



PICKERING TRANSPORT GROUP

Contractor Handbook



Our Mission

Provide diversified transport and storage solutions to take our customers to the world

Building rewarding careers and providing pathways for development for our valued communities

Leading the challenge to evolve in a dynamic industry To maximise reward for all stakeholders



PICKERING TRANSPORT GROUP

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3. The Pickering Transport Group Welcomes YOU.

We wish to take this opportunity to welcome you to the Pickering Transport Group. This contractor handbook has been prepared to provide you with key information and set out our expectations when contracting to the Pickering Transport Group.

This handbook is applicable to all Pickering Transport Group contractors.

It is your responsibility to read and fully understand all the information contained within this handbook. Failure to meet any of the requirements detailed in this handbook may result in termination of the contractor's services.

Should you have any questions, please contact any Pickering Transport Branch Manager.

Please acknowledge your acceptance of these requirements by signing and returning the last page of this document, along with any additional documentation as identified.



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4. General Contractor Requirements

The Pickering Transport Group expects contractors and their employees when undertaking work on behalf of the Pickering Transport Group or at a Pickering Transport Group depot to:

- follow applicable laws and regulations;
- be informed, qualified, competent, and fully licensed and/or accredited;
- have in place systems to ensure that all work conducted is controlled through a comprehensive risk assessment process that:
 - Establishes when a risk assessment is required;
 - Identifies hazards - provides a framework for the identification of hazards;
 - Assesses the risks – establishes an understanding of the likelihood of a hazard causing harm and how serious it could be;
 - Controls risks – develop and implement the most effective control measure that is reasonably practical in the circumstances; and
 - Reviews control measures to ensure they are working as planned.
 - Provide training and induction of staff to ensure they are aware of and able to safely undertake the activities they are being asked to complete; and
 - Report (including to the Pickering Transport Group) and investigate incidents, including injuries, vehicle accidents and incidents;
- Have a Drug and Alcohol Policy and advise Pickering transport group of number of breaches when requested;
- Have current insurances as follows:
 - Workers Compensation Insurance for all employees; and
 - Public Liability Insurance of not less than \$10,000,000.
- Expect Pickering Transport Group to request evidence of periodic medical assessments of drivers, their history reports and competency-based assessments
- Have a system to manage vehicle registration checks
- Expect the Pickering Transport Group to conduct assurance activities like audits and inspections of contractor operations and facilities;
- Expect any sub-contractors hired by our contractors to meet these same expectations;
- Cooperate fully in the provision of documentation, information or evidence of compliance following a request by the Pickering Transport Group;
- Advise Pickering Transport group of Number of Regulatory Improvement notices and Enforceable Undertakings till date upon request
- Immediately advise Pickering Transport if there is any change in the ability of the contractor to meet any of these requirements.

5. Additional Road Transport Contractor Requirements

- Have in place systems to ensure they comply with all heavy vehicle chain of responsibility legislation, including but not limited to workplace health and safety, dangerous goods, fatigue, speed, mass, load restraint, vehicle maintenance and vehicle / load dimensions;
- Pickering Transport Group will take all reasonable steps to ensure compliance with our chain of responsibility obligations. If you or your employee/s becomes aware of a breach or the potential for a breach of chain of responsibility requirements you are required to advise Pickering Transport Group as soon as is practical to enable corrective action.
- Advise Pickering Transport Group of all current 'accreditations' (NHVAS Mass, Maintenance, Fatigue, Truck Safe, Retail Logistics Code of Practice, HACCP, WQA, etc) held and of any changes that may occur to the company's accreditation status.
- Have, in addition to the above mentioned, current insurances as follows:
 - Compulsory third-party motor vehicle insurance for each vehicle used to perform services;
 - Marine Transit Insurance to a minimum sum of \$200,000 for any one load on a single trailer and \$300,000 for a b double combination;
 - Where towing a PTG trailer or trailers, trailer in command insurance with a minimum



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\$200,000 sum insured per trailer for up to two trailers.

- Immediately advise Pickering Transport if there is any change in the ability of the contractor to meet any of these requirements.

6. COR OBLIGATIONS

All tow-haulers drivers and owner contractor's driver/s that undertake work on behalf of Pickering Transport are to be inducted into Pickering Transport Contractor Driver Induction. As part of this induction a colour copy of the drivers' licence will be requested.

Queries regarding CoR Obligations or incidents should be directed to Pickering Transport's Compliance Team 03 5036 0700 or by email whs@ptg.com.au.

Speed

- Subcontractor vehicles should be fitted with speed limiters and speed monitoring systems
- Upon request, subcontractors to provide a copy of **Speed limiter check** in compliance with the ADR65/00
- Advise Pickering transport group of number of speeding infringements when requested
- Advise Pickering transport group of over speeding events (carrier detected) when requested
- Any evidence of speeding will result in action and may, depending on the severity, result in dismissal of the sub-contractor responsible. See Table 1 below
- Pickering Transport Group ensure that subcontractor schedules and rosters are compliant, and ensure that there is no encouragement, pressure or incentive to speed

Table 1

| Highway Speeds | Classification |
|--------------------|----------------|
| 105 km/h and over | Minor |
| 108 km/h and over | Substantial |
| 115 km/h and over | Severe |
| 125 km/h and over* | Critical |

Fatigue

- All subcontractors to ensure they carry out fitness for duty checks for their drivers
- Advise Pickering Transport group of number of Driver Fatigue Breaches (Infringement notices and regulatory penalties related to Fatigue) when requested
- Advise Pickering transport group of D&A breaches identified through random testing (carrier tested)
- In case you are impaired by fatigue, cease all driving operations and inform PTG supervisor immediately
- Pickering transport Group ensure that subcontractor schedules and rosters are compliant, and ensure that there is no encouragement or incentive to drive whilst fatigued











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Mass & Dimension

- All subcontractors to ensure mass management system is in place to determine truck & trailer weights
- A subcontractor is not to move a vehicle / combination on to a public road if the vehicle / combination exceed its legal weight limits (including axle weights).
- Always weigh your truck/trailer combination at PTG depots (Murray downs, Buronga and Gillman) or nearest public weighbridge
- Advise Pickering Transport group of over mass, dimension and load restraint infringements when requested.
- Pickering Transport group ensures that a driver or subcontractor does not breach mass, dimension and loading requirements

*Note: Weights in table below do NOT include additional 0.5 tonne on the steer and on the gross mass permitted on all prime movers built since 2012. (where the prime mover is 80/01 Compliant, has a FUPS bar fitted, Cabin strength compliant with ECE Regulation 29).

| Description | Maximum Length (metres) | Maximum Regulatory Mass under GML (tonnes) | Maximum Regulatory Mass under CML (tonnes) | Maximum Regulatory Mass under HML (tonnes) |
|--------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
|  5 Axle Semitrailer | ≤ 19.0 | 39.0 | 40.0 | 40.0 |
|  6 Axle Semitrailer | ≤ 19.0 | 42.5 | 43.5 | 45.5 |
|  9 Axle B-double | ≤ 26.0 | 62.5 | 64.5 | 68.0 |
|  11 Axle A-double | ≤ 36.5 | 79.0 | 81.0 | 85.0 |
|  12 Axle A-double | ≤ 36.5 | 82.5 | 84.5 | 90.5 |
|  12 Axle Modular B-triple | ≤ 35.0 | 82.5 | 84.5 | 90.5 |
|  12 Axle B-triple | ≤ 36.5 | 82.5 | 84.5 | 90.5 |
|  14 Axle AB-triple | ≤ 36.5 | 99.0 | 101.0 | 107.5 |

Vehicle standards

The main purpose of the vehicle standards obligations in the HVNL is to ensure the safe operation of a heavy vehicle and that heavy vehicles used on roads are of a standard and in a condition that prevents or minimizes safety risks.

- All subcontractors to ensure there is a maintenance management system is in place complying with NHVR standards
- All other subcontractors expect Pickering Transport Group to request evidence of a maintenance management system
- Advise Pickering Transport group of number of defective heavy vehicle notices and fatal heavy vehicle traffic incidents when requested
- Pickering Transport group does not provide incentives to operate an unsafe or defective vehicle and all heavy vehicles used on roads should comply with heavy vehicle standards



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7. Safety First

Pickering Transport Group contractors are required to put safety first. If you or your employees believe that a situation is unsafe — stop and seek advice from a Pickering Transport Group supervisor or manager. Contractors are encouraged to use personal judgement— asking a simple question could avert a potentially life-threatening consequence.

8. Pickering Transport Group Site Rules

You must obey all site rules at Pickering Transport Group depots. This includes speed limits, signage directions, site inductions, PPE requirements and obeying pedestrian and vehicle restrictions.

- All Pickering Transport Group sites have a strict 10km/h speed limit (Equivalent to a fast walking pace) in place for the safety of staff and visitors on our sites.
- Safety boots must be worn at all times
- High visibility shirts or vest must be worn at all times
- Kitchen area is provided for drivers and subcontractor use

Personal Injuries

- For all injuries, first contact should be the First Aid Office (or Supervisor) who will assess the injury and either treat it on site or seek/organise Medical help.

Poisons

- Ascertain what chemical or substance has been exposed.
- Seek immediate directions from the container.
- Follow directions and seek medical advice.

In Case of Fire

- Call a designated Fire Warden/or nearest supervisor.
- Alert others in the immediate vicinity of the fire.
- Do not endanger yourself or others.
- Obey all directions given by the Fire Warden.

In Case of Evacuation

- Evacuate if in danger or when instructed by management.
- Leave directly by the nearest safe exit.
- Assist customers where possible.
- Assemble outside in an Emergency Assembly Point – if safe to do so.
- Do not re-enter the premises.
- Remain in this area until you are accounted for as safe by your supervisor and permitted to leave.
- Know the location of all firefighting equipment and fire escape exits



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9. Paperwork

Paperwork is a necessary and crucial part of the Pickering Transport Group.

Poorly written, inaccurate and missing paperwork are all potential causes of significant problems for any business. Such issues may result in Pickering Transport Group being held liable for damages / loss (and potentially Pickering Transport seeking compensation from you the contractor, including through withholding payment for service provided) and puts Pickering Transport's required accreditations at risk.

It is a requirement of every contractor to ensure all paperwork is completed clearly, accurately, promptly and forward to the appropriate person diligently. No job is finished until the paperwork trail is completed.

10. CHEP and Loscam Pallets (Road Transport Contractor)

- Contractors are responsible for the control of pallets on their loads.
- Ensure electronic pallet dockets are signed and / or stamped.
- Pallets are to be exchanged with customers who have no pallet accounts and a note be written on the manifest or Proof of Delivery docket.
- When no pallets are exchanged note it on the manifest or Proof of Delivery docket and notify Pallet control.

11. Standard Payment Terms

Unless otherwise agreed in writing Pickering Transport Group will pay invoice/s within 30 days from the last day of the month in which they are received.

12. Updates and Changes

From time to time amendments, or new requirements, policies and procedures may be added to this handbook as a result of a continual improvement process.

You will be advised of these amendments should any change occur that substantially affects you.

You will be provided with updates from time to time and are required to familiarise yourself with any changes and sign and return an acknowledgement.



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13. Branch Addresses and Contacts

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MURRAY DOWNS Manager: Justin Pickering MURRAY DOWNS, VIA SWAN HILL VIC 3585 P.O. Box 492, SWAN HILL VIC Phone (03) 5032 2651 Fax: (03) 5032 9621 | MILDURA Manager: Rebecca Pickering 86 SILVER CITY HIGHWAY BURONGA NSW 2739 P.O. Box 891, MILDURA VIC 3502 Phone: (03) 5022 2644 Fax (03) 5021 4434 office Operations (03) 5022 1586 |
| EUSTON Manager: Paul Wilson PO Box 82, EUSTON VIC ROBINVALE 2737 Phone: (03) 5026 3733 Fax: (03) 5026 4349 | MELBOURNE Manager: Mathew Pickering 80 STREZLECKI AVENUE SUNSHINE VIC 3020 Phone: (03) 9311 0088 Fax: (03) 9311 0988 |
| ADELAIDE Manager: James Wittwer 12-21 WILKINS ROAD GILLMAN SA 5013 Phone: (08) 8341 1818 Fax: (08) 8341 1475 | SYDNEY Manager: Lucas Henderson 17 FRANK STREET WETHERILL PARK NSW 2164 Phone: (02) 9725 3433 Fax: (02) 9725 3686 |
| BENDIGO Manager: Anthony Smits 17-23 GRAY STREET GOLDEN SQUARE VIC 3555 Phone: (03) 5447 1899 Fax (03) 5447 1933 | RENMARK Manager: Jamie Pickering 8 Airport Road RENMARK SA 5341 Phone: (08) 8586 6868 Fax: (08) 8586 5922 |



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14. Contractor Details and Acknowledgment

Company Details:

| | | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| Business Name: | | ABN or ARBN: | |
| Trading Name: | | Registered for GST? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Business Structure | Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Trust <input type="checkbox"/> | | |
| Type of Contractor | General/Trade <input type="checkbox"/> HV Owner driver <input type="checkbox"/> HV Tow-Hauler <input type="checkbox"/> HV Fleet operator <input type="checkbox"/> | | |
| Is or will 80% or more of your income come from Pickering Transport Group? | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Registered Trading Address: | | | |
| Postal Address (If different): | | | |
| Description of Service/s Offered: | | | |

Contact Details:

| | | | |
|-------------------------------|--|---------------|--|
| Primary Contact Name: | | | |
| Position: | | Phone Number: | |
| Mobile Number: | | Email: | |
| Postal Address (If different) | | | |
| Secondary Contact Name: | | | |
| Position: | | Phone Number: | |
| Mobile Number: | | Email: | |
| Postal Address (If different) | | | |

Payment Details:

| | | | |
|----------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------|
| Bank Name: | | BSB: | |
| Account Number: | | Recipient Created Tax Invoice? If yes, please complete RCTI form attached | <input type="checkbox"/> |
| Remittances: | Posted: <input type="checkbox"/> or Emailed: <input type="checkbox"/> | To: Primary Contact <input type="checkbox"/> or Secondary Contact <input type="checkbox"/> | |
| Or to Name and Address (If different): | | | |

General Certificates, Licenses and Accreditations (Please provide a copy of each):

| | | | |
|---------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|--------------------------|
| Workers Compensation Certificate of Currency: | <input type="checkbox"/> | Public Liability Certificate of Currency: | <input type="checkbox"/> |
| Please also attach any other relevant / requisite business licences / accreditations: | | | |

Road Transport Operator Certificates and Accreditations (Please provide a copy of each):

| | | |
|--------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------|
| Marine Insurance Certificate of Currency | <input type="checkbox"/> | NVHAS: BFM <input type="checkbox"/> Mass <input type="checkbox"/> Maintenance <input type="checkbox"/> |
| Vehicle Insurance Certificate of Currency | <input type="checkbox"/> | HACCP <input type="checkbox"/> WSE <input type="checkbox"/> TruckSafe <input type="checkbox"/> |
| Trailer in Control Certificate of Currency | <input type="checkbox"/> | AMCAS/ Master code <input type="checkbox"/> |



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| | | |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Systems are in place to identify, assess and control safety risks | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Systems are in place to ensure driver is licensed and qualified | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Periodic medical assessment, driver history reports and competency-based assessment are conducted for drivers | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Vehicle registration checks are carried out | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Number of Regulatory Improvement Notices in the last 3 years | | |
| Number of Regulatory Enforceable Undertakings in the last 3 years | | |
| Vehicles fitted with speed limiters and monitoring systems | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Number of overspeed events (exceeding speed limit) carrier detected in the last 3 years | | |
| Number of Carrier Speeding Infringements (Police Detected) in the last 3 years | | |
| Driver fitness for duty is assessed: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Number of Drug & Alcohol breaches identified through random testing (carrier tested) in the last 3 years | | |
| Number of Driver Fatigue Breaches (Infringement notices and regulatory penalties related to Fatigue) in the last 3 years | | |
| Driver fitness for duty is assessed | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Mass management system allows drivers to determine combination weights | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Number of over mass infringements in the last 3 years | | |
| Number of over dimension infringements in the last 3 years | | |
| Number of Vehicle load Restraint infringements in the last 3 years | | |
| Maintenance management system in place | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Number of Fatal Heavy Vehicle Traffic Incidents in the last 3 years | | |
| Number of defective vehicle notices in the last 3 years | | |

Acknowledgment:

I have read, understand and acknowledge the information and obligations presented in the Pickering Transport Group Contractor Handbook. I declare to the best of my knowledge that the entries made above are true and correct.

Authorised Company Representative Name: _____

Signature: _____

Date: _____

Please Email Completed Form To ap@ptg.com.au



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Recipient Created Tax Invoice Agreement (RCTI)

From - Recipient:

| | |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Name: | Pickering Transport Group |
| Address: | Head Office: PO Box 492 Swan Hill 3585 |
| ABN or ARBN: | Incorporating: <ul style="list-style-type: none">○ Pickering Transport P/L ABN 24 004 651 692○ Kelly's & Young Trucking Co. P/L ABN 49 004 719 402○ Pickering Transport (Kerang) P/L ABN 98 056 496 523○ Pickering Transport (Melbourne) P/L ABN 95 007 448 115 |

To - Supplier:

| | | | |
|----------------------|--|---------------------|--|
| Company Name: | | ABN or ARBN: | |
| Address: | | | |

WHEREAS:

- The Recipient engages the Supplier for the provision of road transport services (Herein called; "supplies").
- The Recipient and the Supplier have agreed that the Recipient will prepare Recipient Created Tax Invoices in accordance with the GST legislation for all supplies provided by the supplier.

THIS AGREEMENT CORDS and the parties hereto mutually agree and declare as follows:

- This agreement will commence on the date of signing by the Supplier and will continue in force until either the Recipient or Supplier terminate the agreement by giving at least 2 weeks' notice in writing to the other.
- The Recipient can issue Recipient Created Tax Invoices ("RCTI's") in respect of the supplies made by the Supplier.
- The Supplier will not issue Tax Invoices in respect of the supplies.
- The Recipient acknowledges that it is registered for GST on the commencement of this agreement and that it will notify the Supplier if it ceases to be registered.
- The Supplier acknowledges that it is registered for GST on the commencement of this agreement and that it will notify the Recipient if it ceases to be registered.
- The Recipient and the Supplier agree to abide by the requirements of the Recipient Created Tax Invoices ruling (GSTR 2000/10) as amended from time to time.
- The Supplier shall indemnify and keep indemnified the Recipient against all claims, losses, liabilities, damages, costs or expenses which may be incurred or sustained by the Recipient as a result of the Supplier providing any incorrect, false, misleading or otherwise inaccurate information of any kind whatsoever in relation to the supplies to the Recipient by the Supplier including any information relied on by the Recipient, either to issue a RCTI or in connection with any other term of this agreement.

SIGNED ON BEHALF OF THE RECIPIENT:

_____ **Date:**

SIGNED ON BEHALF OF THE SUPPLIER:

_____ **Date:**

Name: _____

Please Email Completed Form To ap@ptg.com.au

| | | |
|-------------------------|-----------------------------|--------------------------------------|
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