

FAQs – Traffic & Transport – Traffic Management Plans

1. When is a Traffic Management Plan (TMP) required?

Some examples where TMPs are required are (not an exhaustive list):

A TMP would be required if one or more of the following apply:

- Working on or within 3m of the road;
- Partially blocking or fully closing a footpath;
- Occupying public car parking spaces;
- Any traffic management relating to events.

Common examples of these include:

- Any vehicle crossover works;
- Drainage works;
- Any construction deliveries that impact traffic;
- Any works involving cranes.

Note: It is possible that other permits will be required from either or both our Asset Protection Team and Development Engineering team. See below links to other common permits that are associated with a TMP. Please contact them directly to determine whether this applies to your works.

[Road Opening / Drainage Connection / Works in Road Reserve Permit - Mornington Peninsula Shire](#)
[Construction Management Plan \(CMP\) - Mornington Peninsula Shire](#)

2. What if I live in a Cul-de-sac or quiet road?

A TMP is required regardless of the speed or volume of the road that the works are being undertaken on. This also applies to cul-de-sacs and dead-end streets, where speed and vehicle volumes are low, and even if there is no footpath. The requirement for a TMP is dependent on a risk assessment taking into consideration the proximity of works to the road, the duration of works and a combination of the speed limit and traffic volume.

3. Who can prepare a TMP?

All TMPs must be prepared by a *qualified* person as required by the Road Management Act 2004 and the Road Safety Act 1986 and be in accordance with:

- Australian Standard AS 1742.3:2009 – Traffic control devices for works on roads.
- VicRoads supplement to AS 1742.3
- Australian Guide for Temporary Traffic Management (AGTTMs)

Please be aware that consent for some major traffic control devices (such as the use of portable traffic signals) will require approval from VicRoads.

FAQs – Traffic & Transport – Traffic Management Plans

4. Cost of TMP application and why is there a fee?

An application fee applies to assess and approve TMPs and issuing Memorandum of Authorisations (MOAs). Costs are:

- \$369.00 for roads that are 50km/h or below;
- \$677.00 for roads that are above 50m/h.

5. Why are there two different fees?

The fees are based on the on the speed limit where the works are occurring and reflect the complexities of assessing and approving the TMP.

6. What if my works are on a DTP/VicRoads Road?

For works on any VicRoads Road, you must meet VicRoads' requirements for traffic management. Please note that approval may still need to be provided by Mornington Peninsula Shire for footpath closures on VicRoads controlled roads. More information on VicRoads traffic management process can be found on the VicRoads website:

[Memorandum of authorisation permits - Transport Victoria](#)

7. What if I don't apply?

In addition to putting the community and road users at risk and in breach of the Road Management Act 2004 (traffic management code of practice) and the Road Safety Act 1986. Fines and enforcement actions can be taken and your works may be required to cease immediately.

8. What is the submission and approval process?

As part of your Traffic Management plan application, you will need to submit:

- A Traffic Guidance Scheme (TGS) – showing the location of the work zone, signs, spacing and any traffic controllers that are on-site)
- A Worksite Hazard Assessment Checklist, which can be found in Appendix C of the Code of Practice (also needs to be completed by the same qualified person who completed the TGS)
- A Shire MOA application (complete all sections that apply to your works)

Ensure you have a credit or debit card for payment as well as the above documents ready to attach when you complete your online application.

Please note that by completing the Shire MOA form, the contractor and the traffic management company are agreeing to abide by the Shire's standard terms and conditions for traffic management. A copy of the Shire MOA application, hazard assessment, and the Shire's standard terms and conditions can be found below:

MOA: [MPSC MOA Download](#)

Hazard Assessment: [Worksite Hazard Assessment Checklist Download](#)

Shire's terms and conditions: [MPSC Standard Terms & Conditions Download](#)

FAQs – Traffic & Transport – Traffic Management Plans



When completing your MOA application, please carefully consider the timeframes for the works/event (including unforeseen delays), as expired MOA applications will need to be resubmitted for approval and this may lead to unnecessary delays.

9. How is the application assessed?

Applications are assessed for compliance with the relevant regulations, standards and guidelines.

We have 20 business days to assess traffic management applications in accordance with the Road Management Act 2004, however we will try to respond with initial feedback within 5-10 business days.

If the submitted TMP is not to the satisfaction of the Shire, we will ask for the plans to be amended and re-sent back to the Shire.

Once satisfied with the TMPs, the MOA form will be signed and sent back to the applicant or to the Asset Protection team if further permits are required to be approved.

10. What if my works affect a bus stop or route?

If for any reason works may either delay a bus route, and/or impact the access to a bus stop, PTV must be notified of the works prior to works commencing.

11. What if I am unhappy with roadworks in the Shire?

Any concerns regarding current roadworks can be reported to our Customer Service team. Please call 1300 850 600 or report a problem via our website and include the works location (street and suburb). This can be done via the link below:

[Report a problem - Mornington Peninsula Shire](#)