Guide to Temporary Traffic Management Part 8

Temporary Traffic Management Categories and the National Training Framework

Austroads

Guide to Temporary Traffic Management
Part 8: Temporary Traffic Management Categories and the National Training Framework

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Prepared by: Chris Koniditsiotis, Patsy Thomas, Rosie Toohey, and Peter Bilton

Project manager: Patsy Thomas

Abstract

Austroads' Guide to Temporary Traffic Management (AGTTM) details contemporary temporary traffic management practice for application in Australia and New Zealand. It provides guidance for the planning, design and implementation of safe, economical and efficient temporary traffic management designs. This Guide recognises the level of variability of the road environments for which guidance is provided. The guidance provided in AGTTM is intended to encourage a consistent level of planning that supports the streamlined safe progress of work. It applies to all works on roads and near roads, in addition to off road development and other activities that interact with and impact on the road environment.

AGTTM has been developed based on best practice temporary traffic management practice in Australia and New Zealand, to assist road authorities to meet their existing legislative responsibilities for workplace and public safety.

Part 8 provides clarification of roles and responsibilities for road authorities, road infrastructure managers, any party conducting works on, or near a road, all persons involved in planning, designing, implementing, managing and completing temporary traffic management works and Registered Training Organisations seeking to become Approved Training Providers. It presents the national temporary traffic management harmonised practices relating to training, TTM Categories of roads and sections of the network.

Keywords

Temporary traffic management, road safety, training, accreditation, procedures, roles and responsibilities, TTM Categories

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Austroads Ltd.
Level 9, 570 George Street
Sydney NSW 2000 Australia

Phone: +61 2 8265 3300

austroads@austroads.gov.au
www.austroads.gov.au

About Austroads

Austroads is the association of Australasian transport agencies.

Austroads' purpose is to support our member organisations to deliver an improved Australasian road transport network. To succeed in this task, we undertake leading-edge road and transport research which underpins our input to policy development and published guidance on the design, construction and management of the road network and its associated infrastructure.

Austroads provides a collective approach that delivers value for money, encourages shared knowledge and drives consistency for road users.

Austroads is governed by a Board consisting of senior executive representatives from each of its eleven member organisations:

- Transport for NSW
- Department of Transport and Planning (Transport Victoria)
- Queensland Department of Transport and Main Roads
- Main Roads Western Australia
- Department for Infrastructure and Transport South Australia
- Department of State Growth Tasmania
- Department of Logistics and Infrastructure Northern Territory
- Transport Canberra and City Services Directorate, Australian Capital Territory
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts
- Australian Local Government Association
- NZ Transport Agency Waka Kotahi.

Contents

1. Introduction 1
1.1 Scope of Part 8 1
1.2 Structure of AGTTM 1
1.3 Application of Part 8 to New Zealand 4
1.4 Acronyms 4
1.5 Definitions 4

2. Powers, Roles and Responsibilities 5
2.1 Legislative context 5
2.2 Statutory health and safety responsibilities – duty of care 5
2.3 Roles and responsibilities 5
2.4 Roles and responsibilities for special applications 11
2.4.1 Road safety barrier systems 11

3. Temporary Traffic Management Categories 13
3.1 General 13
3.2 TTM Categories 13
3.3 TTM Category allocation practice 14

4. Process for Traffic Guidance Schemes Selection 15
4.1 General 15
4.2 Generic traffic guidance scheme 15
4.3 Site-suitable traffic guidance scheme 18
4.4 Site-specific traffic guidance scheme 18
4.5 Traffic guidance scheme type selection 18

5. National Training Framework for Temporary Traffic Management 20
5.1 General 20
5.2 Overview of the framework 20
5.3 Harmonised TTM national training programs for TC, TMI and TMD across TTM Categories 22
5.4 TTM training material 23
5.4.1 General 23
5.4.2 Austroads TTM national training material 23
5.4.3 Jurisdiction-specific TTM localised content 23
5.5 Individuals undertaking TTM training and delivering services 24
5.5.1 General 24
5.5.2 National recognition of an individual's TTM skill sets across participating jurisdictions 24
5.5.3 Individual training progression 24
5.5.4 Traffic Controller training 25
5.5.5 Traffic Management Implementer training 27
5.5.6 Combined Traffic Controller and Traffic Management Implementer training 30
5.5.7 Traffic Management Designer training 30
5.5.8 Individual renewal of TTM national training program 34
5.5.9 Credit transfer 34
5.5.10 Application process for a Registered Training Organisation to become an Approved Training Provider 34
5.5.11 Application process for an Approved Training Provider to deliver additional TTM national training program 36
5.5.12 Approval of trainers and assessors 36
5.5.13 Fees associated with becoming and operating as an Approved Training Provider 36
5.5.14 National Temporary Traffic Management logo 36
5.5.15 Approved Training Provider oversight and auditing 37
5.5.16 Approved Training Provider renewal 38

5.6 National Training Framework for Temporary Traffic Management – roles and responsibilities....38
5.6.1 Austroads....38
5.6.2 Participating agencies....38
5.6.3 Approved Training Providers....39
5.6.4 Approved trainers and assessors....39
5.6.5 Trained individuals....39

6. Standard Forms....40

References....41
Appendix A TTM Roles – Additional Tasks and Activities....42
Appendix B Standard Forms – Examples....48
Appendix C Sample Temporary Traffic Management Specification Template Local Government Roads....91
Appendix D Sample Temporary Traffic Management Specification Template State / Territory Government Roads....97

Tables

Table 1.1: Guidance terminology....1
Table 1.2: Austroads Guide to Temporary Traffic Management (detailed)....3
Table 1.3: Acronyms....4
Table 2.1: TTM role descriptions....6
Table 2.2: Road Infrastructure Manager (RIM)....8
Table 2.3: Principal Contractor....9
Table 2.4: Non-RIM Principal....10
Table 2.5: Engineer....10
Table 2.6: Project Manager....10
Table 2.7: Traffic Controller....10
Table 2.8: Traffic Management Designer....11
Table 2.9: Traffic Management Implementer....11
Table 2.10: Temporary road safety barriers....12
Table 4.1: Example TGS selection checklist....17
Table 5.1: TTM training by role and TTM Category....21
Table 5.2: TTM national training programs (skill sets) by role and TTM Category....22
Table 5.3: Traffic Controller entry requirements and practical training....25
Table 5.4: Traffic Management Implementer entry requirements and practical training....28
Table 5.5: Traffic Management Designer entry requirements and practical training....31
Table 6.1: Summary of example standard forms....40

Figures

Figure 1.1: Structure of the Austroads Guide to Temporary Traffic Management....2
Figure 2.1: TTM practice functional roles....7
Figure 4.1: Flow chart to select applicable TGS....19
Figure 5.1: Process to become a Traffic Controller 1 and 2....26
Figure 5.2: Process to become a Traffic Management Implementer 1, 2 and 3....29
Figure 5.3: Process to become a Traffic Management Designer 1, 2 and 3....33
Figure 5.4: National Temporary Traffic Management logo....36

1. Introduction

1.1 Scope of Part 8

Austroads Guide to Temporary Traffic Management (AGTTM) Part 8 details the operational policy settings necessary to achieve nationally harmonised temporary traffic management practices. The practices presented are the requirements to be adhered to by stakeholders including, but not limited to road authorities, road infrastructure managers, any party conducting works on or near a road, Registered Training Organisations seeking to be approved training organisations, their individual trainers and assessors and all persons seeking training and all persons involved in planning, designing, implementing, managing and completing temporary traffic management works.

For the full Scope of AGTTM and the purpose of each individual part, refer to Part 1.

Part 8 includes the following information:

- powers, roles and responsibilities
- temporary traffic management categories
- selection processes for traffic guidance schemes
- the National Training Framework for Temporary Traffic Management
- standard forms and descriptions
- procedures.

The AGTTM should be read in conjunction with the Australian Standard AS 1742.3 *Manual of uniform traffic control devices Part 3 Traffic control for works on roads*, and any State/Territory jurisdictional Acts, Regulations and supplementary information. When there is a conflict in requirements or guidance information, the State/Territory jurisdictional Acts, Regulations and supplementary information will take precedence.

1.2 Structure of AGTTM

The structure and content of the Austroads Guide to Temporary Traffic Management is discussed in *AGTTM Part 1: Introduction*. Within the AGTTM, the terminology that applies is detailed in Table 1.1.

Table 1.1: Guidance terminology

Guide	The description for the complete Austroads Guide to Temporary Traffic Management including all 10 Parts.
Part	The description for the individual documents within the Guide. This document is Part 8 of the Austroads Guide to Temporary Traffic Management.
Section	The description for a numbered section within each Part of the Guide. This is Table 1.1 placed within Section 1.2 of Part 8 of the Austroads Guide to Temporary Traffic Management.

Within this Guide, reference may be made to other parts of the Austroads range of publications such as the *Guide to Road Design* and the *Guide to Traffic Management*.

In the context of the other guides within the Austroads range of publications, this Guide is restricted to matters relating to temporary traffic management practice and refers only briefly to issues more appropriately addressed in other Austroads Guides. It is recognised it is difficult, if not impossible, to discuss many aspects of temporary traffic management practice without reference to traffic management, road design and/or safety issues. The view is taken that within the AGTTM, any such advice should be brief and be supported by references to other Guides for the appropriate guidance as required.

The scope of the AGTTM is broad, addressing requirements and recommendations for protecting road workers and all road users, including vulnerable road users, from hazards, road traffic and other impacts of road works across a range of situations that may include:

- urban and rural environments
- motorways, major arterial roads, local roads, roads in built-up areas, roads in open road areas and unsealed roads
- all variations of road use by cars, heavy vehicles, public transport, motorcycles, cyclists and pedestrians
- day and night works
- changing road and weather conditions.

The structure of the AGTTM is described in Figure 1.1 and in Table 1.2.

Figure 1.1: Structure of the Austroads Guide to Temporary Traffic Management

Overview	**Part 1: Introduction**		
Planning	**Part 2: Traffic Management Planning**		
Design	**Part 3: Static Worksites**	**Part 4: Mobile Works**	**Part 5: Short Term Low Impact Worksites**
Field	**Part 6: Field Staff – Implementation and Operation**	**Part 7: Traffic Controllers**	
Support	**Part 8: Temporary Traffic Management Categories and the National Training Framework**	**Part 9: Sample Layouts**	**Part 10: Supporting Guidance**

Table 1.2: Austroads Guide to Temporary Traffic Management (detailed)

Part	Title	Content
Part 1	Introduction	• Introduction to the discipline of TTM practices • Breadth of the subject and the relationship between the various Parts of the Guide • Legislative relationships • Links to related jurisdictional documentation • Definitions
Part 2	Traffic Management Planning	• Broad strategies and objectives to provide effective TTM to ensure the safety for all road users is maintained • Guidance on the safety of workers and other road users • Examples and key considerations for planning of TTM at road worksites • Process for planning and documenting TTM
Part 3	Static Worksites	• Guidance on the design of temporary traffic guidance schemes at static worksites • Process to decide what static worksite set up is appropriate to implement (including devices used)
Part 4	Mobile Works	• Guidance on the design of temporary traffic guidance schemes at mobile works • Process to decide what mobile works set up is appropriate to implement (including devices used)
Part 5	Short Term Low Impact Worksites	• Guidance on the design of temporary traffic guidance schemes at short term low impact worksites • Process to decide what short term low impact worksite set up is appropriate to implement (including devices used)
Part 6	Field Staff – Implementation and Operation	• On site risk assessment • Installation and removal of TTM schemes • Operation and monitoring of TTM schemes • Record keeping
Part 7	Traffic Controllers	• Training competencies • Instructions on practices • Control devices that can be used
Part 8	**Temporary Traffic Management Categories and the National Training Framework**	• **Powers, roles and responsibilities** • **Temporary traffic management categories** • **TGS selection processes** • **National Training Framework for Temporary Traffic Management** • **Forms and procedures**
Part 9	Sample Layouts	• Example layouts of static worksite conditions • Example layouts of mobile works conditions • Example layouts of short term, low impact conditions • Example layouts for staging plans • Worked example for a multi-stage project
Part 10	Supporting Guidance	• Risk management processes • Review, inspection and road safety audit of worksites • Events • Emergency works

1.3 Application of Part 8 to New Zealand

Readers in New Zealand should note the following in application of Part 8 of this Guide;

- The road categories described in Section 3 of this Part have been based on the New Zealand Code of Practice for Temporary Traffic Management (CoPTTM) model (New Zealand Transport Agency 2018) but vary in a number of aspects. The road categories in this document do not apply in New Zealand and readers should refer to the New Zealand CoPTTM.
- The TTM Roles described in this Part are based on the roles in the TTM industry in Australia. Readers should refer to the New Zealand CoPTTM for descriptions of the appropriate roles in New Zealand.

1.4 Acronyms

The acronyms presented in Table 1.3 are to be used in the context of this Part.

Table 1.3: Acronyms

Acronym	Description
AADT	Annual Average Daily Traffic
ATP	Approved Training Provider
AGTTM	Austroads Guide to Temporary Traffic Management
ETM	Event Traffic Marshal
NTFTTM	National Training Framework for Temporary Traffic Management
PCBU	Person Conducting a Business or Undertaking
PPE	Personal Protective Equipment
RIM	Road Infrastructure Manager – defined as controlling road authority in terms of TTM
RTO	Registered Training Organisations
TC	Traffic Controller
TGS	Traffic Guidance Scheme
TM	Traffic Management
TMA	Truck-Mounted Attenuator
TMD	Traffic Management Designer
TMI	Traffic Management Implementer
TMP	Traffic Management Plan
TSL	Temporary Speed Limit
TTM	Temporary Traffic Management

1.5 Definitions

Refer to AGTTM Part 1 for a full list of definitions that apply to this Part.

2. Powers, Roles and Responsibilities

2.1 Legislative context

Each Australian and New Zealand jurisdiction has a range of legislation and regulation that requires or provides context and powers for implementing TTM practices, as detailed in Part 2 Section 2.5.

2.2 Statutory health and safety responsibilities – duty of care

Any Person Conducting a Business or Undertaking (PCBU) in connection with or pursuant to TTM and the AGTTM, has a 'duty of care', so far as is reasonably practicable, that the health and safety of workers who work for the PCBU or whose activities in carrying out work are influenced or directed by the PCBU, are not exposed to health and safety risks arising from that business or undertaking.

A PCBU must ensure, so far as reasonably practicable, that other road users are not exposed to health and safety risks arising from any TTM business or undertaking.

A PCBU includes all types of working arrangements such as crown agencies, organisations, companies, principals, contractors and sub-contractors.

2.3 Roles and responsibilities

This section describes the roles and responsibilities involved in the development and implementation of TTM. The roles are listed below in Table 2.1. Details on additional tasks and activities for these roles are provided in Appendix A.

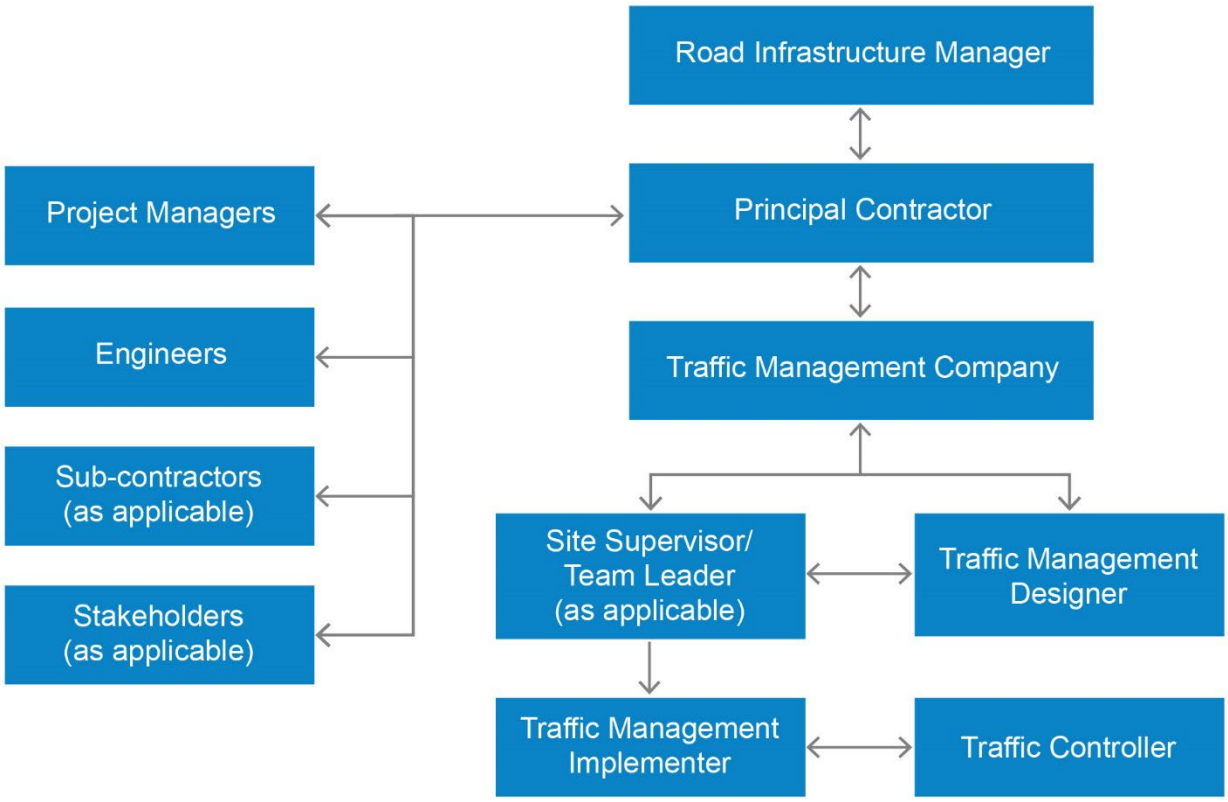
Table 2.1: TTM role descriptions

Role	Description
Road Infrastructure Manager (RIM)	A Federal, State or Local Government authority with regulatory authority and ownership of public roads and transport networks, or light rail operator, or private road entity, such as a toll road operator.
Principal Contractor	The Principal Contractor is authorised by the RIM or non-RIM Principal to conduct works on a road or sections of the network. Each jurisdiction has differing legal definitions of Principal Contractor.
Non-RIM Principal	An authorised third party approved by the RIM, or a non-RIM with statutory powers to authorise work within the road reserve. For example, a utility or telecommunications company.
Engineer	An engineer required for any specific engineering advice related to planning, designing and risk management for TTM activities. Note: The qualification of engineer applies to many different technical disciplines, competencies and areas of practice. In some jurisdictions, registration as a professional engineer is a regulatory requirement to provide engineering advice.
Project Manager (PM)	The person authorised by the RIM or non-RIM Principal to manage the TTM project.
Traffic Controller (TC)	A person with a relevant Traffic Controller accreditation within the jurisdiction that they are working in. The TC must have the appropriate TC qualifications specific to the allocated TTM Category of the works location. TTM qualifications need to be maintained as per TC training requirements.
Traffic Management Designer (TMD)	A person with a relevant Traffic Management Design accreditation within the jurisdiction that they are working in. The TMD must have the appropriate TMD qualifications specific to the allocated TTM Category of the works location. TTM qualifications need to be maintained as per TMD training requirements.
Traffic Management Implementer (TMI)	A person with a relevant Traffic Management Implementation accreditation within the jurisdiction that they are working in. The TMI must have the appropriate TMI qualifications specific to the allocated TTM Category of the works location. TTM qualifications need to be maintained as per TMI training requirements.
Traffic Management (TM) Company	A company that is registered or qualified to design and/or implement a TMP. The company is expected to employ TCs, TMIs and TMDs (as relevant) who are eligible to work in the applicable TTM Category. Each jurisdiction may have differing accreditation and registration requirements for TM companies.
Person Conducting a Business or Undertaking (PCBU)	See Section 2.2.
Roadworks Pilot Vehicle Driver	A person responsible for driving a pilot vehicle at a work site. Each jurisdiction may have differing definitions and accreditation requirements for pilot vehicle drivers. This description relates only to TTM activities and does not include oversize or wide-load pilot vehicle operations.
Truck Mounted Attenuator (TMA) Operator	A person responsible for operating a TMA at a work site. The accreditation requirements for TMA operators are detailed in Appendix A.
Event Traffic Marshal (ETM)	An ETM is a person who has been delegated authority by a RIM to conduct basic traffic control duties during a permitted special event. The authority does not continue after the event ends. Each jurisdiction may have differing accreditation requirements for ETMs.
TTM Site Supervisor	When there is more than one TMI at a worksite, a senior or more experienced TMI may be appointed as the TTM Site Supervisor. A TTM Site Supervisor may supervise the operations of TMI at multiple, closely located work sites during a single shift. At all times a TMI must be available at each work site. This role may be formally or informally appointed by a Principal Contractor or TM Company and may also be referred to as a TTM Team Leader, TTM Shift Supervisor, etc.

Role	Description
TTM Inspector/Auditor	A person who undertakes surveillance, inspection or auditing of TTM sites who may or may not be independent of the RIM, Principal Contractor or TM Company. The requirements for accreditation and/or experience of a TTM Inspector/Auditor differ by jurisdiction, organisation and project. TTM Inspectors/Auditors may perform a variety of tasks ranging from daily site surveillance through to formal inspections, investigations or Road Safety Audits (refer to Part 10 Section 3.3.3).
TTM Reviewer	A person delegated by a RIM to assist with or undertake the review of TMPs and/or associated TGSs. Depending on the jurisdiction, a TTM Reviewer may make recommendations regarding authorisation and/or approvals within the RIMs delegated authority and responsibility as outlined in Table 2.2
Traffic Manager	A person authorised by the RIM or non-RIM Principal or Principal Contractor or TM Company to manage one or more major TTM projects or several minor TTM projects simultaneously. Each jurisdiction may have differing definitions, terminology and accreditation requirements for this role which may have formalised, legal or contractual responsibilities. While some jurisdictions may have a defined accreditation for this role, Traffic Managers typically have experience in one or more of the roles listed within this table.

The key functional TTM roles for a project are illustrated in Figure 2.1 and can vary based on project size, complexity, and contractual arrangements. On some projects, a single organisation may fill several of the organisational roles, for example, a RIM may also be the Principal Contractor and TM Company. Similarly, a single person may perform a range of roles simultaneously if they hold the relevant accreditation/s.

Figure 2.1: TTM practice functional roles



A summary of accountabilities and responsibilities for the key TTM roles are listed in the tables below. Key additional tasks and activities for TTM roles are described in Appendix A.

Table 2.2: Road Infrastructure Manager (RIM)

Accountability	The RIM has a statutory duty to ensure so far as reasonably practicable the safe and efficient operation of the road network under their authority
Responsibilities	The RIM must be responsible for: • fulfilling legal responsibilities under relevant legislation • preparing criteria to assess the TTM Category of each road or section of the network in accordance with AGTTM • consulting with neighbouring RIMs with the objective of gaining consistency as to the TTM Category for road networks as far as possible • providing information relating to the TTM Category to be used for the various network sections to Principal Contractors and any persons responsible for TTM planning, design and implementation • identifying during the planning stage any requirements with respect to a particular worksite activity which are additional or different from those covered in the AGTTM and which may not be evident to an experienced practitioner by site inspection, observation and knowledge of traffic volumes • providing data and other information, where available, to assist traffic management planning, design and assessment of TTM Categories including: - Annual Average Daily Traffic (AADT) - traffic data relating to all relevant road users including vehicle movement counts, pedestrian counts, public transport frequency, etc. - any planned activities (e.g. works or events) occurring on or near a site - any authorised events that may impact a work site (e.g. oversize or wide-load vehicle movements) - restrictions relating to road assets (e.g. weight limits and height clearances) • authorising: - temporary speed limits and zones - parking restrictions - the use of other regulatory signs - all planned road or lane closures, or road occupancy. • authorising and setting conditions for work and other activities on the road which may include permissible times, dates and conditions for safe reinstatement of the roadway • consider the submitted TMP in accordance with jurisdictional requirements and processes. • preparing for and overseeing community consultation activities • authorising Design Exceptions (DEs) • reapproving long-term temporary speed limits if a time extension is required • determining and ensuring appropriate statutory delegations are in place for: - TMPs - TSLs - parking restrictions - the use of approved portable traffic control devices - the use of regulatory signs - all planned road closures. • ensuring monitoring and inspecting of all TTM within the RIM's network in accordance with jurisdictional requirements. • identifying, or requiring a TTM proponent to demonstrate: - the scope of disruption likely to be caused to road users by the proposed works - that the proposed TTM activities are the best available risk management option to enable and complete construction (which may require design option assessment and/or constructability reviews) or to undertake a complex event (e.g. parade, marathon or other mass road closure event). • ensuring contract specifications adequately address risks and requirements for TTM. In addition, the RIM may be responsible for: • setting the TTM planning, design and implementation standards in accordance with jurisdictional requirements, AGTTM and AS1742.3 • setting the TTM training standards in accordance with jurisdictional requirements and AGTTM.

Table 2.3: Principal Contractor

Accountability	The Principal Contractor is accountable for undertaking all work activities in accordance with all legal, ethical, contractual and moral obligations. This includes ensuring that all TTM activities are appropriately resourced and undertaken by persons with appropriate accreditation.
Responsibilities	Principal Contractors must be responsible for: • ensuring they have the authorisation of the RIM or non-RIM Principal to carry out work activity in the road reserve or affecting the road reserve • ensuring they have an approved and accepted TMP before starting any work • ensuring each TTM person involved in the TTM process is trained to the appropriate TTM Category (with supporting evidence) and is competent to complete required tasks • ensuring the TMP and all TGS are compliant with all standards • ensuring those preparing TMPs / TGSs are trained TMDs for the TTM Category for the road on which the activity will take place • ensuring the TMD prepares the TMP and TGSs that accurately reflect the worksite conditions, in accordance with AGTTM and any contractual requirements or RIM authorisation conditions • ensuring there is a copy of the approved TMP and TGS available on-site at all times when the worksite is attended and that this is available for inspection. Digital copies of the approved plans and permits are acceptable. • ensuring that any temporary speed limits have appropriate approval • obtaining approval and timings for occupation of the worksite from the RIM, prior to commencing work • ensuring that only approved TMPs / TGSs are implemented • operating in terms of the applicable traffic regulations • If the Principal Contractor is engaging an external TM Company for the project, they must ensure the TM Company understands and complies with the above responsibilities. • ensuring, the safe and efficient movement of all road users around, through or past the working space, including cyclists and pedestrians. Adequate resources must be reasonably available to make changes to the TTM if worksite conditions require changes to be made. • ensuring that the TMI is supported in matters of safety • storing any TTM equipment or plant not in immediate use off the carriageway and in accordance with redundant TTM equipment and parking and storage of vehicles, plant and materials (refer to AGTTM Part 3 for more details) • retaining a record of training and experience for each TC, TMI and TMD within the company or organisation • the appointment of staff and suitably trained TMD/s, TMI/s and TC/s for each worksite • recording details of inspections of TTM measures • investigate and resolve issues arising from incidents at worksites reported by the TMI • fulfilling their legal responsibilities under relevant legislation • arranging for the publication of approved notices in appropriate media as specified in the request for tender • comply with and complete relevant forms for approval and quality control.

Table 2.4: Non-RIM Principal

Accountability	The non-RIM Principal should obtain written agreement to undertake any activities within the road reserve or adjacent to the road reserve where the activity may affect road users.
Responsibilities	A non-RIM Principal must be responsible for ensuring: • it has the appropriate authorisation for any work or activity it intends to carry out in the road reserve. This may take the form of either: - having statutory power to carry out work on a road or road adjacent area - a one-off authorisation from a RIM - a consent to occupy - a consent for works - a service agreement. • that their contractors undertake activity in the road reserve, or in an adjacent area affecting the road reserve, with an approved TMP in accordance with jurisdictional requirements, AGTTM and AS1742.3. The non-RIM Principal must make all necessary information available to the Principal Contractor for the activity to be undertaken.

Table 2.5: Engineer

Accountability	Accountable to the RIM and/or Principal Contractor and any jurisdiction-specific regulatory body for professional engineering. On request, provides specific engineering advice related to planning, designing and risk management for TTM activities.
Responsibilities	An engineer must only provide engineering advice and design services, within their area of competency, as requested by the RIM and/or Principal Contractor and/or TM company and/or organisation providing TTM design services. This may include: • identifying the scope of disruption likely to be caused to road users by the proposed works • undertaking the necessary design activities for TTM measures to facilitate the construction the proposed design, including any required TTM measures • undertaking the necessary design and traffic engineering analysis to ensure the correct inclusion of all TTM measures.

Table 2.6: Project Manager

Accountability	The Project Manager is the person authorised by the RIM or non-RIM Principal to manage the TTM project from inception to delivery. This is normally only required for large or long-term TTM projects with significant risks.
Responsibilities	The Project Manager (PM) will generally have the most complete knowledge of the work activity and it must be their responsibility to ensure the TMD has adequate information for the scope of works and the work staging to appropriately plan the traffic management arrangements and design the TGS. The PM must be responsible for ensuring the correct TGS is implemented for the works being conducted to ensure the safety of workers and road users. The PM must allocate adequate TTM resources for the project.

Table 2.7: Traffic Controller

Accountability	The TC is accountable for controlling the traffic in accordance with duties and delegations associated with their TC1 or TC2 accreditation.
Responsibilities	The TC must: • hold the relevant TTM national training program TC1 or TC2 (skill set) • hold any jurisdiction-specific accreditation for the location in which they are conducting traffic control • have with them suitable documentation as required by the jurisdiction • wear appropriate PPE / uniform. For TC general duties refer to AGTTM Part 7 Section 2.4.

Table 2.8: Traffic Management Designer

Accountability	The TMD is accountable for ensuring they have been provided with or obtained all adequate information required to appropriately plan the traffic management arrangements and design the TMP and TGS. The TMD is accountable for identifying the risk management option that ensures the optimum level of safety for all workers and road users while considering all relevant impacts to the community.
Responsibilities	The TMD must hold the relevant TTM national training program TMD1, TMD2, or TMD3 (skill set). The TMD must be responsible for designing and drafting the TMP(s), including all associated TGSs, that are compliant with legislative requirements and can be practically implemented. The TMD must ensure the TGS design will protect both workers and the public and is fit for purpose. The TMD must document all identified risks associated with a TMP and associated TGSs, clearly identify any residual risks and communicate those risks to residual risk owners. The TMD should provide advice on the appropriate TTM resources required.

Table 2.9: Traffic Management Implementer

Accountability	The TMI is accountable for implementing TTM arrangements in accordance with duties and delegations associated with their TMI1, TMI2 or TMI3 accreditation.
Responsibilities	The person in charge of implementing the TTM at each worksite is the TMI. The TMI must: • hold the relevant TTM national training program TMI1, TMI2 or TMI3 (skill set) • hold any jurisdiction-specific accreditation for the location in which they are implementing TTM • have with them suitable documentation as required by the jurisdiction • wear appropriate PPE • record and summarise all adjustments or approved modifications made to the TTM on the TMP and TGS • monitor the performance and effectiveness of the implemented TGS. For TMI general duties refer to AGTTM Part 6 Section 3.

2.4 Roles and responsibilities for special applications

2.4.1 Road safety barrier systems

The various TTM duties in relation to the selection, design, and implementation of a temporary road safety barrier as part of a traffic guidance scheme (TGS) are outlined in Table 2.10. Only approved temporary road safety barriers may be used. A list of approved products is available from the relevant jurisdiction road authority.

Table 2.10: Temporary road safety barriers

Task	Description	Competent Person
Determine the need for a temporary road safety barrier	Works require the use of a temporary road safety barrier system due to worker or road user safety.	TMD
Selection of temporary road safety barrier system.	Compare various temporary road safety barrier systems and select the most suitable for the specific site.	TMD with temporary road safety barrier design training.
Design of temporary road safety barrier in complete accordance with approved guidelines.	Complete the design of the barrier system including (but not limited to) the location / length of need / fixing / deflection limits and end treatment requirements.	TMD with temporary road safety barrier design training or Specialist temporary road safety barrier designer in consultation with the TMD.
Design of temporary road safety barrier which is outside the scope of the manufacturer's supplied manuals / guidelines.	Engineer certification is required for all areas of the design and installation which are outside the scope of (or not included in) the manufacturer's supplied manuals / guidelines.	Engineer with temporary road safety barrier design expertise.
Install a temporary road safety barrier system.	Install the temporary road safety barrier as nominated on the TGS, in accordance with the manufacturer's supplied manuals / guidelines and instructions from the TMD or Engineer with temporary road safety barrier design training.	TMI competent with the installation of the selected temporary road safety barrier or Specialist temporary road safety barrier installer. It is noted that jurisdictions may require installers to have been trained and obtained accreditation under the Austroads Safety Hardware Training and Accreditation Scheme (ASHTAS)
Certification of manufacturer's supplied manuals / guidelines.	Temporary road safety barrier suppliers must ensure all manufacturer's supplied manuals / guidelines are appropriately certified by an Engineer.	Engineer or equivalent with temporary road safety barrier design expertise.
Approval of temporary road safety barriers	A list of approved products is available from the relevant jurisdiction road authority.	Jurisdictions are responsible for delegating authority to an appropriate person to approve temporary road safety barrier systems.

3. Temporary Traffic Management Categories

3.1 General

For the purpose of applying temporary traffic management (TTM) practices, a road or section of the network is allocated into one of the three TTM Categories. The three TTM Categories are graduated to capture the variability, complexity and risks associated with the provision of TTM services. TTM Categories should not be confused with other categories and classifications used by Road Infrastructure Managers (RIMs) to achieve other policy objectives.

The three TTM Categories not only characterise the complexity of the road or section of the network, but also comprise the building blocks to the national harmonised TTM practice as they determine the:

- national training framework and associated graduated training levels
- level of training required of personnel engaged in TTM activities.

3.2 TTM Categories

The TTM Categories are defined to reflect the graduated level of risk and complexity based on factors comprising:

- intensity of use (i.e. AADT)
- environment (i.e. type of road and posted speed limit)
- complexity (i.e. signalised intersections, geometric complexity and road user environment).

The three TTM Categories are presented below:

- **TTM Category 1** is inclusive of single-carriageway roads with a posted speed limit of:
  - 60 km/h or less where the AADT is less than 10,000 vpd, or
  - 110 km/h or less where the AADT is less than 3,000 vpd.
- **TTM Category 2** comprises:
  - any signalised intersection, or
  - roads with multiple lanes in a single direction (excluding overtaking and turn lanes), or
  - any road or section of the network not in TTM Category 1 or TTM Category 3.
- **TTM Category 3** comprises:
  - expressways (i.e. freeway, motorway, or tunnel) and associated on-ramps and off-ramps, or
  - grade-separated roads with:
    - a posted speed limit of 90 km/h or more, and
    - AADT greater than 20,000 vpd.

3.3 TTM Category allocation practice

It is the responsibility of the RIM to allocate the assignment of TTM Categories to roads and sections of the network. As a result of specific environmental conditions and complexity, there may be circumstances that result in the RIM temporarily or permanently changing the allocated TTM Category for a road or section of the network. This is especially the case between TTM Category 2 and TTM Category 1 environments.

It is recognised that as traffic volumes, posted speed limits and other conditions change over time, the TTM Category of a road or network section may also change. Personnel engaged in TTM activities should always check with the RIM to confirm the TTM Category before carrying out any work. The TMD should contact the RIM if a discrepancy is identified between site observations and/or current traffic volume data and the TTM Category allocated by the RIM for a road or section of the network. The RIM may request relevant evidence to assess a change of TTM Category which may include:

- the exact locations of speed zone changes, including photographs of speed signage
- video survey in all directions of travel
- traffic volume data and details associated with the data including date/s, times, source and direction/s of travel
- any other relevant information, such as road user types and infrastructure and development approvals.

4. Process for Traffic Guidance Schemes Selection

4.1 General

Traffic guidance schemes (TGSs) are described in three broad types with regard to their location-specific context:

- generic
- site-suitable
- site-specific.

The features of each of the types are discussed below.

4.2 Generic traffic guidance scheme

A generic TGS is developed for a stereotypical road environment or situation and has no specific location information. A generic TGS may be applicable for use at a number of locations and TTM Categories. A generic TGS must meet all of the following requirements:

- be designed by a TMD
- only be used for short-term works
- have a selection procedure defined by the TMD to ensure the selected TGS is suitable for the road type, environment and the type and location of works to be undertaken (for example on-shoulder or in-lane)
  - The generic TGS selection procedure must use a checklist with specific questions for the TMI or TMD to consider when reviewing the suitability of a TGS. The checklist must also clearly articulate the choices/steps in this process and specify any required adjustments and modifications. An example checklist is provided in Table 4.1.
- include an on-site risk assessment as part of the selection procedure
- specify all devices required to implement the TGS
- detail the implementation and removal procedure
- include instructions for record-keeping.

A generic TGS must be developed based on the requirements of AGTTM Part 3, Part 4 or Part 5. Example activities for which a suite of generic TGSs may be developed include:

- repetitive and routine maintenance work
- installation and removal of temporary signs and devices
- surveying activities
- toad inspections and data collection
- linemarking
- minor pavement repair
- vegetation control (e.g., mowing, tilling, weeding, weed spraying)
- emergency and incident response.

Any works that require a long-term TGS must have a site-specific TMP and associated TGSs (which may include a combination of site-specific, site-suitable and generic TGSs).

Once a generic TGS is developed, it may be updated in the following ways:

- Adjustments may be determined and applied by a TMI in accordance with AGTTM Part 6 Section 6.8.
- Modifications include all other changes and must be assessed and certified by a TMD.

All adjustments and modifications must be documented, including the reasons for the changes. Where modifications to a generic TGS are major or substantial, a TMD may require the preparation of a new site-specific TGS, rather than endorsing significant modifications made to the generic TGS by a TMI.

Table 4.1: Example TGS selection checklist

Road Name: _____ **TTM Category:** ____ **Works Order / Request No:** _____

Type of Work to be Undertaken: _____

Date: _____ **Time:** _____ **Completed By:** _____

Step	Action	Applicable?		Referred to TMD	
		Yes	No	Yes	No
A	Select an appropriate generic TGS.				
B	Change the spacing of signs, delineating devices or the length of tapers that fall within the tolerances specified on TGSs.				
C	Change the advance and departure speed signs on a generic TGS.				
D	Change generic TGS in response to an incident or an unplanned event.				
E	Use spotters, work outside of peak traffic times, pre-warn residents/businesses of restrictions etc.				
Question	**Typical questions**	**Applicable?**		**Controlled action[1]?**	
		Yes	**No**	**Yes**	**No**
1	Are people on site qualified to work on the specified TTM Category?				
2	Are there side roads or intersections within the worksite?				
3	Are there schools, sports grounds, churches etc. in the vicinity of the worksite?				
4	Will work be performed during peak times (e.g. during school set down and pick up)?				
5	Could there be vehicles entering or leaving the worksite from private or commercial driveways?				
6	Do pedestrians (including those with disabilities) pass through the worksite?				
7	Do cyclists pass through the worksite?				
8	Are cycle facilities such as shared paths/cycleways affected?				
8	Could prevailing weather conditions (rain, wind, fog etc.) have an impact?				
10	Are there public transport facilities (e.g. bus stops) within the worksite?				
11	Are there any known events (e.g. festivals) being held in the vicinity?				
12	Are sight distances for road users to signs and/or Traffic Controllers an issue?				
13	Are traffic approach speeds an issue?				
14	Are the expected traffic volumes/composition an issue?				
15	Is the clearance between the traffic stream and workers an issue?				
16	Will the works affect traffic flow through a rail crossing?				
17	Will the works impact permanent traffic signals?				

[1] If a question is not controlled by a generic TGS, then a generic TGS must be either adjusted, modified, or a new TGS developed.

Option 1 ☐ The generic TGS is suitable **Option 2** ☐ The generic TGS requires adjustment **Option 3** ☐ The generic TGS requires modification **Option 4** ☐ A site-specific TGS is to be designed	Generic TGS No: _____ New TGS No: _____

4.3 Site-suitable traffic guidance scheme

All generic TGS must be confirmed as a site-suitable TGS prior to the commencement of works. For a generic TGS to be confirmed as site-suitable, the following must be performed and signed off by a TMD or a TMI:

- selection using the defined selection procedure
- a site visit or investigation of the site
- an on-site risk assessment (conducted as part of the selection procedure)
- recorded confirmation of the TGS as site-suitable for the required works.

Once the generic TGS is confirmed as suitable for use, the location information must be added to the generic TGS and all record-keeping completed by a TMI.

4.4 Site-specific traffic guidance scheme

A site-specific TGS is developed by a TMD for use at a specific location on the road network and to complete a specific work task.

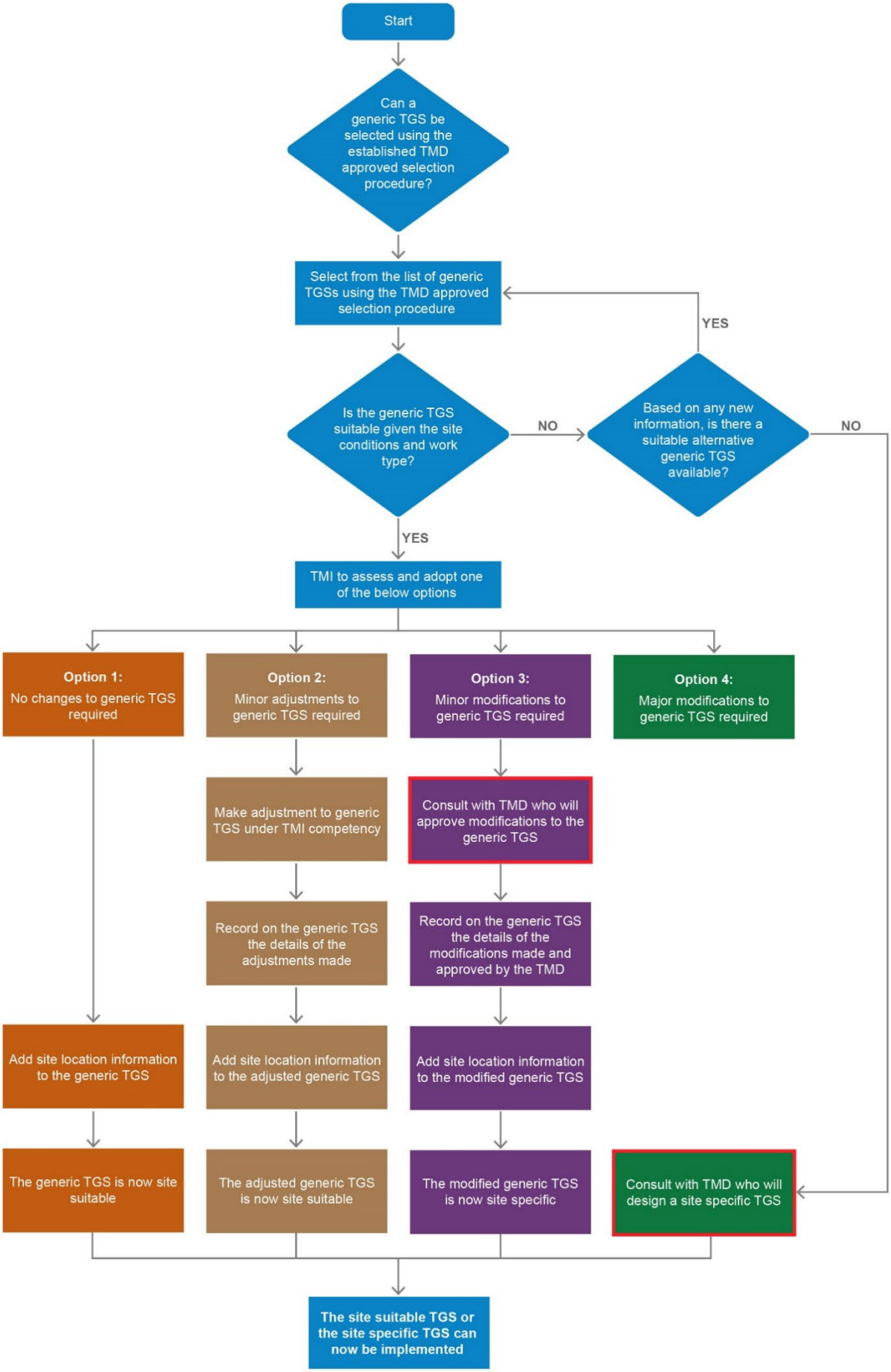
A site-specific TGS may be developed by a TMD based on a generic TGS modified to suit a particular site. Once a generic TGS has been modified to be site-specific it must not be used as a generic TGS.

4.5 Traffic guidance scheme type selection

The process for establishing the most appropriate TGS type for use at a site is outlined in Figure 4.1. This process may result in the selection of a site-suitable generic TGS or identify the need to design a site-specific TGS.

It is noted that TMD, TMI and TC must only work on TTM Category roads or sections of the network for which they are currently approved. Refer to Section 2 for more information about training and accreditation.

Figure 4.1: Flow chart to select applicable TGS



5. National Training Framework for Temporary Traffic Management

5.1 General

The National Training Framework for Temporary Traffic Management (NTFTTM) provides a nationally harmonised environment for the provision of TTM training and ensures individuals working in the TTM industry are appropriately trained and maintain their skill sets.

The key features of the NTFTTM include:

- harmonised TTM national training programs for TC, TMIs and TMDs across TTM Categories
- TTM national training material, developed and maintained by Austroads, which is sub-licenced to Approved Training Providers (ATPs) for the delivery of harmonised TTM national training programs
- TTM localised content training material, that may be developed and maintained by jurisdictions, which is licenced to ATPs for the delivery of TTM national training programs specific to the jurisdiction
- a nationally consistent application process for a Registered Training Organisation (RTO) to become an ATP in a participating jurisdiction
- nationally consistent delivery of the TTM national training programs by ATPs including their oversight, audit, and renewal processes
- a centralised registry of ATPs
- a centralised database of all trained individuals in TTM
- national recognition by other participating jurisdictions of an individual's TTM skill set (i.e. TC, TMI or TMD) for a specific TTM Category that has been obtained in one participating jurisdiction (noting the individual may need to fulfil additional localised content training and requirements)
- sharing of information concerning ATPs and individuals across jurisdictions for the purpose of maintaining nationally harmonised and consistent standards
- the promotion of best practices in the TTM training industry.

Each of the key features of the NTFTTM are presented below.

5.2 Overview of the framework

The NTFTTM is designed under the Vocational Education and Training (VET) framework based on skill sets and units of competencies.

The NTFTTM specifies training requirements for individuals working in TTM in participating jurisdictions. Other road infrastructure managers may also adopt the NTFTTM as part of individual contracts or as their general practice.

The ongoing management of the NTFTTM is the responsibility of Austroads and its members.

RTOs need to apply to become an ATP in the jurisdiction where they (the RTO) intend to provide TTM training services.

Once approved by the agency, the RTO will be an ATP able to deliver one or more of the approved TTM national training programs. Being approved as an ATP in one jurisdiction does not automatically entitle an RTO to provide TTM training in another jurisdiction.

The ATPs will be sub-licensed to deliver the Austroads TTM national training material and any additional jurisdiction-specific TTM localised content training material.

Individuals who would like to carry out TTM work on roads managed by a participating jurisdiction must obtain skill sets through training provided by an ATP.

There are three core TTM roles (see Section 2), comprising TC, TMI, and TMD, graduated across the three TTM Categories (see Section 3), comprising eight skill sets in total (Table 5.1).

Table 5.1: TTM training by role and TTM Category

Role	TTM Category 1	TTM Category 2	TTM Category 3
Traffic Controller	TC1	TC2	Not applicable
Traffic Management Implementer	TMI1	TMI2	TMI3
Traffic Management Designer	TMD1	TMD2	TMD3

For both trained individuals and ATPs there are associated renewal periods and processes (see Sections 5.5.8 and 5.5.16, respectively).

A skill set is obtained by successfully completing its corresponding TTM national training program. Each TTM national training program has two components:

- theoretical training
- practical training.

Individuals who have successfully completed both the theoretical and practical components will be issued with a Statement of Attainment for the relevant skill set (which will list the units of competency within the skill set). It is noted that not all units of competency have a practical component.

To ensure individuals providing TTM services are appropriately trained and have the skills for the environment in which they are required to operate, a progressive approach is adopted. TTM Category 2 or 3 training can only be undertaken after successful completion of the TTM Category 1 training for the particular role and associated experience.

Individuals who have achieved a Statement of Attainment will be mutually recognised across participating jurisdictions.

5.3 Harmonised TTM national training programs for TC, TMI and TMD across TTM Categories

There are three TTM roles graduated across the three TTM Categories, comprising eight TTM national training programs. Their skill sets and associated units of competency are available on the National Training Register at www.training.gov.au.

The key information concerning the TTM national training programs is presented in Table 5.2.

Table 5.2: TTM national training programs (skill sets) by role and TTM Category

Role	Skill set	Units of competency
Traffic Controller		
TC1	RIISS00058 - Traffic Controller - Urban Streets and Low Volume Rural Roads.	RIICOM201E Communicate in the workplace. RIIWHS205E Control traffic with stop-slow bat. RIIWHS206 Control traffic with portable traffic control devices and temporary traffic signs.
TC2	RIISS00059 - Traffic Controller - High Volume Roads.	RIIWHS207 Control traffic on high volume roads.
Traffic Management Implementer		
TMI1	RIISS00060 - Traffic Management Implementer - Urban Streets and Low Volume Rural Roads.	RIICOM201E Communicate in the workplace. RIIRIS301E Apply risk management processes. RIIWHS302E Implement traffic management plans. RIIWHS303 Position, set up, and program portable traffic control devices.
TMI2	RIISS00061 - Traffic Management Implementer for High Volume Roads.	RIIBEF301D Run on-site operations. RIIWHS304 Implement traffic management plans on high volume roads.
TMI3	RIISS00062 - Traffic Management Implementer for Motorways and Freeways.	RIIBEF301D Run on-site operations. RIIWHS305 Implement traffic management plans on motorways and freeways.
Traffic Management Designer		
TMD1	RIISS00063 - Traffic Management Designer for Urban Streets and Low Volume Rural Roads.	RIIRIS402E Carry out the risk management process. RIICWD503E Prepare traffic management plans and traffic guidance schemes.
TMD2	RIISS00064 - Traffic Management Designer for High Volume Roads.	RIICWD538 Prepare traffic management plans and traffic guidance schemes for high volume roads.
TMD3	RIISS00065 - Traffic Management Designer for Motorways and Freeways.	RIICWD539 Prepare traffic management plans and traffic guidance schemes for motorways and freeways.

5.4 TTM training material

5.4.1 General

The TTM training material comprises:

- Austroads TTM national training material licenced to ATPs for the delivery of harmonised TTM national training programs.
- Jurisdictionally developed and maintained TTM localised content licenced to ATPs for the delivery of TTM training programs specific to the jurisdiction (as applicable).

5.4.2 Austroads TTM national training material

The Austroads TTM national training material comprises the training and assessment material, resources and documentation, as amended or replaced by Austroads from time to time for each of the eight TTM national training programs (see Section 5.3). This includes the associated refresher training resources (see Section 5.5.8).

The Austroads TTM national training material is comprised of the following resources for each of the TTM national training programs:

- training and assessment strategy
- mapping document (content and assessment mapped)
- presentation slides with trainer notes
- trainer guide
- theory assessment
- simulated theory assessment (as applicable)
- practical training logbook (as applicable)
- practical training assessment (as applicable)
- theory assessment answer guide
- learner guide
- student handouts.

The Austroads TTM national training material must be made available to an RTO under a non-disclosure agreement (NDA) to consider and prepare their application to become an ATP.

5.4.3 Jurisdiction-specific TTM localised content

A jurisdiction may produce localised training content. The localised content will supplement the Austroads TTM national training material in addressing jurisdictional issues. For example, jurisdiction-specific requirements may cover unique situations that are only applicable to that jurisdiction, such as the specific use of PPE or working in proximity to trams and light rail vehicles.

The jurisdiction-specific localised content must be kept up to date in accordance with jurisdictional needs.

After an NDA between the jurisdiction and ATP has been made, the localised content must be made available to the ATP at the same time as the Austroads TTM national training material is provided.

5.5 Individuals undertaking TTM training and delivering services

5.5.1 General

Individuals who intend to carry out TTM on roads or sections of the network managed by a participating jurisdiction are required to undertake training provided by an ATP. This training aligns with the individual's proposed role (TC, TMI or TMD) across the applicable TTM Category. The training required for each role and for each TTM Category are described in Table 5.2.

In addition to being published on the jurisdiction and Austroads websites, an ATP is identified through its exclusive use of the national TTM logo (see Figure 5.4).

5.5.2 National recognition of an individual's TTM skill sets across participating jurisdictions

Individuals who have successfully completed a TTM national training program (i.e. received a Statement of Attainment) will be nationally recognised across participating jurisdictions for that TTM national training program. For example, an individual who has completed the training requirements and holds the Statement of Attainment as a Traffic Controller and Traffic Management Implementer for TTM Category 1 environments from one jurisdiction can use the same in another participating jurisdiction.

There may be additional requirements including localised content specific to the jurisdiction, for example, different PPE requirements, or jurisdiction-specific legislative requirements. This will ensure that the individual is aware of and has completed all the relevant requirements for working in that jurisdiction. Any such localised content will also be delivered by the ATP. Furthermore, in some jurisdictions, there may be additional administrative requirements, such as undergoing a national police check.

5.5.3 Individual training progression

5.5.3.1 General

To ensure individuals working in the provision of TTM services are appropriately trained and have the skills for the TTM Category in which they are required to operate, a progressive approach to training and experience has been adopted.

5.5.3.2 Individual entry requirements

Apart from the jurisdictional 'CPCWHS1001 Prepare to work safely in the construction industry', there are no entry requirements for individuals who wish to undertake training to become a Traffic Controller or Traffic Management Implementer for TTM Category 1. However, there are entry requirements for individuals wishing to enrol in TTM Category 2 or TTM Category 3 training as these are more complex TTM environments that require appropriate skill sets and experience.

5.5.3.3 Theory and practical training

A skill set is obtained through successfully completing its corresponding TTM national training program. Each TTM national training program has the following components:

- theoretical training
- practical training.

An individual will be required to undergo theory (in-class/face-to-face) training, based on a defined skill set with an associated unit of competency and successful assessment before being permitted to undertake the practical training. Furthermore, the practical training component will also be assessed by the ATP.

As such, to successfully complete a TTM national training program and receive a Statement of Attainment, an individual will be assessed for both the theoretical and practical training components.

Should an individual fail to obtain the practical training within six months after completing the theoretical training, the individual will be required to complete the theoretical component again, unless an extension is granted by the applicable jurisdiction through the ATP.

The Statement of Attainment will be issued by the ATP. To obtain the relevant accreditation in some jurisdictions there may be additional requirements, such as a national police check.

5.5.4 Traffic Controller training

5.5.4.1 General

Training for Traffic Controllers is available for TTM Categories 1 and 2.

Table 5.3 outlines the entry requirements that apply to TC1 and TC2 training. The individual will be required to present evidence of entry requirements to an ATP for verification before enrolment is accepted. In addition to the theoretical training, the practical training component is presented in Table 5.3.

After successful completion of TC1 training and meeting the respective entry requirements, a TC1 will be eligible to enrol in TC2.

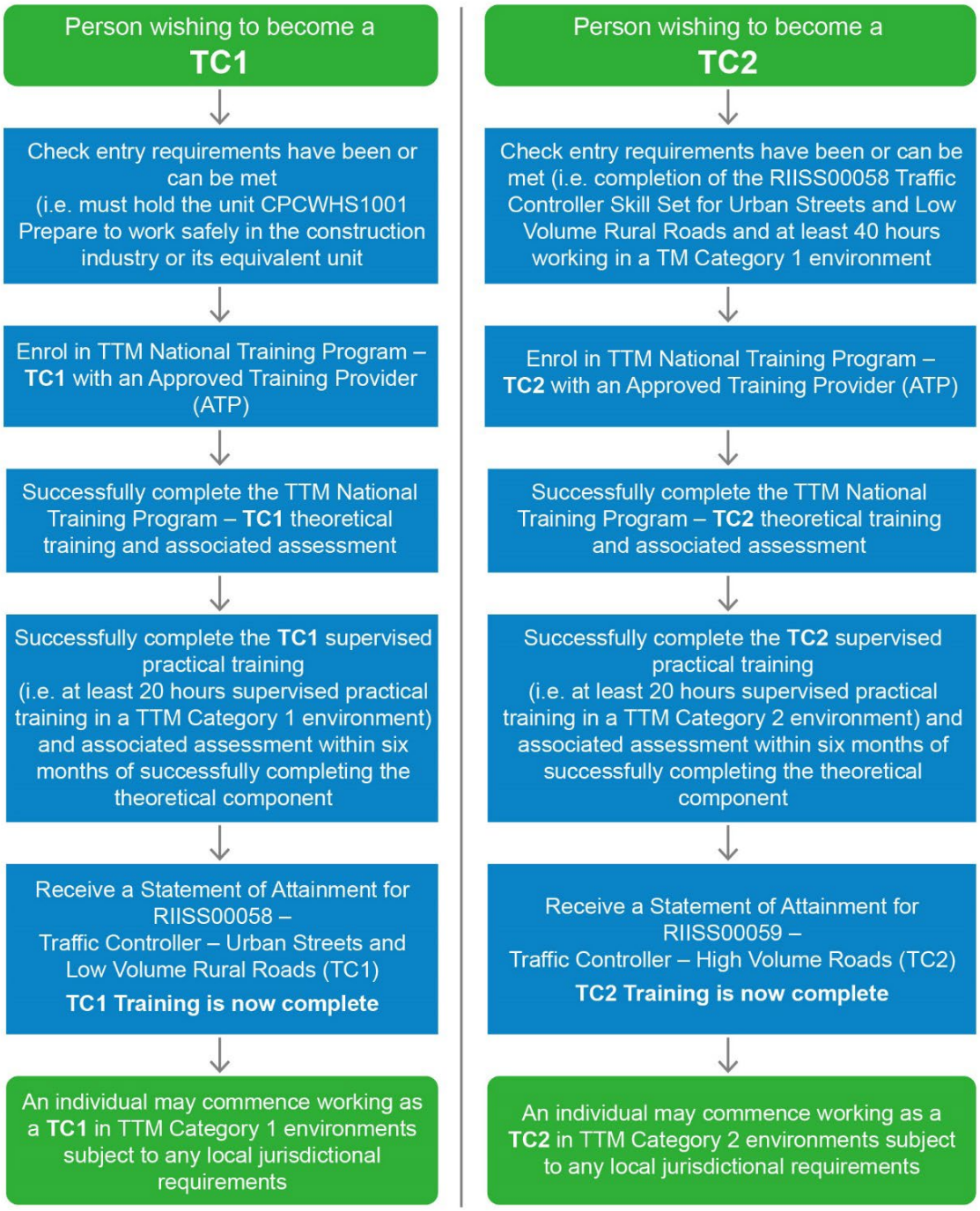
Traffic Controllers will only be able to work on the TTM Category(s) for which they are currently approved. If, for example, an individual is a TC1, they will only be able to undertake the role on TTM Category 1 environments.

Table 5.3: Traffic Controller entry requirements and practical training

Role	Entry requirement/s	Units of competency	Practical training
Traffic Controller			
TC1	CPCWHS1001 Prepare to work safely in the construction industry.	RIICOM201E Communicate in the workplace. RIIWHS205E Control traffic with stop-slow bat. RIIWHS206 Control traffic with portable traffic control devices and temporary traffic signs.	Completion of at least 20 hours of supervised practical training on declared TTM Category 1 roads or sections of the network.
TC2	Completion of TC1 and at least 40 hours of experience working as a TC on declared TTM Category 1 roads or sections of the network.	RIIWHS207 Control traffic on high volume roads.	Completion of at least 20 hours of supervised practical training on declared TTM Category 2 roads or sections of the network.

Figure 5.1 illustrates the process to become a TC1 and TC2.

Figure 5.1: Process to become a Traffic Controller 1 and 2



5.5.4.2 Traffic Controller role in a TTM Category 3 environment

There is no national training for Traffic Controllers in a TTM Category 3 setting.

It is recognised that under unique circumstances Traffic Controllers may need to be utilised in TTM Category 3 settings. Given the TTM Category 3 environment represents a hazard for individuals, a site-specific TMP would have to be proposed and approved. This approach surpasses any potential generic National-level training.

Traffic Controllers may only be used in a TTM Category 3 environment when it is demonstrated in the risk assessment and documented in the TMP to be the only reasonably practicable means of controlling traffic.

Given the unique nature of TTM Category 3 environments, the required criteria before an individual can perform a Traffic Controller function are as follows:

- hold a current TC2 Statement of Attainment, and
- have a minimum of 250 hours of experience in TTM Category 2 environments, and
- demonstrated experience in specific tasks that form the competencies required in the TTM Category 3 site-specific TMP.

5.5.5 Traffic Management Implementer training

Training for Traffic Management Implementers is available for TTM Categories 1, 2 and 3.

Table 5.4 outlines the entry requirements that apply to TMI1, TMI2 and TMI3 training. The individual will be required to present evidence of entry requirements to an ATP for verification before enrolment is accepted. In addition to the theoretical training, the practical training component is presented in Table 5.4.

After successful completion of TMI1 training and meeting the respective entry requirements, a TMI1 will be eligible to enrol in either TMI2 or TMI3.

After completion of either TMI2 or TMI3 training, an individual may choose to undertake the remaining level of training (i.e. TMI3 or TMI2).

Traffic Management Implementers will only be able to work on TTM Category(s) for which they are currently approved. If, for example, an individual is a TMI1, they will only be able to undertake the role on TTM Category 1 environments.

Table 5.4: Traffic Management Implementer entry requirements and practical training

Role	Entry requirement/s	Units of competency	Practical training
Traffic Management Implementer			
TMI1	CPCWHS1001 Prepare to work safely in the construction industry.	RIICOM201E Communicate in the workplace. RIIRIS301E Apply risk management processes. RIIWHS302E Implement traffic management plans. RIIWHS303 Position, set up, and program portable traffic control devices.	Completion of at least three prescribed site setups (as defined in skill set) on declared TTM Category 1 roads or sections of the network under direct supervision..
TMI2	Completion of TMI1 and at least one month of experience working as a TMI on declared TTM Category 1 roads or sections of the network, and relevant experience implementing at least 12 TGSs including at least two of the following types: • pedestrian and cyclist controls • construction sites • lane closures • shoulder closures • night works • use of portable traffic control devices • motorways or freeways.	RIIBEF301D Run on-site operations. RIIWHS304 Implement traffic management plans on high volume roads.	Completion of at least three prescribed site setups (as defined in skill set) on declared TTM Category 2 roads or sections of the network under direct supervision.
TMI3	Completion of TMI1 and at least three months experience working as a TMI on declared TTM Category 1 roads or sections of the network, and relevant experience implementing at least 12 TGSs including at least two of the following: • pedestrian and cyclist controls • construction sites • lane closures • shoulder closures • night works • use of portable traffic control devices.	RIIBEF301D Run on-site operations. RIIWHS305 Implement traffic management plans on motorways and freeways.	Completion of at least three prescribed site setups (as defined in skill set) on declared TTM Category 3 roads or sections of the network under direct supervision.

Figure 5.2 illustrates the process to become a TMI1, TMI2 and TMI3.

Figure 5.2: Process to become a Traffic Management Implementer 1, 2 and 3

5.5.6 Combined Traffic Controller and Traffic Management Implementer training

Recognising the common entry requirements for TC1 and TMI1 (i.e. CPCWHS1001 Prepare to work safely in the construction industry) it is permissible to combine the training delivery of TC1 and TMI1.

TC1 and TMI1 may be taught concurrently, that is combined. As they both have RIICOM201E Communicate in the workplace in common, the theoretical training contact time may be reduced. The practical training remains unchanged, namely the completion of at least 20 hours of experience on declared TTM Category 1 environments (i.e. TC1 requirement) and completion of at least three different types of set ups on declared TTM Category 1 environments (i.e. TMI1 requirement).

Once an individual has met the entry requirements for TC2 and TMI2, it is permissible to combine the training delivery of TC2 and TMI2.

TC2 and TMI2 may be taught concurrently. The practical training remains, namely completion of at least 20 hours of experience on declared TTM Category 2 environments (i.e. TC2 requirement) and completion of at least three different types of set ups on declared TTM Category 2 environments (i.e. TMI2 requirement).

5.5.7 Traffic Management Designer training

Training for Traffic Management Designers is available for TTM Categories 1, 2 and 3.

Table 5.5 outlines the entry requirements that apply to TMD1, TMD2 and TMD3 training. The individual will be required to present evidence of meeting entry requirements to an ATP for verification before enrolment is accepted. In addition to the theoretical training, the practical training component is presented in Table 5.5.

After completion of TMD1 training and meeting the respective entry requirements, a TMD1 will be eligible to enrol in either TMD2 or TMD3.

After completion of either TMD2 or TMD3 training, an individual may choose to undertake the remaining level of training (i.e. TMD3 or TMD2).

Traffic Management Designers will only be able to certify TMP and TGS for the TTM Category(s) for which they are currently approved. If, for example, an individual is a TMD1, they will only be able to design TGSs for TTM Category 1 environments.

Table 5.5: Traffic Management Designer entry requirements and practical training

Role	Entry requirement/s	Units of competency	Practical training
Traffic Management Designer			
TMD1	Completion of TMI1 or TMI2 or TMI3 and at least 12 months of experience working as a TMI **AND** Relevant experience implementing at least 20 TGSs in at least four of the following design types: • pedestrian and cyclist controls • construction sites • lane closures • shoulder closures • night works • use of portable traffic control devices • motorways or freeways. **OR** At least an AQF Level 6 qualification in a civil construction, traffic engineering or road design-related field. **OR** For existing workers during a jurisdiction's transition phase to the Temporary Traffic Management National Training Framework for RIISS00063 – Traffic Management Designer skill set for Urban Streets and Low Volume Rural Roads ONLY: a) Must be currently permitted in their jurisdiction, prior to the jurisdictional adoption date, to develop, review or audit traffic management designs or traffic guidance schemes **AND** b) Must provide evidence of currency of practice. This must demonstrate that in the past 3 years the applicant has designed, or reviewed, or audited a minimum of 12 TMPs **or** 12 TGSs. The TMPs **or** TGSs must include a minimum of four different worksite locations that are within the relevant jurisdiction. These worksite locations may include TTM Category 1 or TTM Category 2 or TTM Category 3 roads or sections of the network.	RIIRIS402E Carry out the risk management process. RIICWD503E Prepare traffic management plans and traffic guidance schemes.	Completion of at least two different traffic management plan design types on declared TTM Category 1 roads or sections of the network.

Role	Entry requirement/s	Units of competency	Practical training
TMD2	Completion of TMD1 and at least six months experience working as a TMD on declared TTM Category 1 roads or sections of the network, and relevant experience preparing at least four different traffic management plan design types (being both approved by a client and successfully used in practice) including pedestrian and cyclist controls, lane closures, and at least one of the following design types: • construction sites • shoulder closures • high speed roads • using portable traffic control devices • roundabouts • public transport interfaces • motorways or freeways.	RIICWD538 Prepare traffic management plans and traffic guidance schemes for high volume roads.	Completion of at least two different traffic management plan design types on declared TTM Category 2 roads or sections of the network.
TMD3	Completion of TMD1 and at least 12 months experience working as a TMD on declared TTM Category 1 roads or sections of the network, and relevant experience preparing at least four different traffic management plan design types (being both approved by a client and successfully used in practice) including lane closures, high-speed roads, and at least one of the following design types: • pedestrian and cyclist controls • intersections • signalised intersections • construction sites • shoulder closures • using portable traffic control devices • roundabouts • public transport interfaces.	RIICWD539 Prepare traffic management plans and traffic guidance schemes for motorways and freeways.	Completion of at least two different traffic management plan design types on declared TTM Category 3 roads or sections of the network.

Figure 5.3 illustrates the process to become a TMD1, TMD2 and TMD3.

Figure 5.3: Process to become a Traffic Management Designer 1, 2 and 3

5.5.8 Individual renewal of TTM national training program

Individuals will need to maintain their skill set currency by:

- demonstrating within the last 12 months, work they have conducted within a relevant role/TTM Category; and
- sit the refresher training with an ATP every 3 years.

The individual's renewal requires them to take active action to maintain currency and is intended to ensure that individuals who have maintained their skills and successfully complete the refresher training are eligible to undertake TTM services.

To maintain currency, refresher training must be undertaken within the period of six months of the 3-year date of the original or latest renewed TTM national training program. Irrespective of the specific refresher training completion date, if the refresher is successfully completed within this six-month period, the renewal date will be that of the 3-year anniversary. For example, if the training expiry date is 1 January 2026 and refresher training was successfully completed on 21 October 2025 the new training expiry date will be 1 January 2029.

Where an individual does not renew within the specified timeframe (above) or provide sufficient evidence of industry currency, they will be required to undertake the full TTM national training program again.

To be eligible to complete a refresher course the following criteria must be met:

- The current training date has not expired (e.g. if training was completed on 1 January 2023, training expiry date will be 1 January 2026).
- The individual holds the skill set for refresher training to be completed (e.g. to complete the refresher course for TC2 a person must hold the current skill set for TC2). For the avoidance of doubt, the TC1 skill set will be automatically retained by maintaining currency in the TC2.
- Demonstration within the last 12 months of industry currency by providing information to their ATP which demonstrates industry currency. Evidence must be sufficiently robust to enable a reasonable assessment of validity.

The refresher of the TTM national training program training will focus on assessing the level of continuing competency as well as ensuring understanding of, and ability to implement, new and emerging TTM practices and legislative requirements.

5.5.9 Credit transfer

Credit transfer for units completed outside the Austroads TTM national training programs will not be permitted. For example, if a learner completes RIIWHS205E Control traffic with a STOP / SLOW bat and RIIWHS302E Implement traffic management plans as part of Certificate III in Civil Construction, they will still be required to complete these units as part of the Austroads skill set to gain a TTM national training program skill set.

This is to ensure that the learner gains the required skills and understanding of regulatory requirements under the AGTTM, Australian Standards and any requirements under jurisdictional legislation that a Traffic Controller, Traffic Management Implementer or Traffic Management Designer must adhere to.

5.5.10 Application process for a Registered Training Organisation to become an Approved Training Provider

To ensure training is carried out to a high standard, and in a consistent and relevant manner, only RTOs interested in providing training in TTM can apply to become an ATP in a participating jurisdiction.

RTOs comprise organisations registered with the Australian Skills Quality Authority (ASQA), or as applicable the Victorian Registration and Qualifications Authority (VRQA) or Western Australian Transport Accreditation Council (TAC).

There is a nationally consistent application process for an RTO to become an ATP in a participating jurisdiction. Whilst the application is harmonised and consistent across participating jurisdictions, separate applications are necessary for each participating jurisdiction in which approval is sought. The reason for this is whilst the RTO corporate information may be similar, the individual TTM national training program/s being sought and their associated details including the teaching and assessment strategy, trainers and assessors will differ.

An RTO must apply to become an ATP through the nominated jurisdiction of the participating jurisdiction by completing and submitting the ATP Application Form. To be a valid application, the RTO must also apply for at least one (of the eight) TTM national training programs.

The ATP Application Form is provided with a section for corporate information that is relevant to the RTO and other sections to be completed with information specifically relevant to each proposed TTM national training program (e.g. Training and Assessment Strategy and proposed trainers and assessor).

The RTO's application will include the following:

- Identification of the TTM national training program/s it intends to provide.
- Evidence that the RTO is registered by the ASQA or, where applicable, the state regulator.
- Information about why the RTO is applying to become an ATP in the jurisdiction. This will include information about its understanding of the market and the geographical area in which it intends to provide training services.
- Details of the proposed Training and Assessment Strategy (TAS). This should include the proposed training methodology, including details such as class size. It should also detail how the RTO will facilitate learners to complete both theoretical (in-class) and practical experience - including consultation with industry personnel for the purpose of students gaining the necessary practical experience. RTOs should use the TAS template provided by Austroads for each of the applicable TTM national training programs.
- Details of nominated trainers and assessors to demonstrate their suitability, including evidence they have completed the requirements to train or assess the nominated TTM national training program/s. The RTO must nominate its proposed Trainers.
- Evidence of the workers' compensation insurance for the jurisdiction in which it proposes to operate and specified public liability and professional indemnity insurance.
- A Deed Poll executed by each nominated Trainer must be included. By executing the Deed Poll the Trainer acknowledges that:
  - they are applying to be approved to deliver and assess the specified TTM national training program as an employee or officer of the ATP
  - Austroads may share information about the Trainer's delivery or assessment under a Statement of Service for the purpose of monitoring compliance with the Services Agreement by the ATP, or the delivery, assessment or conduct of a Statement of Service by the ATP, including any audit outcomes that concern the performance of the Trainer and any complaints about the Trainer, with any jurisdiction and any ATP
  - the jurisdiction may suspend or remove approval of the trainer for delivering the Statement of Service and if so, the trainer is not entitled to provide the Statement of Service for any ATP operating in the jurisdiction.

If approved, an RTO will become an ATP by executing a services agreement. Prior to approval as an ATP, the RTO must have the unit of competency on scope relevant to the skill sets of the TTM national training program/s they wish to deliver.

The ATP must use the provided TTM training material to deliver the TTM national training program.

5.5.11 Application process for an Approved Training Provider to deliver additional TTM national training program

After approval to deliver one or more TTM national training programs, an ATP may seek approval to provide a further TTM national training program. In such cases the training material is provided on the same terms and in other respects (e.g. considering any decisions by other jurisdictions) the application follows the same process.

If approved, the ATP will be permitted to deliver the TTM national training program. The ATP will have access to the Austroads TTM national training material and, as applicable, participating jurisdiction localised content. The ATP must use the provided training resources to deliver the TTM national training program.

5.5.12 Approval of trainers and assessors

RTOs are required to provide detail of persons who will be delivering the TTM national training program/s as part of the application to become an ATP. This also applies to ATPs who wish to add a new trainer and assessor to an existing already approved TTM national training program.

Trainers and assessors are not approved independently, with an ability to work for any ATP. Instead, an RTO (or as applicable ATP) application to deliver an TTM national training program will be assessed for overall suitability, which includes the ability to demonstrate quality trainers and assessors.

Delivery in one or more of the TTM national training programs can only be delivered by Trainer/Assessors who have:

1. the vocational competencies at least to the level being delivered and assessed (i.e. hold the TTM national training program they are delivering)
2. current industry skills directly relevant to the training and assessment being provided inclusive of the AGTTM
3. Certificate IV in Training and Assessment (TAE40110 or TAE40116), or its successor or a diploma or higher-level qualification in adult education.

5.5.13 Fees associated with becoming and operating as an Approved Training Provider

A jurisdiction may apply a fee to receive and process an application by an RTO to become an ATP. This may also extend to subsequent ATP renewals but is subject to individual jurisdictional decisions.

Austroads sets a fee to cover the provision, maintenance and updating of the Austroads TTM national training material, the provision of ATP oversight and auditing, and the associated Austroads IT registry system. The fee is payable by the ATP for each Statement of Attainment issued to a successful individual, inclusive of their renewal/s. The fee per Statement of Attainment can be found in *Registered Training Organisation Operational Framework for Temporary Traffic Management* (Austroads 2022a) available on the Austroads website.

5.5.14 National Temporary Traffic Management logo

Once an RTO is an ATP (i.e. executed the services agreement) they will be provided with and be able to identify itself in the market as an ATP by using the national TTM logo (Figure 5.4).

Figure 5.4: National Temporary Traffic Management logo

5.5.15 Approved Training Provider oversight and auditing

5.5.15.1 General

The ATP obligations are detailed in the Services Agreement executed between the jurisdiction and Austroads.

The quality of ATPs will be assured through quarterly reporting and an audit program. Agencies and Austroads will share information concerning ATPs and trainers and assessors across jurisdictions for the purpose of maintaining nationally harmonised and consistent standards.

ATPs will also be informed of any sector-wide compliance issues so that ATPs can proactively address any concerns.

5.5.15.2 Oversight

ATPs will need to provide standard quarterly reports to the approving jurisdiction. The reports will cover any significant issues such as changes to trainer or assessor personnel and learner enrolment, theoretical training completion, practical training completion and issuance of Statement of Attainment.

The jurisdiction and Austroads will monitor and assess the ongoing performance of ATPs (their trainers/s and assessor/s). The ATP's status will depend on it maintaining a good level of performance in its delivery of the training services and compliance with the executed services agreement.

Any of the following may result in a review of an ATP status:

- the provided training resources were not used to deliver the training
- the provided training resources were substantially changed and used to deliver the training
- improper assessment of an individual prerequisites or industry-based experience
- failure to comply with the terms and conditions of the training framework.

For serious or repeated non-compliances, the ATP's Statement of Service/s may be suspended or terminated and Services Agreement may be terminated.

5.5.15.3 Auditing

Audits will be conducted by Austroads (on behalf of and in consultation with jurisdictions) of an ATP's performance under the Services Agreement. This includes the audit of the ATP's trainers and assessors.

Audits will be both scheduled and targeted. Targeted audits will be informed by Austroads activities, risks and information from states and territories, industry, and learner surveys.

Audits will cover:

- the training and assessment strategy
- the delivery of the theoretical (in-class) training
- the delivery of the practical training
- assessments, including validation of outcomes.

Auditing may be covert as well as overt.

5.5.16 Approved Training Provider renewal

Once approved as an ATP, the approval will last for up to three years. This is subject to monitoring of the continued quality of the service by the jurisdiction and Austroads.

Within the three-year period, a 12-month renewal may be granted twice (at 12 and 24 months from the commencement of the original services agreement).

Renewal is not an automatic process; the jurisdiction has the right to refuse renewal.

While there is no right to automatic renewal, the process is streamlined compared to the original application. A renewal application takes the form of a compliance statement that requires the ATP to confirm that the conditions of the original approval are still being met (particularly the identities of the agreed trainers and assessors) or provide any relevant updates.

After three years the ATP will need to make a new application to be an ATP.

5.6 National Training Framework for Temporary Traffic Management – roles and responsibilities

The NTFTTM roles and key responsibilities are presented below.

5.6.1 Austroads

Austroads is responsible for:

- maintaining and further developing the Austroads TTM national training material
- delivering the national audit of ATPs
- maintaining and further developing the AGTTM, responding to learnings from the training delivery including responding to stakeholder requirements
- maintaining a national register of ATPs and when available and operational a register of trained individuals
- being a point of contact for feedback regarding the AGTTM and NTFTTM.

5.6.2 Participating agencies

The participating agencies are responsible for:

- maintaining and further developing their jurisdiction-specific localised content training material (as applicable)
- receiving and assessing RTO applications to become an ATP including trainers and assessors in conjunction with Austroads
- overseeing ATPs in conjunction with Austroads
- renewing, suspending and terminating ATPs in conjunction with Austroads (as applicable).

5.6.3 Approved Training Providers

The ATPs are responsible for:

- ensuring their ASQA (or jurisdiction-based training regulator) RTO registration is up to date
- ensuring the unit of competency for the applicable skill sets are on scope of registration with ASQA or jurisdictional regulator
- ensuring they meet the obligations of the executed Services Agreement including delivering the applicable TTM national training program/s
- issuing a Statement of Attainment to successfully trained individuals
- providing the details of the trained individuals to Austroads and pay applicable fees.

5.6.4 Approved trainers and assessors

The approved trainers and assessors are responsible for:

- ensuring they maintain their training and competency qualifications for the applicable TTM national training program/s as per ASQA or jurisdictional regulatory requirements
- delivering the applicable TTM national training program/s using the Austroads TTM national training material and as applicable localised content.

5.6.5 Trained individuals

Trained individuals are responsible for:

- ensuring their skill sets are maintained by undertaking refresher training every 3 years
- informing Austroads of any change in their details, such as email address.

6. Standard Forms

Standard form examples and descriptions in support of those involved in TTM, from inception and implementation of the TMP, through to removal and sign-off to open the road for normal traffic flow are included in Appendix B. The forms and descriptions provided are only examples for each RIM to adopt or change where required and do not constitute guidance.

Table 6.1: Summary of example standard forms

Form	Description
B1	TMP Suitability Checklist
B2	Traffic Management for Roadworks Operational Check / Onsite Pre-opening Inspection - Checklist
B3	Worksite Traffic Management – Hierarchy of Safety Controls – Checklist CHECKLIST PART A – Traffic Controls Assessment CHECKLIST PART B - Justification for Control Selection CHECKLIST PART C - Additional Site-Specific Safety Hazard / Risk Factors
B4	TMP Daily Traffic Management Diary
B5	Traffic Management Plan (TMP) - Long Form
B6	Design Exception
B7	Example of Site Condition Rating (SCR) Form – Compliance Inspection
B8	Example of Site Condition Rating (SCR) Form – Compliance Inspection – Short Form
B9	Example of Notice of Non-Conformance
B10	Example of Notification of Road Closure/Lane Closure
B11	Report on Incident at Roadworks Site
B12	Newspaper Advertisement Standard

References

Austroads (2022a), *Registered Training Organisation Operational Framework for Temporary Traffic Management*, Austroads, Sydney, NSW.

Austroads (2022b) *Guide to Road Safety Part 6: Road Safety Audit*, Austroads, Sydney, NSW.

Austroads (2024) *Guide to Road Design Part 6: Roadside Design, Safety and Barriers*, Austroads, Sydney, NSW.

New Zealand Transport Agency (2018), *Traffic Control Devices Manual Part 8: Code of practice for temporary traffic management (CoPTTM)*, New Zealand Transport Agency, Wellington, New Zealand

RTA of NSW (2011) Guidelines for Road Safety Audit Practices, Transport for NSW .

Australian and New Zealand Standards

AS 1742.3 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads

AS 1742.14 Manual of uniform traffic control devices, Part 14: Traffic signals

AS 1743 Road signs - Specifications

AS 1744 Standard alphabets for road signs

AS/NZS 1906.1 Retroreflective materials and devices for road traffic control purposes, Part 1: Retroreflective sheeting

AS/NZS 1906.2 Retroreflective materials and devices for road traffic control purposes Part 2: Retroreflective devices (non-pavement application)

AS/NZ 1906.3 Retroreflective materials and devices for road traffic control purposes, Part 3: Raised pavement markers (retroreflective and non-retroreflective)

AS/NZS 1906.4 Retro reflective materials and devices for road traffic control purposes, Part 4: High visibility materials for safety garments

AS/NZS 3845 Road safety barrier systems

AS 4191 Portable traffic signal systems

AS/NZS 4192 Illuminated flashing arrow signs

AS/NZS 4602 High visibility safety garments

AS/NZS 4801 Safety management systems

Appendix A TTM Roles – Additional Tasks and Activities

Table A 1: Engineer

Task – Design/exception	
Activity	**Additional information**
TMP and TGS designs or the use of devices that are or have elements that are outside the scope or "must" requirements of the AGTTM or AS1742.3 (including designs with innovative devices or treatments). TMPs that require traffic modelling to support decisions.	An Engineer signoff of relevant items must include a supporting risk assessment that is in accordance with the requirements of AGTTM Part 10.
The engineer must hold the relevant TTM national training program (skill set) appropriate for the TTM Category within the project area for which they are responsible.	-
If asked to report on the TTM at a worksite, the Engineer's report may include the following, as appropriate: • The requirements of any contract documents, including the schedule of specific job requirements for traffic management and safety • The requirements of any other consent or agreement • Any specific requirements of the RIM • The output from any completed audits • Detail any requirements recommended to eliminate or minimise risk and improve safety, capacity or reduce road user delays.	-

Table A 2: Project Manager

Task – Project management to implement and deliver TMP and TGS	
Activity	**Additional information**
Communicate to the TMD the scope of works, work activities and staging to assist the TMD in planning the TMP and designing the TGS.	-
Review the TMP and TGS to ensure they adequately cater for the work activities before the works begin.	-
Ensure that adequate resources and competent personnel are tasked with monitoring and evaluating the traffic guidance scheme to ensure it is sufficient for the safety of workers and road users during the project.	-

Table A 3: Traffic Management Designer

Task – Selection and design of TMP and TGS	
Activity	**Additional information**
Select and implement a work method practice in accordance with the short-term low-impact works in AGTTM Part 5 and mobile works in AGTTM Part 4.	With the appropriate risk assessments.
Prepare Traffic Management Plans (TMP).	-
Design generic or site-specific TGS in accordance with the AGTTM Parts 3, 4 and 5. Designs are practicably implementable.	Includes developing procedures and protocols for selection and implementation of a generic TGS. Including all notes required for implementation.
Design a TGS without complying with a “should” or “where practicable” requirement of the AGTTM Parts 3, 4 and 5.	With a supporting risk assessment in accordance with AGTTM Part 10.
Design a TGS without complying with a “must” requirement of the AGTTM or outside the scope of the AGTTM (innovative treatment, devices etc.).	With a supporting risk assessment and Engineer signoff of relevant items in accordance with AGTTM Part 10.
Design a TGS with Traffic Controllers using STOP / SLOW bats.	Ensure the site is suitable for STOP / SLOW bat operation and locations for the TC are defined, in accordance with AGTTM Part 7.
Design a TGS with Portable Traffic Control Devices (PTCD) including: Portable Traffic Signal Systems (PTSS), boom barriers, rumble strips, speed humps, speed awareness devices. If manually controlled PTCDs applied, define the location of the Traffic Controller using the device.	Includes the design for the configuration (timing and operation) of PTSS.
Provide supervision and instruction to a person without a TMD competency preparing (designing) a TMP or TGS.	The TMD must sign off and take full responsibility for the plans prepared under their supervision and instruction. The supervising TMD must hold a qualification appropriate for the category of road to which the TMP/TGS applies.
Modify a TGS designed by another TMD in accordance with the AGTTM Parts 3, 4, and 5.	If the original TGS was designed by another TMD, it is recommended that the original TMD be advised of the changes. Ensure the changes are documented and traceable to the relevant TMD.
Changes to the TGS designs or devices outside a “should” recommendation of the AGTTM.	With a supporting risk assessment in accordance with AGTTM Part 10
Changes to the TGS design or devices outside the scope or “must” requirements of the AGTTM.	With a supporting risk assessment and Engineer signoff of relevant items in accordance with AGTTM Part 10
Instruction of a person without a TMD competency to make on site changes to a TGS.	The person with a TMD competency must sign off and take full responsibility for the changes made to the TGS under their instruction.
Identify circumstances in which Event Traffic Marshals (ETM) can be used as per jurisdictional requirements.	Specifically nominate on the TGS for a permitted Special Event: • the signs which may be installed by an ETM • traffic control positions which may be suitable for an ETM • other instructions for the ETM.

Table A 4: Traffic Controller

Task – Implementation of TGS	
Activity	**Additional information**
Only signs and devices for TC operations.	Refer AGTTM Part 7 for Traffic Controller equipment. Also signs and devices for traffic signals and portable boom barriers as per AGTTM Part 7 if operated in manual mode by TC.
Install and operate portable traffic signals systems.	Only if competent (through training / experience) to do so and in accordance with manufacturer's specifications.
Install and operate portable boom barrier.	Only if competent (through training / experience) to do so and in accordance with manufacturer's specifications.
Task – Monitor a TGS	
Activity	**Additional information**
Monitor the performance (effectiveness) of the implemented TGS (this may include driver or other road user behaviour, vehicle speeds on the approach to the TC and queue lengths).	Ensure all required traffic control devices for the TC remain in place. Monitor any specific item as identified in the TGS by the TMD. If the TGS is not effective (for example approach speeds to the TC or traffic queues are extending to a point where end of queue protection measures should be considered), TC is to advise the site supervisor who will contact the TMD for modification options. Near-miss reporting.
Task – Modify TGS on site	
Activity	**Additional information**
In response to an emergency event.	In accordance with AGTTM Part 10 Initial Response only.
Only the signs and devices for TC operations.	Install or remove, (cover or uncover) the signs or devices as required for TC operations.
If the assigned position of the TC is not in accordance with Part 7 of AGTTM (for example sight distance or escape path).	TC is to advise the site supervisor who will contact the TMD for modification options.

Table A 5: Traffic Management Implementer

Task – Selection and implementation of TMP and TGS	
Activity	**Additional information**
Select and implement a work method practice in accordance with the short-term low impact works in AGTTM Part 5.	With the appropriate risk assessments.
Select an appropriate generic TGS, assess as site-suitable and implement.	Selection and implementation must be performed in accordance with the established protocol or procedure as documented by the TMD competent person when developing the generic TGS.
Task – TMP and TGS implementation	
Activity	**Additional information**
Implement a site-specific TGS.	Implementation must be performed in accordance with the established protocol or procedure as documented by the TMD competent person when developing the site-specific TGS.
Install Portable Traffic Control Devices including: Portable Traffic Signal Systems (PTSS), boom barriers, rumble strips, speed humps, and speed awareness devices.	Includes the configuration of PTSS Type 2 devices only when operated in timed or vehicle activated modes (as instructed by a TMD). The manual operation of PTSS or boom barriers must only be performed by a Traffic Controller (TC). Only install Portable Traffic Control Devices if competent (through training / experience) to do so and in accordance with manufacturer's specifications.
Display text messages or electronic signs on VMS screens (both vehicle-mounted and trailer-mounted).	In accordance with requirements and instructions on the TGS.
Display of direction arrow(s) on vehicle mounted arrow boards.	In accordance with requirements and instructions on the TGS.
Task – Monitor TMP and TGS	
Activity	**Additional information**
Monitor the performance (effectiveness) of the implemented TGS (this may include driver or other road user behaviour, vehicle speeds, queue lengths and so on).	Ensure all required traffic control devices remain in place. Monitoring of any specific item as identified in the TGS by the TMD. If the TGS is not effective, contact the TMD for modification instructions.
Task – Adjustment and modification of TMP and TGS	
Activity	**Additional information**
Adjustment: Move signs within tolerances.	As per the AGTTM Part 6. If required to move signs beyond these tolerances, contact the TMD for modification instructions.
Modification: In response to a long queue of traffic.	Modifications to be as per the requirements of the TGS, prepared by a TMD for use with long traffic queues. If the TGS does not have provision for long queues and is not effective, contact the TMD for modification instructions. Or Modification as instructed by TMD or another authorised person (e.g. Police Officer), with details of modification and authorising person recorded.
Modification: Modify the TGS on site, in response to an emergency event.	In accordance with AGTTM Part 10 "Initial and Interim Response". Implementation of a Follow-up Protection may be performed in accordance with designs or instructions from a TMD or authorised person.

Table A 6: Principal Contractor

Task – Principal Contractor's support of TMI in matters of safety	
Activity	Additional information
The contractor is responsible for ensuring that the TMI is supported in matters of safety. In safety situations where the TMI is overridden by the contractor, any non-conformance will apply to the organisation. The TMI may contact the RIM with any concerns or contact the relevant state/territory department for safety.	-
An incident is defined as any incident resulting in damage to any installed TTM equipment, vehicles, plant or injury to a person. Any incident resulting in either the death of a person, or a notifiable injury or illness, or a notifiable event or incident (any immediate or imminent exposure to a serious risk to a person's health or safety) must be reported to the relevant state/territory department for safety as soon as possible after the incident becomes known to: • an employer • a self-employed person • the Principal Contractor. If the relevant state/territory department for safety is notified of the incident, reasonable steps must be taken to ensure the site is not disturbed until authorised by an inspector.	-
The contractor must record all incidents at worksites and, within 24 hours of any incident, brief the TMI and the RIM on the details of the incident, including the following: • a copy of the signed and approved TMP for the worksite • details of the incident including a diagram showing the layout of the worksite at the time of the incident (the diagram must also show any relevant incident details such as vehicle travel paths, skid marks, etc.) • photographs of the incident site. Minor incidents, such as one or two cones being struck, do not need to be recorded unless there appears to have been potential for a serious incident to have occurred.	-

Table A 7: Various

Competent Person – Lookout person	
Activity	**Additional information**
Perform lookout activity as required in the AGTTM Part 5.	Must have good eyesight, hearing and be competent to perform lookout activities.
Competent Person – Roadworks pilot vehicle driver	
Activity	**Additional information**
Drive a pilot vehicle on a work site working with the Traffic Controllers in attendance for the purpose of traffic management at that work site only.	Must have a current driver's licence and be competent to perform roadwork pilot vehicle driver duties. NOTE: This task is separate to and different from the requirements for pilot vehicles for heavy vehicles in general traffic situations.
Competent Person – Truck mounted attenuator (TMA) driver	
Activity	**Additional information**
Drive a vehicle fitted with a Truck Mounted Attenuator (TMA) on a work site.	For the jurisdiction in which the TMA vehicle is being operated, the TMA driver must have: • a current and valid Heavy Vehicle drivers' licence of a suitable class to operate the TMA vehicle • completed specific training and is deemed competent in the operation of a TMA • the Traffic Management Implement competency at the appropriate TTM Category.
Display text messages or electronic signs on VMS screens mounted on the TMA vehicle.	In accordance with requirements and instructions on the TGS.
Display of direction arrow(s) on arrow boards mounted on the TMA vehicle.	In accordance with requirements and instructions on the TGS.

Appendix B Standard Forms – Examples

These forms and descriptions provided are only examples for each RIM to adopt or change where required and do not constitute guidance.

Table B 1: Summary of example standard forms

Form	Description
B1	TMP Suitability Checklist
B2	Traffic Management for Roadworks Operational Check / Onsite Pre-opening Inspection - Checklist
B3	Worksite Traffic Management – Hierarchy of Safety Controls – Checklist CHECKLIST PART A – Traffic Controls Assessment CHECKLIST PART B - Justification for Control Selection CHECKLIST PART C - Additional Site-Specific Safety Hazard / Risk Factors
B4	TMP Daily Traffic Management Diary
B5	Traffic Management Plan (TMP) - Long Form
B6	Design Exception
B7	Example of Site Condition Rating (SCR) Form – Compliance Inspection
B8	Example of Site Condition Rating (SCR) Form – Compliance Inspection – Short Form
B9	Example of Notice of Non-Conformance
B10	Example of Notification of Road Closure/Lane Closure
B11	Report on Incident at Roadworks Site
B12	Newspaper Advertisement Standard

B.1 Form B.1: Traffic management plan suitability checklist

The suitability check can be undertaken by the Road Infrastructure Manager prior to approving the TMP or by the TMD before submitting the TMP. This check helps ensure the Road Infrastructure Manager is fulfilling its duty of care to road workers and road users.

Issue	Yes/No/NA	Comment
1. Approvals		
1.1 Traffic Management Plan (TMP)		
Has the TMP been prepared by a person holding a valid TMD accreditation? Has the TMP been signed off by the person along with his/her name, TMD certificate number and date of endorsement of the plan?		
Does the TMP contain a statement confirming that the person preparing the plan (or a person under their direction) attended a site visit prior to preparing the plan?		
Check for conditions of approval relating to working hours, number of traffic lanes, lane widths, signs and site instructions.		
Check to ensure that a traffic guidance scheme is included in the traffic management plan. - Are these appropriate for the worksite? Are TGSs required for the implementation of the traffic management? If so, are they included in the TMP?		
Has the traffic guidance scheme been assigned a unique reference number, dated and signed by the TMD?		
Have the police, emergency services and other effected stakeholders been consulted and informed of the works?		
1.2 Railway / Light Rail / Tramway Crossing		
Is the worksite in the vicinity of a Railway / Light Rail / Tramway Crossing? If so, have the necessary approvals been obtained from the Rail Infrastructure Manager?		
Does the TMP comply with the conditions of approval imposed?		
Has risk of wheeled pedestrians and cyclist crossing rails at less than 60 degree angles been mitigated?		
1.3 Traffic Signals		
Is the worksite in the vicinity of Traffic Signals? If so, have the necessary approvals been obtained from the Road Infrastructure Manager?		
Has the relevant Traffic Operations Centre been advised of the scope and extent of the roadworks?		

Issue	Yes/No/NA	Comment
1.4 Active Worksites		
Is there more than one active worksite? If so, are they part of the same project?		
Are there approved Traffic Guidance Schemes (TGSs) for each of the active worksites?		
2. Project Information		
2.1 Purpose and Scope		
Has the author of the TMP been made aware of the staging and details of work? Has this been covered adequately in the TMP?		
Is the time, date and duration of works covered in the TMP?		
2.2 Site Constraints/Impacts		
Does the TMP contain accurate information regarding existing traffic and speed environment?		
Does the TMP detail the permissible working times due to traffic volumes and road function?		
2.3 Roles and Responsibilities		
Does the TMP include: General responsibilities? Hierarchy?		
Are there clearly defined responsibilities for TTM Personnel: - Project Manager, TMD, TMI, TC?		
Does the TMP include: • Client contact? • Road Infrastructure Manager? • Main Contractor? • Site contact? • Other contacts? • TMP design? • Company details? • Site contact details?		
Will the requirements of the TMP be communicated to all workers at site inductions?		

Issue	Yes/No/NA	Comment
2.4 Statutory Requirements		
Is the TMP part of a safety plan? Does it mention: • PPE? • Plant and equipment? • Incident procedures (including a traffic incident reporting form)? • Contingency plans for emergencies?		
2.5 Site Inspections Auditing and Record Keeping		
Does the TMP detail the responsibilities of implementing the TMP and evaluating its effectiveness? Does the TMP show the frequency of inspecting? Does the TMP show who is to conduct inspections and what will happen to the inspection/review report?		
Does the TMP detail the daily routine tasks of inspecting and maintaining the traffic control devices on-site and keeping records?		
2.6 Emergency Planning		
Does the TMP give details for: • Emergency services? • Dangerous goods? • Damage to services? • Failure of services?		
3. Communication and Consultation		
Does the TMP give approval details for impacted stakeholders e.g.: • Road Infrastructure Manager? • Environmental Agency? • Heritage/Indigenous Affairs? • Utility providers / Dial before you dig		
Have public transport operators been consulted and informed of the works?		
Have all relevant stakeholders been consulted and informed of the works?		
Has a communication plan been developed to appropriately inform the public?		
Is there a mechanism for registering complaints?		

Issue	Yes/No/NA	Comment
Are traffic signs correctly located, with adequate lateral and vertical clearance from all movements (including cyclists)?		
4. Planning		
4.1 Risk Identification		
Has a risk assessment been done? Does it contain any site-specific risks? Does the risk assessment appear generic? Does the TMP address the risk treatments? Are there any residual risk ratings of “HIGH”? If so, has an TMD endorsed the plan?		
4.2 Traffic Assessment		
Will traffic flow be maintained as much as possible in line with AGTTM and contract requirements? Have the effects of network congestion been examined and justified in accordance with the AGTTM and State/Territory requirements?		
Are details included for: • Volume of traffic? • Composition of traffic? • Existing and proposed speeds? • Intersection capacity? • Parking facilities? • Heavy and oversize loads? • Public transport? • Special events? • Lane widths? • Number of lanes?		
Has consideration been given to vulnerable road users including: • Pedestrians? • Cyclists? • People with disabilities? • School crossings?		
Will detours be in place during the works? If so, will the existing road infrastructure adequately cater for the increased volumes and vehicle types (e.g. loading dynamics, turning circles etc.)?		

Issue	Yes/No/NA	Comment
Have all Road Infrastructure Manager and Heavy Vehicle Services been consulted with?		
Is the worksite in the vicinity of a railway crossing? If so, have any associated risks been mitigated?		
4.3 Site Assessment		
Does the plan cover access to adjoining developments?		
Does it have provisions addressing environmental conditions such as: • Weather including: - Rain? - Floods? - Sun Glare? - Fog/Dust/Smoke? - Heat? • Terrain? • Vegetation adjacent to the road and within the road corridor? • Existing traffic/advertising signs? • Other: - Structures? - Noise? - Fumes?		
4.4 Works Programming		
Is the work to be staged, is this addressed in the TMP?		
Has each TGS addressed the appropriate work scenario?		
Has night work been addressed?		

Issue	Yes/No/NA	Comment
5. Traffic Management		
Have the following Traffic Management issues been addressed in the TMP:		
Adequate warning prior to worksite?		
Adequate delineation?		
Turning radii (all vehicle types)?		
Tapers (all vehicle types)?		
Traffic lane safety and visibility (defined, sight distance)?		
Unsealed roads (maintenance)?		
Night-time safety (street lighting, reflectivity of signs/devices): • for pedestrians and cyclists? • visibility of fences and structures?		
Clear zones (non-frangible objects, batter slopes)?		
Safety barriers (design, approvals, end treatments length of need)?		
TMA operation?		
Speed management?		
Worksite access?		
Permanent signs and pavement marking?		
VMS (correct use)?		
Temporary traffic signals (approvals, positioning, back up)?		
Detours (increased volumes and vehicle types on other road infrastructure, consultation with all affected road authorities)?		

B.2 Form B2: Traffic management for roadworks operational check / onsite pre-opening inspection checklist

Operational Check: The operational check should be undertaken by the project team once the traffic management scheme has been implemented. Preferably the check should be undertaken by the TMD.

Onsite Inspection: Onsite inspections should be undertaken frequently by the TMI.

Project Information	
Project	
TMP Date	
TMP No.	
Rev No.	
Location	
TMP author contact details	
Site supervisor contact details	

Issue	**Yes/No/NA**	**Comment**
1. Alignment		
Is the roadworks located safely with respect to horizontal and vertical alignment? If not, does works signing, offset and/or protection cater for this?		
Are the transitions from the existing road to the roadworks safe and clearly laid out?		
Are turning radii and tapers adequate for all road users? Have the swept paths of all vehicles been catered for?		
2. Delineation, Traffic Lane Safety and Visibility		
Is the work area clearly defined?		
Are the travel paths for both directions of traffic clearly defined? Is the work area appropriately separated from passing traffic? Check the transition at the interface of the modified alignment.		
Do the temporary works involve shoulder or traffic lane closures? If so, are the taper lengths adequate?		
Are traffic cones, bollards upright, secure, correctly spaced and neatly aligned?		
Are centre lines/lane lines/edge lines clear and unambiguous?		
Are sight and stopping distances adequate at works, at intersections and driveways?		

Issue	Yes/No/NA	Comment
Are traffic lanes clearly delineated?		
3. Traffic Management Signs and Devices		
Are all signs and devices placed, such that they are clearly visible to approaching drivers and other road users both day and night? Do they give adequate warning of the changed conditions?		
Have all road users been considered including trucks, pedestrians, cyclists, motorcyclists and buses?		
Are traffic signs correctly located, with adequate lateral and vertical clearance?		
Are signs placed to not restrict sight distance, particularly for turning vehicles?		
Are redundant permanent signs (e.g. speed limit) covered up?		
4. Traffic Flow		
Has traffic flow been maintained as predicted by the TMP? Have the works impacted on other adjoining routes?		
5. Speed Management		
Are speed limits correctly applied?		
Are road users informed of the need to slow down through the roadworks site?		
Are the speed limits established on site consistent with the modified road environment? If not, should this be changed or should the “safety space” to the worksite be increased?		
Are road users complying with the temporary speed limits? If not, can something be done to on site to encourage speed compliance?		
Are buffer zones established? Are the zone lengths consistent with standards and guidelines? Are speed limits reinstated as soon as practical in line with standards and guidelines?		
6. Night-time Safety		
Is appropriate street lighting or other delineation provided at the roadworks to ensure that the site is safe at night?		
If temporary lighting is used, have issues such as glare or transition in illumination been addressed?		
Are all fixed objects adjacent to and close to the travel path treated to ensure visibility at night?		
Is the works area safe for pedestrians and cyclists at night?		
Do the traffic control devices meet the requirements for retro-reflectivity?		
Are the correct signs used for each situation including at night where required, and is each sign necessary?		

Issue	Yes/No/NA	Comment
7. Aftercare		
Have unnecessary signs been removed when works are not in progress? (for example, at night)?		
Where signs and devices have been removed after hours is appropriate delineation provided (particularly at night)?		
Where practical, have hazards been removed or suitably protected (e.g. backfilling excavations)?		
8. Safety Barriers		
Is there adequate clearance from the edge of the traffic lane and road safety barrier system?		
Are safety barriers erected in a manner that: • does not make them a hazard to traffic? • does not obstruct visibility?		
Is the work area appropriately separated from the deflection zone of the safety barrier?		
Is the road safety barrier system adequate (e.g. length of need, barrier type, offset to traffic, offset to work area, end treatment)?		
9. Traffic Controllers		
Are Traffic Controllers provided where required? Is there an adequate number to ensure rest breaks can be taken?		
Is sight distance to Traffic Controllers adequate? Are queue lengths being monitored in line with AGTTM? Are 'Prepare to Stop' signs adequate for queue lengths?		
10. Work Site Access		
Are site entrances and exits safely located with adequate sight distance? Are appropriate procedures in place and applied for workers accessing and exiting the site?		
11. Pedestrians and Cyclists		
Have the effects of the work areas on pedestrians and cyclists been considered?		
Are safe and adequate detour facilities provided around "bike lane closed" signs? Are ramps to exit provisioned?		
Have all pedestrians been considered, including people using mobility scooters and wheelchairs, people wheeling prams, people with visual impairment etc.		
Cyclists: • Has the impact of bike lane closed signs been considered? • Has the clear direction of cyclist expectations been considered?		

Issue	Yes/No/NA	Comment
• Have safe transitions between facilities and road been provided?		
Is the path free of defects (for example, excessive roughness or rutting, potholes, loose material, dust, etc.) that could result in safety problems such as loss of steering control or visibility?		
Is the path free of areas where ponding or sheet flow of water may cause safety problems?		
Are facilities for wheelchair users in terms of width, ramp gradients and pavement surface provided past the worksite?		
Are all signs and devices placed, such that they do not adversely impact access to properties and other road users (pedestrians, cyclists and other vulnerable road users)?		
12. Road Pavement		
Is the pavement free of defects (for example, excessive roughness or rutting, potholes, loose material, dust, etc.) that could result in safety problems such as loss of steering control or visibility?		
Is the pavement free of areas where ponding or sheet flow of water may cause safety problems?		
13. Occupational Safety and Health		
13.1 General		
Are the responsibilities in the TMP being adhered to?		
Are personnel wearing the correct PPE when on site?		
Are start-up meetings being conducted each day and are staff aware of their responsibilities during each stage of the works?		
Are the risks of mobile plant and workers being managed?		
Are personnel following all other safety requirements?		
13.2 Accreditations		
Is there a TMI available to manage variations, contingencies and emergencies, and to take overall responsibility for traffic management.		
Are staff managing the implementation of the plan appropriately accredited TMIs?		
Are the Traffic Controllers used on the worksite accredited, suitably attired and adhering to the traffic control handbook and other standards?		
Are staff operating TMAs appropriately accredited?		
14. Any Other Matter		
Have all other matters which may have a bearing on safety been addressed?		

Name	Position
Signature	Date

B.3 Form B3: Worksite traffic management – Hierarchy of safety controls checklists

B.3.1 Using the checklist

The Checklist commencing on the following page may be used to apply the hierarchy of safety controls for worksite traffic management. It may be completed by the Road Infrastructure Manager to determine the practicability or otherwise of a road closure, and to document the WorkSafe test of practicability i.e. why this option should be excluded from permitted options at the time of tender.

It will also document reasons why the proposed controls were selected and if applicable other controls justified as not reasonably practicable for the location. Use of the checklist can demonstrate compliance with the relevant WHS Construction Regulations.

Lower level 'behavioural controls' if necessary, should only be implemented combined with devices to reinforce speed compliance. Speed compliance is not a reliable control and an unsafe workplace may result if speed reduction is the only control measure deployed.

The following process steps are recommended to determine the highest controls practicable for the site traffic management. It takes into account our obligations to apply the highest control practicable for the protection of workers on site from traffic:

- **Step 1:** Obtain site details i.e. road type, road / lane widths, traffic volumes, TTM Category, speed limit, roadside features, etc.
- **Step 2:** Complete Checklist Part A to identify physical and operational constraints to practicability. Commencing with the highest-level controls assess potential controls for physical and network constraints. Considerations include location, availability of control and suitability of alternative roads and their capacity to handle additional traffic.
- **Step 3:** Complete Checklist Part B to determine the controls practicable for the site. Document credible reasons why any higher-level controls are not considered practicable (if applicable). Document speed reinforcement controls to be deployed if level 6 to 10 are the only practicable controls for the site.
- **Step 4:** Design and specify the traffic management plan accordingly, compare it with the contractors' proposals (if different), and agree or disagree with plan proposed.

B.3.2 Form B3 Checklist Part A: Traffic controls assessment

Location (Address):	**Duration of Works:**	**Poor Advance Site Distance to Worksite (<200m):** Y / N
TTM Category:	**Time of Works:** Day / Night / Day and Night	**Predicted End of Queue Distance to Site (m):**
Type of Works:	**Normal Traffic Speed:** 50 / 60 / 70 / 80 / 90 / 100 / 110	**Excavations Adjacent to Worksite:** Y / N
Clearance Between Workers and Traffic (m):	**Reduced Traffic Speed:** 40 / 50 / 60 / 70 / 80 / 90 / 100	**Cyclists/Pedestrians Access Through Site:** Y / N
Lane Width (Mm):	**Daily Traffic Volume:**	**Initial Worksite Hazard Rating:** High / Low

Hierarchy of Control (Commencing with Most Effective)	**Physical and Operational Constraints to Practicability**	**Yes / No** (If 'No' Provide Justification Details in Part B)
Is the worksite on road or within the 'adjacent' zone? If so the hierarchy of controls should be applied following the process below and documenting as applicable the reason why a higher control measure is not considered practicable.		
Positive Controls		
1. Road Closure (Elimination)	Have all considerations for road closure been practicably assessed considering the physical and operational constraints developed in consultation with operations?	
2. Temporary Safety Barriers Beside Road (Engineering)	Is the road of sufficient width to maintain existing number of traffic lanes? (At least 300mm barrier clearance to traffic, barrier width and expected deflection at impact adjusted for speed limit).	
	Will the works take longer than two weeks cumulatively? If yes, barriers are justified for protection.	
	Will works be static? If no, (frequently moving) barriers may not be practicable.	
3. Temporary Safety Barriers Long Term Lane Closure (Engineering)	Can the lane be closed long term without significant traffic congestion? I.e. Is the capacity of the other lanes adequate?	
	Can emergency lanes be occupied? (Are there suitable alternatives for breakdowns and emergency access?)	
	Will remaining lanes provide adequate traffic capacity during peak periods?	
	Will the works be static? If no, (frequently moving) barriers may not be practicable.	
Positive Controls		
4. Temporary Safety Barriers Short Term Lane Closure with Moveable Barriers (engineering)	Can the lane be closed off-peak during the day? Consider both road capacity and duration of work.	
	Can the lane be closed off-peak at night?	
	Can the barriers be readily moved longitudinally as necessary?	
	Will the works be static? If no, (frequently moving) barriers may not be practicable.	

Hierarchy of Control (Commencing with Most Effective)	Physical and Operational Constraints to Practicability	Yes / No (If 'No' Provide Justification Details in Part B)
5. Crash Cushion Equipped Barrier/Shadow Vehicle (TMA) (Engineering)	For work on or adjacent to lanes not protected by safety barriers, can crash cushion equipped shadow vehicles be deployed where speed limits are greater than or equal to 80 km/h?	
	Can adjacent lane closure/s be implemented? If not, a speed reduction to 40 km/h or less is justified.	
	Can a small work group or lane closure set-up and removal be protected by a TMA protected shadow vehicle?	
	Can the lane be closed off-peak during the day?	
	Can the lane be closed off-peak at night?	
	Can a temporary speed zone be implemented?	
6. Barrier/ Shadow Vehicle without Crash Cushion (Engineering)	Is the work to be conducted in a low speed environment < 60 km/h? Note TMAs generally apply where speed limits are greater than or equal to 80 km/h but could be applied with crash attenuation above 60 km/h on high speed roads.	
	Can the vehicle be placed off the road and on the traffic approach side of the work area?	
	Can the vehicle be placed in a lane closure?	
	Vehicles without a crash cushion should not be occupied except during placement and on departure from the site.	
Behavioural Controls		
7. Lane Closures Adjacent to Site or Working Lane to Provide Lateral Buffer Zones/Off Peak (Isolation)	Can lane closure adjacent to the site or working lane be used to provide a lateral buffer?	
	Does the speed and clearance between traffic and workers provide a low risk worksite?	
	Can the lane/s be closed off-peak during the day?	
	Can the lanes/s be closed off-peak at night?	
8. Lane Closure and No Adjacent Lane Closure for Lateral Buffer Zone (Isolation)	Can the working lane be closed?	
9. Police on Site (Administration/Behavioural)	Are the Police able to attend the site? They are particularly helpful where speed compliance is a proven safety concern and workers are close to or on road.	
10. Speed Control Devices (Administration/Behavioural)	How can speeding be discouraged? In Part B document any additional devices to be used (such as variable message signs, speed radar trailers, or additional signs).	

Hierarchy of Control (Commencing with Most Effective)	Physical and Operational Constraints to Practicability	Yes / No (If 'No' Provide Justification Details in Part B)
	Can temporary road humps be used in adjacent lane to work area?	
11. Next Generation Practices and Devices (Administration/Behavioural)	Can rumble strips be used?	
	Can speed limits be progressively reduced (e.g. 100-80-60-40 km/h)?	
	Can portable traffic lights and automatic flagger assistance devices be used?	
	Can the taper area, shoulder and closed lanes be kept clear? Shoulder lanes are often used by cyclists.	
	During night works, can balloon lights be used for worksite lighting to reduce glare?	
12. Road Safety Camera on Site (Administration/Behavioural)	Have all other controls been deployed and speeding is still of concern?	
	Has a request been made to the Department of Justice for a road safety camera?	
13. Traffic Delineators/Separators (Administration/Behavioural)	Can traffic delineators be used to guide road users safely past the worksite?	
14. Compliance	Is traffic management fully compliant with AS1742.3 and AGTTM	

B.3.3 Form B3 Checklist Part B: Justification for control selection

If Controls 1 – 6 are not considered practicable for the location provide justification details below:

1. Road Closure	
2. Temporary Safety Barriers Beside Road	
3. Temporary Safety Barriers Long Term Lane Closure	
4. Temporary Safety Barriers Short Term Lane Closure with Moveable Barriers.	
5. Crash Cushion Equipped Barrier/ Shadow Vehicle (TMA)	
6. Barrier/Shadow Vehicle Without Crash Cushion	
Other	

If speeding is compromising worksite safety, what type of speed control devices will be provided by the Contractor to reinforce speed limits?

B.3.4 Form B3 Checklist Part C: Additional site-specific safety hazard / risk factors

In addition to the need to select the highest level of traffic management safety for a worksite via the hierarchy of controls there will be additional site safety hazards specific to the location which will need to be identified and controlled. The following checklist identifies some of these hazards; it is not to be taken as an exhaustive list.

Safety Hazard / Risk Factors	Present at Worksite	Risk Control Measure/s
High volume of traffic (hazard increases due to traffic exposure).		
Speeding traffic through worksite – heavy vehicles past barriers.		
Poor advance sight distance to worksite (< 200 metres).		
End of queue build-up of traffic / Poor sight distance to end-of queue.		
Works vehicles entering / leaving worksite		
Vehicles entering or exiting residences through safety barriers.		
Cyclists / pedestrians through worksite.		
Deep excavations adjacent to road > 500mm.		
Presence of unprotected hazards within the clear zone (materials, plant, structures, un-protected barrier ends, etc.).		
Rough or unsealed road surfaces.		
Poor observance by motorists of directions / instructions.		
Wet ground conditions in soft grass shoulder areas.		
Dry grass shoulder in periods of fire danger or bush fire risk.		
Other.		

HIERARCHY OF SAFETY CONTROL PROPOSAL SUBMITTED WITH TMP

SUBMITTED BY (Please Print) .....CONTACT PHONE NUMBER .....

SIGNATURE ..... DATE .....

RIM AGREEMENT TO THE CONTROLS AS PART OF THE TRAFFIC MANAGEMENT PLAN BEFORE WORKS COMMENCE

AGREED BY (Please Print) .....CONTACT PHONE NUMBER .....

SIGNATURE ..... DATE .....

B.4 Form B4: TMP daily traffic management diary

Location: _____ **Client:** _____ **Date:** _____

TMP/TGS No: _____ **Weather Conditions:** _____ **Diary Sheet:** _____ **of** _____

Start Time at Depot: _____ **Time Arrive Onsite:** _____ **Commencement of Site Setup:** _____ **Site Setup and Operational:** _____

Site Pulled Down at: _____ **Time After signs setup:** _____ **TGS No:** _____ **Time left site:** _____ **Finish time at Depot:** _____

☐ Day Works **☐ Night Works** **☐ Emergency Response** **Site Setup as per TGS ☐ Yes ☐ No (if not comment on next page)**

☐ Attendance at Pre-Start Meeting **Did an incident occur (if yes complete incident report form) ☐ Yes ☐ No**

I confirm that the above times of 'setup' and 'pulldown' of traffic management signs and devices are a true and correct

Name (Site Supervisor): _____ Signed: _____

Drive Through Checks (Checks must be conducted at least every hour).

Time of check entered. Rule off and leave blank if the check does not apply to the site. Make a note of any issues on the next page.

Traffic Management Site Checks	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Time										
Are signs upright, clean, visible, level and stable?										
Are taper lengths correct?										
Are speed limit signs correct and doubled up?										
Are sign spacings correct?										

Traffic Management Site Checks	1	2	3	4	5	6	7	8	9	10
Are cone/bollard alignments straight and spaced correctly?										
Are devices operating correctly?										
Are cyclists and other vulnerable user controls working correctly?										
Are lane widths adequate?										
Are vehicle queue lengths acceptable?										
Is road surface condition adequate?										
Is the work area clearly defined?										
Are the travel paths for both directions of traffic clearly defined? Is the work area appropriately separated from passing traffic? Check the transition at the interface of the modified alignment.										
Do the temporary works involve shoulder or traffic lane closures? If so are the taper lengths adequate?										
Are traffic cones, bollards upright, secure, correctly spaced and neatly aligned?										
Are centre lines/lane lines/edge lines clear and unambiguous?										
Are sight and stopping distances adequate at works, at intersections and driveways?										
Are traffic lanes clearly delineated?										
Are lighting for night-time controls operating correcting?										
Are low lights controls operational and adequate?										

No. of TTM Vehicles Onsite:		No. of TTM Personnel Onsite:		
TTM Personnel Names and Accreditations:				

	Accreditation Details (tick)				Time of Break from Stop/Slow (Traffic Controllers must have a 15-minute break every two hours of constant stop/slow operation)							
Name	TC	TMI	TMD	TMA	On	Off	On	Off	On	Off	On	Off
					:	:	:	:	:	:	:	:
					:	:	:	:	:	:	:	:
					:	:	:	:	:	:	:	:
					:	:	:	:	:	:	:	:
					:	:	:	:	:	:	:	:
					:	:	:	:	:	:	:	:

Additional Comments _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I confirm that the details contained herein are true and correct

Name: (TTM Leader): _____ Signed: _____

B.5 Form B.5: Traffic management plan (TMP) – Long form

Organisations TMP Reference	TMP Reference	Contractor (Working Space)		Principal *(Client)*			
		Contractor (TTM)		RIM: Signature			
Location Details and Road Details Characteristics	Road Names and Suburb			House no./RPs (from and to)	TTM Category	Permanent Speed	
Traffic Details (Main Route)	AADT			Peak Flows			
Description of Work Activity							
Planned Work Program							
Start Date		**Time**		**End Date**		**Time**	
Consider significant stages. For example: • road closures • detours • no activity periods							
Alternative dates if activity delayed							
Road aspects affected *(delete either Yes or No to show which aspects are affected)*							
Pedestrians affected?	Yes No	**Property access affected?**	Yes No	**Traffic lanes affected?**	Yes No		
Cyclists affected?	Yes No	**Restricted parking affected?**	Yes No	**Delays or queuing likely?**	Yes No		

Proposed TTM methods	
Installation *(includes parking of plant and materials storage)*	
Attended (Day)	
Attended (Night)	
Unattended (Day)	
Unattended (Night)	
Detour Route	
	Does the detour route go into another RIM's roading network? Yes No If Yes, has confirmation of acceptance been requested from that RIM? Yes No Note: Confirmation of acceptance from affected RIM must be submitted prior to occupying the site.
Removal	

<table>
<tr><th colspan="5">Proposed TSLs (see TSL decision matrix for guidance)</th></tr>
<tr><td></td><td>TSL details as required
Approval of Temporary Speed Limits (TSL)
(List speed, length and location)</td><td>Times
(From and to)</td><td>Dates
(Start and finish)</td><td>Diagram ref. no’s
(Layout drawings or traffic management diagrams)</td></tr>
<tr><td>Attended Day/Night</td><td>A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and House no./RP) on (street or road name)</td><td></td><td></td><td></td></tr>
<tr><td>Unattended Day/Night</td><td>A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)</td><td></td><td></td><td></td></tr>
<tr><td>TSL Duration</td><td>Will the TSL be required for longer than six months?
If yes, attach the completed checklist from [reference]</td><td colspan="3">Yes No</td></tr>
<tr><th colspan="5">Positive Traffic Management Measures</th></tr>
<tr><td colspan="5"></td></tr>
<tr><th colspan="5">Contingency Plans</th></tr>
<tr><td rowspan="2">Generic contingencies for:
• major incidents
• incidents
• pre-planned detours.
Remove any options which do not apply to your job</td><td colspan="2">Major Incident
A major incident is described as:
• a fatality or notifiable injury (real or potential)
• significant property damage, or
• emergency services (such as police or fire) require access or control of the site.</td><td colspan="2">Actions
The TMI must immediately conduct the following:
• Stop all activity and traffic movement.
• Secure the site to prevent (further) injury or damage.
• Contact the appropriate emergency authorities.
• Render first aid if competent and able to do so. Notify the RIM representative and / or the engineer.
• Under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so.
• Re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so.
• Comply with any obligation to notify WorkSafe.</td></tr>
<tr><td colspan="2">Incident
An incident is described as:
• excessive delays (real or potential)
• minor or non-injury accident that has the potential to affect traffic flow
• structural failure of the road.</td><td colspan="2">Actions
• Stop all activity and traffic movement if required.
• Secure the site to prevent the prospect of injury or further damage.
• Notify the RIM representative and / or the engineer.
• TMI to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so.
• Re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.</td></tr>
</table>

<table>
<tr><td></td><td>Detour
If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:
excessive delays when using an alternating flow design for TTM
redirecting one direction of flow and / or
total road closure and redirection of traffic until such time that traffic volumes reduce, and tailbacks have been cleared.
The following must be considered:
the risks in the type of work being undertaken
the risks inherent in the detour
the probable duration of closure
the availability and suitability of detour routes.
The detour and route must be designed including:
Pre-approval from the RIM whose roads will be used or affected by the detour route.
Ensure that TTM equipment for the detour - signs etc are on site and pre-installed.</td><td>Actions
When it is necessary to implement a pre-planned detour the TMI must immediately undertake the following:
notify the RIM and / or the engineer when the detour is to be established
drive through the detour in both directions to check that it is stable and safe
remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced, and tailbacks have cleared
notify the RIM and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.</td></tr>
<tr><td></td><td colspan="2">Also note the requirements for no interference at an accident scene:
In the event of an accident involving serious harm the TMI must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:
save a life of, prevent harm to or relieve the suffering of any person, or
make the site safe or to minimise the risk of a further accident, or
maintain the access of the general public to an essential service or utility, or
prevent serious damage to or serious loss of property, or
follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</td></tr>
<tr><td>Other contingencies to be identified by the applicant
(i.e. steel plates to quickly cover excavations)</td><td colspan="2"></td></tr>
</table>

Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes No	Has approval been granted?	Yes No
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used, or permanent traffic signals be changed?	Yes No	Has approval been granted?	Yes No
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RIM stipulated time)?	Yes No	Has approval been granted?	Yes No
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	Yes No	Has approval been granted?	Yes No
Authorisation to use portable traffic signals	Make, model and description/number			
	Product compliant?	Yes No *(delete either Yes or No)*		

Design Exception (DE)			
Is an DE applicable?	Yes No *(delete either Yes or No)*	**DE attached?**	Yes No *(delete either Yes or No)*

Delay calculations/trial plan to determine potential extent of delays

Public notification plan	
Public notification plan attached?	Yes No *(delete either Yes or No)*

On-site monitoring plan	
Attended *(day and/or night)*	
Unattended *(day and/or night)*	

Method for recording daily site TTM activity

Site safety measures

Other information

Site specific layout diagrams	
Number	Title

Contact details					
	Name	24/7 Contact Number	ID	Qualification	Expiry Date
Principal					
TMD					
Engineers' Representative					
Contractor					
TMI					
TC					
Others as required					

TMP Preparation						
Preparation						
	Name (TMD qualified)	Date	Signature	ID no.	Qualification	Expiry Date
This TMP meets AGTTM requirements Number of diagrams attached						
TMP returned for correction *(if required)*						
	Name	Date	Signature	ID no.	Qualification	Expiry Date

TMD to complete following section when approval or acceptance required						
Approved by TMD (delete one)						
	Name	Date	Signature	ID no.	Qualification	Expiry Date
Acceptance by TMD						
	Name	Date	Signature	ID no.	Qualification	Expiry Date

Qualifier for engineer or TMI approval
Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams. This TMP is approved on the following basis: 1. To the best of the approving TMD's judgment this TMP conforms to the requirements of AGTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The TMI for the activity is reminded that it is the TMI's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

Notification to TMI prior to occupying worksite/Notification completed				
Type of notification to TMI required		Notification completed	Date	
			Time	

B.6 Form B.6: Design exception

Basic description of the activity associated with DE			
Location detail and scheduled dates			
Location	This DE relates to TTM activities at:	Dates:	From:
			To:
It is proposed to vary the requirements of AGTTM.			
WHAT the problem is: (a) describe the road environment constraint, (b) state AGTTM requirements for the proposed activity.			
a. The road environment constraint			
b. AGTTM requirements for the proposed activity			
WHY AGTTM compliant TTM should not/cannot be installed.			
HOW will safety be ensured?			
This DE must be attached to the TMP. Any generic DEs must be forwarded to the RIM.			

DE – Proposal				
Signed for and behalf of:				
	Insert contractor's name			
Signed by:				
	Name	*Designation*	*ID number*	*Expiry date*
	Signature		*Date*	
DE – Approved by				
Signed for and behalf of:				
	Insert RIM name			
Signed by:				
	Name	*Designation*	*ID number*	*Expiry date*
	Signature		*Date*	

B.7 Form B.7: Example of site condition rating form – Compliance inspection

B.7.1 Site condition rating (SCR)

Full audit - site condition	The SCR evaluates temporary traffic management (TTM) compliance with the minimum requirements of the AGTTM. Each element of non-compliance is given a value that reflects its importance in terms of TTM at the worksite and is tallied to give the SCR. **SCR categories** **0 - 10 / High standard** **11 - 25 / Acceptable** **26 - 50 / Needs improvement** **51+ / Dangerous** A notice of non-conformance may be issued when the worksite is rated dangerous.
Short compliance inspection - site condition	The SCR evaluates TTM compliance with the minimum requirements of the AGTTM. Short inspection ratings are as follows: • Acceptable • Needs improvement • Dangerous. If an item is rated dangerous it must be rectified at once. If there are one or more dangerous ratings the auditor must consider issuing a notice of non-conformance. In the case of issuing a notice of non-conformance, the inspector must either provide a detailed report, and if possible, photographs, or an SCR using the full audit.
Sighting traffic management plans (TMPs)	At attended worksites the TMP is sighted to ensure: • that the worksite layout complies with the approved TMP (including any design exception (DEs) approved for the worksite) • that the plan, which may include an DE, is appropriate to the actual situation. For unattended worksites the auditor must request and sight the TMP if the SCR is within the Needs improvement or Dangerous categories. Where the approved TMP varies from the AGTTM and an DE has been approved, the SCR should be reworked to reflect the worksite's compliance with the approved TMP and the DE.

Site Condition Rating (SCR) Form- Compliance Inspection									
Inspector									
Phone		Location							
Name		Activity					Level of TTM		
Qualification Reg. No.			RIM		Client		Date/Time		
Audit SCR	0-10 High	11-26 Acceptable		26-60 Needs Improvement			61+ Dangerous		
Result (SCR)		TMP Sighted		Yes No	TMP appropriate to site		Yes No		
Action Taken									
Contractor									
Name				Phone					
Qualification Reg. No.				TMI/TMD					

Signs	Points	Tally	Total
Missing (including side road and TSL)	6 for each sign		
Spacing (too close/far)	2 for each sign		
Not visible	3 for each sign		
Wrong sign	6 for each sign		
Condition marginal	1 for each sign		
Condition unacceptable	4 for each sign		
Permanent signs not covered	2 for each sign		
Unapproved signs used too small	4 for each sign		
Sign obstructing road/path	3 for non-conformance		
Sign on wrong side	2 for each sign		
Sign too low	1 for each sign		
Speed limit not correctly aligned	2 for each occasion		
Sign not upright	1 for each sign		
Non-compliant support	2 for each support		

Misc.	Points	Tally	Total
Working in live lanes	20 for each occasion		
Flashing beacons not used/not complaint	1 for each vehicle		
High visibility garment not worn or acceptable	6 for each individual		
Parking/stopping features not relocated (where required)	6 for each occasion		
Unsafe / illegal parking of plants/equipment	20 for each occasion		
Surface condition unsafe	30 for each occasion		
Safety buffer insufficient	20 for each safe workplace compromised		
Excavation not protected	10 if excavation protection not acceptable		
VMS message is incorrect	10 for each occasion		
Barrier defects	20 for each barrier defect		
Adequate Lighting	10 for conformance		
No qualified person on attended site	Non-conformance		

Lateral location wrong	1 for each occasion		
		Subtotal	

Delineation	Points	Tally	Total
Missing (including chicane when required)	30 for each occasion		
Lateral shift tapers too short	6 for each occasion		
Merge taper too short	20 for each occasion		
Inadequate spacing between multiple tapers	6 for each occasion		
Delineation spacing in tapers exceed tolerance	3 for each occasion		
Delineation spacing in lanes exceed tolerance	2 for each occasion		
Condition marginal	1 for each device		
Condition unacceptable	6 for each occasion		
Non-approved device	4 for each non-approved device		
Road marking incorrect	30 where not adjusted at long term sites		
Inadequate site access	10 for each occasion		
		Subtotal	

Inadequate property access made when entrance blocked	20 if no arrangement		
Inadequate provision for pedestrians	10 where inadequate provision made		
Inadequate provision for cyclists	10 where inadequate provision made		
Inadequate provision for vulnerable road users	10 where inadequate provision made		
		Subtotal	

Mobile Operations	Points	Tally	Total
Tail vehicle omitted	30 for missing or incorrect location		
Lead pilot vehicle omitted	20 for missing or incorrect location		
Shadow vehicle omitted	20 for missing or incorrect location		
Signs omitted	6 for missing or incorrect signs		
TMA missing or non-compliant	20 for each occasion		
VMS / Arrow board missing	20 for each occasion		
VMS / Arrow board message	20 for no or incorrect message		
		Subtotal	

	Total for each section = SITE CONDITION RATING	
Site Induction	6 Bonus points deducted from total if induction is carried out	
	OVERALL SITE CONDITION RATING	

Inspection Comments:

B.8 Form B.8: Example of site condition rating form – Compliance inspection – Short form

Site Condition Rating (SCR) Form- Short Form						
Street name		RIM Permit Reference			Attended / Unattended	
Number (from/to)		Principal				
Employer of site			Inspection commences	am / pm	Date	
Rating		A= Acceptable		NI= Needs Improvement		D= Dangerous

Summary of Standing		A	NI	D	Action Needed
1. Responsible party	Employer at attended site? Name: Registration no.:				
2. TMP	On site? Appropriate to situation?				
3. High visibility garments	Worn by all? Done up? Condition acceptable?				
4. Signs	All necessary signs: Present? Correct positions? Stabilised against wind? Conflicting signs covered? Signs in good condition? Other:				
5. Delineation	Protects working space/other features? Taper lengths compliant? Correct spacing of cones? Sufficient positive traffic controls? Other:				
6. Pedestrian needs	Footpath widths ok? Safe passage for pedestrians? Surfaces/ramps ok? Other:				
7. Cyclist needs	Cyclist widths ok? Safe passage for cyclists? Surfaces and ramps ok? Other:				

Summary of Standing		A	NI	D	Action Needed
8. Traffic needs	Lane widths ok? Speed limit appropriate? No significant delays? Surfaces ok? Lighting ok? Other:				
9. Property access	Property access ok?				
10. Site scores	Number in each rating	A	NI	D	
Action agreed by TMI/TMD					

Inspector Name:	Number:	Signature:
Number:		

Employer	Signature:

CONTRACTOR COPY- Hand to contractor once inspection has been completed

Inspection finished: am/pm

B.8.1 Examples of ratings (short audit)

ASPECT	A = Acceptable (Standard met)	NI = Needs improvement (Moderate risk)	D = Dangerous (High risk)
1. Responsible party	• TMI is at attended site	• TMI arrives after allowed time limit	• No TMI at attended site • No TMI responsible for the site
2. TMP (only for attended sites)	• TMP on site, and • Appropriate to the situation	• TMP on site • Appropriate to the situation • There are some safety issues	• TMP not on site • TMP not appropriate to situation
3. High-visibility garment	• Worn by all • Done up • Condition acceptable	• Worn by all, and • Garments done up • Condition of garments marginal	• Not everyone wearing • Some garments not done up • Garments have unacceptable condition
4. Signs	• All necessary signs present • Correct order and distances • Conflicting signs covered	• Some signs are either missing, of poor quality, or inadequate distance and visibility, but • An adequate message given to motorists • Some conflicting signs not covered • Some signs not well supported	• Some signs are either missing, not visible or conflict with other signs, or blown over • Motorists are not reasonably warned; causing a hazard to road users
5. Delineation	• Protects working space/other features • Taper lengths compliant • Spacings of cones close enough • Sufficient positive traffic control	• Protects working space/other features but could be better • Taper lengths should be longer • Cone spacings need to be reduced • Insufficient positive traffic control	• Does not protect working space/other features • Does not provide sufficient positive traffic control
6. Pedestrian needs	• Footpath widths OK • Surfaces and ramps in place • Appropriate protection provided	• Safe passage for pedestrians but footpath width could be greater, ramps and surfaces could be better, entry point could be more obvious	• Insufficient footpath widths • No safe passage for pedestrians, • Surfaces not suitable for pedestrians • Pedestrians forced onto road close to fast traffic or past a dangerous site without sufficient protection • Pedestrians not using option provided • Surfaces and ramps not suitable for pedestrians
7. Cyclist needs	• Cycle widths OK • Surfaces OK • Safe passage provided	• Safe passage provided for cyclists, but - Widths need to be greater - Surfaces need to be better - Signage more appropriate	• Cycle widths not acceptable • No safe passage for cyclists provided • Surfaces not suitable for cyclists, • No positive traffic management to enable cyclists to merge

ASPECT	A = Acceptable (Standard met)	NI = Needs improvement (Moderate risk)	D = Dangerous (High risk)
8. Traffic needs	• Sufficient lane widths OK • Speed limit appropriate • No significant delays • Surfaces OK	• Lane widths not narrow enough for positive traffic management needs • Too narrow and causing a nuisance • Some unnecessary delays • Surfaces rough and uneven	• Lane widths causing hazard by failing to positively control traffic, • Speed limit not appropriate to site • Surfaces unacceptably rough
9. Property access	• Occupants well catered for and informed	• Some minor access difficulties	• Serious access difficulties
10 Lighting	• Sufficient lighting	• Glare, lacking lighting	• No lighting

B.9 Form B.9: Example of notice of non-conformance

Notice of Non-Conformance			
Date of inspection		Time	
Inspected by		of	
Contractor		Contract/consent number	

TMI/Responsible parties:

This notice is to inform you that the temporary traffic management at the following worksite is not in accordance with accepted traffic management practices:

Roads:

Location: RS: RP:

This notice of non-conformance is issued in respect of the following temporary traffic management defects *(delete those that do not apply)*:

- TMI nominated in TMP not on worksite.
- Copy of signed and approved TMP not on worksite.
- Safety inspection of temporary traffic management site condition rating 'dangerous'.
- Temporary traffic management not in accordance with the AGTTM.
- Inappropriate or excessive TSL.

The details of non-conforming temporary traffic management are:

The actions required to be implemented are:

Notice handed / mailed / faxed (delete those that do not apply) to on at

Note: For attended sites, notification must be given to the site TMI before inspector leaves the worksite

Signed: Received:

Inspector: Contractor:

B.10 Form B.10: Example of notification of road closure/lane closure

Notification of Road Closure/Lane Closure of State Highways/Local Authority Roads					
RIM			Road/State Highway		
Locality				RP	
Closed at	am / pm		Date		
Reason *(add Yes as appropriate)*					
Snow		Drop out		Vehicle blockage/crash	Planned closure
Ice		Wash out		Toxic spill	
Slip		Flooding		Fatal crash	
Other:					
Estimated duration closure *(add Yes as appropriate)*					
<2 hours		<12 hours			
<6 hours		>12 hours (see below)			
Closed by *(add Yes as appropriate)*					
Police		Fire Service			
RIM		Other			
Alternative route/s available and conditions that apply					
Reporting officer					
For closures >12 hours AND crashes/spills					
Open at: am / pm		Date:			
Remaining restrictions:		No / Yes (specify):			
Work outstanding:		No / Yes (specify):			
Reporting officer:			Lane km closed: *(divided carriageways only)*		
Head Office use only: cc					
HCM CE File					

B.11 Form B.11: Report on Incident at roadworks site

Reporting company reference:	***AGTTM.Incident reference:***
Reference added by reporting company	*Reference added by the AGTTM.Incident database administrator*

Report on Incident at Roadworks Site										
Send to: *RIM in charge of the network*										
Date of incident				Time of incident						
Reported by				Company						
TMI name				TMI No.						
Contractor / TTM company				Contact number						
Road location *(include direction and lane)*										
Description of work being undertaken										
Incident type	Near miss	Vehicle entered TTM	Vehicle entered working space	TMA hit	Other					
Operation type	Static	Mobile	Semi-static	Shoulder	Unattended					
Phase of operation	Install		Static, mobile, semi-static		Removal					
Damage to	Vehicles		Plant		TTM equipment					
Injuries	Number of people in each injury category	*Enter the number of people in each injury category*	Minor	Notifiable	Fatal					
		Road workers								
		Road users								
Crash type			Road user vehicle	Vehicle type	Reg. number					
If TMA hit, which TMA			Which lane							
Police attended	*(Officer name/number)*		Further information	*For a more detailed internal report (contact)*						
Description of events										

Crash diagram *(or scan and attach) - photos can also be attached*

B.12 Form B.12: Newspaper advertisement standard

Advert format to be as follows:

Width: Double column

On top: Road Infrastructure Manager logo

Title: Brief description of the activity

Wording '(RIM) wishes to advise that, weather permitting, (if appropriate) the (local description of affected

road including start and finish points if necessary) will be closed between the hours of ……. (time format to be 9.00 am) and …….

(time format to be 7.00 pm) on …….

(date format to be 11 April 2012) for ……. (brief description of activity).

Where activity could be delayed the following provision may also be added:

However if ……. (give reasons for possible delay) *prevents activity at these times, the activity will be carried out on the next available day/night* (give alternative dates and times as detailed above) *road users are requested to follow the sign posted detours whilst the closure is in operation.*

(RIM) regrets any inconvenience caused.

(Name of RIM representative)'

Appendix C Sample Temporary Traffic Management Specification Template Local Government Roads

C.1 Specification

This sample specification is provided only as an example and content within does not constitute guidance.

C.1.1 Location and description of work

The Works to be executed under this specification consists of all work necessary to provide for the safe movement of traffic and the protection of personal and property through and/or around the work sites within the City/Town when requested by the City/Town.

Actual locations will be as directed by the Superintendent at varying notice periods before the work is required to be undertaken at each job site. The works at each job site (other than traffic control services) will be carried out by the City/Town's work force; other contractors engaged by the City/Town or Utility authorities.

C.1.2 Extent of work

Works under this Contract comprise the supply of labour, materials and plant for the provision of traffic control services which must be carried out in their entirety in strict accordance with and to the true intent and purpose of, the Conditions of Contract, these Technical Specifications, under the supervision of the Superintendent.

C.1.3 Setting out the works

The Superintendent will provide details of the area and extent of the works to be undertaken where traffic control services will be required. The details will be provided on site or indicated on drawings provided. The contractor will be responsible for the setting out works of the required traffic guidance scheme

C.1.4 Scope of work

The purpose of this Contract is to establish a relationship between the Principal and Contractor to provide traffic management services within the City/Town.

This work includes, but is not limited to, the supply, installation, maintenance and removal of temporary traffic control devices, traffic controllers, signposting, lights, barriers and any other items required for satisfactory traffic management services.

With regard to design, for minimum requirements the Contractor should comply with State Road Authority guidelines, which require either a single traffic controller or a pair of traffic controllers, depending on the physical length of the project. For more complex projects, the City/Town will provide a traffic management plan.

C.1.5 Traffic guidance scheme (TGS)

When the Superintendent requests of the Contractor to establish a traffic guidance scheme, the following principles must apply:

a. The Contractor must design the traffic guidance scheme with the least possible obstruction to traffic and must undertake a risk analysis of the proposed Scheme to ensure that undue risks (e.g. detours via uncontrolled intersections) are managed.

b. The Contractor must submit, for the Superintendent's approval, a traffic management plan in accordance with the Austroads Guide to Temporary Traffic Management (AGTTM), AS 1742.3 and jurisdictional requirements.

c. Where practicable, the minimum clearance requirements, sign spacing, and taper lengths must be as specified in AS1742.3. However due to the built-up nature of the City/Town, at times such spacing will not be achievable. In any situation where the specified distances or clearances cannot be attained, the maximum possible distances and clearances must be adopted. (see (e) below)

d. When variations from the requirements of AGTTM or AS1742.3 are made, notation as to the reason for the variation must be made on the traffic management plan.

e. The traffic guidance scheme must be implemented in accordance with the approved traffic management plan, except that when site conditions require alteration to the approved plan, the alterations must be noted on the plan by a person accredited in Traffic Management Design.

f. Special consideration to the safety of pedestrians and cyclists must be given in the preparation of the traffic guidance scheme. Particular care must be taken when requiring reversal of traffic flows or the separation of unidirectional flow by medians or other physical separation. In high pedestrian or cyclist use areas, Traffic Controllers must be stationed at crossing points to warn pedestrians of the reversed traffic flows.

g. A copy of the approved traffic management plan must be kept on site at all times and used to check the arrangement and maintenance of traffic control devices.

h. All Traffic Controllers are to adhere to the requirements of the AGTTM, AS1742.3 and jurisdictional documents in terms of modes of operation, high visibility clothing and visibility at night works.

C.1.6 Record keeping and audit requirements

The Contractor must submit for the approval of the Superintendent an audit sheet and system which must be used by the contractor to record details of all activities and inspections undertaken on each traffic guidance scheme, and once approved, the Contractor will undertake regular audits of each and every traffic guidance scheme and must submit the audit sheets and traffic management plans including details of any variations to the plan made during the course of the works to the Superintendent at the completion of each traffic guidance scheme that has been installed. The audit sheets must be submitted to the Principal within 24 hours of completion of the Works.

The Contractor is to maintain a records system to traffic control undertaken for the City/Town for at least seven (7) years.

C.1.7 Emergency and public transport vehicles

The Contractor must inform all emergency services when a traffic guidance scheme will involve road closures or long delays are expected, as well as [bus authority] when works involve disruption to bus services.

The Contractor will give assistance to emergency vehicles and buses to ensure they pass through the work site with minimum possible delays.

C.1.8 Numbers of Traffic Controllers

In addition to the requirements of the Australian Standards and AGTTM listed in this request, a Traffic Controller must remain at the head of traffic queue while it is halted. If there is the possibility of approaching vehicles colliding with the end of the queue because of restricted sight distance, or of drivers queue jumping because they cannot see the Traffic Controller at the front of the queue, then an additional Traffic Controller must be placed at the end of the queue.

The number of Traffic Controllers required for each traffic guidance scheme must be agreed with the Superintendent prior to the commencement of each traffic guidance scheme. The number of Traffic Controllers to set up and maintain the traffic guidance scheme need not be constant for each day or part of a day, and the Superintendent may direct that additional Controllers be made available during set up, take down or for short term traffic direction during the course of the day.

C.1.9 Traffic management plans

For more complex projects, the City/Town will provide a traffic management plan in accordance with the Australian Standards listed in this request, and jurisdiction requirements.

The traffic management plan must include as a minimum:

a. Job location and commencement dates of the works to be undertaken by the Contractor.
b. Details of arrangements for construction under traffic in accordance with the Australian Standards listed in this request:
c. A Traffic control diagram showing:
    i. location, size and legend of all temporary signs,
    ii. temporary portable regulatory signs and temporary portable speed zones,
    iii. All traffic control devices such as, but not limited to, temporary traffic signals, line marking, pavement reflectors, guideposts, guard fence and barrier boards.

The Contractor will be required to sign off on the traffic management plan and must include the names of proposed Traffic Controllers. Each must comply with the Australian Standards listed in this request and HB81 (Set): 2003.

A copy of the agreed traffic management plan must be kept on site at all times and used to check the arrangement and maintenance of traffic control devices.

Any change to the traffic management plan must be approved by the Principal prior to the change being implemented.

C.1.10 Arrangement of traffic control devices

The arrangement and placement of traffic control devices must be carried out in accordance with the approved traffic management plan, Australian Standards and State Road Authority.

All temporary traffic control devices when no longer required must be covered and/or removed without delay in order to maintain unambiguous safe guidance to traffic. All permanent traffic and parking signs that conflict with the traffic control must be covered for the duration of the conflict only.

C.1.11 Adequate traffic control devices

Where the Contractor fails to provide and maintain adequate traffic control devices specified in this specification, the Principal may arrange to have such items provided and maintained by others and/or suspend work until adequate traffic control devices have been provided for by the Contractor.

The cost of providing and maintaining adequate traffic control devices arranged by the Principal must be borne by the Contractor and the cost deducted from payments made by the City/Town.

C.1.12 Opening completed work

The Contractor must be responsible for the removal of all temporary traffic control devices and supports / anchors / sandbags / star pickets etc. no longer required for the safety of traffic when the Works or part thereof are opened to traffic.

C.1.13 Use of 40km/h speed zoning

Contractors are reminded that the use of the 40km/h speed zone is to be applied when workers are on foot and within 1.2m of moving traffic as per Section 4.2 of AS1742.3, and that the maximum length of 40km/h speed zoning is 500m. The 40km/h zone must only be applied when the conditions mandate or a risk assessment shows that the speed restriction is justified.

C.1.14 Flashing arrow signs

Flashing arrow signs must be provided when required or requested and comply with the requirements of AS/NZS 4192. Payment for the additional flashing arrows will be made under a separate item in the Schedule of Rates. All flashing arrow signs must be installed in accordance with AS 1742.3.

C.1.15 Message boards

Where required, variable message boards may be used. The use of variable message boards must be approved by the Superintendent. Payment for variable message boards will be made under a separate item in the Schedule of Rates.

C.1.16 Water filled delineators and crash barriers

Where water filled barriers are required to provide separation of vehicles and the worksite in cases where minimum clearance requirements cannot be met, barriers must conform to the requirements of AS/NZS 3845: 1999. Payment will be made under a separate item in the Schedule of Rates.

C.1.17 Barrier boards

Barrier boards must comply with the requirements of AS 1742.3.

Retro reflective sheeting on the rails must be in accordance with AS/NZS 1906.1.

Trestles supporting the barrier boards may be manufactured of timber, metal or other suitable material and must be yellow. The trestles must provide firm supports for the barrier board and be kept in place by concrete blocks, sandbags or other devices. The bases of the trestles must not protrude beyond the ends of the boards.

Barrier boards or trestles must enable mounting of traffic warning lamps.

C.1.18 Cones and bollards

Traffic cones and bollards must comply with the requirements of AS 1742.3 and the AGTTM.

Unless cones are firmly fixed in position they must be used only while work is in progress, or in locations where there is an employee in attendance who must reinstate any of the cones which have been dislodged by traffic. Otherwise they must be removed, and bollards or barriers substituted.

Cones and bollards used under night conditions must be reflectorized in accordance with AS 1742.3.

C.1.19 Traffic signals

Traffic signals may be either portable or temporary as shown in AS 1742.3.

i. PORTABLE TRAFFIC SIGNALS

Portable traffic signals may be used for shuttle control where a single lane has to be used alternately by traffic from opposite directions or at road crossings or intersections. They are intended for relatively short-term applications.

Where the Contractor proposes to use portable traffic signals they must be in accordance with AS 4191.

ii. TEMPORARY FIXED TRAFFIC SIGNALS

Temporary fixed traffic signals may be used in accordance with AS 1742.3 for longer term shuttle operations or for non-shuttle control of intersecting traffic flows.

Where the Contractor proposes to use temporary fixed traffic signals they must be designed and installed in accordance with AS 1742.14.

Payment will be made under a separate item in the Schedule of Rates.

C.1.20 Devices to be safely supported

All signs and devices must be supported on legs or stands designed to collapse on impact. Steel star pickets or fences constructed of steel tubing must not to be used.

C.1.21 Permanent traffic signals

Where works involve lane closures or cause delays at permanent traffic signal sites, the Traffic Controller must maintain contact with the State Authority traffic signal control room and arrange adjustment to phase times to minimise delays.

C.1.22 Alternative duties

When Traffic Controllers are required to set up, maintain and take down a traffic guidance scheme, but the Traffic Controllers are not required to specifically direct traffic during the course of works, then the Traffic Controller may be requested to undertake other minor duties within their capability to assist the work crew. Any Traffic Controller supplied to the City/Town must be available to assist works crews with minor tasks such as lifting, shovelling or holding string lines, tapes or survey staffs.

C.1.23 Control of worksites

Traffic control is provided to allow specific works to be undertaken. The control of any worksite must be at the discretion of Principal, and the requirements of the works may conflict with the requirements of the AGTTM and AS1742.3.

Where this occurs, it is the City/Town’s representative who will assess the risks involved and advise of the course of action. A Traffic Controller may express their concern, giving reasons for their concern, but the final decision will rest with the City/Town’s representative, and the Traffic Controllers will follow the City/Town’s direction.

However, where a Traffic Controller is of the opinion that this decision impacts on their own personal safety, then they have the right to refuse the direction, and must contact the Contractors manager to attend the site within two (2) hours to resolve the situation.

C.1.24 Compliance with standards, handbooks and guides

Subject to any contrary provision in the Contract Details, a Service or Product supplied by the Contractor must comply with the following standards, handbooks, and Guides including any revisions and amendments:

AGTTM	Austroads Guide to Temporary Traffic Management
AS 1742.3	Manual of uniform traffic control devices, Part 3: Traffic control devices for works on roads
AS 1742.14	Manual of uniform traffic control devices, Part 14: Traffic signals
AS 1743	Road signs - Specifications
AS 1744	Standard alphabets for road signs
AS/NZS 1906.1	Retroreflective materials and devices for road traffic control purposes, Part 1: Retroreflective sheeting
AS/NZS 1906.2	Retroreflective materials and devices for road traffic control purposes Part 2: Retroreflective devices (non-pavement application)
AS/NZS 1906.3	Retroreflective materials and devices for road traffic control purposes, Part 3: Raised pavement markers (retroreflective and non-retroreflective)
AS/NZS 1906.4	Retro reflective materials and devices for road traffic control purposes, Part 4: High visibility materials for safety garments
AS/NZS 4602	High visibility safety garments
AS/NZS 3845	Road safety barrier systems
AS 4191	Portable traffic signal systems
AS/NZS 419	Illuminated flashing arrow signs

State / Territory Road Authority supplements to the above standards and guidelines take precedence and must also be followed.

C.1.25 Safety

The contractor will inform itself of all occupational safety and health policies, procedures or measures implemented or adopted by Council and will comply with any and all directions by Council relating to occupational safety and health.

All drivers and operators must comply with any requirements of the Occupational Safety and Health Act and Occupational Safety and Health Regulations that apply within the state/territory where the works are to be carried out.

Drivers or operators are required to be in possession of a "Worksafe Construction Safety Awareness Training Card”.

The Contractor must ensure all of the drivers and or operators are appropriately trained, are supplied with and use all relevant safety equipment that conforms to the current Australian Standard. The following Personal Safety Equipment is required at all times or as appropriate:

- Steel capped/Composite toed safety boots at all times
- Appropriate work wear
- Hearing protection where appropriate
- Eye protection where appropriate
- High visibility clothing or vest at all times.

Appendix D Sample Temporary Traffic Management Specification Template State / Territory Government Roads

This sample specification is provided only as an example and content within does not constitute guidance.

D.1 Scope

D.1.1 General

This Specification sets out the requirements for the management of traffic passing through, going around, and/or adjacent to the Site.

Its scope includes:

a. measures for the safe movement of traffic
b. use of Traffic Controllers to direct and control traffic
c. design, construction, upgrading, maintenance and removal of any temporary roadways and detours
d. provision of access to properties adjoining the Site
e. protection of workers from passing traffic
f. installation and removal of temporary safety barriers
g. installation and removal of temporary signs, road markings and lighting.

D.1.2 Traffic management plan

The Contractor must establish, implement and manage a Contract specific traffic management plan complying with:

a. the Contract
b. RIM's and/or jurisdictional TTM requirements for Works at Road Sites
c. Austroads Guide to Temporary Traffic Management (AGTTM)
d. Australian Standard AS 1742.3
e. Relevant Workplace Health and Safety Act
f. Relevant Occupational Safety and Health Regulations
g. Relevant Road Traffic Regulations.

The traffic management plan must form part of the Contractor’s WSH Management Plan and must comply with the requirements of relevant RIM’s Specification.

The traffic management plan must also address the impact of each traffic guidance scheme on traffic flow and movements on the road network including adjacent properties. The Contractor must ensure that the road system, including the surrounding road network, continues to operate efficiently and any disruption to road users is minimised.

D.2 Temporary traffic management (TTM) personnel

D.2.1 Authority to direct traffic

Authorisation is required through the relevant State or Territory Regulations for the appointment of Traffic Controllers solely for the purposes of the Contract to provide for the safe movement of traffic around, past or through the work site. Any such appointment must cease upon the completion of traffic control work under the Contract, or the termination of the Contract, whichever is the earlier.

D.2.2 Traffic Management Implementer

Where specified nominate in the Contractor's traffic management plan (TMP) a full-time member of the Contractor's site management team to be the Contractor's Traffic Manager Implementer (TMI).

The TMI must hold the relevant TTM national training program TMI1, TMI2, or TMI3 (skill set) The TMI in charge is the Traffic Management Representative (TMR). For example, there may be many staff onsite with TMI accreditation, therefore the TMR is the TMI that is in charge.

Detail in the TMP the role and responsibilities of the TMI, which must include:

a. ensuring that the approved traffic management measures are implemented and maintained in accordance with the approved plans
b. carrying out regular inspections of the traffic control measures to ensure that they are effective
c. amending and updating the plans, as required, to ensure that they remain current as the work progresses
d. identifying situations where traffic congestion, or unsafe conditions for vehicles, cyclists, pedestrians and workers, are occurring and providing recommendations for improvement
e. maintaining current copies of the traffic management plan, traffic staging plans, traffic guidance schemes, vehicle movement plans, pedestrian movement plans, lane occupancy licences and speed zone authorisations, and their controlled distribution
f. liaising with the Principal and other authorities such as Transport Management Centre (TMC), Police and local Councils on traffic management matters for the Site
g. facilitating traffic awareness and giving toolbox talks to site personnel.

The TMI must have the authority to stop work on any activity if it is considered to be necessary to prevent traffic accidents, or to comply with the directions of the Principal, TMC or Police.

D.3 Planning and design

D.3.1 General

The planning and design of a TMP includes the following requirements:

D.3.2 Hazard identification, risk assessment and control

a. The Contractor must prepare a Traffic Risk Assessment and Treatment Register for hazards associated with traffic including network traffic performance and road users.
b. The Traffic Risk Assessment and Treatment Register must be prepared by the TMD and form part of the traffic management plan.
c. The Contractor must assess the likelihood and consequence of traffic hazards and the categorisation of each traffic risk occurring during the Works.

d. The Contractor must develop all traffic guidance schemes based on a maximum lane capacity as detailed in AGTTM unless the Contractor can demonstrate to the Superintendent's satisfaction alternative lane capacities that could be suitably applied to the section of the network that will be subject to the traffic guidance scheme.

e. The Contractor must detail and implement procedures that ensure traffic control measures are evaluated for effectiveness and modified to manage the hazard. The evaluation procedure must detail the responsibilities, timelines and records that will be kept as part of the process.

D.3.3 Objective and targets

a. The Contractor must determine the Contract traffic management objectives and targets for the Contract and clearly detail these Contract objectives and targets in the traffic management plan

b. The Contractor must detail the procedure that ensures the Contractor's Representative and the TMR regularly review the Contract performance against the prescribed traffic management objectives and targets.

D.3.4 Temporary speed zoning

If temporary speed zoning is available for implementation, the speed zoning and speed limit selection must comply with AGTTM.

D.3.5 Least possible disruption

Plan your (the Contractor's) work to cause the least possible disruption to the traffic flow. Obtain all necessary approvals from the relevant authorities for the temporary traffic arrangements as necessary.

Liaise with the Principal and other regulatory authorities when planning and implementing the Contractor's traffic management proposals.

D.3.6 Maintain access to adjoining properties and side roads

At all times, maintain safe access for vehicles, pedestrians and livestock to adjoining properties and side roads affected by the road construction.

Ensure proper planning includes issues affecting access to adjoining properties and use of side roads without providing an adequate alternative access, to the satisfaction of the Principal. This should be done and approved in advance to ensure no delays occur.

D.4 Road occupancy licence

D.4.1 Road occupancy licence application

When the Contractor's planned activity requires an existing road to be used in such a way that affects traffic flow, obtain a road occupancy licence (ROL). This licence applies only to occupation of the road space and does not grant permission for or approval to the actual/physical work being undertaken.

Information on how to apply for a ROL is contained in the RIMs' Road Occupancy Manual.

Submit the Contractor's application for ROL to the relevant authority at least 10 working days prior to the planned commencement of the activity requiring the road occupancy. The activity must not commence until the ROL is obtained.

D.4.2 Road occupancy fees

Road Occupancy Fees for occupancy of the RIMs' roads may be payable under the Contract, notwithstanding anything to the contrary stated in the Road Occupancy Manual. Where such fees are applicable, it will be indicated in by the RIM, and their costs will be borne by the Contractor.

D.4.3 Licence conditions

The lane occupancy hours granted in the Contractor's ROL may be less than, and will override, the working hours stated in the Contract, for work that requires the lane occupancy. Manage the Contractor's work activities to comply at all times with the lane occupancy hours granted in the ROL.

Notwithstanding any ROL granted by the RIM for any lane or shoulder closure, co-operate with the RIM and other authorities, such as the Police or State Emergency Services, to facilitate traffic flows on the roadway through the Site. The Principal may at any time direct the Contractor to temporarily cease work and re-open any closed lane or shoulder.

Keep a copy of the ROL on site at all times when the licence is in operation.

D.5 Traffic management plan (TMP)

D.5.1 Plan submission

The TMP must address all the work under the Contract and must detail all procedures, processes, work practices and information required by the Contract.

The TMP must be consistent with all requirements of the Contractor's WSH Management Plan.

At least 20 working days before the commencement of any activity which will affect traffic conditions on the Site, submit for the Principal's acceptance of the Contractor's traffic management plan (TMP) for the Works.

The Principal should agree to a reduced lead time for submission of the TMP if the proposed traffic management measures do not require construction of temporary roadways and detours involving pavement or drainage works.

Hold point

Process Held: Any activity which will affect traffic conditions on the Site.

Submission Details: At least 20 working days prior to the proposed commencement date of any activity which will affect traffic conditions on the Site, or any shorter period agreed to by the Principal, submit the Contractor's traffic management plan.

Release of Hold Point: The Principal will consider the submitted documents and resources proposed prior to authorising the release of the Hold Point.

If the Principal requests additional information or clarification, the 20 working days assessment period will again apply from the date of submission of the requested details.

The TGS and other documents making up the TMP may be submitted in stages in accordance with the requirements of the RIM for the staged submission of the project quality plan.

D.5.2 Required elements

The TMP must include, as a minimum and where appropriate, the following elements:

a. Details of any traffic staging arrangements associated with each proposed construction stage, including traffic staging plans and the time periods during which each stage will be in operation.

b. Traffic guidance schemes including provision for cyclists, and any specific traffic control arrangements associated with the conditions of approval of the ROL.

c. Risk register, risk assessment and treatments.

d. Traffic analysis including lane capacity, heavy vehicle requirements and public transport.

e. Vehicle movement plans showing the preferred travel paths for vehicles to enter, leave or cross the through traffic stream.

f. Pedestrian movement plans showing the allocated travel paths for workers or pedestrians around or through the work site.

g. Provision of access to adjoining properties and side roads affected by the construction.

h. Copies of any ROL and approvals from other relevant authorities obtained.

i. Design drawings for any temporary roadways and detours, including alignment and surface levels, pavement widths, pavement cross-sections and drainage.

j. Names and contact details of nominated personnel (including the TMI if applicable) responsible for attendance at traffic incidents where required to do so by the Police and emergency services, and for maintenance of traffic control devices and temporary roadways outside normal working hours. Provide confirmation that these details have been provided to the Police.

D.5.3 Plan preparation

The TMP and associated documentation must be prepared by person(s) who hold the relevant TTM national training program TMD1, TMD2, or TMD3 (skill set) and are suitably experienced in the design and implementation of traffic management plans of equivalent complexity to those required in the Contract.

Consult with all relevant stakeholders, including Councils and local bus companies, when preparing the TMP.

D.5.4 Contractor's responsibility

Acceptance of the TMP by the Principal does not relieve the Contractor of the Contractor's responsibility to implement an effective traffic guidance scheme, particularly in cases where a risk has not been previously identified or adequately mitigated in the Contractor's TMP.

Review the effectiveness of the TMP at least once a month, or more frequently if additional risk areas are encountered. Revise the TMP and implement more appropriate measures if the original traffic management practices prove not to be fully effective.

D.6 Traffic staging plans

D.6.1 General

If required, prepare traffic staging plans to show how traffic will pass safely through the Site during the various construction stages. Traffic staging plans may be integrated with any construction staging plans prepared by the Contractor.

D.6.2 Required details

The traffic staging plans must show, for each stage, the following details:

a. Lane configurations on existing and new (temporary and permanent) pavements, indicating any departures from existing traffic lanes.
b. Intersection layouts and temporary traffic signals arrangements.
c. Pedestrian and cyclist paths.
d. Bus stop locations, where applicable.
e. Work areas.
f. Access to adjoining properties and side roads.
g. Pavement markings.
h. Drainage system, both temporary and permanent, including any pollution control measures.
i. Utilities and their impact on the traffic staging.

If removal of pavement markings is required, the traffic staging plans must provide details of the proposed methods for removal, the estimated durations to carry out the removal, and if necessary, any proposed measures to restore the road surface.

D.6.3 Safety barriers

Select safety barrier types and their end treatments in accordance with Austroads *Guide to Road Design Part 6: Roadside Design, Safety and Barriers* (Austroads 2024) and associated RIMs' Supplement, giving due consideration to design traffic speed, angle of departure from the road, separation between work areas, pedestrians and through traffic plus dynamic clearance requirements.

The safety barrier products selected must be listed on the "Safety Barrier Products (Safety Barrier) accepted for use on Classified Roads in the State or Territory".

Submit to the Principal a statement of the basis for the selection and locations of safety barrier systems and their end treatments.

Provide safety barriers along the top edge of batters, including part-width construction of permanent embankments and adjacent to excavations.

D.7 Traffic guidance schemes

D.7.1 Plan submission

If not previously submitted as part of the TMP or where a TMP is not required, at least 3 working days prior to its proposed use, submit for the Principal's acceptance the Contractor's traffic guidance scheme (TGS) for the particular section of the Site.

If traffic staging is applicable, submit individual TGS for each traffic stage.

If lane occupancy is required, comply with the requirements of for obtaining the ROL.

Hold point

Process Held:	Any activity which will affect traffic conditions on the Site.
Submission Details:	If not previously submitted as part of the TMP or where a TMP is not required, at least 3 working days prior to its proposed use, submit the Contractor's traffic guidance scheme comprising the details listed in (where applicable). Include the vehicle movement plan and pedestrian movement plan, and copies of any associated ROL obtained.
Release of Hold Point:	The Principal will consider the submitted documents and resources proposed prior to authorising the release of the Hold Point.

If the Principal requests additional information or clarification, the 3 working days assessment period will again apply from the date of submission of the additional information.

D.7.2 Generic traffic guidance schemes

The Contractor may use generic TGS, with minor modifications where necessary to suit a specific work location, if they are appropriate. Follow the procedures (refer to AGTTM) set out in the TMI for the selection, approval and implementation of the standard TGS and keep records of the steps performed.

The selection and minor modification of a standard TGS to suit a specific work location must only be carried out by a person who is qualified in the relevant Austroads TMI training " course (i.e. holds a current evidence of competency).

D.7.3 Project specific traffic guidance schemes

Where standard TGS (including TGS with minor modifications) are not appropriate for the work being planned, draw up TGS specifically for the project. This work must only be carried out by a person who holds the relevant TTM national training program TMD1, TMD2, or TMD3 (skill set).

These project specific TGS must be drawn using computer aided drafting software and not by hand, unless approved otherwise by the Principal.

The changes shown in the TGS must match those shown on the Drawings.

D.7.4 Required details

TGS must show, where applicable, the following details:

a. Types and locations of permanent regulatory (R series) and warning (W series) signs.
b. Types and locations of temporary signs (T series) including advance warning signs and variable message signs (VMS).
c. Number of lanes and lane widths.
d. Locations of permanent and temporary traffic signals.
e. Locations of any required Traffic Controllers.
f. Locations and lengths of taper and safety buffer areas.
g. Locations of safety barrier systems including end terminals.
h. Pedestrians and cyclists paths.
i. Locations of entry and exit gates to work areas, individually numbered and signposted.
j. Details of access to adjoining properties, car parking areas, and side roads.

k. Pavement marking details, including types of delineation required, turning arrows, stop/holding lines and other road markings, types and positions of raised pavement markers and other delineation devices.

l. Locations of temporary lighting.

Include a statement with each TGS describing the circumstances for which the TGS is applicable.

D.8 Vehicle movement plans and pedestrian movement plans

D.8.1 Vehicle movement plans

Where applicable, submit together with the Contractor's TGS, vehicle movement plans (VMP) showing the preferred travel paths for the Contractor's work vehicles entering, leaving or crossing the through traffic stream.

Show on the VMP the vehicle entry and exit points into the work areas and indicate clearly that these are the only points where interface with the through traffic is permitted.

A VMP may be combined with or superimposed on a TGS.

D.8.2 Pedestrian movement plans

Where applicable, submit together with the Contractor's TGS, a pedestrian movement plan (PMP) showing the allocated travel paths for workers or pedestrians around or through the Site, including all signs and devices used to guide the workers or pedestrians. This should include, where applicable, the needs of people with disabilities, children and cyclists.

A PMP may be combined with or superimposed on a TGS.

D.9 Road safety audit of TMPs

If specified prior to its initial implementation and whenever significant changes are made to the TMP, carry out a road safety audit of the TMP in accordance with the Road Safety publication Guidelines for Road Safety Audit Practices (RTA of NSW 2011) and *Guide to Road Safety Part 6: Road Safety Audit* (Austroads 2022b).

The audit team carrying out the audit must comprise, as a minimum, a lead - accredited Senior Road Safety Auditor and a second team member - minimum of an accredited Road Safety Auditor or higher, both of whom must be listed on the State or Territory for Road Safety's Register of Road Safety Auditors.

Submit to the Principal, within 5 working days of the audit, a copy of the road safety audit report, including details of any corrective actions arising from the audit findings, and any subsequent correspondence between the Contractor and the road safety audit team.

The Principal must reserve the right to conduct second party audits on the Contractor and any of the Contractor's sub-contractors and suppliers.

Although *Guidelines for Road Safety Audit Practices* (RTA of NSW 2011) and *Guide to Road Safety Part 6: Road Safety Audit* (Austroads 2022b) call for the auditors to be independent of the project, there is benefit in reduced conflict of interest by having the auditors independent of the Contractor's company, too. To further reduce the potential conflict of interest and improve the quality of the audit the Principal must be given the opportunity with appropriate notice to have a staff member be included as part of the audit team.

D.10 Traffic management risk assessment workshop

D.10.1 General

If specified undertake a Traffic Management Risk Assessment Workshop to identify and address the risks associated with traffic management, road safety and other road network issues specific to the Site.

D.10.2 Content of workshop

The content of the workshop will be specific for each Contract. Suggested areas for examination include:

a. Contract requirements relating to traffic management.
b. Traffic management plan.
c. Planning for traffic switches.
d. Safety barriers systems.
e. Delineation, signage and guidance to motorists.
f. Road safety auditing.
g. Knowledge requirements, and training required to rectify any deficiencies.

D.10.3 Participants

Participants must include the Contractor's site management staff, the Contractor's Traffic Management Designer, personnel involved in preparing the Contractor's TMP, any other personnel involved in reviewing/road safety auditing of the TMP, and Police and local Council representatives, as appropriate. Invite the Principal to attend the Workshop.

D.10.4 Close out identified risk issues

Record the risk issues identified at the Workshop and close them out when finalising the Contractor's traffic management plan and traffic staging plans.

D.11 Temporary roadways and detours

D.11.1 Construction of temporary roadways and detours

Construct the temporary roadways and detours in accordance with the Contractor's approved temporary roadway design drawings, and the relevant State or Territory Specifications for the particular roadworks element.

This includes modification and strengthening of existing pavement and road shoulders, where they are unlikely to be able to support the new traffic loadings.

D.11.2 Opening temporary roadways and detours to traffic

Complete all ancillary work before opening

Complete all required installation of pavement markings, retroreflective raised pavement markers, signposting, safety barriers and portable or temporary traffic signals, before opening the temporary roadways to traffic.

Inspection of TGS Implementation

Prior to opening the temporary roadways to traffic, have a person who holds the relevant TTM national training program TMI1, TMI2, or TMI3 (skill set) carry out an inspection to verify that the pavement markings, road signs and other traffic control devices have been installed in accordance with the TGS.

Hold point

Process Held:	Implementation of traffic switch or opening of temporary roadway and detour to traffic.
Submission Details:	At least one day prior to the intended date of opening the temporary roadways to traffic, notify the Principal in writing that the traffic control measures are conforming and ready for inspection by the Principal.
Release of Hold Point:	The Principal will undertake a joint inspection with the Contractor of the temporary roadway and detour, prior to authorising the release of the Hold Point.

If either the Contractor's inspection or the Principal's inspection identifies a need for adjustments to any signs or traffic control devices, or the provision of additional signs or traffic control devices, amend the applicable TGS as needed, and implement the agreed changes. The Hold Point above will again apply.

Condition for traffic switches

Unless approved otherwise by the Principal, traffic may only be switched to a temporary roadway or detour where the Contractor's usual workforce will be on site for a minimum of two successive days thereafter.

Disturbance of existing roadway after traffic switch

Unless approved otherwise by the Principal, do not disturb sections of existing roadway being replaced for at least two days after opening a temporary roadway or detour to traffic, to allow for the situation where failure of the temporary roadway or detour occurs and there is a need to redirect traffic back onto the existing roadway.

The need to redirect traffic back onto the existing roadway will be determined by the Principal, and any costs associated with the redirection of traffic back will be borne by the Contractor.

D.11.3 Road safety audit of temporary roadways or detours

If a road safety audit of the TMP has been undertaken, then within 24 hours of the traffic switch on to the temporary roadways or detours, carry out a road safety audit of the implemented traffic control measures at both daytime and night-time.

Comply with the requirements for the carrying out of the road safety audit and the composition of the audit team.

If the measures implemented are found to be deficient, then based on the initial report submitted and in consultation with the audit team and the Principal, develop corrective actions and implement the revised measures without delay.

Submit a copy of the road safety audit report to the Principal within 5 working days of the audit. This report must include details of any corrective actions developed and implemented.

D.11.4 Removal of temporary roadways and detours

Upon completion of the Works, remove the temporary roadways and/or detour arrangements and restore the area to a condition equivalent to that which existed prior to the commencement of the work.

D.12 Traffic control devices

D.12.1 Safety barriers

General

Where identified in the Contractor's TGS for the work, provide safety barriers to protect the work areas and pedestrian areas from the traffic. The safety barriers used must be listed on the "Safety Barrier Products (Safety Barrier) accepted for use on Classified Roads in the State or Territory".

Erect the safety barriers in accordance with Specification and the Acceptance conditions for that safety barrier product.

Use of water filled plastic barriers

Water filled plastic barriers may be used at those locations that preclude the use of rigid barriers, such as at corners or intersections and any other locations approved by the Principal, provided that their use complies with the TMI and the Acceptance conditions for the safety barrier product.

Provide the manufacturer's recommended buffer zones on the approach side of water filled barriers.

Exclusion zone

Establish an exclusion zone behind barriers as required and do not permit construction work or pedestrian movement within the deflection or impact zone of safety barriers.

Do not use safety barriers for delineation

Do not use safety barriers or safety barrier systems for delineation as a substitute for line marking.

D.12.2 Pavement markings and signs

Relevant standards

Install all pavement markings, retroreflective raised pavement markers and signposting proposed for use in the temporary works in accordance with the requirements of relevant specifications.

Unless specified otherwise, use waterborne paint for pavement markings for temporary works.

Removal of redundant pavement markings

The method of removal of redundant pavement markings from wearing surfaces, other than final wearing surfaces, must comply with the requirements of relevant specifications. Removal of redundant line-marking within traffic lanes by covering with paint is not acceptable.

Temporary speed zoning signs

Supply and erect temporary speed zoning signs at the locations indicated in the Contractor's TGS. Keep the signs covered when the speed zone is not in use. Remove the signs when the temporary speed zoning is no longer in force. Keep records of the times when the temporary speed zoning signs are in force.

D.12.3 Portable variable message signs

General

If specified or if required by the Contractor's TGS, place variable message signs (VMS) at prominent locations initially at each end of the Site, to keep road users informed of changes to road conditions and of possible delays as a result of construction work. Move the VMS to other locations as necessary during the progress of the Works.

The locations of the VMS must be approved by the Principal.

Type of VMS

The VMS must be portable, Type C size, and solar powered, complying with AS 4852.2.

Use of VMS

The messages displayed on the VMS must be approved by the Principal and the RIM.

Use the VMS to publicise any pending changes in traffic arrangements for 5 days prior to those changes, and for changed traffic arrangements for 5 days after making those changes.

Keep the messages that are displayed on the VMS current over the duration of the Contract.

Secure and maintain VMS

Make secure the VMS and maintain the VMS by cleaning its Perspex face and solar panels and checking the battery distilled water levels at least once a month.

D.12.4 Radar activated speed signs

General

If specified or if required by the Contractor's TGS, provide trailer mounted radar activated speed signs (RASS) for use during the construction period.

Locations

Locate the RASS in positions suitable for influencing the speed of motorists entering the reduced speed zone. The locations of the RASS and the message displayed must be as agreed with the Principal.

Calibration

Obtain calibration details from the RASS supplier(s) to confirm that each RASS is accurately calibrated within the manufacturer's specified tolerances. Periodically check each RASS for accuracy and carry out recalibration to within the manufacturer's specified tolerances promptly as needed.

Monitor effectiveness

Monitor the effectiveness of the speed limit reductions and furnish a detailed log of the speeds each week to the Principal.

Temporary traffic signals

If required by the Contractor's TGS, install portable traffic signals complying with the TMP or temporary fixed traffic signals complying with the relevant traffic signals equipment specification and associated drawings.

D.13 Monitoring of traffic control measures

As a minimum, check at the commencement and conclusion of each day's work that all required traffic control measures and signs are in place as shown on the TGS for each stage. Regular inspections must be undertaken in accordance with AGTTM.

Keep records of the results of the inspection checks. Records must be registered, ordered and retained on Site for the duration of the Contract. The Control of Records must be in accordance with the Contractor's approved Quality Plan for the Contract and these procedures must be supplemented with procedures that are OSH specific for Records and Records Management in accordance with AS/NZS 4801.

The person conducting this check must be qualified in the Austroads TMI course.

D.13.1 Communication

- Traffic management information must be communicated to workers.
- The Contractor must develop and detail procedures that ensure relevant requirements of the TGS and proposed traffic controls are advised to all affected personnel including the public, property owners and occupiers, businesses, local authorities, transport and government agencies and emergency services.

D.13.2 Emergency preparedness and response

- The traffic management plan must detail procedures that ensure access for emergency vehicles past or through the construction site must be maintained at all times and that emergency vehicles are not unduly delayed.
- While the Contractor is working on site they must render assistance in the event of a crash or vehicle breakdown.
- The Contractor must document as part of the traffic management plan the nominated key personnel for emergency situations with their contact details and the contact details of the emergency service providers and relevant RIM personnel.

D.13.3 Incident investigation, corrective and preventative action

- All traffic Incidents must be reported and investigated.
- Incident Reports must be forwarded to the Superintendent within 48 hours of the Incident occurring or becoming apparent.
- The traffic management plan must detail the reporting and investigation procedures for Incident investigation. The procedures must include the investigating officer responsible and the time limits imposed for reporting and investigating the Incident and to close-out the Incident in a timely manner to prevent a recurrence. Contingency plans must be included in the TMP to preserve evidence at the worksite.
- The Superintendent may participate in or undertake an investigation into the Incident and the Contractor must co-operate with and provide assistance to the investigation organised or undertaken by the Superintendent.
- In the event of a fatality or serious injury, arrangements must be made for preserving the worksite of evidence of all aspects of the Incident. The site is not to be cleaned or tampered with (including all traffic management devices) and crash debris must be left in situ until police and/or Worksafe arrive. Therefore, additional or complete road closure may need to be applied.

D.14 Side-tracks and detours

- Side-tracks and detours for the purpose of moving traffic through or around the Works must be designed, constructed and maintained in both wet and dry conditions.
- Temporary driving surfaces must be maintained to a standard that permits safe and comfortable travel of all road users at the design speed of the side-track or detour. The Contractor must ensure that the design of temporary driving surfaces must, as far as practicable, address the environment and the road users.
- Temporary driving surfaces must be sealed in accordance with and at those locations nominated in the contract.
- Where bituminous surfacing has not been specified as the temporary driving surface, the Contractor must undertake and detail the hazard identification, risk assessment and controls for the alternative surfacing, ensuring all environmental issues and vehicle types, including motor cycles, caravans and out-of-dimension vehicles and cyclists have been taken into account as part of the risk assessment.
- The Contractor must take appropriate action to eliminate dust raised from any temporary driving surface when this dust constitutes an inconvenience or hazard to motorists or nearby residences. The Contractor must undertake the minimum maintenance measures shown in the contract, inclusive of during stand-downs, weekends and holiday periods.
- Side-tracks, detours and temporary surfaces through or around work sites for shared paths, cycleways and footpaths must be designed and constructed to ensure they meet the Standards detailed in Austroads Guidelines, AS 1742.3 and the AGTTM.
- Prior to opening a side-track to any road user, the Contractor must issue a Certificate of Compliance certifying to the Superintendent that the side-track complies with all requirements of the Contract. HOLD POINT.

D.15 Opening to traffic upon completion

Complete all relevant permanent signposting, pavement markings, safety barriers and traffic signals required under the Contract, prior to opening of the whole of the Works or any part of the Works to traffic.

Remove all temporary traffic control devices no longer required for the safety of traffic when the whole of the Works or part of the Works are opened to traffic.

Give the Principal at least 10 working days written notice of the date of opening the whole of the Works or part of the Works to traffic. Determine the procedure for opening through consultation between the Contractor, the Principal and the Police.

Austroads' Guide to Temporary Traffic Management (AGTTM) details contemporary temporary traffic management practice for application in Australia and New Zealand. It provides guidance for the planning, design and implementation of safe, economical and efficient temporary traffic management designs.

Guide to Temporary Traffic Management Part 8: Temporary Traffic Management Categories and the National Training Framework provides clarification of roles and responsibilities, and details the nationally harmonised training framework and temporary traffic management categories.

Guide to Temporary Traffic Management Part 8

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