

# FAQs – Traffic & Transport – Traffic Management Plans



## **Cost of TMP application**

The Shire is now requiring an application fee to assess TMPs which is in line with DTP and other LGA's. Costs are:

- \$359.30 for roads that are 50km/h or below
- \$659.00 for roads that are above 50km/h.

## **Exemptions**

(not limited to)

- works conducted by or on behalf of utility companies (verification required)
- events
- projects on behalf of and funded by Shire.

Please submit your application, including all required documents to [traffic.management@mornpen.vic.gov.au](mailto:traffic.management@mornpen.vic.gov.au).

## **Why are you introducing a fee?**

Consistent with the Department of Transport and Planning and other local governments we are introducing an assessment fee for approving Traffic Management Plans and issuing Memorandum of Authorisations (MOAs).

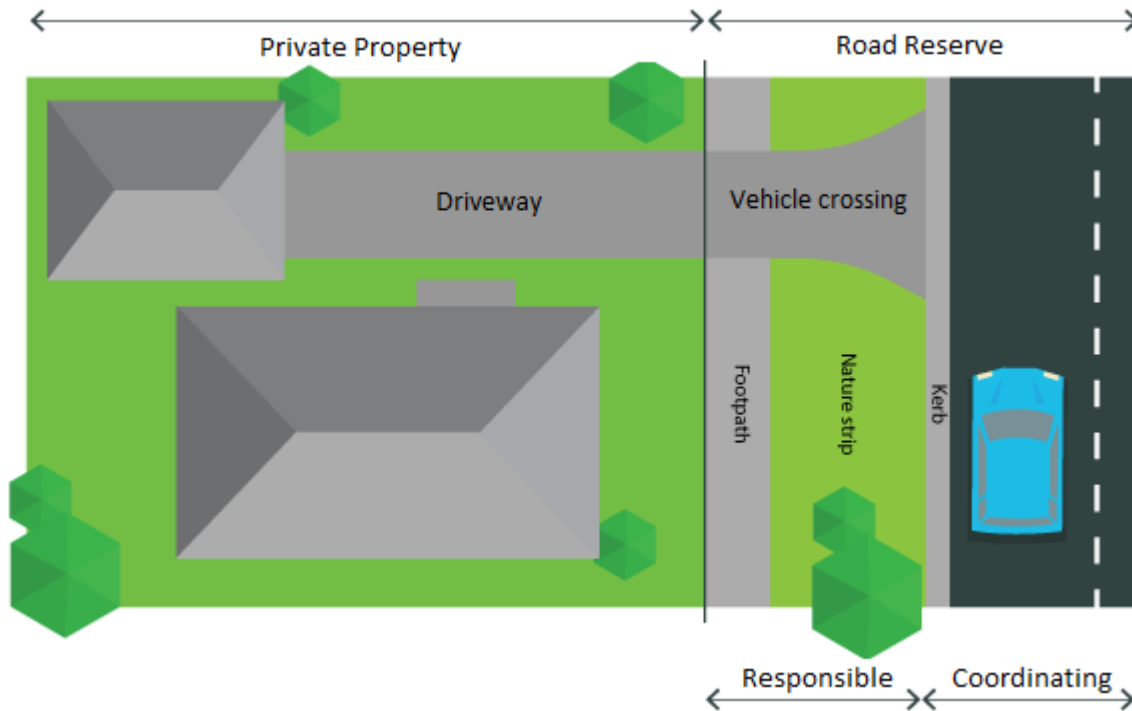
## **Why are there two different fees?**

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

## **What else has changed?**

Generally speaking, the 'road reserve' is divided between the roadway (which includes the road shoulders, kerb and channel, and lanes used by traffic) and the roadside (which includes footpaths, nature strips and any grasslands or landscaped areas where they exist).

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You must apply to the relevant Coordinating Road Authority for consent to perform works within the Road Reserve and this may be the Shire and/or VicRoads/Department of Transport and Planning (DTP) based on the type of road:

- Municipal Roads - Council is the Coordinating Road Authority for the entire road reserve.
- Arterial Roads - Council is the Coordinating Road Authority for the Roadside, and VicRoads/DTP are the Coordinating Road Authority for the roadway.
- Freeways (e.g. Peninsula Link and Mornington Peninsula Freeway)
  - VicRoads/DTP are the Coordinating Road Authority for the entire road reserve.

It is a requirement of the Shire's *Community Amenity Local Law 2022, Works on Council Land or Roads* to obtain a permit to undertake any works on a road or Council land and it is a requirement of the *Road Management Act 2004* to obtain written consent of the coordinating road authority to conduct any works in, on, under or over a road.

This permit is also required for drainage connections into Council drainage infrastructure within easements or road reserves (e.g. drainage pits, pipes and culverts) and is required for domestic service connections if works are undertaken within the road reserve or Council land. For more information on the Shire's *Community Amenity Local Law 2022* or

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to access a copy, please see the [Local law detail page](#). See [Road Opening / Drainage Connection / Works in Road Reserve Permit - Mornington Peninsula Shire](#) ([mornpen.vic.gov.au](http://mornpen.vic.gov.au)) for further details.

No works can begin, including excavation, until all required permits have been issued and all conditions have been met. If any works begin before this time enforcement action may be taken.

## **What if I don't apply?**

You will be 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.

## **When is a Traffic Management Plan required?**

For works on Shire controlled roads, streets, lanes or footpaths, a Traffic Management Plan (TMP) may need to be submitted to Mornington Peninsula Shire for review and approval. Some examples where TMPs are required are below (not an exhaustive list):

- Temporary changes to traffic conditions
- Road or footpath disruptions including closures
- Traffic detours
- Occupying car parking spaces
- Any traffic management relating to events.

For works on a VicRoads arterial 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](#).

## **Who can prepare a TMP?**

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

- The Road Management Act 2004 (traffic management code of practice)
- Road Safety Act 1986
- Australian Standard AS 1742.3 2009: Traffic control devices for works on roads
- VicRoads supplement to AS 1742.3.

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

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## Submission and approval process

You will need to submit a Traffic Management Plan with your application as well as:

- Worksite hazard assessment check list (Appendix C of the Code of Practice)
- Shire MOA application (please ensure all sections are completed. Any incomplete applications will be sent back to the applicant)
- Approved VicRoads MOA for the authorisation of major traffic control devices (if applicable).

Ensure you have a credit or debit card for payment as well as these documents ready to attach to your online application at [Traffic Management Plans - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](https://mornpen.vic.gov.au).

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 and the Shire's standard terms and conditions can be found below:

**Download:** [Shire MOA Application](#)(XLSX, 53KB)

**Download:** [Shire's Standard Terms and Conditions](#)(PDF, 274KB)

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.

## How the application is assessed

Applications are assessed for compliance with the relevant regulations, standards and guidelines (mentioned above).

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

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

Once satisfied with the TMPs, the MOA form will be signed and returned to the applicant with the approved TMPs.

## Implementation of TMPs

Implementation of TMPs must be in accordance with the appropriate legislation. Copies of the approved Shire MOA, TMPs and any associated permits must be kept on site during

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the works. Individual contractors/works managers are responsible for implementing the TMP and work sites may be inspected by Council officers at any time.