charged.

12. Invoicing

- Container Fees will be invoiced to CTO’s by Containerchain Pty Ltd on behalf of MCP in accordance with the website Terms of Use.
- Invoices are raised monthly and represent all activity for the preceding month.
- Invoice payment terms are fourteen days from invoice.
- Outstanding invoices will result in a CTOs Containerchain account being suspended.
- Reconnection of a suspended account will attract a reconnection fee of \$100.00 + GST

13. Dispute Resolution

- If the intended container return or pick up from a “Notification” does not occur due to a contributing factor from Melbourne Container Park. The CTO is required to log the issue with www.containerchain.com Help Desk within 60 minutes of the truck departing Melbourne Container Park. This is to enable any potential invoice dispute regarding the “Notification” to be addressed.
- Disputed invoices can be taken up via the help desk at www.containerchain.com.

14. Liability and Indemnity

- The carrier must indemnify and keep indemnified Melbourne Container Park in respect of any loss or damage or death or injury to any person as a consequence of:
 - a) Any breach of this arrangement by the carrier, its drivers, agents or contractors;

- b) Any negligent act or omission or wilful misconduct of the carrier, its drivers, agents or contractors; and
- c) Any damage to Melbourne Container Park property where such damage is the fault of the carrier, its drivers, agents or contractors.

Except to the extent that such loss or damage is caused by a breach of this arrangement or an act or omission constituting negligence or wilful misconduct by Melbourne Container Park.

- Melbourne Container Park must indemnify and keep indemnified the carrier in respect of any loss or damage or death or injury to any person as a consequence of:

- (a) Any breach of this arrangement by Melbourne Container Park;
- (b) Any negligent act or omission or wilful misconduct of Melbourne Container Park;
And
- (c) Any damage to the carrier's property where such damage is the fault of Melbourne Container Park.

Except to the extent that such loss or damage is caused by a breach of this arrangement or an act or omission constituting negligence or wilful misconduct by the carrier, its drivers, agents or contractors.

15. Fatigue Management

- Carriers are required by law to ensure drivers do not exceed their maximum regulated hours for driving and working. Melbourne Container Park will assist in every way to notify carriers of current and possible delays at the container park. These notifications will be sent via our "Message Alert System" which sends emails and SMS messages to registered users.
- All carriers are responsible for managing their drivers' hours and carriers must
- Change over drivers who have worked their maximum number of hours. If the carrier is unable to change drivers then the carrier must withdraw and remove the truck from Melbourne Container Park.

16. Depot Opening Hours

- Day to Day Operations-Monday to Friday 7am to 4pm (excluding public holidays) Bulk Runs By prior arrangement

17. Alterations to these Carrier Access Arrangement

- Melbourne Container Park reserves the right to alter these Carrier Access Arrangements. CTO's will be advised of alterations to this arrangement by the website at www.containerchain.com