



# **VEHICLE TRAFFIC MANAGEMENT POLICY**

**2023**



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## Glossary

**Approved parking area** - an area which is either designated/approved for parking (e.g. the Truck Marshalling Area for heavy vehicles, the marked areas of the Café Rous car park, approved areas on North Mole Drive) or where approval has been given by the Fremantle Ports' Property Branch in writing to a tenant to park on areas such as verges, vacant sites, etc.

**Bulk runs** - the mass movement of containers for any purpose

**Common areas** - the part or parts of the land from time to time set aside by Fremantle Ports (in its absolute discretion) as an area open to lessees or occupiers of the land and/or the public and those parts of the land approved by Fremantle Ports from time to time for common use by the occupants of the land and including (but without limiting the generality of the foregoing) the entrances, driveways, car park areas, exits, toilets and other common amenities and conveniences

**Congestion Management System (CMS)** - an information and control system designed to facilitate the safe and efficient management of excessive queuing and related safety hazards and risks during congestion. The CMS was introduced by Fremantle Ports as a tool for site operators to manage congestion, and aims to achieve this while maintaining first-come, first-served queuing acceptable to drivers and assists site operators in processing vehicles through their site in a timely manner.

**Dangerous goods/dangerous substances** - as per dangerous goods set out in the *Dangerous Goods Safety Act 2004* plus includes, for this policy, petroleum and paint

**Equipment** - in relation to the unattended equipment and obstruction policies includes trailers, machinery, containers or other sizeable objects (which may at times, according to the discretion of the Traffic Management Coordinator, include heavy and light vehicles) that have the potential to impede or obstruct

**Fair and equitable** - equally applied to all, with no favour to company-own vehicles, equipment and/or personnel

**Heavy vehicle** - a motor vehicle with a Gross Vehicle Mass (GMV) greater than 4.5 tonnes or a trailer with an Aggregate Trailer Mass (ATM) greater than 4.5 tonnes

**Heavy vehicle driver** - the individual driving a heavy vehicle

**Heavy vehicle operator** - the company or organisation that coordinates the activities of the heavy vehicle in question

**Material handling equipment** - machinery or other equipment used for the movement of containers, such as forklifts, reach stackers, cranes, etc.

**North Quay** - the northern wharf of Fremantle Inner Harbour

**Port precinct** - the combined area at the port incorporating North Quay and Rous Head

**Rous Head** - area on the northern side of the Fremantle Inner Harbour adjacent to North Quay



**Site** - premises of a site operator (tenant) within the port precinct

**Site operator** - the tenant operating a leased site within the port precinct

**Site operator premises** - the area of land leased to a tenant, as defined within the tenant's lease

**Truck Facility** - the combined truck facilities in the north of the Rous Head Industrial Park, including the casual truck layover/Truck Marshalling Area, driver amenities and the refuelling station

**Truck Marshalling Area (TMA)** - the marshalling area in the Truck Facility, Rous Head for vehicles (including trucks and other heavy load vehicles) attending the port as part of the usual business and operations of the port. The TMA provides a safe area for heavy vehicles to queue off North Quay/Rous Head public roads during congestion, and is used in conjunction with the CMS.

**Truck stop** - the area within the Truck Facility that incorporates the driver amenities, food and beverage outlet, and truck fuelling station

**Variable Messaging Signs (VMS)** - the LED signs in and around the port precinct that display traffic management and redirection messages for alerting drivers to changed conditions within the port precinct or important information relating to traffic redirections

**Vehicle** - any passenger vehicle, light freight vehicle or heavy vehicle, or other such vehicles as may use the public roads and common areas within the port precinct

**Vehicle Booking System (VBS)** - a vehicle booking or arrival notification system used by a site operator for allocating the time of arrival of a heavy vehicle to the site. For container terminals, this is the 1-Stop operated VBS. For most empty container parks, their booking system uses the notification system operated by ContainerChain.

**Vicinity** - either within an approved parking area or an adjacent site to where the vehicle is located



## 1 Intent

This policy clearly identifies Fremantle Ports' aims regarding the management of traffic, congestion and queuing within the North Quay/Rous Head port precinct. The focus is on the achievement of improved outcomes for industry, related to safety and access to sites within the port precinct. The overall objective is safe, reliable, efficient, timely and consistent management of all road vehicles servicing and accessing the port precinct, with specific attention to the management of heavy vehicle queuing, parking, unattended equipment and congestion on roads and surrounding areas of vehicle interaction (i.e. verges or vacant land outside tenant demised areas).

The policy will provide guidance to site operators within the port precinct and users of these sites as to acceptable queuing, congestion management and traffic management principles.

This policy addresses the following key areas:

- heavy vehicle on-road queuing
- heavy vehicle congestion
- vehicle parking (light and heavy)
- use of the Truck Facility and Truck Marshalling Area (TMA)
- obstructions
- unattended equipment
- loading, unloading and transfer operations
- traffic management plans.

The port precinct is a dynamic area experiencing growing trade volumes which can create a range of traffic issues. Fremantle Ports will continually monitor traffic behaviours and review instances of excessive queuing and congestion, and respond with policy updates to maintain the overall objectives of this policy.

## 2 Objectives

The objectives of this policy are to maintain and, where possible, improve:

- road safety and safe transit through the port precinct for site operators, employees, contractors, transport operators and the general public
- the safe and efficient access within and around the port precinct including access to tenant's property by the tenant, their clients, visitors, employees, contractors and service providers.

These objectives recognise Fremantle Ports' functions, powers and obligations under the *Port Authorities Act 1999* and associated Regulations. The achievement of the objectives will be



pursued through clear statement and communication of this policy and enforcement of this policy using relevant legislation and Regulations.

### **3 Scope**

This policy applies to all site operators, heavy vehicle operators, and light vehicle users of the port precinct.

## **4 Policy statements**

### **4.1 Vehicle parking**

Authorised vehicle parking is defined as leaving a vehicle unattended within a private leased site or for less than the time signposted at a parking area approved by Fremantle Ports within the port precinct land area shown in Appendix A. All other parking is unauthorised.

This policy statement recognises:

- Leased premises should be designed to accommodate off-street parking of vehicles (both heavy and light vehicles) associated with the related site operator.
- Fremantle Ports has provided casual truck layover and driver amenities at the designated Truck Facility. Refer to section 5.1 for further details.
- Approved parking areas are those that are signposted for parking. All other common areas are not approved for parking.
- Parked vehicles in areas not designed to accommodate them can create road safety issues and site access issues.

### **4.2 Vehicle parking policy statement**

- a) There is to be no parking on North Quay/Rous Head public roads and associated verges outside private leased sites or approved parking areas. Vehicles found parking outside private leased sites or approved parking areas for more than two hours will be considered unattended equipment. If the vehicle is obstructing access to roads, site operator premises, common areas, etc., it will be considered an obstruction. Refer to sections 5.2 Unattended Equipment and 5.4 Obstructions.
- b) It is the responsibility of vehicle drivers to abide by road signage. The whole of the port precinct is a 'No Stopping Area Except as Signed' area.
- c) Where vehicles are found to be parking outside approved parking areas provided by Fremantle Ports or the boundaries of private leased facilities, it is the responsibility of the vehicle owner, including the vehicle driver, to ensure vehicles are immediately and safely redirected or relocated to appropriate, approved parking areas within the port precinct. Refer to the port precinct diagram in Appendix A for approved parking areas provided by Fremantle Ports.
- d) It is the responsibility of the site operator to effectively and safely manage the parking of both heavy and light vehicles associated with the site operator's leased premises



within the boundary of those premises. For any leased site, approved parking areas must be clearly signposted:

- i. Signage must clearly indicate to visitors entering the site how to access on-site available parking.
  - ii. Where approved, following agreement with Fremantle Ports' Property Branch, signage must indicate where allowable parking outside the boundaries of the demised area may be used (including extent of limits).
- e) If a site operator is unable to accommodate all their normal vehicle parking within the site boundary of their premises, they must consult with Fremantle Ports' Property Branch to determine an appropriate course of action and suitable interim parking and queuing areas.

Under the powers of the *Port Authorities Act 1999* and in accordance with Part 6 of the Port Authorities Regulations 2001, Fremantle Ports may issue an infringement notice to the driver of any vehicle within 21 days of the following events:

- stopping a vehicle in a no-stopping area
- parking a vehicle in a parking area otherwise than in accordance with a notice, sign or instruction
- giving a false name or address to, or failing to comply with direction of, an authorised officer.

### **4.3 Heavy vehicle on-road queuing**

Heavy vehicle queuing is defined as stationary heavy vehicles on common streets, roads, ways and walks waiting to enter premises to transact business and where the driver of the vehicle remains with or in the vicinity of the vehicle.

This policy statement recognises:

- The eventual goal is to remove all queuing from port precinct roads.
- Excessive queuing on North Quay roads is a danger to the general public and to heavy vehicle drivers.
- Where queues for multiple sites converge, situations arise where drivers are unclear of which queue is for the site they are intending to visit. This can be an unnecessary source of frustration, sometimes leading drivers to make driving decisions putting themselves and the general public at risk.

Fremantle Ports will review on-road queuing behaviours and may introduce specific rules, fines or charges to manage undesirable behaviour.

### **4.4 Heavy vehicle on-road queuing policy statement**

- (a) In the first instance, it is the responsibility of the site operator to monitor and manage effectively and efficiently all areas within the vicinity of the site operator's premises to ensure that none of its transport operators, clients, service providers, employees and contractors are in a queue waiting to access the site.





- (b) Queuing should be confined within the site operator's premises.
- (c) Site operators must demonstrate that they have taken all reasonable steps to prevent queuing outside their premises.
- (d) If queuing is outside any approved queuing areas set out in this policy and over two minutes in duration, it will be defined as congestion (see section 4.5).
- (e) Where queuing of vehicles on roads can be reasonably foreseen, the site operator responsible must notify Fremantle Ports of the expected queuing and the actions the site operator is taking to mitigate the queuing, while maintaining safety at all times. The first point of contact at Fremantle Ports is the Traffic Management Coordinator.
- (f) It is the responsibility of the site operator to make their heavy vehicle clients (customers and drivers):
  - i. aware of this policy statement and ensure compliance with these requirements and to actively manage queues to avoid safety hazards and property access problems
  - ii. abide by all signage, including queuing/congestion signage and line markings (e.g. including that provided by Fremantle Ports' Congestion Management System Variable Messaging Signs).

Failure to do so may result in action under the *Port Authorities Act 1999* and associated Regulations, lease breach action and/or discussions with the tenant or entity/person responsible for the vehicle to determine a resolution to the issue.

Fremantle Ports may implement the use of detection and monitoring technology to identify queuing and congestion and for other purposes such as monitoring key performance indicators (KPIs). This technology may be introduced at any time at the sole discretion of Fremantle Ports and after an assessment of the need for such technology.

#### **4.5 Heavy vehicle congestion management**

Heavy vehicle congestion is defined as situations where queuing of heavy vehicles extends beyond the constraints of permissible on-road queuing areas as defined in Appendix B, and is not managed by the site operator within two minutes.

This policy statement aims to protect the site operators, heavy vehicle drivers and the general public from the dangers related to heavy vehicle congestion on key roads and to prevent interference with access to site operators' sites.

This policy statement recognises:

- Heavy vehicle congestion within the port precinct creates road safety and access issues arising from:
  - road blockages
  - narrowing of roads due to parked or queued vehicles
  - site access blockages
  - unsafe driving behaviours due to congestion



- unsafe pedestrian/driver access to approved facilities.
- It is a critical component of congestion management that vehicles be directed to an appropriate queuing area and they remain off public roads during congestion.
- The maintenance of first-come, first-served, equitable queuing alleviates stress and confusion during congestion.
- The principle of fair and equitable treatment must be maintained to all operators, regardless of whether these are site-owned vehicles or third-party arrivals.
- Fremantle Ports has a commitment to assist in the provision of a safe and efficient landside supply chain and has provided the Truck Marshalling Area (TMA) within the Truck Facility and Congestion Management System (CMS) as tools for site operators to use to manage actual or foreseeable congestion and redirect vehicles from any public road in the port precinct and allow them to transit and park/queue safely.
- It is through ongoing planning, review and evolution of operational systems, both by Fremantle Ports and site operators, that congestion may be eliminated in the future.

#### **4.6 Heavy vehicle congestion management policy statement**

- (a) It is the responsibility of the site operator to:
  - i. identify any actual or foreseeable heavy vehicle congestion related to that site operator's premises
  - ii. work with Fremantle Ports to manage congestion associated with its site, including activating the CMS where appropriate or as directed by Fremantle Ports, without delay
  - iii. use the TMA in accordance with the Truck Facility guidelines outlined in Appendix B, the Congestion Management System guidelines outlined in Appendix C, the Truck Marshalling Area frequency of use and costs outlined in Appendix D, and the Congestion Management System Manual which is available from Fremantle Ports' Traffic Management Coordinator
  - iv. ensure heavy vehicle clients (customers and drivers) follow the directions provided to them by the site operator (the destination of the vehicles) during congestion
  - v. review the cause of congestion and make appropriate adjustments to operational layouts, processes, or systems to prevent, mitigate and minimise the occurrence of future congestion.
- (b) It is the responsibility of heavy vehicle operators, including drivers, to abide by the directions given to them during congestion by a site (particularly via the CMS), Fremantle Ports or designated traffic management personnel, and adhere to all signage including parking areas and time limits.
- (c) Site operators acknowledge that the CMS is a tool to assist the management of congestion, and is not to be used for undertaking normal day-to-day operations.
- (d) Site operators acknowledge that the goal is to minimise the duration and frequency of use of the CMS/TMA where possible, and to work to rectify any issues causing congestion at the earliest possible time.



- (e) Operators who arrive within the allowable entry time to a site (e.g. within operating hours and/or at the agreed time either side of a slot, etc.) must be treated on a first-come, first-served basis.
- (f) Multiple instances of congestion within a given period of time, as defined by Fremantle Ports, will be investigated by Fremantle Ports to determine whether inherent operational constraints, such as operational arrangements, processes, systems, site layout, etc. are causing congestion. Where operational constraints are identified, Fremantle Ports may instruct the site operator to submit an action plan to address the constraints in order to mitigate or eliminate future congestion.

#### **4.7 Management of congestion**

The CMS and TMA are provided by Fremantle Ports to assist site operators in managing congestion and are not intended to be used by sites as part of their day-to-day commercial operations. Accordingly, charges for use of the TMA may apply beyond a usage threshold determined by Fremantle Ports. Further information may be obtained from Fremantle Ports' Logistics Department.

## **5 Truck Facility**

To assist in the provision of a safe and efficient landside supply chain, Fremantle Ports has provided a Truck Facility within the port precinct which incorporates casual truck parking and congestion marshalling, driver amenities, refuelling station, and a food and beverage outlet. The Truck Facility also incorporates the TMA which is to be used during times of congestion in conjunction with the CMS. See section 4.5 Heavy Vehicle Congestion.

This policy statement recognises:

- There are a number of factors which affect landside operations to the point where heavy vehicles are required to wait for access to on-port sites or break their journey.
- Casual parking and driver amenities are valuable services provided to users in the port landside logistics chain and support the objective of a safe working environment in the port precinct.
- There is no suitable and comparable facility in close proximity to the port.

### **5.1 Truck Facility policy statement**

- (a) The Truck Facility is to be used for short-term casual layover by heavy vehicle drivers:
  - i. for general and legislated rest breaks
  - ii. to use the truck stop and driver amenities
  - iii. for short-term parking while waiting to carry out a task directly related to a port precinct site with a company driver for that vehicle remaining within the vicinity of the truck (i.e. when parked at the Truck Facility, the driver remains within the area of the Truck Facility).
- (b) Drivers must adhere to the Truck Facility guidelines in Appendix B.



- (c) Site operators are not to use the Truck Facility as an overflow facility for their commercial day-to-day operations, unless specifically directed by Fremantle Ports. The TMA is available to sites as a secondary method of alleviating or preventing congestion and is managed in conjunction with the CMS.
- (d) As any parking area within the TMA may be used during congestion as part of the CMS (excluding those casual bays/areas within the truck stop fuelling site), during congestion the area may be constrained and there may be limited casual parking available.
- (e) The Truck Facility may be used for other purposes as approved by Fremantle Ports' Operations Branch (e.g. Main Roads enforcement/inspection actions, approved vehicle breakdown recovery actions, etc.).

## **5.2 Unattended equipment**

Unattended equipment is defined as leaving any equipment unattended for any length of time or a vehicle that has been unattended for more than two hours or which is not within an approved parking area or private lease site.

This policy statement recognises:

- Unattended equipment or vehicles are potentially dangerous to other road users especially in the confined space in Rous Head and North Quay.
- Unattended equipment or vehicles pose a security risk.
- If common areas are used for holding equipment between jobs it creates an unfair competitive advantage over operators who have set up facilities for such activities at their own expense.
- Use of truck parking areas, common areas, or any other area within the port precinct outside site operator premises for holding equipment consumes valuable space which will become scarcer as port development and trade volumes increase.

## **5.3 Unattended equipment policy statement**

- (a) It is the responsibility of site operators to ensure that all vehicles and equipment associated with their operations are stored within the boundary of the site operators' premises when not in use.
- (b) Unattended equipment and vehicles may not be left within the port precinct except on private leased premises (by arrangement with the site operator) or in emergency situations as instructed by Fremantle Ports.
- (c) Unattended equipment and/or vehicles may become an obstruction, where an authorised officer of Fremantle Ports, (e.g. the Traffic Management Coordinator) following multiple (i.e. more than two) warnings to the owner (e.g. through parking infringement notices, tenant visits, etc.) determines that the owner has failed to carry out the instruction of that officer. Such unattended equipment and vehicle obstructions may be towed and impounded at the expense of the owner of the equipment or vehicle as per the terms noted in Section 5.4.



## 5.4 Obstructions

An obstruction is defined as unattended vehicles and/or equipment that either impedes or obstructs access to roads, site operators' premises, common areas, vacant land or other facilities in the port precinct or its location is the cause of congestion or truck queuing in the port precinct. Instances of truck queuing on port roads, can be deemed to be causing obstruction.

This policy statement recognises that obstructions interfere with the safe and efficient operations of the port, including access to sites and common areas.

## 5.5 Obstructions policy statement

- (a) No equipment, including vehicles, trailers, machinery or other objects, is to be placed in a position that creates an obstruction on any road or access way, tenant site, common areas, vacant land, verges or other facilities within the port precinct.
- (b) Any person who identifies an obstruction must contact Port Services or the Fremantle Ports Traffic Management Coordinator immediately.
- (c) Fremantle Ports will direct the owner or party causing the obstruction to move the obstruction to a specified place in the port or to remove it from the port and it is the responsibility of the owner or party causing the obstruction to comply with any such direction immediately and at its own cost, liability and risk.
- (d) Any obstruction that is not moved in accordance with a direction from Fremantle Ports or Fremantle Ports is unable to identify or find the owner or party causing the obstruction, will be removed and stored at a suitable port premises or offsite with a third party provider. In this event the owner can contact Fremantle Ports' Operations Branch on (08) 9430 3555, the Traffic Management Coordinator, or, after hours, Port Security on (08) 9430 3315 to obtain information to make arrangements with the organisation responsible for the vehicle's removal.
- (e) The obstruction will only be returned to the owner once all expenses incurred by Fremantle Ports in connection with moving and storing the obstruction have been paid.
- (f) Fremantle Ports is not liable for any claim, loss or damage caused or contributed to by Fremantle Ports in the removal, relocation or storage of the obstruction to any person or property and at all times this will remain the liability and responsibility of the owner of the obstructing object.

This policy statement is in accordance with the powers of the *Port Authorities Act 1999* and Part 6 of the *Port Authorities Regulations 2001*.

## 6 Loading, unloading and transfer operations

Loading, unloading and transfer operations are defined as loading and unloading of cargo and containers from a vehicle to or from the ground or another vehicle.

This policy statement recognises:



- Undertaking loading, unloading and transfer operations in common areas that have not been designed for such purposes create safety and security issues for both operating personnel and the general public. Under the *Civil Liability Act 2002 (WA)* and the *Occupiers' Liability Act 1985 (WA)*, there may be legal liability for both Fremantle Ports and the road operators involved should any incidents result from such activities.
- If common areas are used for loading and transfer operations, it creates an unfair competitive advantage over operators who have set up facilities for such activities at their own expense.
- Use of common areas, such as the Truck Facility, for loading and transfer operations consumes valuable space which will become scarcer as port development and trade volumes increase.

### **6.1 Loading, unloading and transfer operations policy statement**

- (a) Loading, unloading and transfer operations will only be conducted within a site operator's premises and must not be conducted in any other areas of the port precinct, unless specifically permitted by Fremantle Ports' Operations Branch.
- (b) Continued loading, unloading and transfer operations will be subject to the *Occupational Safety and Health Act 1984* and the *Occupiers' Liability Act 1985*.

## **7 Traffic management plans**

Site operators are required to demonstrate that effective traffic management principles have been integrated into operational processes and site design.

This policy statement recognises that properly developed and enacted traffic management plans provide added elements of safety and control to traffic movements interacting with and within a site.

### **7.1 Traffic management plans policy statement**

Site operators must:

- (a) submit a traffic management plan (including a site plan) to Fremantle Ports at the start of a new lease which demonstrates how the safe and efficient movement of vehicles and trucks within the site operator's premises will be achieved, including access in and out of the site from public roads, including from the Truck Marshalling Area, when the Congestion Management System is activated
- (b) update and submit the traffic management plan to Fremantle Ports:
  - i. every three years for review or
  - ii. more frequently in the event of a traffic-related incident or failure as directed by Fremantle Ports or
  - iii. where a layout change to the site or changes to operational parameters affecting traffic movement to, through or from the site are implemented or



- iv. when directed to do so by Fremantle Ports where there have been policy updates related to the management of traffic
- (c) ensure plans are reviewed and signed off by a certified transport engineer or road safety auditor.

The *Traffic Management Plan Fact Sheet* can be found on Fremantle Ports' website:

[traffic-management-plan-fact-sheet.pdf \(fremantleports.com.au\)](https://www.fremantleports.com.au/traffic-management-plan-fact-sheet.pdf)

## **8 Road safety responsibility**

The responsibility and powers to enforce regulations on public roads are governed by relevant legislation. The table in Appendix E shows which government authority has responsibility for public roads in the port precinct.

Unless otherwise signposted, the speed limit within the port precinct is 40 km/h.

## **9 Associated Fremantle Ports policies**

*Fremantle Ports Heavy Vehicle Service Standards Policy*

## **10 Associated standards, Regulations and legislation**

- *Port Authorities Act 1999* (WA)
- Port Authorities Regulations 2001 (WA)
- *Civil Liability Act 2002* (WA)
- *Occupiers' Liability Act 1985* (WA)
- Workers' Compensation Legislation
- Motor Vehicle Legislation
- *Occupational Safety and Health Act 1984* (WA)

## **11 References**

- Fremantle Ports' website: [www.fremantleports.com.au](http://www.fremantleports.com.au)
- Fremantle Ports: 08 9430 3555
- Traffic Management Coordinator: 0408 954 313
- Fremantle Ports Security: 08 9430 3315 (after-hours contact)

**(a) Appendix A: Port precinct diagram**

The following diagram indicates the Fremantle Ports approved areas for parking.



Parking areas

**(b) Appendix B: Truck Facility guidelines**

**(c) Appendix C: Congestion Management System guidelines**

In congestion situations, the site operator should consult the CMS manual, available from the Fremantle Ports Traffic Management Coordinator, to obtain instructions as to how to handle vehicles. Vehicles receiving instruction to proceed to the TMA due to a specific site’s congestion issues will be registered on arrival through the CMS.

Note that Fremantle Ports may use detection devices to record the arrival and departure times of trucks using the TMA for the purposes of monitoring the duration of use and specific KPI purposes.

**Truck registration**

Basic process for a truck arriving at the TMA to register in the CMS:

- Vehicle enters the TMA site.
- Driver drives up to a ‘Check-In Point’ screen.
- Driver registers at a ‘Check-In Point’ screen:
  - (i) Choose destination:
    - Only the active sites should be shown on the screen for registration purposes.
    - Confirm/input identity (e.g. licence plate):





- (ii) If the vehicle has been picked up by the ANPR camera, the registration number of the vehicle may be displayed. The driver is to confirm or correct this.
  - o Alternatively, a driver may manually input their registration.
  - o Depending on site requirements, the driver may be required to enter another form of identifier (e.g. container terminal 'BAT' number).
- (iii) If applicable, the driver nominates the time slot.
- (iv) The driver receives confirmation (including indication of place in queue) and leaves the check-in area.

### **Truck call up**

- On call up, the licence plate and the intended destination are placed on VMS to indicate to queued drivers when it is their turn to leave the TMA and approach the destination site.
- Vehicle details remain on the VMS for a sufficient period of time after call up, or until marked as 'arrived' by either the site operator or the gate house.
- Vehicles remain in the queued truck list for the site for a sufficient period after call up or until marked as 'arrived'.
- The VMS will periodically show a summary screen of called trucks, and where multiple sites are using the CMS at the same time, this list may include trucks for different sites in the order that they were called up.

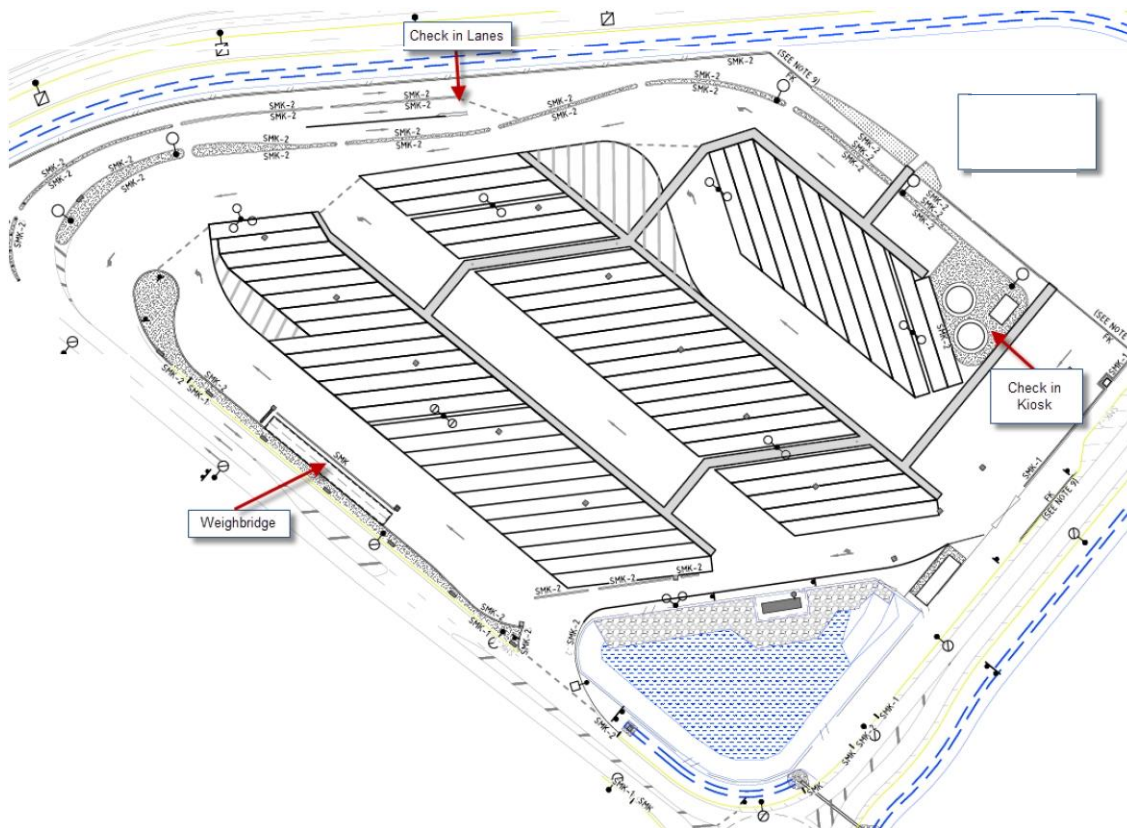
### **Cessation**

The cessation function in the CMS allows a site to call up all remaining trucks registered in the CMS in one simple step. This retains the order of the queue for registered trucks and allows them access to the site prior to trucks arriving that have not been through the CMS/TMA. The steps in the cessation process have been listed below:

- The site logs out of the CMS.
- The system delays turning off the VMS (including redirections to the TMA for new trucks entering the port precinct) for a given time period.
- As soon as the site starts cessation, there is a call up of any remaining vehicles in the queued trucks list of the CMS. The system calls up the trucks in the order of the queue (e.g. at a rate of one per minute). This is to ensure that all trucks are not called up at once creating a rush to the site which may cause a safety concern and will potentially affect the first-come, first-served ordering.
- Trucks remain visible to the site in the CMS (through the 'gate' function) until they are either 'arrived' or 30 minutes after call up.
- Any drivers of newly arriving vehicles who attempt to register are provided with a message stating that they are to proceed directly to the site.

**(d) Appendix D: Truck Marshalling Area (TMA) - Frequency, rules of use and charges**

Location map





## Rules of use

1. Vehicles entering the TMA must park in allocated parking areas only; there is to be no parking next to fencing or throughways or outside allocated parking areas.
2. Vehicles transporting dangerous goods must not be parked or left standing within 8 metres of another vehicle signed to be transporting dangerous goods (ADG 13.1.3.2.2.1.(d)).
3. Drivers must remain in their trucks at all times except:
  - a) when directly proceeding to the Check In Screen to register or
  - b) making their way directly to the facilities/amenities area or
  - c) instructed by a Fremantle Ports officer, or their delegate, to do otherwise.
4. Drivers must wear high-vis clothing and closed-in footwear on entry to the TMA.
5. Drivers must obey all traffic signs, speed limits, stop signs, pedestrian instruction signs and road markings.
6. Drivers must obey all instructions given by Fremantle Ports officers or their delegate.
7. There is to be no overtaking of moving vehicles within the TMA.
8. Drivers must keep close to the left of the roadway where possible.
9. Drivers should not proceed into the TMA based on information received on the radio scanner.
10. Drivers must act according to instructions provided through the Variable Messaging Signage (VMS) around the port precinct or from an authorised Fremantle Ports officer.
11. Drivers must not use mobile phones or other devices when driving their vehicle.
12. There is to be no smoking in the TMA.
13. When the TMA is in operation, only trucks having registered through the CMS on arrival may enter the site.
14. Trucks entering the site that have not registered at the TMA, when the CMS is in operation, are to be directed by the site to the TMA for proper processing.
15. Trucks that have registered at the TMA, but that arrive at the site to be serviced without having been 'called up', will be directed back to the TMA by the site operator to await their call-up.
16. It is the driver's responsibility to monitor the call-up screens and approach the site promptly when called. (There may be instances where trucks are called up in quick succession, and the arrival order at the site may not match the call-up order. In this instance, trucks are to be processed at the site in the order that they arrive at the site).



17. Non-compliance by drivers with the equitable queuing methodology ('queue jumpers') must be noted by the site and dealt with appropriately to ensure repeats do not occur. It is the responsibility of the site to identify non-compliant drivers and ensure they are advised of the appropriate processes, and directed to the TMA for registration.
18. Any costs of use of the TMA that are in place will be charged to the site requiring the facility according to the cost structure outlined in this document.

### **Equitable queuing methodology**

The CMS is set up to support equitable queuing practices, such as first-come, first-served. Although the system allows prioritisation of urgent vehicles, it is expected that the site will retain equitable queuing practices ensuring that trucks are called up in the order in which they register their arrival at the TMA taking into account Vehicle Booking System (VBS) and Containerchain booking/notification timeslots.

Operators who arrive within the allowable entry time to a site (e.g. within operating hours and/or time either side of a slot, etc.) must be treated on a first-come, first-served basis.

The site will only prioritise vehicles where there is a clear improvement in the operational situation to be gained. The reason for the prioritisation of vehicles must be noted in each individual circumstance, and may be required to be presented to Fremantle Ports.

Fremantle Ports reserves the right to review the arrival and call up order of trucks after each use of the TMA through data collected by the CMS.

### **Provision of data**

The site may be required to provide a listing of truck details to Fremantle Ports to assist in the ongoing monitoring of the CMS and TMA during times when the system is active. Information that may be requested includes but is not limited to:

- truck registration number (licence plate details)
- transport company
- Gate-in Timestamp (to site)
- Gate-out Timestamp (from site)
- container ID/s.

### **Frequency of use**

It is expected that the use of the TMA/CMS is on an ad-hoc basis where unexpected congestion arises. Ongoing issues resulting in congestion should be addressed with the aim to eliminate the need for future use of the TMA. Continual or frequent use of the TMA may indicate that a site has not adequately addressed internal queuing capacity and Fremantle Ports will monitor this on an ongoing basis. KPIs may be introduced into tenant leases to manage frequency of use of the TMA.

Unless expressly permitted by a Fremantle Ports officer, the CMS may not be used more than five (5) times within a month.



## Cost of use

There is currently no charge to use the CMS and/or the TMA. Fremantle Ports may at any time introduce charges, at its sole discretion, where improper or overly frequent use is identified. Fremantle Ports will consult with site operators prior to the introduction of charges.

Any charges implemented for the use of the CMS and/or the TMA will be charged to the operator of the site causing the congestion, whether the site activates the CMS or is instructed to do so by Fremantle Ports.

## (e) Appendix E: Road safety responsibility

Management aspect	Responsibility and enforcement
<b>Road maintenance</b>	Fremantle Ports*
<b>Erection and maintenance of traffic regulation signs</b>	Main Roads WA
<b>Erection and maintenance of parking signs</b>	Fremantle Ports*
<b>Enforcement of traffic regulations</b>	WA Police
<b>Enforcement of parking signs</b>	Fremantle Ports and its appointed contractor*

\*For Tydemans Road and Port Beach Road north of the entrance to the Rous Head Industrial Park (for reference purposes, at the start of Sandtracks Beach) these aspects are the responsibility of Main Roads WA and/or City of Fremantle.