

MY BUSINESS & OUR MISSION

Park Pty Ltd, is an Australian owned fuel supply, storage and distribution company that provides competitive pricing, and quality products and services across the country. We deliver this with a high level of professionalism.

We value our customers and support our communities. We are environmentally responsible, safeguarding the sustainability of our operations, with a commitment to compliance and workplace health and safety.

We pride ourselves on producing a high calibre of work, whilst being flexible, innovative, adaptable and reliable.

Our **P.A.R.K.** values are the core of our business and drive our behaviours in every business interaction, internally with each other, externally with our business partners and most importantly, with our customers.

- Professionalism
- Action
- Respect
- Knowledge

P.A.R.K.: MY VALUES

Professionalism:

- I take pride in my work to deliver quality results and high service levels
- I am a supportive team player, approachable and collaborative, who acts with determination, motivation, integrity and reliability
- I am open, honest and trustworthy when communicating with people
- My dress and general personal presentation reflect high standards at all times

Action:

- I act with a sense of urgency and prioritise tasks to meet customer needs
- I am highly resilient, and results focused
- I am pro-active and solutions orientated with a focus on business improvement
- I take ownership of issues, am accountable for my actions and prepared to take on new projects and tasks

Respect:

- I treat all people with courtesy, dignity and respect
- I protect and respect my industry environment, am responsible in my actions to safeguard the public, my team and myself
- I protect, secure and respect confidential and private information, acting in accordance with company policies, procedures and protocols
- I am considerate, caring and responsive to all customers and members of the Park family

Knowledge:

- I strive to understand our business and take time to understand how my role influences others across the business
- I keep well-informed to understand our industry, products, services and competitor activity
- I strive to enhance and develop my professional skills
- I encourage knowledge sharing and acquire new knowledge, to add value and contribute to the growth of my company



MY ROLE & MY MISSION

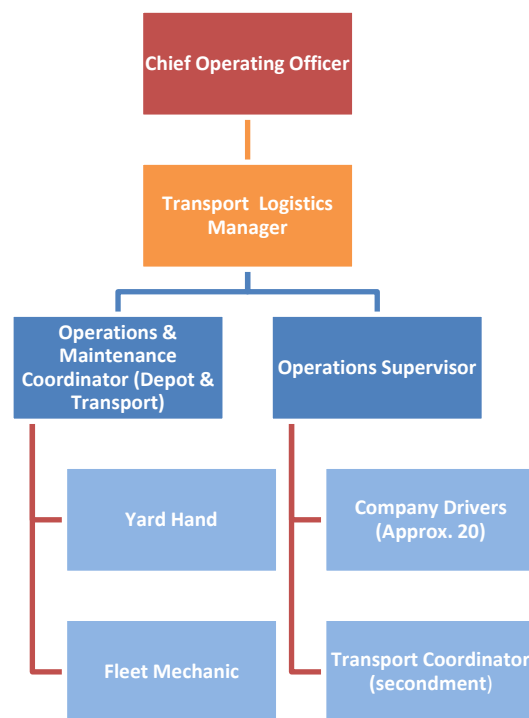
The purpose of the Transport Logistics Manager role is to:

1. Provide leadership & direction across all Park Transport & Logistics business activity
2. Provide a safe, reliable and efficient logistics service model, from terminal to end customer
3. Meet customer needs and support company sales growth
4. Provide a single point of contact for all logistics issues, with high ownership and clear accountability for associated systems, processes and procedures,
5. Ensure alignment with Park business strategies in all Transport & Logistics activities
6. Lead, develop & motivate an effective team to support Park's future growth strategies
7. Lead a culture of continuous improvement and incident free operation
8. Ensure talent, depth and multi skilled capabilities within the team

In addition, the Transport Logistics Manager will:

1. Develop fleet maintenance systems and processes to ensure compliance, reliability and cost efficiency
2. Ensure compliance to all Heavy Vehicle Codes, Laws and Regulations
3. Ensure compliance to Workplace Health Safety and Environmental legislation
4. Ensure compliance to Fair Work legislation
5. Provide logistics Subject Matter Expertise to all new business proposals and tenders
6. Support new business processes to deliver excellence in customer service
7. Operate with a focus and understanding of the commercial impact of freight & logistics on the Park Business
8. Ensure the effective management of transport contracts and KPIs
9. Effectively manage relationships with all service providers, driving business improvement, supported with documentation and administrative disciplines
10. Engage closely with all business units to drive business improvement

WHERE MY ROLE FITS INTO THE TEAM



KEY COMPETENCIES OF THE ROLE

- Safety & Compliance focused
- Excellent communication skills
- Resilience / Self-motivated
- Time Management
- High ownership and accountability
- Process driven
- Structured

THE SKILLS, KNOWLEDGE & EXPERIENCE - I'LL BRING TO PARK FUELS

- Passion for working to achieve business outcomes and performance indicators, in a service driven environment
- Strong influencing and negotiation skills, ability to plan, document and prioritise work, to meet competing deadlines
- Excellent written and verbal communications skills, with high level of attention to detail and accuracy
- Strong operational knowledge and cross industry Transport and Logistics experience
- Knowledge of Supply Chain principles, regulations governing the transportation and storage of hazardous materials, and resource coordination and allocation
- Understanding of relevant regulatory and legislative requirements including Chain of Responsibility and NHVAS
- High level application skills in the use of Microsoft Office Suite products,
- Ability to develop and analyse reports, for business improvement and value creation

OTHER WAYS - I'LL MAKE A DIFFERENCE

- At all times, act in accordance with company policy, procedures and protocols including duty of care, privacy and confidentiality, reporting, and maintaining safe working practices
- Ensure the day-to-day management of health, safety, and welfare issues within my area of responsibility
- Comply with the requirements of WH&S Policy, Safety Management System documentation, Site Safety guidelines, and relevant legislation
- Identify and report any hazards, incidents, accidents, unsafe practices, injuries, and property damage, in accordance with agreed procedures
- Maintain relevant current Drivers Licence, if using company fleet vehicles or own vehicle for work-related purposes, and ensure vehicle maintenance
- Stay informed on industry trends and developments
- Act in the best interest of Park Fuels, at all times
- Perform any other duties that are reasonably required from time to time

HOW WILL I BE MEASURED

- Safety performance
- Fleet reliability and utilisation
- Maintenance expenditure
- NHVAS audit reports
- Third party audit reports
- Customer feedback – internal and external
- Supply point lifting compliance

MY KEY PERFORMANCE INDICATORS (KPI's)



Frequency	Task
Daily	Review of customer requirements
	Daily pricing compliance
	Supply point compliance
	Staff interaction
Weekly	Mass & Fatigue management compliance
	Staff management
Monthly	Agreed KPIs
	Senior management reporting and presentation
	Contractor reviews
	Staff 1:1 meetings
Adhoc	Customer engagement
	Industry briefings

ACKNOWLEDGEMENT OF POSITION DESCRIPTION & JOB RESPONSIBILITIES

This position description is not an exhaustive list of everything you are required to perform, when carrying out your duties.

Date:

Team Member Name:

Signature:

Managers Name:

Signature:

WHAT ARE THE EXPECTATIONS?

DEPOT OPERATIONS	<p>Depot Operations:</p> <ul style="list-style-type: none"> • Ensure compliance in all depot activities; monitor non-conformances and implement corrective actions • Provide quality assurance for activities conducted, e.g. product testing, calibration of equipment, tank gauging, dips, meter readings, with equipment and service data details recorded • Ensure compliance with Environmental Protection Authority (EPA) Site Licence requirements and Workplace Health Safety and Environmental (WHS&E) legislation • Conduct regular internal audits and workplace inspections, to ensure compliance to statutory requirements <p>Tank Systems:</p> <ul style="list-style-type: none"> • Manage the maintenance and service requirements for Automatic Tank Gauging systems, keeping up-to-date records • Ensure inspections and tests are conducted on all tank equipment including alarm operability and communication systems
TRANSPORT OPERATIONS	<p>Transport & Freight Operations:</p> <ul style="list-style-type: none"> • Manage all transportation activities, ensuring the safe, efficient and reliable performance of the Park company owned and contractor fleets • Monitor operations to ensure that staff comply with administrative policies and procedures, safety rules, contracts and government regulations • Focus on the continuous improvement of Park's processes, procedures and capability, to improve efficiency and controls, • Ensure company & contract drivers and equipment are suitably licenced and insured <p>Logistics Planning & Scheduling:</p> <ul style="list-style-type: none"> • Ensure adequate Fleet resourcing to meet Park's requirements • Ensure compliance with customer pricing and preferred supply point information • Review transport routes and schedules to optimise service performance and efficiency • Provide assurance for speed compliance, with schedules allowing Drivers the appropriate time to complete scheduled tasks <p>Safe Operations:</p> <ul style="list-style-type: none"> • Promote safe working practices and compliance with legislation, codes of practice, operational procedures and company policies • Provide pro-active management of health, safety, environmental risks and hazards by conducting regular safety audits and meetings • Respond to all emergencies and dangerous situations promptly, investigate all identified hazards • Coordinate investigations and documentation of all incidents, accidents and near-misses, in conjunction with the Safety & Compliance Officer, ensure corrective actions are assigned and completed • Manage workplace injuries and return to work programs, in accordance with the Chief Operating Officer (COO) and Safety & Compliance Officer • Ensure emergency response preparedness and capability • Ensure all personnel are aware of their WHS responsibilities <p>Customer Service:</p> <ul style="list-style-type: none"> • Identify and implement continuous improvement initiatives and operational solutions, to improve the customer experience and service delivery, resolving customer issues or complaints promptly • Collaborate with the Park Commercial Team to drive business growth and improve performance • Build and maintain strong partnerships and relationships with key external stakeholders
HUMAN RESOURCE MANAGEMENT	<p>Leadership & People Management:</p> <ul style="list-style-type: none"> • Lead, coach and motivate employees to build a cohesive team environment • Manage poor performance, non-compliance, disciplinary and grievance matters, and take corrective action, in accordance with the COO • Manage effective and timely recruitment, complete reference and police checks, organise induction, and conduct probationary reviews for new employees, • Develop retention strategies to avoid business impact through staff turnover <p>Training & Development:</p> <ul style="list-style-type: none"> • Take a pro-active approach and identify company and individual training needs, provide coaching and learning opportunities • Ensure an effective Driver Training model is implemented and maintained

FLEET MANAGEMENT	<p>Fleet Management:</p> <ul style="list-style-type: none"> • Purchase or lease vehicles to meet the company's needs, maximise resale value and follow established approval processes • Maintain historical vehicle information, to compare vehicle records and efficiencies • Track the use of Fleet and labour resources to optimise utilisation and implement improvement strategies • Review and track fuel economy and tyre usage, to identify issues and make necessary changes to reduce cost <p>Maintenance Management:</p> <ul style="list-style-type: none"> • Ensure compliance with NHVAS maintenance standards and guidelines • Implement a pro-active, planned and structured approach to fleet maintenance, to minimise cost and maximise efficiency, • Inspect work in progress and return to work processes, for quality control and compliance with operational standards • Liaise with Drivers and Contractors on servicing, repairs and maintenance activity <p>Driver Management:</p> <ul style="list-style-type: none"> • Ensure Drivers remain fit to operate heavy vehicles and maintain their fitness for work, reporting on any changes to their licence status or fitness to operate heavy vehicles • Monitor Driver behaviour and performance, e.g. speeding, harsh braking and fatigue management; use the data for coaching purposes to improve overall performance and address issues promptly • Conduct regular reviews of driver violations both company and contract drivers, to reduce wear and tear on vehicles and promote safe driving practices <p>Vehicle Monitoring:</p> <ul style="list-style-type: none"> • To ensure compliance with protocols and regulations, and observing Privacy laws, utilise the Vehicle Monitoring GPS tracking system to monitor driver behaviours and potential vehicle breaches • Ensure integrity of data for analysis and compliance reviews • Analyse data effectively, to identify factors that may affect fleet performance, and impact company profitability, and implement corrective actions plans • Ensure all driving time is captured, recording work and rest hours to support NHVAS requirements <p>Vehicle Standards and Specifications:</p> <ul style="list-style-type: none"> • Provide assurance on Heavy Vehicle National Law (HVNLR) and SLP requirements, and that the fleet is in safe working order to meet these requirements • Ensure all company owned and contractor fleet vehicles are fit-for-purpose, • Ensure Drivers show due care for their vehicles, and the fleet presents clean and in a presentable condition • Manage the registration and licensing of all vehicles, • Maintain inspections and ensure company registers are up to date • Monitor vehicles under warranty and their performance, ensure all warrantable repairs are claimed • Perform random safety inspections on designated vehicles to determine roadworthiness
TRANSPORT COMPLIANCE	<p>National Heavy Vehicle Accreditation Scheme (NHVAS):</p> <ul style="list-style-type: none"> • Provide assurance the company complies with Heavy Vehicle National Law and Regulations (HVNLR) and NHVAS requirements and ensure systems are audited regularly for compliance <p>Fatigue Management:</p> <ul style="list-style-type: none"> • Ensure all relevant parties are aware of and understand their obligations to comply with National Heavy Vehicle Driver Fatigue laws • Provide assurance that Drivers are aware of the signs of fatigue, understand the safety hazard implications and comply with Work and Rest Hour requirements, and record keeping <p>Mass Management:</p> <ul style="list-style-type: none"> • Provide assurance the company complies with mass management requirements and does not exceed mass limits <p>Roads & Maritime Services (RMS):</p> <ul style="list-style-type: none"> • Ensure the company demonstrates that all reasonable steps are taken to ensure activities and functions comply with Heavy Vehicle Industry regulations, in preparation for RMS random inspections and checks • Liaise with Representatives on Industry information to ensure compliance requirements are met and that schedulers keep up to date with the Restricted Access Vehicle (RAV) maps and lists <p>Chain of Responsibility (COR):</p> <ul style="list-style-type: none"> • Ensure all relevant parties in the heavy vehicle transport supply chain (e.g. Schedulers, Operators, Contractors and Drivers), understand their duty to provide safe and legal transport activities, and that non-compliance can extend to personal liability

	<ul style="list-style-type: none"> Provide assurance that heavy vehicle risks under COR are monitored, audited and reviewed <p>Contractor Management:</p> <ul style="list-style-type: none"> Monitor and manage Contractors, to ensure they meet their obligations under the HVNLR Ensure transport contractors engaged by Park provide assurance of processes for monitoring transport compliance
ADMIN & FINANCIAL MANAGEMENT	<p>Admin & Financial Management:</p> <ul style="list-style-type: none"> Drive business performance, analyse financial information, look for trends and evaluate data, to identify value add opportunities Analyse Preventative Maintenance System reports, compare outsourcing costs versus in-house costs, implement actions to reduce expenses Examine maintenance and operating costs of each asset within the Fleet Monitor transport costs and freight rates to ensure cost effective transportation solutions are implemented for both customers and the Company Work closely with the Commercial Team to ensure benchmark Freight Costs are implemented and to optimise any sales leads <p>Roster & Wage Management:</p> <ul style="list-style-type: none"> Ensure Drivers submit accurate timesheets, for prompt reconciliation and payment Manage rosters to optimise company resources and ensure compliance with government requirements Ensure rosters and schedules do not cause drivers to exceed work or rest requirements or speed limits <p>Systems, Document & Record Management:</p> <ul style="list-style-type: none"> Manage, monitor and analyse the performance of company systems, and implement improvements and corrective actions, and ensure the integrity of management system documents and records Ensure staff records are kept up to date for licensing, driving, training, and performance Ensure company registers are current and maintained (e.g. Assets and Equipment, Incident Reports, Security Register, Inspection and Safety Tests, Fatigue Management and National Driver Work Diary)
GENERAL	<ul style="list-style-type: none"> Ensure Park Senior Management are kept informed on relevant issues which could affect operational safety and commercial aspects of the business Keep abreast of general changes, developments, trends and regulations within the Industry to ensure company compliance