

Traffic Management Industry Newsletter



Department
of Transport
and Planning

Thank you for making the October 2025 Traffic Management Industry Session a success! It was great to see such a large turnout. We appreciate your feedback confirming the value of these industry sessions. The next industry session is scheduled for 10 December 2025.

Traffic Management Training

Austrroads Guide to Temporary Traffic Management (AGTTM)

The AGTTM is reviewed by a TTM Technical Reference Group which consists of representatives from all State/Territory departments, local government and New Zealand.

If you have any questions or feedback regarding the AGTTM please send this through to our AGTTM Consultants who will respond and if required raise with the TTM TRG discuss. Email address for our AGTTM consultants is agttmsupport@point8.com.au

Look out for a series of AGTTM webinars in 2026.

Transition

An important reminder that the three-year transition period for TC1 and TMI ends on 1 March 2027 and Traffic Management Designers on 10 July 2027. Please ensure you transition to the TTM National Skill Sets before your current card expires or before the dates above. It is extremely important to allow adequate time to transition e.g. start the process at least 4 months prior to your transition date. If in doubt, please speak to one of our Approved Training Providers – a list can be found [here](#)

[Find an Approved Training Provider | Austrroads](#)

Correct Training

There have been some recent incidences where learners have gained the incorrect qualification which does not allow to work as a practitioner on a live road environment. To ensure your training is correct please:

Talk to an [Approved Training Provider](#)

Understand which training is correct for your role, information on the skill sets and units can be found [here](#) [Temporary Traffic Management National Training Framework | Austrroads](#)

If in doubt, please contact our TTM team ttmtraining@austrroads.gov.au

Consent for works

When lodging a Memorandum of Authorisation (MoA) application, if consent is required, please ensure that consent has been applied for prior to the MoA application being submitted. Information on consent for works can be found [here](#).

As part of the new MoA Request For Information (RFI) processes, if consent is required and has not been applied for, an RFI will be sent to the MoA applicant to provide this information.

If you have already provided a consent reference number to an RFI, please confirm when consent has been provided. Failure to do so can lead to delays in your MoA being authorised.

If this information cannot be provided, the MoA may be cancelled.

Roadwork Permits

MoA Efficiency – Triage Process

We have initiated a triage process that ensures:

- All documents have been provided.
- Consent has been applied for.
- Correct fees have been applied.

We are continuing to cancel MoAs if fees are incorrect, or if council exemptions forms are not complete or not provided.

This triage process has already reduced processing times, allowing the Department of Transport and

Planning (DTP) to focus on complete applications. DTP is further investigating ways to streamline the MoA process, including fast tracking MoA applications with minimal impact on the road.

MoA Efficiency – RFI Process

As previously communicated, an RFI process has been implemented where Traffic Management Companies (TMC)s are provided three RFI opportunities to complete an MoA application.

It is important to remember:

- If no reply is received after three attempts, then the MoA will be cancelled.
- Partial information being supplied will postpone the RFI process.
- It is recommended that you provide all information in one response.
- If you cannot reply within the timeframe provided, please advise when you will be able to provide a response.
- An auto reply does not constitute a reply

Selecting Traffic Control Devices (TCD)

It is important to ensure that all TCDs are selected correctly as per the Traffic Guidance Scheme (TGS) when submitting an MoA application. Failure to do so will delay your application.

Amending a TGS

After an MoA has been authorised, if a TGS needs to be amended it is up to the Traffic Management Designer (TMD) to determine if a new MoA is required. Reasons that a new MoA MAY be required:

- Additional impacts (including aftercare)
- Increased impacts (including aftercare)
- Additional Transport Road Information and Management System (TRIMS)/Lane Use Management System (LUMS) requirements
- Additional TCDs to be authorised
- Additional Road Occupation required
- Consent is required due to amendments

MoA Status enquiries

MoA status can be checked through the Road Access Permit Portal (RAPP). It is recommended that RAPP is checked first before contacting DTP.

MoA Activations

Immediately before a TCD is implemented or used and then again immediately after it is completely removed, the Traffic Management Implementer (TMI) must activate or deactivate the MoA permit through the RAPP or advise the Transport Operations Centre (TOC). For TRIMS and LUMS, TMC can only do this by contacting the TOC directly.

There are several implications associated with not activating and deactivating your MoA, including but not limited to:

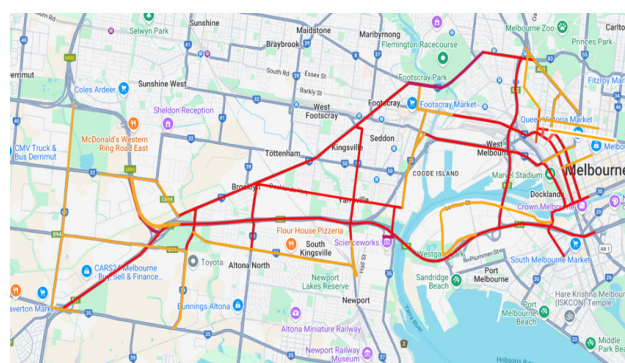
- Breach of MoA conditions
- Signalised intersections not being returned to normal states creating a potential safety hazard
- Information on VicTraffic and information shared with google maps etc being inaccurate, sending network users and emergency services through unsuitable paths.

West Gate Tunnel Project (WGTP) Roadwork Restriction Zone

A temporary roadworks restriction zone will be in place on key arterial roads when the West Gate Tunnel opens in December (see map below). The restriction zone will support smooth traffic flow as motorists adjust to new travel conditions.

Exclusion zone map

Category	Weeks 1 to 6	Weeks 7 to 12
A	No day or night works	Night works permitted
B	Night works permitted	N/A (restrictions lifted)



For more information, please reach out to Linda Palmer, Associate Director Roadwork Permits (Linda.Palmer@transport.vic.gov.au).



Traffic Management Assurance

Legislative Framework and Assurance

Anyone engaged in traffic management activities (including Works Managers) must comply with (not limited to):

- Occupational Health and Safety Act 2004
- Road Safety Rules 2017, Road Safety Act 1986
- Road Management Act 2004
- Any other supporting Regulations

It is a legal requirement to comply with all Acts and Regulations.

Road to Compliance

To support compliance, the following key focus areas were identified:

Administration

- Ensure the Traffic Management Plan (TMP) is endorsed by the works manager prior to commencing the job, and at the time of any changes
- Ensure the TMP is accessible to all persons on site
- Roster qualified and appropriately trained traffic personnel, based on the road category of the works
- Provide adequate solutions for covering posted speed limit signs where necessary
- Assist field crews with the activation and deactivation of MoAs.

Implementation

- Prioritise personal safety and adopt safe practices when working on or near the roadway
- Always check the suitability of the TMP and associated TGSs for the specific worksite conditions prior to commencing work
- Cover or remove any conflicting speed limit signs to avoid confusion for road users
- Conduct a drive-through assessment to verify that all TCDs are implemented in accordance with the TGS
- Activate /Deactivate the relevant TMI Impact number prior/after implementation of TCDs.

Amendments to the TGS during implementation

The AGTTM outlines the requirements for amending a TGS.

Adjustments

Adjustments are minor changes made within the scope of the TMI competency. These may be required to improve sight distances or to adapt sign placements that are not suitable in their proposed locations. A TMI is permitted to make compliant adjustments within tolerances:

- Up to 10% less or 25% more than the listed distances or taper lengths.

Modifications

Modifications are changes that exceed these tolerances and must be approved by a competent TMD.

All adjustments and modifications must be recorded in line with your company's procedures.

Amendments and Assurance

During an audit, the Traffic Management Assurance Officer (TMAO) will request the TMP, which will include the correctly implemented TGS. To ensure the audit reflects actual site conditions, the TMAO may seek clarification on the following:

- Whether any amendments have been made to the TGS.
- If adjustments were made, whether appropriate records were created.
- If modifications were made, whether a TMD was consulted, and what instructions or approvals were received.

While phone calls to a TMD are a convenient method of communication, it is strongly recommended that instructions be confirmed in writing (e.g. text message as an example) with clear directions, noting time of calls and the details of the instructions received.



Contact Details

The following contact details will assist you reaching out to the right area.

Roadwork Permits:

Linda Palmer, Associate Director Roadwork Permits:
Linda.Palmer@transport.vic.gov.au

Lekshmi P Dilipkumar, Team Leader Roadwork Permits: Lekshmi.Dilipkumar@transport.vic.gov.au

Traffic Management Assurance:
trafficsurveillance@transport.vic.gov.au.

David Lane - Manager Traffic Management Assurance: david.lane@transport.vic.gov.au

Traffic Management Accreditation:
tmaccreditation@transport.vic.gov.au

James Ritchie, Traffic Management Industry Advisor: James.Ritchie@transport.vic.gov.au

Traffic Management Training:
ttmtraining@austroads.gov.au

AGTTM:
austroadsttmsupport@point8.com.au