

Memorandum of Authorisation requirements

Requirements for a Memorandum of Authorisation (MoA)

If you have assessed your worksite safety in line with the *Code of Practice for Worksite Safety – Traffic Management* and your traffic management plan requires you to use traffic control devices to control traffic through the worksite, then you will require an authorisation in accordance with the *Road Safety (Traffic Management) Regulations 2009*.

You obtain this authorisation by applying to VicRoads.

The MoA is not consent from the Coordinating Road Authority (CRA) to conduct works in the road reserve.

From 1 November 2011 if you require consent, and you have not already received it, VicRoads will not issue an MoA. VicRoads encourages new MoA applications to include evidence that an application for consent has been made or previously approved.

Are you exempt from a MoA?

If you are a works manager for a utility company or a public transport operator (or a contractor acting on their behalf), then you are authorised to erect, remove or alter the following traffic control devices without a MoA from the CRA:

- works advisory devices
- hand-held stop signs
- works zone signs
- temporary works speed limit signs (with a minimum speed of 40 km/h).

These authorisations are allowed provided that:

- you have the consent of the CRA to conduct the works or you are exempt from consent (under the *Road Management Act 2004* or the *Road Management (Works and Infrastructure) Regulations 2005*)
- all traffic control devices are included in a Traffic Management Plan (TMP), which is available onsite for inspection at all times when a worksite is set up, except during periods of aftercare.

When do you need to apply for a MoA?

The MoA only authorises the erection, removal or alteration of traffic control devices such as roadwork signs, temporary speed limits and traffic cones.

A works manager for a utility or public transport operator (or a contractor acting on their behalf) needs to apply to VicRoads for a MoA if the following devices are required:

- temporary traffic signals
- temporary works speed limit signs – ‘Less than 40 km/h’
- regulatory signs, other than speed limits, (for example, ‘No Right Turn’, ‘No Entry’).

What are works advisory devices?

Works advisory devices are used to warn, guide or advise traffic at worksites. These include:

- ‘Road Work Ahead’ signs
- ‘No Linemarking’ signs
- ‘Detour’ or ‘Lane Closure’ signs
- ‘Road Closed’ or ‘Bicycle Lane Closed’ signs
- road humps
- traffic cones or bollards.

Notification

For works on arterial roads, please call the VicRoads Traffic Management Centre on 13 11 70 and quote the reference number on the MoA.



Additional information

These publications can be downloaded from the VicRoads website:

- *A Guide to Working in The Road Reserve*
- *Companion To A Guide To Working In The Road Reserve* (this contains FAQ's, process flow chart and examples).



For further information about obtaining a MoA to work on a freeway or arterial road, please phone **13 11 71** or visit **vicroads.vic.gov.au/roadreserve**

