



**TO:** Andrew Roseman **DATE:** 11.07.2024  
**COMPANY:** Gippsland Rally **MoA Ref No:**  
**FAX:**  
**FROM:** Stefan Joseph **PHONE:** 5142 3239  
**E-MAIL:** stefanj@wellington.vic.gov.au **FAX:**  
**LOCATION:** Various **TOTAL PAGES:** 8

**MEMORANDUM OF AUTHORISATION FOR MAJOR TRAFFIC CONTROL  
ITEMS AND TRAFFIC MANAGEMENT PLANS ON WELLINGTON SHIRE  
COUNCIL CONTROLLED ROADS.**

I refer to your applications for Memorandum of Authorisation, dated 25 June 2024 regarding traffic management for a sporting / social event on Briagolong – Stockdale Road and Boisdale – Newry Road, as depicted on the endorsed traffic guidance scheme.

Please find attached authorised Memorandum of Authorisation (MoA) for the above works.

The following conditions are required to be satisfied in relation to the proposed traffic management works:

1. All traffic management and changes to major traffic control items shall be carried out in accordance with the Worksite Safety – Traffic Management Code of Practice (“the Code”). A copy of the Code is available from the VicRoads website, [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au). A Traffic Management Plan Checklist (Figure 11 or Figure 14 of the code) shall be carried out and documented on site to assess all risks, prior to the implementation of any traffic control. Consideration should be given to the distance of the advanced Road Work Ahead signs from the worksite based on traffic volumes and traffic operating speeds as they approach the worksite. This should be monitored on an ongoing basis to ensure the avoidance of end of queue collisions. Any modifications/variations to the original traffic management plan and checklist shall be documented and submitted to Wellington Shire Council for information.

2. **In accordance with the Road Management Act (2004) (the Act), ‘consent to work within the road reserve’ shall be obtained prior to the commencement of any traffic control.**

Note: ‘consent to work within the road reserve’ should not be confused with a MoA to modify major traffic control items such as speed limits, inclusion of traffic signals etc. The process for applying for consent to work within the road reserve can be obtained from the Wellington Shire Council website ([enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)).

3. No road closures and/or detours shall be implemented on any local roads unless otherwise approved, in writing, by Wellington Shire Council. In addition, no road closures and/or detours shall be implemented on any VicRoads Arterial roads unless approved, in writing, by VicRoads for which the road closures and/or detour is proposed. The proponent must notify emergency services at least five days prior to any road closure authorised by Wellington Shire Council unless otherwise agreed in writing.

4. No traffic impact works (such as lane closures and/or detours, etc) shall be implemented on any roads on any public holidays unless otherwise approved, in writing, by Wellington Shire Council.
5. Traffic movement through a worksite shall not be unduly delayed. The absolute maximum traffic delay shall be 5 minutes unless otherwise approved, in writing, by Wellington Shire Council.
6. Maintain accurate records of all the displayed roadwork signs and traffic control devices, including positioning, orientation and hours of operation.
7. For works that extend for more than one day:
  - a. Ensure that sufficient personnel are available 24 hours a day, 7 days a week for emergency site attendance and rectification of traffic management provisions should they be required outside normal working hours.
  - b. Restore traffic back to its original operating conditions unless approved, in writing, by Wellington Shire Council. At a minimum, provision shall be made for two lanes, two way traffic operation outside normal working hours.
8. Wellington Shire Council may, at any time, carry out random surveillance audits of worksites regarding the contractor's compliance with the Act and the Code.
9. Please allow at least 10 working days for the authorisation of a MoA.
10. ***The TMP must be available for inspection at the worksite at all times when workers are present. Six (6) Penalty units apply for non conformance.***

Please do not hesitate to contact me on telephone number (03) 5142 3239 should you wish to discuss this matter further.

Yours sincerely



**STEFAN JOSEPH**  
Road Engineer

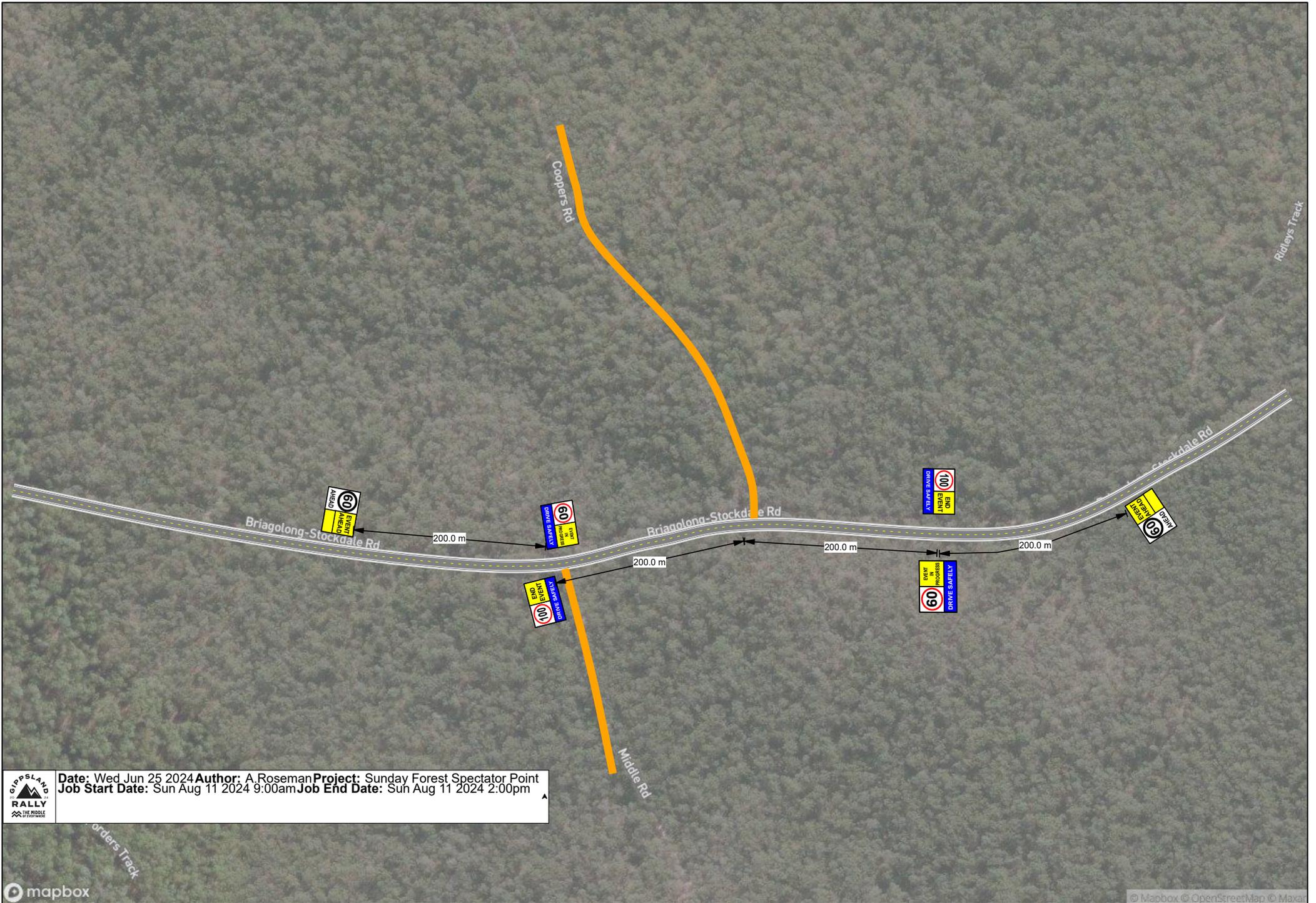
## Wellington Shire Council

MEMORANDUM OF AUTHORISATION  
TO ERECT, DISPLAY, PLACE, REMOVE OR ALTER TRAFFIC CONTROL DEVICES

APPLICATION			
Pursuant to Regulations under Part 2 – Installation of Traffic Control Devices – of the Road Safety (Traffic Management) Regulations 2009, I/we hereby apply for authorisation to erect, display, place, remove or alter (as the case may be) the Traffic Control Device(s) as specified herein.			
I/We also agree and acknowledge that:			
1. The Traffic Control Devices will be removed before the "Expiry (Removal) Date" unless a further authorisation has been granted;			
2. Accurate records of actual usage will be kept in a recoverable document (eg. diary);			
3. The attached plans are a true and accurate reflection of the base information and proposed treatment(s); and			
4. The treatment(s) as shown on the plan(s) are in accordance with the Worksite Safety Traffic Management - Code of Practice; and			
5. This application has been prepared and submitted by a VicRoads prequalified Traffic Management company for works on VicRoads controlled roads (where applicable).			
1. APPLICATION DATE:	25/06/2024		VICROADS CONTACT DETAILS:
APPLICANT DETAILS		8. ARE THESE WORKS ON BEHALF OF VICROADS OR A VICROADS CONTRACT ADMINISTRATOR?	
2. NAME:	Andrew Roseman		9. IF YES, WHAT CATEGORY DO THE WORKS COME UNDER?
3. COMPANY:	Gippsland Rally		10. IF YES, WHO IS THE VICROADS CONTACT?
4. PHONE NUMBER:	0413307766		WORKS MANAGER DETAILS
5. MOBILE NUMBER:	0413307766		11. COMPANY NAME:
6. EMAIL:	andrew@gippslandrally.com.au		12. ON SITE CONTACT NAME:
7. SIGNATURE:			13. ON SITE CONTACT MOBILE:
		TRAFFIC MANAGEMENT COMPANY DETAILS (FOR IMPLEMENTATION)	
Please do not alter the format of the MoA Application form.		14. COMPANY NAME:	Gippsland Rally
ALL fields must be accurately completed in order for your MoA application to be processed.		15. ON SITE CONTACT NAME:	Brett Williams
		16. ON SITE CONTACT MOBILE:	0419363133
17. HAVE THE FOLLOWING BEEN APPLIED FOR AND APPROVED?			
	YES, N/A or EXEMPT	Consent / App Number	IF N/A or EXEMPT, EXPLAIN WHY.
CONSENT FOR WORKS	N/A		No Works
NOTIFICATION OF PROPOSED WORKS	N/A		
DESCRIPTION OF WORK / EVENT			
18. TYPE OF WORK / EVENT:	Sporting/social event		
19. SCOPE OF WORK / EVENT (IN DETAIL):	Reduced speed at access to spectator point (Coopers Rd)		
20. LANE CLOSURE DETAILS:	Nil	21. NUMBER OF LANES CLOSED:	
22. EXISTING SPEED LIMIT (KM/H):	100	23. TIME DELAY:	Nil
24. PROPOSED TEMPORARY ROADWORKS SPEED LIMIT (KM/H):	60	25. TRAFFIC MANAGEMENT PLAN REFERENCE NUMBER(S):	GR-24-TMP2
26. CLEARANCE TO TRAFFIC (ie. workers/operating plant):		27. LENGTH OF WORKSITE (M): (ie. distance from first sign to the last sign)	800m
28. MAJOR TRAFFIC CONTROL DEVICE(S):	60km/h, End 60km/h		
29. MINOR TRAFFIC CONTROL DEVICE(S):	60 Ahead, Drive Safely, End Event, Event Ahead, Event in Progress		
30. MAJOR TRAFFIC CONTROL DEVICE(S) FOR AFTERCARE:			
31. MINOR TRAFFIC CONTROL DEVICE(S) FOR AFTERCARE:			
32. IS THIS APPLICATION A REPEAT OF ONE PREVIOUSLY AUTHORISED?	Yes	33. IF YES, THE VICROADS REF NUMBER IS/WAS:	
LOCATION DETAILS			
34. AREA / TOWN / SUBURB:	Briarolong	35. MUNICIPALITY:	Wellington Shire Council
36. DECLARED / LOCAL ROAD NAME:	Briarolong-Stockdale Rd	37. MELWAY REF. <input type="checkbox"/> VCSD REF. <input type="checkbox"/>	83 D7
38. NEAREST INTERSECTING ROAD OR CHAINAGE:	Coopers Rd		
EXPECTED DISPLAY DATES / TIMES			
39. DAYS:	Sunday		
	Period 1 (Insert setup type if more than one)		Period 2 (ie. shoulder closure)
40. ERECTION DATE: (ie. Day, Month, Year)	11	August	2024
41. EXPIRY (REMOVAL) DATE: (ie. Day, Month, Year)	11	August	2024
42. DAILY DISPLAY TIME (WEEKDAYS): (eg. 9:30am to 3:30pm)			
43. DAILY DISPLAY TIME (WEEKENDS): (eg. 9:30am to 3:30pm)	09:00 AM	02:00 PM	
44. AFTERCARE DISPLAY TIME: (eg. 3:30pm to 9:30am)			
45. ADDITIONAL INFORMATION: (eg. VicRoads Contract No., other working times)			
46. PERMANENT DEVICES TO BE CHANGED OR COVERED:			
AUTHORISATION (Wellington Shire Council Internal Use Only)			
As a Wellington shire Council officer with the delegated power, I hereby grant authority to the use of Traffic Control Devices as specified above.			Authorised copies to: 1. Contractor / Applicant
Stefan Joseph Name  Signature Road Engineer Title			
Date: 10/07/2024			

## RISK ASSESSMENT FORM

1. WORK LOCATION	Briagolong-Stockdale Rd / Coopers Rd		
2. ROAD TYPE	Local Traffic Road		
STEP 1 – SITE RISK RATING (EXISTING SITE CONDITIONS)			
3. TRAFFIC VOLUME:	<1000vpd	5. TRAFFIC SPEED:	100km/h
4. CLEARANCE BETWEEN WORKERS AND TRAFFIC:		6. SITE RISK RATING:	L
STEP 2 – REQUIRED LEVEL OF PLANNING			
7. PLANS REQUIRED:	Yes	Event TMP - Not a Workzone, no workers within speed reduction area	
8. TMP in accordance with current Australian Standards?	Yes	AS 1742.3 2009	
9. TMP in accordance with current Road Management Act?	Yes	Road Management Act 2004 (revised edition 2010)	
10. Correct geometric layout of site shown on TMP?	Yes	Generic Plan	
STEP 3 - RISKS AT WORKSITE AND STEP 4 – RISK CONTROL MEASURES			
SAFETY HAZARD/RISK FACTORS	PRESENT AT WORKSITE (YES / NO)	RISK CONTROL MEASURES	
11. Clearance to traffic		N/A - No workers in zone	
12. High speed traffic through worksite	Yes	N/A - Reducing speed to 60km/h at Coopers Rd Intersection only to improve safety for spectator traffic	
13. Poor advance sight distance to worksite (<200 metres)	No		
14. Poor observance of directions/instructions by motorists	No		
15. Narrow pavement with no escape path (<2.9 metres width)	No		
16. Presence of workers at the worksite	No		
17. Excavations adjacent to worksite			
18. Presence of unprotected hazards within the clear zone	No		
19. Rough or unsealed road surface			
20. High volume of traffic through worksite (>10,000 vpd)	No		
21. High volume of heavy vehicles	No		
22. Works vehicles entering/leaving worksite	No		
23. Cyclists/pedestrians through worksite	No		
24. Public transport affected	No		
25. School zone being affected	No		
26. Other	No		
27. STEP 5 – RISK CONTROL MEASURES TO BE USED			
28. VMS boards at appropriate locations prior to closure / event	N/A		
29. VMS boards at appropriate locations during closure / event	N/A		
30. Static signs for detours and traffic diversions routes	N/A		
31. Static signs for detours and traffic diversions routes	N/A		




**Date:** Wed Jun 25 2024 **Author:** A.Roseman **Project:** Sunday Forest Spectator Point  
**Job Start Date:** Sun Aug 11 2024 9:00am **Job End Date:** Sun Aug 11 2024 2:00pm

Wellington Shire Council

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I/We also agree and acknowledge that:							
1. The Traffic Control Devices will be removed before the "Expiry (Removal) Date" unless a further authorisation has been granted; 2. Accurate records of actual usage will be kept in a recoverable document (eg. diary); 3. The attached plans are a true and accurate reflection of the base information and proposed treatment(s); and 4. The treatment(s) as shown on the plan(s) are in accordance with the Worksite Safety Traffic Management - Code of Practice; and 5. This application has been prepared and submitted by a VicRoads prequalified Traffic Management company for works on VicRoads controlled roads (where applicable).							
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APPLICANT DETAILS			8. ARE THESE WORKS ON BEHALF OF VICROADS OR A VICROADS CONTRACT ADMINISTRATOR?				
2. NAME:		Andrew Roseman		9. IF YES, WHAT CATEGORY DO THE WORKS COME UNDER?			
3. COMPANY:		Gippsland Rally		10. IF YES, WHO IS THE VICROADS CONTACT?			
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				14. COMPANY NAME:		Gippsland Rally	
				15. ON SITE CONTACT NAME:		Brett Williams	
16. ON SITE CONTACT MOBILE:		0419363133					
17. HAVE THE FOLLOWING BEEN APPLIED FOR AND APPROVED?							
		YES, N/A or EXEMPT	Consent / App Number	IF N/A or EXEMPT, EXPLAIN WHY.			
CONSENT FOR WORKS		N/A		No Works			
NOTIFICATION OF PROPOSED WORKS		N/A					
DESCRIPTION OF WORK / EVENT							
18. TYPE OF WORK / EVENT:		Sporting/social event					
19. SCOPE OF WORK / EVENT (IN DETAIL):		Reduced speed for access to Boisdale Hillclimb Track / Closure of Hamiltons Rd with Detour					
20. LANE CLOSURE DETAILS:		Road Closed	21. NUMBER OF LANES CLOSED:		All		
22. EXISTING SPEED LIMIT (KM/H):		100	23. TIME DELAY:		Nil		
24. PROPOSED TEMPORARY ROADWORKS SPEED LIMIT (KM/H):		60	25. TRAFFIC MANAGEMENT PLAN REFERENCE NUMBER(S):		GR-24-TMP3		
26. CLEARANCE TO TRAFFIC (ie. workers/operating plant):			27. LENGTH OF WORKSITE (M): (ie. distance from first sign to the last sign)		1600m		
28. MAJOR TRAFFIC CONTROL DEVICE(S):		60km/h, End 60km/h					
29. MINOR TRAFFIC CONTROL DEVICE(S):		60 Ahead, Detour, Drive Safely, End Detour, End Event, Event Ahead, Event in Progress, No Left Turn , No Right Turn , Road Closed, Side Road Closed					
30. MAJOR TRAFFIC CONTROL DEVICE(S) FOR AFTERCARE:							
31. MINOR TRAFFIC CONTROL DEVICE(S) FOR AFTERCARE:							
32. IS THIS APPLICATION A REPEAT OF ONE PREVIOUSLY AUTHORISED?		Yes		33. IF YES, THE VICROADS REF NUMBER IS/WAS:			
LOCATION DETAILS							
34. AREA / TOWN / SUBURB:		Boisdale		35. MUNICIPALITY:		Wellington Shire Council	
36. DECLARED / LOCAL ROAD NAME:		Boisdale-Newry Rd		37. MELWAY REF. <input type="checkbox"/> VCSD REF. <input type="checkbox"/>		82 H8	
38. NEAREST INTERSECTING ROAD OR CHAINAGE:		Coopers Rd					
EXPECTED DISPLAY DATES / TIMES							
39. DAYS:		Sunday					
		Period 1 Event Speed Reduction			Period 2 Closure of Hamiltons Rd		
40. ERECTION DATE: (ie. Day, Month, Year)		11	August	2024	11	August 2024	
41. EXPIRY (REMOVAL) DATE: (ie. Day, Month, Year)		11	August	2024	11	August 2024	
42. DAILY DISPLAY TIME (WEEKDAYS): (eg. 9:30am to 3:30pm)							
43. DAILY DISPLAY TIME (WEEKENDS): (eg. 9:30am to 3:30pm)		08:00 AM	04:00 PM	01:30 PM	04:00 PM		
44. AFTERCARE DISPLAY TIME: (eg. 3:30pm to 9:30am)							
45. ADDITIONAL INFORMATION: (eg. VicRoads Contract No., other working times)							
46. PERMANENT DEVICES TO BE CHANGED OR COVERED:							
AUTHORISATION (Wellington Shire Council Internal Use Only)							
As a Wellington shire Council officer with the delegated power, I hereby grant authority to the use of Traffic Control Devices as specified above.					Authorised copies to:		
Stefan Joseph Name   Signature  Road Engineer Title					1. Contractor / Applicant		
Date: 10/07/2024							

## RISK ASSESSMENT FORM

1. WORK LOCATION	Boisdale-Newry Rd / Hamiltons Rd		
2. ROAD TYPE	Local Traffic Road		
<b>STEP 1 – SITE RISK RATING (EXISTING SITE CONDITIONS)</b>			
3. TRAFFIC VOLUME:	<1000vpd	5. TRAFFIC SPEED:	100km/h
4. CLEARANCE BETWEEN WORKERS AND TRAFFIC:		6. SITE RISK RATING:	L
<b>STEP 2 – REQUIRED LEVEL OF PLANNING</b>			
7. PLANS REQUIRED:	Yes	Event TMP - Not a Workzone, no workers within speed reduction area	
8. TMP in accordance with current Australian Standards?	Yes	AS 1742.3 2009	
9. TMP in accordance with current Road Management Act?	No	Road Management Act 2004 (revised edition 2010)	
10. Correct geometric layout of site shown on TMP?	Yes	Generic Plan	
<b>STEP 3 - RISKS AT WORKSITE AND STEP 4 – RISK CONTROL MEASURES</b>			
SAFETY HAZARD/RISK FACTORS	PRESENT AT WORKSITE (YES / NO)	RISK CONTROL MEASURES	
11. Clearance to traffic		N/A - No workers in zone	
12. High speed traffic through worksite	Yes	N/A - Reducing speed to 60km/h at along Boisdale-Newry Rd to improve safety for spectator traffic entering Boisdale Hill climb Track.	
13. Poor advance sight distance to worksite (<200 metres)	No		
14. Poor observance of directions/instructions by motorists	No		
15. Narrow pavement with no escape path (<2.9 metres width)	No		
16. Presence of workers at the worksite	No		
17. Excavations adjacent to worksite			
18. Presence of unprotected hazards within the clear zone	No		
19. Rough or unsealed road surface	Yes		
20. High volume of traffic through worksite (>10,000 vpd)	No		
21. High volume of heavy vehicles	No		
22. Works vehicles entering/leaving worksite	No		
23. Cyclists/pedestrians through worksite	No		
24. Public transport affected	No		
25. School zone being affected	No		
26. Other	No		
27. STEP 5 – RISK CONTROL MEASURES TO BE USED			
28. VMS boards at appropriate locations prior to closure / event	N/A		
29. VMS boards at appropriate locations during closure / event	N/A		
30. Static signs for detours and traffic diversions routes	N/A		
31. Static signs for detours and traffic diversions routes	N/A		



**Date:** Tue Jun 35 2024 **Job Start Date:** Sun Aug 11 2024 **Job End Date:** Sun Aug 11 2024  
**Company:** Gippsland Rally  
**Comments:**  
Speed Reduction / Event Signage from 8.00am to 4.00pm  
Road Closed / Detour Signage from 1.30pm to 4.00pm

