

Memorandum of Authorisation

To Erect, Display, Place, Remove Or Alter Traffic Control Devices

Pursuant to Regulations under Part 2 – Installation of Traffic Control Devices – of the Road Safety (Traffic Management) Regulations 2019, I/we hereby apply for authorisation to erect, display, place, remove or alter (as the case may be) the Traffic Control Device(s) as specified herein.

I/We also agree and acknowledge that:

- The Traffic Control Devices will be removed before the "Expiry (Removal) Date" unless a further authorisation has been granted;
- Accurate records of actual usage will be kept in a recoverable document (eg. diary);
- The attached plans are a true and accurate reflection of the base information and proposed treatment(s); and
- The treatment(s) as shown on the plan(s) are in accordance with the Worksite Safety Traffic Management - Code of Practice.

1. APPLICATION DATE:		COUNCIL CONTACT DETAILS:		
APPLICANT DETAILS		8. COUNCIL CONTACT:		
2. NAME:		9. CONTRACT / PROJECT NO:		
3. COMPANY:		CONTRACTOR DETAILS		
4. PH NUMBER:		10. CONTRACTOR:		
5. MOBILE NUMBER:		11. ON SITE CONTACT:		
6. EMAIL:		12. ON SITE CONTACT MOB:		
7. SIGNATURE		TRAFFIC MANAGEMENT COMPANY DETAILS		
<p>Please do not alter the format of the MoA Application form.</p> <p>Please note that ALL fields must be completed in order to process your MoA application.</p>		13. TRAFFIC MANAGEMENT COMPANY:		
		14. ON SITE CONTACT:		
		15. ON SITE CONTACT MOB:		
16. Have the following been applied for and approved? (Please tick the appropriate boxes).				
	YES	N/A	EXEMPT	PERMIT / APP NUMBER
PLANNING PERMIT (Council)				
ROAD OPENING PERMIT (Council)				
ROAD RESERVE USE PERMIT - Consent for Works (VicRoads)				
NOTIFICATION OF PROPOSED WORKS (VicRoads)				
DESCRIPTION OF WORK / EVENT				
17. TGS/DRAWING REF. NUMBER OR NAME:				
18a. TYPE OF WORK / EVENT:				
	ROAD MAINTENANCE SPORTING/SOCIAL EVENT	UTILITY WORKS VARIES	ROAD CONSTRUCTION	
18b. SCOPE OF WORK:				
18c. LANE CLOSURE DETAILS:				
	NIL ROAD CLOSED LANES CLOSED NORTHBOUND LANES CLOSED EASTBOUND	LANES CLOSED SOUTHBOUND LANES CLOSED WESTBOUND LANES CLOSED INBOUND LANES CLOSED OUTBOUND	LANES CLOSED BOTH DIRECTIONS ENTRY/EXIT RAMP CLOSED VARIES	
18d. CLEARANCE TO TRAFFIC:				
	0 to 1.2m 1.2 to 3m	3 to 6m 6 to 9m	ABOVE 9m VARIES	
18e. TIME DELAY:				
	Nil 0 to 5 min	6 to 10 min Greater than 10 min		
19. IS THIS APPLICATION A REPEAT OF ONE PREVIOUSLY AUTHOURISED?:				YES NO

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20. MAJOR CONTROL DEVICE(S):	20km/h 30km/h 40km/h 50km/h 60km/h 70km/h 80km/h 90km/h 100km/h 110km/h ANGLE PARKING BICYCLE LANE BICYCLE PATH ROAD MARKING BUS LANE CLEARWAY END 110km/h END 100km/h END 90km/h END 80km/h END 70km/h END 60km/h	END 50km/h END 40km/h END BICYCLE LANE END BICYCLE PATH ROAD MARKING END BUS LANE END CLEARWAY END KEEP LEFT UNLESS OVERTAKING END SEPARATED FOOTPATH END SHARED PATH END SHARED ZONE END TRAM LANE END TRANSIT LANE END TRUCK LANE END TRUCKS USE LEFT LANE FLASHING ARROW BOARD KEEP LEFT UNLESS OVERTAKING	LEFT LANE MUST TURN LEFT (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) LEFT TURN ONLY (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) LANE USE MANAGEMENT SYSTEM (<i>LUMS</i>) NO BICYCLES NO LEFT TURN (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) NO RIGHT TURN (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) NO TRUCKS NO TURNS (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) NO U-TURN (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) PORTABLE TRAFFIC SIGNALS	RIGHT LANE MUST TURN RIGHT (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) RIGHT TURN ONLY (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) ROAD HUMP SEPARATED FOOTPATH SEPARATED FOOTPATH ROAD MARKING SHARED PATH SHARED ZONE STOP HERE ON RED SIGNAL TRAM LANE LINE TRAM LANE LINE TRANSIT LANE TRUCK LANE TRUCKS USE LEFT LANE VMS VARIES
21. MINOR CONTROL DEVICE(S):	20km AHEAD 40km AHEAD 60km AHEAD 80km AHEAD ACCIDENT AHEAD BICYCLE LANE CLOSED BOLLARDS BRIDGE WORK AHEAD BURNING OFF AHEAD CHEVRON DETOUR DETOUR AHEAD DRIVE SAFELY END DETOUR END ROADWORK EVENT IN PROGRESS FOOTPATH CLOSED	GRADER AHEAD GRASS CUTTING GRAVEL ROAD LANE STATUS LEFT LANE MUST TURN LEFT LEFT TURN ONLY LITTER COLLECTION LOCAL ACCESS ONLY LOCAL TRAFFIC ONLY LOOSE STONES LOOSE SURFACE MERGE LEFT MERGE RIGHT NEXT 2km NO LEFT TURN NO LINES NO RIGHT TURN	NO TURNS NO U-TURN ON SIDE ROAD PEDESTRIANS POWERLINE WORKS PREPARE TO STOP RIGHT LANE MUST TURN RIGHT RIGHT TURN ONLY ROAD CLOSED ROAD CLOSED PUBLIC EVENT ROAD PLANT AHEAD ROAD SURFACING ROAD WORK AHEAD ROUGH SURFACE SIDE ROAD CLOSED SIGNAL WORKS AHEAD	SMOKE HAZARD STOP/SLOW BATS SYMBOLIC BIKE RIDER SYMBOLIC PEDESTRIANS SYMBOLIC TRAFFIC CONTROLLER SYMBOLIC TRAFFIC SIGNALS SYMBOLIC TRUCK SYMBOLIC SPEED BUMP SYMBOLIC WORKER TRAFFIC HAZARD THROUGH TRAFFIC DETOUR USE OTHER FOOTPATH WATCH YOUR STEP WATER OVER ROAD VARIES

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<p>22. MAJOR CONTROL DEVICE(S) FOR AFTERCARE:</p> <p>Please note: VMS and Portable Traffic Signals require a Vicroads MOA</p>	20km/h 30km/h 40km/h 50km/h 60km/h 70km/h 80km/h 90km/h 100km/h 110km/h ANGLE PARKING BICYCLE LANE BICYCLE PATH ROAD MARKING BUS LANE CLEARWAY END 110km/h END 100km/h END 90km/h END 80km/h END 70km/h END 60km/h	END 50km/h END 40km/h END BICYCLE LANE END BICYCLE PATH ROAD MARKING END BUS LANE END CLEARWAY END KEEP LEFT UNLESS OVERTAKING END SEPARATED FOOTPATH END SHARED PATH END SHARED ZONE END TRAM LANE END TRANSIT LANE END TRUCK LANE END TRUCKS USE LEFT LANE FLASHING ARROW BOARD KEEP LEFT UNLESS OVERTAKING	LEFT LANE MUST TURN LEFT (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) LEFT TURN ONLY (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) LANE USE MANAGEMENT SYSTEM (<i>LUMS</i>) NO BICYCLES NO LEFT TURN (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) NO RIGHT TURN (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) NO TRUCKS NO TURNS (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) NO U-TURN (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) PORTABLE TRAFFIC SIGNALS	RIGHT LANE MUST TURN RIGHT (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) RIGHT TURN ONLY (<i>TRAM ROUTE OR TRAFFIC SIGNALS</i>) ROAD HUMP SEPARATED FOOTPATH SEPARATED FOOTPATH ROAD MARKING SHARED PATH SHARED ZONE STOP HERE ON RED SIGNAL TRAM LANE LINE TRAM LANE LINE TRANSIT LANE TRUCK LANE TRUCKS USE LEFT LANE VMS VARIES
<p>23. MINOR CONTROL DEVICE(S) FOR AFTERCARE:</p>	20km AHEAD 40km AHEAD 60km AHEAD 80km AHEAD ACCIDENT AHEAD BICYCLE LANE CLOSED BOLLARDS BRIDGE WORK AHEAD BURNING OFF AHEAD CHEVRON DETOUR DETOUR AHEAD DRIVE SAFELY END DETOUR END ROADWORK EVENT IN PROGRESS FOOTPATH CLOSED	GRADER AHEAD GRASS CUTTING GRAVEL ROAD LANE STATUS LEFT LANE MUST TURN LEFT LEFT TURN ONLY LITTER COLLECTION LOCAL ACCESS ONLY LOCAL TRAFFIC ONLY LOOSE STONES LOOSE SURFACE MERGE LEFT MERGE RIGHT NEXT 2km NO LEFT TURN NO LINES NO RIGHT TURN	NO TURNS NO U-TURN ON SIDE ROAD PEDESTRIANS POWERLINE WORKS PREPARE TO STOP RIGHT LANE MUST TURN RIGHT RIGHT TURN ONLY ROAD CLOSED ROAD CLOSED PUBLIC EVENT ROAD PLANT AHEAD ROAD SURFACING ROAD WORK AHEAD ROUGH SURFACE SIDE ROAD CLOSED SIGNAL WORKS AHEAD	SMOKE HAZARD STOP/SLOW BATS SYMBOLIC BIKE RIDER SYMBOLIC PEDESTRIANS SYMBOLIC TRAFFIC CONTROLLER SYMBOLIC TRAFFIC SIGNALS SYMBOLIC TRUCK SYMBOLIC SPEED BUMP SYMBOLIC WORKER TRAFFIC HAZARD THROUGH TRAFFIC DETOUR USE OTHER FOOTPATH WATCH YOUR STEP WATER OVER ROAD VARIES

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LOCATION DETAILS							
24. AREA / TOWN / SUBURB:		27. MUNICIPALITY:	Latrobe City Council				
25. DECLARED ROAD NAME:		28. VCSD REF. Edition:					
26. LOCAL ROAD NAME:		29. MELWAY Ref. Edition:					
30. NEAREST INTERSECTING ROAD OR CHAINAGE:							
31. OTHER LOCATION DETAILS:							
EXPECTED DISPLAY DATES / TIMES							
When setting out timeframes for works, we recommend including additional contingency to allow for any unforeseen delays. MOA applications that expire before works are completed will need to be resubmitted for approval which may result in further delays.							
32. DAYS:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
33. ERECTION DATE: (i.e. dd/mm/yyyy)							
34. EXPIRY (REMOVAL) DATE: (i.e. dd/mm/yyyy)							
35. NIGHT WORKS	YES		NO				
36. DAILY DISPLAY TIMES: (i.e. 9:30am to 3:30pm)	START TIME			END TIME			
37. NIGHT WORKS	YES		NO				
38. DISPLAY TIMES (AFTER CARE): (i.e. 3:30pm to 9:30am)	START TIME			END TIME			
39. PERMANENT DEVICES TO BE CHANGED OR COVERED:							
<p>Once it is ready for submission, please email TMP to MOA@latrobe.vic.gov.au</p> <p>If file size is larger than 15mb, please email MOA@latrobe.vic.gov.au for assistance.</p> <p>Please ensure that a completed copy of this form, and Risk Assessment, as well as all relevant supporting documentation is uploaded.</p>							
AUTHORISATION (Latrobe City Council Internal Use Only)							
As a Council officer with the delegated power, I hereby grant authority to the use of Traffic Control Devices as specified above.				Authorised copies to:			
Signature				1. Contractor / Applicant			
Title				2. Police Traffic Management Unit			
Date:				3. VicRoads file			
				4. Project file			

Worksite Hazard Assessment

RISK ASSESSMENT

RISK ASSESSMENT FORM			
ROAD TYPE:			
	Local Traffic Road Collector Road or Rural Arterial 'C' Road Secondary Road or Rural Arterial 'A' and 'B' Road	Arterial Road (urban area) Rural 'M' Road Freeway (Urban)	
STEP 1 – SITE RISK RATING (EXISTING SITE CONDITIONS)			
TRAFFIC VOLUME:			
CLEARANCE BETWEEN WORKERS AND TRAFFIC:	0 to 1.2m 1.2 to 3m	3 to 6m 6 to 9m	Above 9m Varies
TRAFFIC SPEED:	40km/h 50km/h 60km/h	70km/h 80km/h	90km/h 100km/h
SITE RISK RATING:	V H	M L	
STEP 2 – REQUIRED LEVEL OF PLANNING			
PLANS REQUIRED:	YES	NO	
TMP IN ACCORDANCE WITH CURRENT AUSTRALIAN STANDARDS?	YES	NO	
TMP IN ACCORDANCE WITH CURRENT ROAD MANAGEMENT ACT?	YES	NO	
CORRECT GEOMETRIC LAYOUT OF SITE SHOWN ON TMP?	YES	NO	
STEP 3 - RISKS AT WORKSITE AND STEP 4 - RISK CONTROL MEASURES			
SAFETY HAZARD/RISK FACTORS	PRESENT AT WORKSITE (YES / NO)		RISK CONTROL MEASURES
CLEARANCE TO TRAFFIC	0 to 1.2m 1.2 to 3m 3 to 6m	6 to 9m Above 9m Varies	
HIGH SPEED TRAFFIC THROUGH WORKSITE	YES	NO	
POOR ADVANCE SIGHT DISTANCE TO WORKSITE (<200 METRES)	YES	NO	
POOR OBSERVANCE OF DIRECTIONS/INSTRUCTIONS BY MOTORISTS	YES	NO	
NARROW PAVEMENT WITH NO ESCAPE PATH (<2.9 METRES WIDTH)	YES	NO	

Worksite Hazard Assessment

RISK ASSESSMENT

STEP 3 - RISKS AT WORKSITE AND STEP 4 - RISK CONTROL MEASURES		
SAFETY HAZARD/RISK FACTORS	PRESENT AT WORKSITE (YES / NO)	RISK CONTROL MEASURES
PRESENCE OF WORKERS AT THE WORKSITE	YES NO	
EXCAVATIONS ADJACENT TO WORKSITE	YES NO	
PRESENCE OF UNPROTECTED HAZARDS WITHIN THE CLEAR ZONE	YES NO	
ROUGH OR UNSEALED ROAD SURFACE	YES NO	
HIGH VOLUME OF TRAFFIC THROUGH WORKSITE (>10,000 VPD)	YES NO	
HIGH VOLUME OF HEAVY VEHICLES	YES NO	
VEHICLES ENTERING/LEAVING WORKSITE	YES NO	
CYCLISTS/PEDESTRIANS THROUGH WORKSITE	YES NO	
PUBLIC TRANSPORT AFFECTED	YES NO	

Worksite Hazard Assessment

RISK ASSESSMENT

STEP 3 - RISKS AT WORKSITE AND STEP 4 - RISK CONTROL MEASURES		
SAFETY HAZARD/RISK FACTORS	PRESENT AT WORKSITE (YES / NO)	RISK CONTROL MEASURES
SCHOOL ZONE BEING AFFECTED	YES NO	
OTHER	YES NO	
STEP 5 – RISK CONTROL MEASURES TO BE USED		
VMS BOARDS AT APPROPRIATE LOCATIONS PRIOR TO CLOSURE / EVENT		
VMS BOARDS AT APPROPRIATE LOCATIONS DURING CLOSURE / EVENT		
STATIC SIGNS FOR DETOURS AND TRAFFIC DIVERSIONS ROUTES		
STATIC SIGNS FOR DETOURS AND TRAFFIC DIVERSIONS ROUTES		