



Traffic Management Plan Albany

DOCUMENT CONTROL

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AUDIT

This Plan shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review.
- when Legislative changes impact this Plan
- following a significant incident involving this Plan
- At least every two years.
- Infrastructure upgrades occur.

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1 INTRODUCTION

1.1 Purpose

This Traffic Management Plan provides information on the minimum traffic management requirements for controlling vehicle and pedestrian interactions within the Port of Albany (SPA-Alb).

Operations are undertaken on a 24 hours per day, seven day per week basis throughout the Port of Albany. This Southern Ports Traffic Management Plan relates only to the port of Albany.

1.2 Scope

| In Scope | Out of Scope |
|---|---|
| Minimum traffic management requirements for controlling vehicle and pedestrian interactions within Port of Albany. Minimum standards for the development authorisation and communication of <i>Traffic Awareness Plans</i> and <i>Traffic Safety Alerts</i> at Southern Ports Albany. This plan applies to all Southern Ports workers (including employees, contractors and port users) and visitors and is applicable to all areas within Port of Albany boundaries where light vehicles, heavy vehicles, surface mobile equipment and pedestrian interact, such as access roads, vehicle parking areas, workshop areas, store areas, office locations, designated zones, earthworks, berth areas, rail corridor including crossings and product storages areas. | Traffic management outside the Port land and marine boundaries or for areas managed under lease agreements. |

1.3 Objective

SPA-Alb overall objective with respect to traffic management is to ensure the safe movement of, and interactions between, vehicles, mobile plant and pedestrians in the workplace whilst maintaining compliance with security, environment and business continuity requirements.

All port access is to be in line with the requirements of the [Site Access Control Procedure - Albany.pdf](#)

1.4 Roles and Responsibilities.

Definitions for terms used in this plan are shown in Table 1 below.

Table 1: Roles and Responsibilities

| Role | Responsibilities |
|--------------------|---|
| SPA-Alb Management | <ul style="list-style-type: none"> Implement and maintain this Traffic Management Plan for Southern Ports Albany. Update and review the Traffic Management Plan at least once every two years. Communicate the Traffic Management Plan. Ensure all routes are clearly sign posted and demarcated. Set and maintain road standards and road signage. Maintain a documented record of audits and inspections of the Traffic Management Plan and <i>Traffic Awareness Plan</i>. Coordinate the management of Port Users' mobile equipment. Authorisation of all Traffic Awareness Plans. |

Table 1: Roles and Responsibilities

| Role | Responsibilities |
|-------------------------------------|---|
| Employees, Operators and Port Users | <ul style="list-style-type: none"> Ensure vehicles have the necessary safety devices and are in a safe and roadworthy condition. Comply with relevant road laws and Southern Ports Albany procedures whilst operating a vehicle. Conduct and record prestart inspections of all vehicles and mobile plant & equipment being operated. Report incidents and non-conformances with this plan and associated <i>Traffic Awareness Plans</i>. |

1.5 References

1.5.1 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Plan are shown in Table 2 below.

Table 2: Legislation, Standards and Codes of Practice

| Reference | Title |
|----------------------------------|--|
| AS/NZS 1158.3.1:2020 | Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting — Performance and design requirements |
| National Heavy Vehicle Regulator | Load Restraint Guide 2018 |
| AS 1742.2:2022 | Manual of uniform traffic control devices – Part 2: Traffic control devices for general use |
| AS/NZS 2890.1:2004 AMDT 1 | Parking Facilities, Part 1: Off-street car parking |
| WA | Port Authorities Act 1999 |
| WA | Port Authorities Regulations 2001 |
| AS/NZS 1906.2:2017 | Retroreflective materials and devices for road traffic control purposes, Part 2: Retroreflective devices (non-pavement application) |
| AS/NZS 1906.3:2017 | Retroreflective materials and devices for road traffic control purposes, Part 3: Raised pavement markers (retroreflective and non-retroreflective) |
| WA Main Roads | Road Design and Traffic Engineering |
| AS 1743:2018 | Road Signs – Specifications |
| WA | Road Traffic (Administration) Act 2008 |
| WA | Road Traffic (Vehicles) Act 2012 |
| WA | Road Traffic Code 2000 |
| WA | Work Health and Safety (General) Regulations 2022 |
| WA | Work Health and Safety Act 2020 |

1.5.2 Southern Ports Documents

Southern Ports (SPA) documents referenced by this Plan are shown in Table 3 below.

Table 3: Southern Ports Documents

| Reference | Title |
|-----------------|---|
| 1688532262-2138 | Access Control Procedure - Albany |
| D18/6054 | Drug & Alcohol Management Procedure |

1.6 Definitions

Definitions for terms used in this Plan are shown in Table 4 below.

Table 4: Definitions

| Term | Definition |
|---------------------------|---|
| Designated Zones | An area, which is demarcated to restrict access to non-authorized persons. |
| Elevating Work Platform | An Elevating Work Platform is a mobile machine intended to move persons, tools and material to working positions and consisting of at least a work platform with controls, extending structure and a chassis but does not include mast climbing work platforms. |
| Heavy Vehicles | Trucks and buses that are designed for use on public roads such as, rigid and articulated trucks greater than 4.5 tonnes (including associated trailers) and buses (over 12 seats). Also included in this category are forklifts, backhoes, skid steer loaders, prime movers, mobile cranes and integrated tool carriers fitted with an attachment not designed for earthmoving. |
| Intersection | An intersection shall be considered the junction where two or more delineated roads cross or merge. |
| Land-side Restricted Zone | An area of land located within the fenced boundary of the Port of Albany under the control of Southern Ports Albany. |
| Light Vehicles | Light Vehicles include two- or four-wheel drive sedans, station wagons, utilities, vans, mini- buses and crew cab trucks under 4.5 tones. Includes a motor vehicle that can be Regional for use on a public roads (without restrictions or special permits), has four or more wheels, seats a maximum of 12 adults (including the driver), truck with tray (under 4.5 tonnes), is a vehicle that, where Regional, could be legally driven on a public roadway by a driver issued with a standard C Class Motor Driver's License, does not exceed 4.5 tonnes gross vehicle mass. |
| May, Should | Recommended, but discretionary. |
| Must, Shall, Will | Mandatory. |
| Port | The port for this traffic management guideline is defined as the landside restricted zone. |
| Safe System of Work | Documented safe systems of work at Southern Ports include such documents as a <i>Safe Work Method Statement</i> , <i>Job Hazard Analysis</i> or <i>Risk Analysis (Stop & Think)</i> . |
| Surface Mobile Equipment | Surface Mobile Equipment includes self-propelled mobile equipment for surface operations such as container forklifts and equipment that is primarily intended for bulk earthmoving and not primarily designed for use on public roads. |
| Traffic | Vehicles moving by road or sea. |
| Traffic Safety Alert | <i>Traffic Awareness Plans</i> , once authorised, are communicated on Traffic Safety Alert. |
| Traffic Awareness Plan | A <i>Traffic Awareness Plan</i> is a change management process submitted to Southern Ports Albany for authorisation. A <i>Traffic Awareness Plan</i> outlines proposed changes to traffic management network roads and the risk controls within a respective area. A <i>Traffic Awareness Plan</i> is job specific and generally short term. <i>Traffic Awareness Plans</i> must be submitted with a risk assessment detailing the risk controls. |
| Traffic Management | Defines the minimum standards for traffic management and includes the overriding Port of Albany network road maps, incorporating traffic flow and signage. Any temporary change or interruptions to the overriding Traffic Management Plan must be via the authorisation of a <i>Traffic Awareness Plan</i> submission and followed up with a Traffic Safety Alert. |

2 TRAFFIC MANAGEMENT

2.1 Traffic Flow

Traffic flow within the port area is shown in [Appendix A](#). All roads are 2-way.

At any given time, the following vehicles could be encountered operating on multiple work fronts within the port area:

- Semi-trailers or rigid trucks carrying various loads (such as fertiliser and logs) to site leases, to berths, and off site.
- Standard light vehicles
- Trailer floats moving oversize cargo or heavy plant.
- Forklifts
- Elevating Work Platforms
- Cranes moving with tethered loads and mobile cranes without loads.
- Tractors with attachments.

In order to facilitate maintenance works, the movement of wide loads, or any other special activity, SPA Operations and Maintenance teams may develop, implement and disseminate temporary *Traffic Awareness Plans* or issue traffic Safety Alerts advising of changed traffic conditions.

2.2 Road Rules

The road rules as contained within the WA [Road Traffic Code 2000](#) are to be observed when driving within the Port. The exceptions to the Code are that within the port:

- pedestrians must give way to vehicular traffic.
- all traffic will observe any authorised *Traffic Awareness Plan* or signage that changes normal flow for the purposes of operations, maintenance, projects or any other requirement as advised by Southern Ports.

Speed limits to be observed within the SPA-Alb site are signposted. In some instances, speed limits can be temporarily signposted for specific cargo movements or maintenance activities.

Specific speed limits are:

- General areas and roads: 30 kph.
- Wharf Areas: 15 kph.
- Shimamura Drive, southern corner of future berth 4 & 5 (corner only): 15 kph.

These speeds are indicative maximum speeds only, and drivers are reminded to drive to the conditions at all times.

Random speed auditing may be conducted by the Southern Ports Health Safety Environment and Security Team.

Mobile phones and portable electronic devices are not to be used by any driver of a motor vehicle or mobile plant during vehicle or plant operation.

This includes:

- Phone calls (unless through a vehicle hands-free system)
- Texting
- Social Media.
- Any other activity which may distract the driver's attention from the road.

Drivers and passengers are to always wear seat belts when the vehicle or mobile plant is operating.

Penalties for non-compliance can include:

- Suspension of port access for a period of time.
- A requirement to re-sit the Southern Ports induction.
- Permanent removal of port access.

2.3 Signage

Signage and devices for the control and safe operation of all vehicles within the port are in accordance with the legislative guidelines and relevant standards.

When required for specific occasions (general operations, cargo haulage, oversize loads and road maintenance or any other activity identified as altering traffic conditions), temporary road signage and VMS displays may be in place. This would align with an approved *Traffic Awareness Plan*.

2.4 Safe Use of Spotters

A 'spotter' is a person on the ground, solely responsible for guiding the direction of any part of an item of mobile equipment or vehicle.

Operators of all equipment must remain alert for the movements of other vehicles, and pedestrians.

Operators of Light Vehicles must exercise caution when reversing and are to use a 'spotter' when necessary.

A spotter shall be used when Heavy Vehicle and Surface Mobile Equipment vehicles reverse in trafficked areas or confined areas.

Spotters shall:

- Remain visible to the operator and in a position of safety.
- Maintain a clear view of the hazard areas (operators' blind spots).
- Stay clear of the vehicle's path.
- Avoid walking backward.
- Use agreed radio or hand signals to communicate with the operator.
- Immediately signal the operator to stop if any person or object enters the hazard areas; and
- Signal the operator to stop if the spotter must change positions when the vehicle is moving; the spotter should then move to the new position and signal the operator to continue.

2.5 Parking

Permanent parking areas have been allocated within the Port. Designated parking areas are delineated on the port map ([Appendix A](#)).

Vehicle and plant users must obey signage requirements to reverse park and should reverse park in all other locations where practicable.

Parking in non-designated parking areas is not permitted unless approved by the Operations Superintendent.

Temporary safe parking areas may be designed and developed within the Port. As operational requirements change these temporary parking areas will also change. When change is required, the Operations Superintendent will assess and approve a developed *Traffic Awareness Plan*, and this may require temporary signage and barricading to be installed. Information will be distributed via Traffic Safety Alert to all Port users.

Vehicles should not park on shipping berths where cargo operations & maintenance are underway unless they are essential to the operations being conducted. Vehicles delivering personnel, tools or equipment are to be removed immediately once the task has been completed.

Parking for cruise vessel visits is as shown in Figure 11.

2.6 Lighting

Where practicable, all roads, parking bays and pedestrian walkways are to be suitably lit with permanent lighting to the Australian Standard.

Whenever *Traffic Awareness Plans* incorporate temporary parking bays and temporary pedestrian walkways are put in place, suitable mobile lighting units are to be used.

2.7 Walkways and Pedestrians

Within the Port precinct, vehicular traffic has right of way over pedestrian traffic.

Pedestrians must comply with the SPA personal protective equipment standards applicable to their immediate area.

Visitors and visiting crew members are not permitted to walk through the port areas. Visiting crew members are to utilise organised buses and visitors are to be escorted.

Where necessary and practicable the pedestrian route is to be protected from the encroachment of vehicles. This may be in the form of but is not limited to:

- Designated walkways for pedestrians and where possible the installation of safety railings to eliminate interaction with vehicle movements; and
- Designated separate parking areas for Light Vehicle, Heavy Vehicle and Surface Mobile Equipment.

2.8 Specific Changes and Variations to this Traffic Management Plan

2.8.1 Cargo Operations

General cargo operations include the loading and discharge of bulk vessels.

The principal contractor in charge of transport for removing or delivering cargo to or from the wharf is to provide a specific *Traffic Awareness Plan* for the movement of the vessel's cargo, at least 48 hours prior to commencement. This *Traffic Awareness Plan* is to be submitted to the Operations Superintendent for approval. *Traffic Awareness Plans* must be submitted with a risk assessment detailing the risk controls. SPA will follow up with a Traffic Safety Alert distributed to all relevant parties.

Trucks, trailers & equipment are to be removed from site within 24 hours of cargo loading and discharge completion.

Berth custody can be held by various parties including the stevedores. Prior to vehicles or personnel accessing any of the wharves or berths (when operational), contact must be made with the relevant custody holder to ensure they are aware of the access and that accessing parties are aware of the hazards.

Landside Restricted Zone:

- The entire Southern Ports - Albany Site is a landside restricted zone.
- A *Maritime Security Identification Card* is to be held and must be worn and carried at all times whilst within this area. Signage and gates indicate the Landside Restricted Zone boundaries.
- **Communications**, Changes to this *Traffic Management Plan* and all *Traffic Awareness Plans* shall be communicated across Southern Ports Albany by way of a Traffic Awareness Notice or Safety Alert prepared by the Southern Ports Albany Operations Superintendent and distributed by Southern Ports Albany HSES team.

- A minimum of 48 hours should be required from the issue of the Traffic Awareness Notice to the implementation of the proposed change affecting Southern Ports Albany.

2.8.2 **Oversize Haulage**

At various times, oversize cargoes will transit through the port. A specific temporary *Traffic Awareness Plan* will be developed by the principal contractor and submitted to the Operations Superintendent for approval at least 48-hour prior.

Traffic Awareness Plan will incorporate temporary parking and delineation for oversize haulage within the Port.

Oversize cargoes may require escort vehicles, stop and go signage, warning and preparatory emails, and alerts to be broadcast. These requirements will be discussed and agreed during pre-arrival briefings.

2.8.3 **Cruise Ships**

Cruise ships will generally berth on Berths 1 and 2, with passenger movements being guided out of the port via Gate #1.

Tour and shuttle buses will enter the port via gate #2, pick up and drop off passengers and then exit via gate #1.

Pedestrians will utilise gate #1 & delineated pathways as per [Appendix B](#).

Additional security guards will be tasked to monitor and assist with passenger movements and security requirements.

Buses are provided by a local contractor.

Traffic barriers, guides and parking are shown in the photos at [Appendix B](#).

A separate *Traffic Management Plan* will be submitted to Main Roads WA annually. Once approved it will be implemented for each Cruise Ship visit.

Safe Work Instruction – ALB – Cruise Ship Procedure sets out additional requirements for cruise vessel visits in accordance with the *Albany Maritime Security Plan*.

2.9 **Securing of Loads**

All Cargo arriving/departing the Port, being moved internally, or general work materials, are to be correctly restrained in accordance with the guidelines contained within the National Heavy Vehicle Regulator [Load Restraint Guide 2018](#).

This includes:

- Trucks, trailers, and light vehicles consigned to move imported or exported cargo and general materials to or from the Port.
- Trucks, trailers, forklifts, reach stackers, front end loaders and light vehicles used to move cargo and general materials internally.
- Garbage removal trucks and skip bin waste trucks are to comply with load restraint guidelines.

2.10 **Crane, Elevating Work Platforms and Other Lifting Operations**

Cranes and Elevating Work Platforms must be mobilised and operated in accordance with all standards, procedures, and manufacturer's instructions, including delineation of the work area.

Cranes and Elevating Work Platforms operating on the Wharf areas are required to have the appropriate permits and Authority to Work approvals in place, in addition to engineering assessments in place prior to commencement.

2.11 Other Procedural References

2.11.1 Seafarers Bus

The Port of Albany Seafarers Centre and Stella Maris operate buses to convey visiting seafarers to and from their vessels. The Seafarers bus drivers are to comply with all the requirements laid out in this procedure.

Additionally, the Seafarers bus drivers are to abide by the requirements of the Port of Albany [Access Control Procedure](#).

2.11.2 Leased Areas

This *Traffic Management Plan* does not incorporate traffic management controls in leased areas. It is the responsibility of the leaseholder to develop and implement traffic controls for their lease area commensurate with the prevailing risk profile.

2.11.3 Works Affecting Public Roads

If Port operations are likely to affect traffic flow on public roads, then the Port Principal for the works will implement a separate *Traffic Awareness Plan* approved by the relevant person of authority.

2.12 Fitness for Duty

The Southern Ports [Drug & Alcohol Management Procedure](#) is applicable to all persons who access port controlled areas.

The Southern Ports carries out testing of all personnel who access port-controlled areas for drugs and alcohol. There is a zero-tolerance approach to drugs and alcohol in the Southern Ports workplace.

Any driver that is involved in a motor vehicle or mobile plant incident that occurs in a port-controlled area which results in injury to persons or damage to property, shall be subject to drug and alcohol testing in accordance with the above management procedure.

All transport companies must, upon request, provide Southern Ports with a fatigue management plan for any vehicles entering the Port for cargo operations.

2.13 Compliance and Penalties

Private motor vehicles that are registered to be driven on public roads are permitted to enter the Port.

Persons who are discovered to be driving a motor vehicle or plant (apart from approved, unregistered vehicles) without the correct license or verification of competency will be directed to cease driving that vehicle. Similarly, any vehicle discovered within the Port that is not registered for usage on public roads will be removed from the Port at the owner's expense.

2.13.1 Fit for Purpose

Transport companies are to ensure adherence with several requirements prior to allocating vehicles to load cargo. The vehicle selected to transport the manifested cargo should be load capable, mass capable and fit for purpose.

2.14 Incident and Emergency Reporting

All incidents shall be reported in accordance with the Southern Ports Incident Management Procedure.

In the event of an emergency:

Traffic Management Plan - Albany

- Immediately notify the appropriate emergency services by calling 000 and request their attendance at the Southern Ports Security Gate.
- Contact Southern Ports 08 9892 9000 (24/7)

Emergency response vehicles have right of way over all other vehicles and pedestrians when responding to an emergency.

APPENDIX A: SPEED LIMITS – PORT OF ALBANY



Figure 1: Speed Limits – Port of Albany



Figure 2: Permanent Parking Areas – Berth 2 Watchmen’s hut for berths 1 & 2 operators only



Figure 3: Permanent Parking Areas – Berth 3



Figure 4: Permanent Parking Areas – Berth 6



Figure 5: Marina Parking Areas - Marina

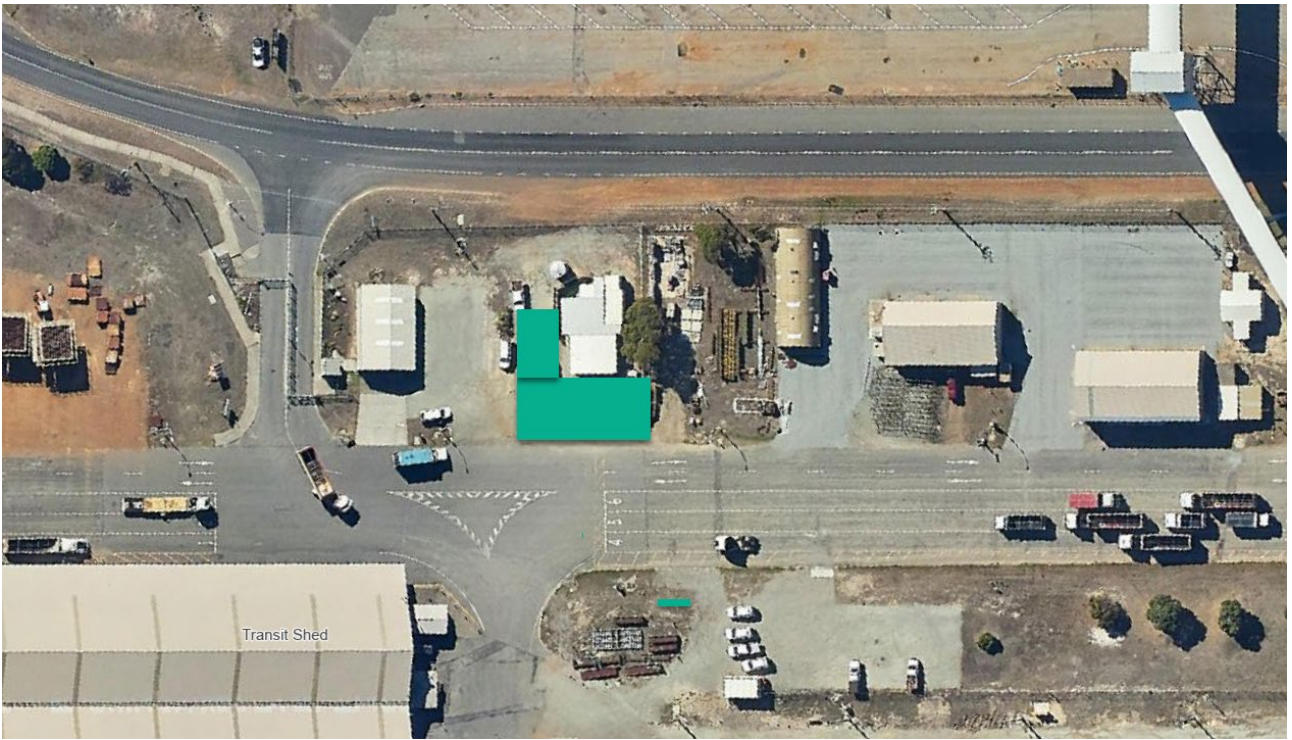


Figure 6: Southern Ports staff permanent parking areas - Amenities 2

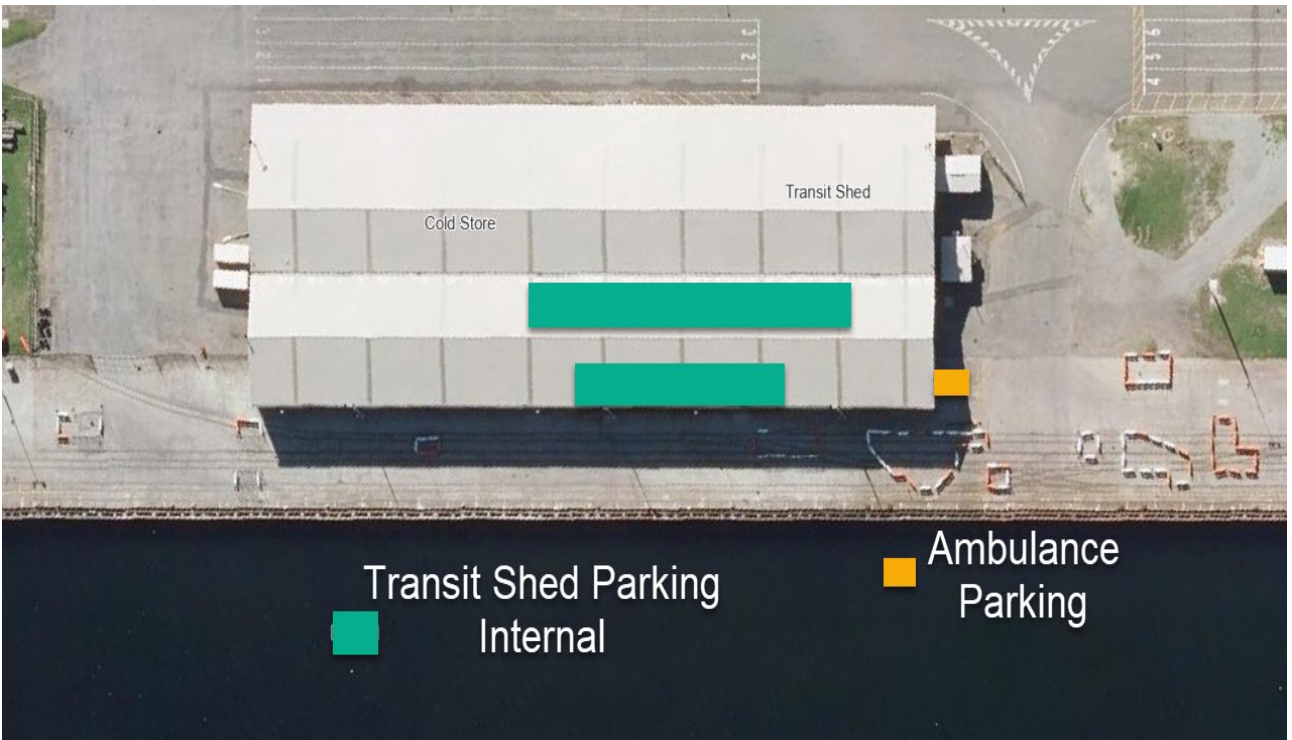


Figure 7: Permanent Parking Areas – Transit Shed Internal.

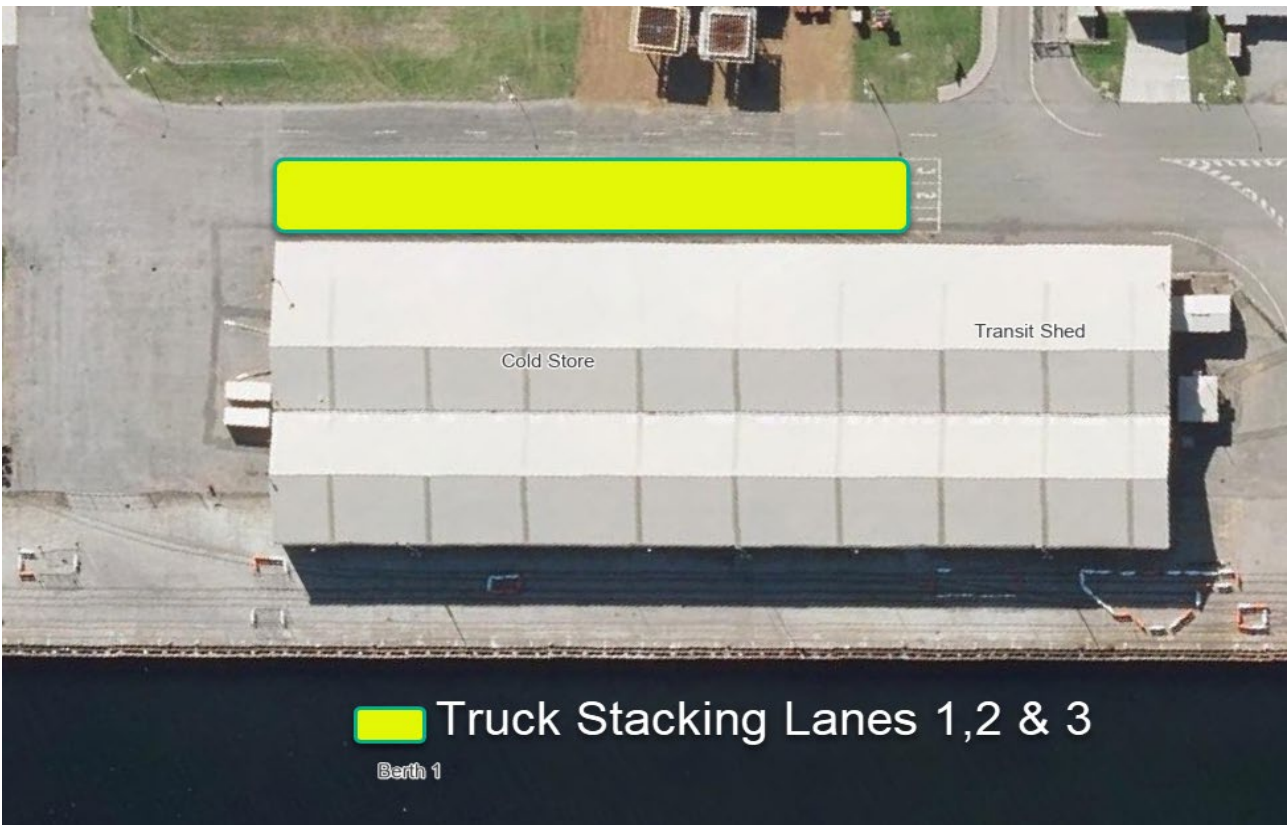


Figure 8: Designated Truck Stacking lanes 1, 2 & 3



Figure 9: Designated Truck Stacking lanes 4, 5 & 6

APPENDIX B: BERTH 1 CRUISE SHIP PASSENGER SETUP

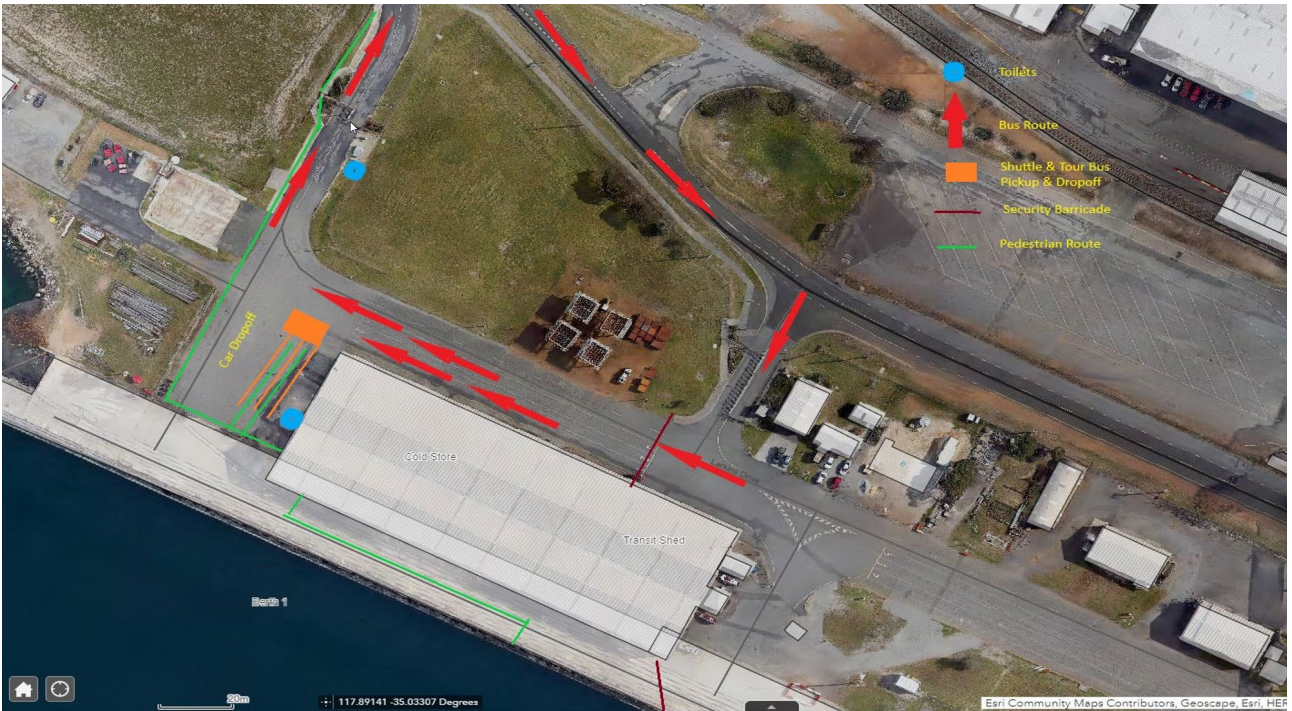


Figure 10: Berth 1 Cruise Ship Passenger Setup 1

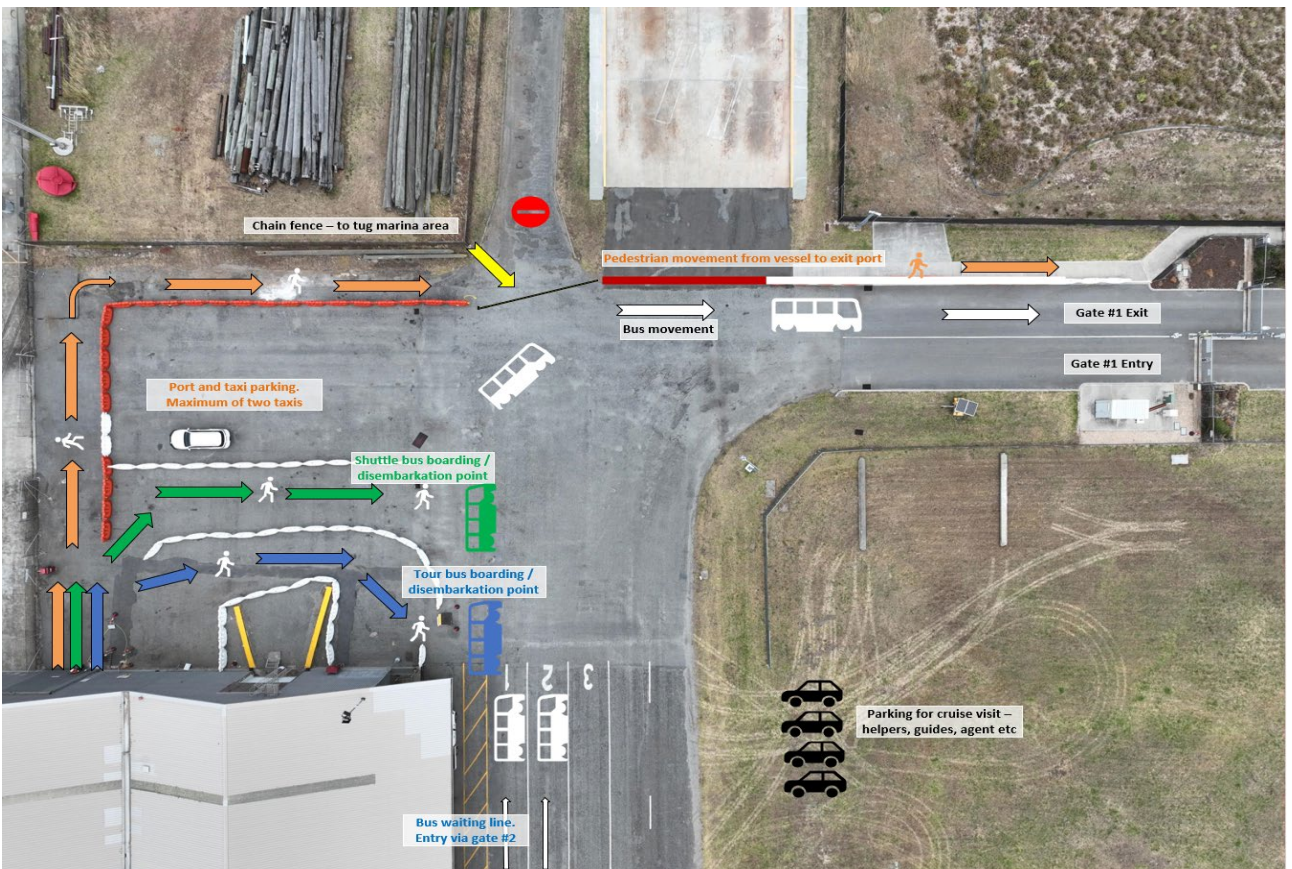


Figure 11: Berth 1 Cruise Ship Passenger Setup 2