

Container Transport Operator Access Terms & Conditions

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These terms and conditions govern the entry into use of Containerspace empty container park by Container Transport Operations (CTO). Any CTO seeking access to Containerspace yard is deemed to have accepted these terms and conditions.

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1) Overview

Containerspace is a shipping container storage facility located at 465-467 Somerville Road (between McDonald and Market Roads) Brooklyn, Victoria. Close to the Port of Melbourne and on a fully sealed and secure site we also have the capacity to store full containers. We offer fast turnaround times and will work with our clients to deliver the most efficient outcomes.

Containerspace has made a strong commitment towards change in the Container Park Industry. Safety, sustainability and service excellence are our key focus in operations and we will meet all reasonable service requests in an efficient and timely manner.

1.1 Depot Opening Hours

Monday – Friday : 5.00am to 5.30pm (excluding public holidays)
Saturday : 6.00am to 12.30pm

- Extended hours outside these times can be arranged on request *-*++

Please contact the depot Manager direct on 0411 046 118.

2) Site Safety & Entry Requirements

Containerspace places the utmost importance on safety for all employees, contractors and visitors who access our site. Containerspace has a policy of zero tolerance to behaviours that contribute to workplace incidents or which have a negative impact to our business and that of others. Safety is a fundamental component of our daily operations and we expect all those who enter our site to both respect and adhere to our safety principles and policies. It is a condition of entry to Containerspace that the CTO's ensure they comply with all legislative requirements and Containerspace safety rules and procedures.

During business operations and especially in the unlikely event of an emergency occurring on our site, CTO's must follow all instructions and requests issued by any of Containerspace staff immediately and without question. Any Container Transport Operator who fails to do so will be immediately expelled from the depot (with or without being served) and may be temporarily or permanently prohibited from further entry to Containerspace premises.

CTO's and contractors enter and bring their vehicles and other equipment onto Containerspace site at their own risk and Containerspace accepts no responsibility for any loss or damage of any nature suffered by any person entering its premises, arising from any cause whatsoever including without limitation the negligence or wilful misconduct of Containerspace, its servants, agents or contractors.

Please note drivers are NOT permitted to smoke on our premises. Drivers caught throwing cigarette butts and rubbish from their vehicle will be reported to the EPA resulting in a fine.

2.1 Protective Equipment Requirements

It is a mandatory requirement for all truck drivers entering our site to wear the following:

- I. High Visibility garments with a minimum being a vest to be worn as an outer layer of clothing (compliant to Australian Standard AS 4602).
- II. Safety boots or enclosed safety footwear equivalent (no thongs or sandals are allowed).

2.2 Traffic Management Procedures

CTO'S are responsible for informing first time drivers of the following site procedures.

- i. Entry is one way only.
- ii. Form two (2) queues inside the depot, either lane is acceptable for drop off and pickups.
- iii. Drivers must maintain at least two (2) metres behind the driver in front at all times whilst on the site and ensure that the park brake is on before exiting their vehicle.
- iv. Proceed to office window and wait for green light.
- v. Once cleared proceed to loading/unloading area.
- vi. Drivers are required to remain in their cabin whilst being loaded or unloaded in the depot.
- vii. Trucks must give way to forklifts operating in the depot. Damage to either the prime mover or trailer pins will be the responsibility of the driver.
- viii. All vehicles must have twist locks fitted.
- ix. Drivers must secure twist locks on all four corners of the container/s in the designated area prior to departing the depot.
- x. Truck drivers must adhere to traffic flow and follow any internal traffic signs and directions. Trucks must give way to pedestrians.
- xi. Maximum truck speed limit in the site is 5km.
- xii. Designated walkways must be used at all times when accessing toilet facilities.
- xiii. Truck drivers are not permitted to perform maintenance or cleaning activities on any part of the vehicle whilst on site.
- xiv. Truck drivers are not permitted to climb onto trucks including placing materials inside containers.
- xv. All vehicles arriving at Containerspace must be registered, road worthy and maintained to a condition as per VICROAD/manufacture's standards.
- xvi. All vehicles are fit for purpose, and drivers must be licensed to operate the truck and its configurations.
- xvii. Container locating pins painted in either fluorescent yellow or white will assist prompt and efficient loading.
- xviii. Any damage sustained to CTO's vehicle must be reported immediately to the Depot office.

2.3 Truck Driver Behaviour

- i. Each driver must at all times conduct themselves in a safe and efficient manner whilst in or about the depot.
- ii. Trucks drivers under the influence or suspected of being under the influence of intoxicants, illegal narcotics or alcohol are not permitted on the site and if considered to be so by Containerspace staff, will be refused entry and service.
- iii. Truck drivers must not walk behind or around forklifts while being loaded or unloaded.
- iv. Drivers must not use their mobile phones within the depot.
- v. Drivers must not use headphones within the depot.
- vi. Any driver found walking around containers stacks or in any other place other than approved places such as the office will be ejected from the site, with or without being served, and may face further sanctions.
- vii. Truck drivers will not be permitted to conduct internal inspections of containers on site without prior arrangement with management. This includes supplying copies of Public Liability Insurance, WorkSafe Insurance and Safe Work Method Statements (SWMS).

2.4 Fatigue Management

- i. CTO's are required by law to ensure their drivers do not exceed maximum regulated hours for driving and working. Containerspace will assist in every way to notify CTO of current and possible delays at its site. These notifications will be sent via our "Message Alert System" which sends emails and SMS messages to registered users or delivered directly to the attending truck driver by Containerspace staff.
- ii. All CTO's are responsible for managing their driver's hours and CTO's must change over drivers who have worked their maximum numbers of hours. If the CTO is unable to change drivers then the CTO must withdraw and move the truck away from Containerspace.
- iii. The CTO must not rely on Containerspace to manage their driver fatigue.

3) Access to Containerspace via Truck Notification System

CTO's access to Containerspace is by pre transacted "Notification" through ww.containerchain.com. CTO's will be required to have an active commercial account with Containerchain in order to pre transact "notification". To set up a commercial account with Containerchain, go to www.containerchain.com and click on "Register".

3.1 Notification Times Information

- i. Notification times will be in 30 minute window
- ii. Notifications will be made available up to 48 hours prior

3.2 EGate

- i. Enter depot via either lane
- ii. By pass the Gate In Window
- iii. Proceed direct to loading/unloading area

3.3 Returning An Empty Container

- i. All containers being returned to Containerspace will require a "Notification" to be made by the CTO in www.containerchain.com prior to the truck arriving at the site. Notifications must include the truck registration number.
- ii. For shipping lines that do not have dehire EDI the delivery order (DO) must accompany the driver or be emailed to releases@containerspace.com.au prior to arrival.
- iii. All containers received by Containerspace are deemed to be damaged until a full container survey has been completed to verify its true condition. Any damage identified to the container will be reported to the container operator/shipping line as per their instruction.
- iv. Containers being returned will not be accepted unless prior written notification is received from the shipping line. Containers being returned for any other reason will not be accepted without written email approval from Containerspace management.
- v. Containers reported as rejected or released as 'allegedly damaged' will not be accepted back into the depot without written email approval from Containerspace depot management. We will first request to inspect the container on site. If it is proven the container was released in error the depot will proceed to make good the repair or organise a container exchange at no charge. If it is proven the container was not released as damaged Containerspace will undertake either of the following:
 - a) Repair the container as a gesture of good will
 - b) Repair the container and charge accordingly
 - c) Agree to have the container returned for exchange. This would only occur once written confirmation is received that no futile or other charges will be pursued against Containerspace.

3.4 Picking Up An Empty Container

- i. All "Container Pick Up Advice" transactions will require a "Notification" which must include the truck registration to be made by the CTO in www.containerchain.com prior to the truck arrival at the site.
- ii. Door direction must be specified in the remarks column or requested at the office prior to loading.
- iii. All containers collected by the CTO have been accepted on behalf of their customer as "fit for purpose".

3.5 Container Notification Fee

- i. A fee is applicable for each "Container Notification".
- ii. Each "Notification" is for one container.
- iii. A Container Fee is applicable for each "Notification". (Bulk Runs Excluded)
- iv. The container chain fee application for Containerspace per container notification is
Monday to Friday between 5.00am – 5.30pm \$10.00 +GST
Saturday 6.00am - 12.30pm \$20.00 +GST
- v. Notification windows may be made available outside of these standard operational times (at discretion of management) at which the fee of \$20.00 + GST per notification will apply.
- vi. The container fee will be reviewed from time to time and subject to CPI and business cost increases, whichever is greater.

3.6 Invoicing

- i. Container fees will be invoiced to CTO's by Containerchain.
- ii. Invoices are raised monthly and represent all activity for the preceding week.
- iii. Invoice payment terms are fourteen days from invoice.
- iv. Outstanding invoices will result in a CTO's Containerchain account being suspended.
- v. Reconnection of a suspended account will attract a reconnection fee of \$100.00 + GST.

4) Truck Arrival Procedure With Valid Notification

- i. Truck Drivers arriving at Containerspace will be required to quote either the truck registration number, container number or Notification number to Container Control to activate the transaction in the site operating system. Upon verification of a valid Notification, the truck drivers will then be directed to proceed to loading/unloading area.
- ii. Drivers who arrive no greater than 30 minutes early for a Notification, on the same day of the Notification, will be allowed to entry. However, they should not expect to be served ahead of a driver who has arrived within their correct Notification period.
- iii. Drivers who arrive greater than 30 minutes early for a Notification must assess the appropriateness of their arrival in terms of current queue length and any obvious congestion and their likely impact thereon. Drivers who chose to join the queue may at arrival at Container Control Office be directed to leave the Depot and return at the appropriate time. For reporting purposes, Containerchain will record the performance of the CTO in respect of that Notification as being "Early".
- iv. Drivers who arrive no greater than 30 minutes late for a Notification, on the same day of the Notification, will be allowed to entry. However, they should not expect to be served ahead of a driver who has arrived within his correct Notification period.
- v. Drivers who arrive greater than 30 minutes early for a Notification must assess the appropriateness of their arrival in terms of current queue length and any obvious congestion and their likely impact thereon. Drivers who chose to join the queue may at arrival at Container Control Office be directed to leave the Depot and return at the appropriate time. For reporting purposes, Containerchain will record the performance of the CTO in respect of that "Notification" as being "Late".
- vi. Containerspace will review the outcomes of the Containerchain reporting relating to early and late arrivals and reserves the right to amend this procedure should Containerspace determine it to be impacting negatively on its ability to perform.

5) Failure to Arrive With Valid Notification

- i. 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".
- ii. Unutilised Notifications will be charged the container fee.

6) Arrival Without Notification

- i. If a truck arrives without Notification, Containerspace will not be able to service the truck.

- ii. The drivers will be instructed to remove their vehicle from the queue and park in a holding bay whilst they receive further instruction or procure a Notification, should one be available.
- iii. Containerspace will provide drivers with contact details of Containerchain so that they may either open an account and make a booking or use the Containerchain booking service.

7) Cancelled Notification

- i. 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.
- ii. If a Notification is cancelled by a CTO after this time the container fee will still be charged.
- iii. Containerspace may also be required to cancel a Notification on behalf of a CTO due to internal operational issues. If this occurs the CTO will be advised by email and the corresponding "container fee" will not be charged.

8) Dispute Resolution

All disputes must be logged with Containerchain Helpdesk for processing.

If the intended container return or pick up from a Notification does not occur due to a contributing factor from Containerspace, the CTO is required to log the issues with the Containerchain Helpdesk within 60 minutes of the truck departing Containerspace. This is to enable any potential invoice dispute regarding the notifications to be addressed.

Disputes relating to notifications invoices must also be submitted to Containerchain Help Desk.

9) Liability and Indemnity

The CTO must indemnify and keep indemnified Containerspace in respect of any loss, damage, death or injury to any person as a consequence of:

- Any breach of this arrangement by the CTO, its drivers, agents or contractors;
- Any negligent act or omission or wilful misconduct of the CTO, its drivers, agents or contractors;
- Any damage to Containerspace or a third party's property where such damage is the fault of CTO, its drivers, agents or contractors;

10) Alterations To Container Transport Operator Access Arrangement

Containerspace reserves the right to amend the CTO Access Arrangements from time to time. Amendments will be published on www.containerchain.com prior to implementation.