

**Manual**

## **Queensland Guide to Temporary Traffic Management**

### **Part 6: Field Staff – Implementation and Operation**

**November 2025**

## Copyright

© The State of Queensland (Department of Transport and Main Roads) 2025.

## Licence



This work is licensed by the State of Queensland (Department of Transport and Main Roads) under a Creative Commons Attribution (CC BY) 4.0 International licence.

### CC BY licence summary statement

In essence, you are free to copy, communicate and adapt this work, as long as you attribute the work to the State of Queensland (Department of Transport and Main Roads). To view a copy of this licence, visit: <https://creativecommons.org/licenses/by/4.0/>

## Translating and interpreting assistance



The Queensland Government is committed to providing accessible services to Queenslanders from all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Transport and Main Roads on 13 74 68.

## Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

## Feedback

Please send your feedback regarding this document to: [tmr.techdocs@tmr.qld.gov.au](mailto:tmr.techdocs@tmr.qld.gov.au)

## About this document

This document supplements the Austroads *Guide to Temporary Traffic Management Part 6 Field Staff – Implementation and Operation*, which sets out the requirements of field staff in the process of installing, monitoring and dismantling traffic management on public roads.

## How to use this document

This document is designed to be read and applied together with the Austroads *Guide to Temporary Traffic Management Part 6: Field Staff – Implementation and Operation* (AGTTM06-21 Edition 1.1). You must have access to the Guide to understand what applies in Queensland.

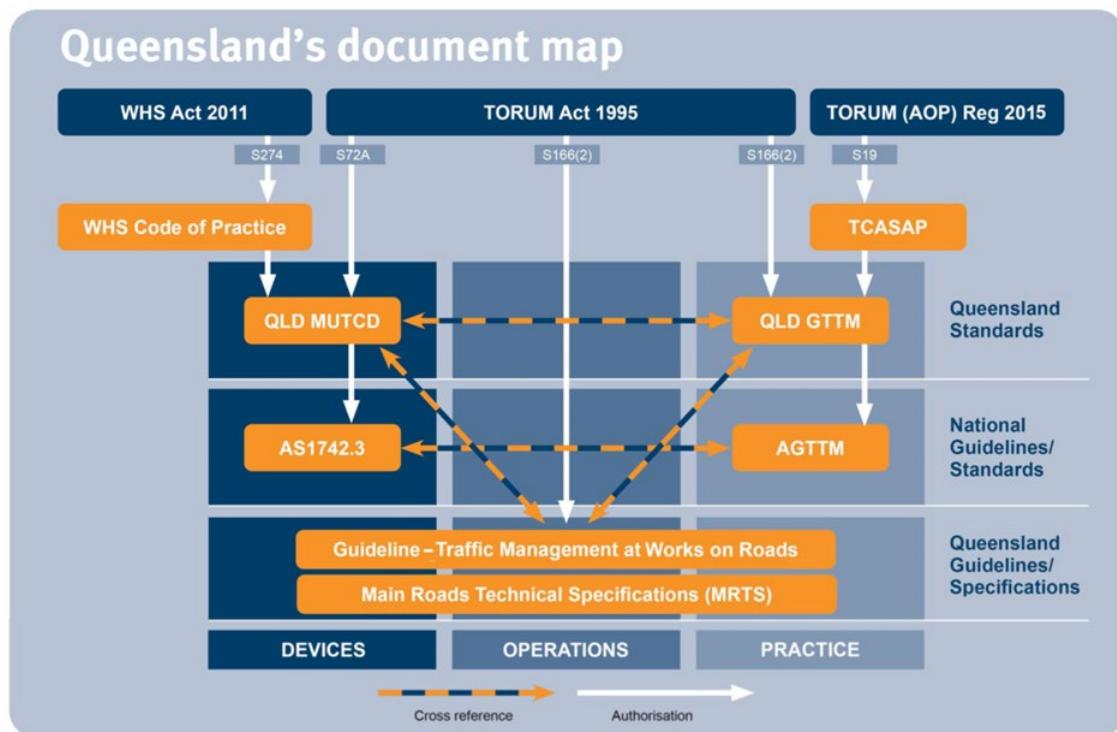
This document:

- sets out how AGTTM06-21 applies in Queensland
- has precedence over AGTTM06-21 when applied in Queensland
- has the same section and clause numbering and headings as AGTTM06-21.

The following table summarises the relationship between AGTTM06-21 and this document:

Applicability	Meaning
Accepted	The Guide section or clause is accepted.
Accepted, with amendments	Part or all of the section or clause has been accepted with additions, deletions or differences.
New	There is no equivalent section or clause in the Guide.
Not accepted	The Guide section or clause is not accepted.

A summary of the documents relevant to TTM practice in Queensland, and their links, is provided following:



## References

The following references apply when reading AGTTM06-21.

Reference to...	Means
AGTTM06-21	Austroads <i>Guide to Temporary Traffic Management Part 6 Field Staff – Implementation and Operation</i> , as amended by this document: for example, a reference to AGTTM06-21 means you must refer to the <i>Queensland Guide to Temporary Traffic Management (QGTTM)</i> Part 6. Throughout AGTTM06-21, references are made to other parts of the Guide (for example, when reading Part 6 you may be referred to Part 3 for further information.) In this case, you must refer to the equivalent Part within the QGTTM. Check the applicability of the equivalent Part in the QGTTM <b>before</b> referring to the referenced Austroads Guide Part.
AGTTM	Austroads <i>Guide to Temporary Traffic Management</i>
AS 1742	Australian Standard AS 1742 <i>Manual of Uniform Traffic Control Devices</i>
Queensland (Q) series / Traffic Control (TC) signs	<a href="#">MUTCD (Q) series and TC signs</a> .
Queensland MUTCD	<a href="#">Queensland Manual of Uniform Traffic Control Devices</a> which supplements AS 1742.

## Relationship table (harmonised to AGTTM06-21 Edition 1.1)

Section	Description		Applicability
<b>1</b>	<b>Introduction</b>		
	1.1	Purpose	Accepted
	1.2	Structure of AGTTM	Accepted
	1.3	Scope of Part 6	Accepted
	1.4	Field Work for Office-based Staff	Accepted
	1.5	Application of Part 6 to New Zealand	Accepted
	1.6	Acronyms	Accepted
	1.7	Definitions	Accepted
<b>2</b>	<b>TTM Principles and Road Categories</b>		
	2.1	TTM Principles	Accepted
	2.1.1	<i>Fundamentals</i>	Accepted
	2.1.2	<i>Basic principles</i>	Accepted
	2.2	Traffic Management Implementer	Accepted
	2.3	Road Categorisation	Accepted
<b>3</b>	<b>Roles and Responsibilities</b>		
	3.1	TTM Roles	Accepted
	3.1.1	<i>Other TTM workers</i>	Accepted
	3.2	Example – Career Path Progression	Accepted
	3.3	TTM Relationships	Accepted
	3.3.1	<i>Principal Contractor – TTM responsibilities</i>	Accepted
	3.3.2	<i>TMD</i>	Accepted
	3.3.3	<i>TMI responsibilities for TTM on a worksite include:</i>	Accepted with amendments
	3.3.4	<i>Interactions between the Principal Contractor and the TMI</i>	Accepted
	3.3.5	<i>TMI – TC / Other TTM worker interactions</i>	Accepted
	3.3.6	<i>Traffic Controller (TC)</i>	Accepted
	3.3.7	<i>Other TTM workers</i>	Accepted
<b>4</b>	<b>Pre-Shift Activities</b>		
	4.1	General	Accepted
	4.2	Vehicle Checks	Accepted

Section	Description		Applicability
4	4.3	Job Pack Check	Accepted
	4.4	Equipment and Devices	Accepted
	4.5	Condition of Devices	Accepted
	4.5.1	<i>Cleanliness</i>	Accepted
	4.5.2	<i>Colour of fluorescent signs</i>	Accepted
	4.5.3	<i>Low light visibility</i>	Accepted
	4.6	Resources	Accepted
	<b>Pre-start</b>		
	5.1	General	Accepted
	5.1.1	<i>Identify hazards</i>	Accepted
	5.1.2	<i>Assess the risk</i>	Accepted
	5.1.3	<i>Implement controls</i>	Accepted
	5.1.4	<i>Monitor and review</i>	Accepted
	5.2	TMP and TGS Development – Residual Risk Register	Accepted
	5.3	On Site Safety Analysis and Risk Assessment	Accepted
	5.4	Toolbox Talks	Accepted
	5.4.1	<i>TTM staff</i>	Accepted
	5.4.2	<i>Construction workers / visitors</i>	Accepted
5	<b>TGS Installation</b>		
	6.1	General	Accepted
	6.2	Typical Installation Principles	Accepted
	6.3	Installation Process	Accepted
	6.4	Placement of Signs and Devices	Accepted
	6.4.1	<i>Two-way road – lane closure</i>	Accepted
	6.4.2	<i>Two-way road (lateral shift)</i>	Accepted
	6.4.3	<i>Two-way road – lane closure with side roads</i>	Accepted
	6.4.4	<i>Multi-lane un-divided road – lane closure</i>	Accepted
	6.4.5	<i>Multi-lane divided road – left or right lane closure</i>	Accepted
	6.5	Positioning of Signs and Devices	Accepted with amendments
	6.6	Typical Locations for Signs	Accepted

Section	Description		Applicability
	6.6.1	<i>Long term</i>	Accepted with amendments
	6.6.2	<i>Short term</i>	Accepted
	6.7	Orientation of Signs and Devices	Accepted
	6.8	Tolerances	Accepted with amendments
	6.9	ITS Devices	Accepted
7	<b>TGS Operation and Maintenance</b>		
	7.1	General	Accepted
	7.2	Before Work Starts	Accepted
	7.3	During the Hours of Work	Accepted
	7.4	Aftercare – Worksite Arrangements Outside Working Hours	Accepted with amendments
	7.5	Record Keeping	Accepted
	7.6	Incidents	Accepted
	7.7	TMI Monitoring	Accepted
	7.8	Monitor and Measure TTM	Accepted
	7.9	Excessive or Inappropriate Use of Temporary Speed Limits	Accepted
	7.10	Excessive Signage	Accepted
	7.11	Near misses	New
8	<b>TGS Removal</b>		
	8.1	General	Accepted
	8.2	Typical Removal Principles	Accepted
	8.3	Removal Process	Accepted
	8.4	Removal Order for Signs and Devices	Accepted
	8.4.1	<i>Two-way road – lane closure</i>	Accepted
	8.4.2	<i>Two-way road – lateral shift</i>	Accepted
	8.4.3	<i>Two-way road – lane closure with side road intersections</i>	Accepted
	8.4.4	<i>Multi-lane un-divided road – lane closure</i>	Accepted
	8.4.5	<i>Multi-lane divided road – left or right lane closure</i>	Accepted

<b>Section</b>		<b>Description</b>	<b>Applicability</b>
<b>9</b>	<b>Low Light Works</b>		
	9.1	Activity During Low Light	Accepted
	9.2	Artificial Lighting	Accepted
<b>10</b>	<b>Unattended Sites</b>		
			Accepted
<b>Appendices</b>			
<b>A</b>	Sample TTM Career Path Stages		Accepted
<b>B</b>	Sample Risk Assessment Form		Accepted
<b>C</b>	Sample Toolbox Talk		Accepted
	1	On Site Traffic Guidance Schemes	Accepted
	2	Assessment of Site Factors:	Accepted
	3	Assessment of Work Procedure Factors:	Accepted
	4	Also Consider:	Accepted
	5	Emergency Preparedness	Accepted
	6	On Site Traffic Control Tips	Accepted
	Complete and attach Toolbox Meeting Form and process as per company policy.		Accepted
<b>D</b>	Sample Daily Traffic Management Diary		Accepted

# Contents

<b>About this document .....</b>	<b>i</b>
<b>How to use this document .....</b>	<b>i</b>
<b>References .....</b>	<b>ii</b>
<b>Relationship table (harmonised to AGTTM06-21 Edition 1.1).....</b>	<b>iii</b>
<b>3 Roles and Responsibilities .....</b>	<b>1</b>
3.3 TTM Relationships .....	1
3.3.3 <i>TMI responsibilities for TTM on a worksite include:</i> .....	1
<b>6 TGS installation .....</b>	<b>1</b>
6.5 Positioning of signs and devices .....	1
6.6 Typical Locations for Signs .....	1
6.6.1 <i>Long term .....</i>	1
6.8 Tolerances .....	2
<b>7 TGS Operations and Maintenance .....</b>	<b>3</b>
7.4 Aftercare – worksite arrangements outside working hours .....	3
7.11 Near misses.....	3

### 3 Roles and Responsibilities

#### 3.3 *TTM Relationships*

##### 3.3.3 TMI responsibilities for TTM on a worksite include:

Addition

Add the following dot point:

- reporting incidents and near misses.

### 6 TGS installation

#### 6.5 *Positioning of signs and devices*

Difference

Replace:

c) Edge of traffic lane to road safety barrier system:

- i. 0.3 m for a posted speed limit during roadworks up to and including 40 km/h
- ii. 0.5 m for a posted speed limit during roadworks 50 km/h to 60 km/h
- iii. 1.0 m for a posted speed limit during roadworks 70 km/h to 80 km/h
- iv. 2.0 m for a posted speed limit during roadworks greater than 80 km/h.

with:

c) Edge of traffic lane to road safety barrier system:

- i. 0.3 m for a posted speed limit during roadworks up to and including 40 km/h
- ii. 0.5 m for a posted speed limit during roadworks 50 km/h to 80 km/h
- iii. 1.0 m for a posted speed limit during roadworks greater than 80 km/h.

#### 6.6 *Typical Locations for Signs*

##### 6.6.1 Long term

Addition

Signs directed exclusively towards pedestrians must be securely installed at a height which will enable signs to be viewed easily by pedestrians (typically between 500 mm and 1000 mm above the footpath level to the underside of the sign).

## **6.8 *Tolerances***

### Difference

Replace entire Section 6.8 with the following:

Adjustments to a TTM installation are the relocation of signs and devices within approved tolerances. Any changes that exceed tolerances are classed as a modification and must be endorsed and authorised by a TMD. If signs and devices are required to be moved due to obstructions, and relocation exceeds tolerances, the TMI must contact the TMD for instruction on alternate installation methods or options.

Local constraints may not allow signs and devices to be placed exactly in accordance with the relevant TGS. Judgement will therefore be necessary to place signs and devices as close as possible to the locations / spacings indicated. Should variations to the recommended spacing be required then it is generally preferable to increase the spacing within tolerances.

Applicable tolerances include:

- a) Tolerances for placement of signs are:
  - i. up to 10% less than the distances given, or
  - ii. up to 25% or 15 m more than the distances given (whichever is greater).
- b) Tolerances for placement of delineation is:
  - i. no minimum and up to 10% more the distances given.
- c) Tolerances for taper lengths are:
  - i. up to 10% less than the distances given, or
  - ii. up to 25% more than the distances given.

Any sign or device location adjustments are to be marked and initialled on the TGS held on site, with the name of the person making the adjustments clearly shown.

If a TMD has specified maximum or minimum values on the TGS, the TMI must not increase the value above the maximum or reduce the value below the minimum without prior approval from the TMD.

## 7 TGS Operations and Maintenance

### 7.4 *Aftercare – worksite arrangements outside working hours*

#### Difference

Replace Section 7.4 with the following:

Periodic inspections of the worksite should be undertaken during aftercare periods to ensure that:

- a. all traffic control devices are operating effectively. It is particularly important that the devices are visible at low light in the low headlight beam of passing vehicles.
- b. adequate provision has been made for pedestrians (including those with disabilities) and cyclists to pass safely through the worksite, especially at times when the temporary worksite speed limits may have been removed and traffic controllers are not present to provide assistance.
- c. sites at or near locations with high numbers of pedestrians (especially near licensed venues) are inspected on a risk-based approach.

The frequency of after-hours inspections and records is dependent on the type of traffic control devices left at an unattended site, length of time the site is unattended, the general environment around the site and the likelihood the traffic control devices will remain in place or be interfered with.

See Section 10 for further information on unattended sites.

### 7.11 *Near misses*

#### New

In addition to the requirements in Section 7.6 for incidents, the TMI is also responsible for identifying and reporting near misses.

The TMI must be alert to any near misses as these may indicate a problem or emerging problem, and report all near misses immediately to the site supervisor. Paperwork for near misses may be completed at the end of the shift.

Near misses are a measure of perception of risk. Reporting near misses assists with identifying events that may result in a future incident (e.g. serious injury or fatality) and can lead to improved practices to prevent this occurring. It is important that any near miss reports describe the ‘potential damage scenario’, e.g. a vehicle has run past a traffic control station and may possibly have resulted in actual or potential injury to people, damage to plant/equipment, environment, reputation or the project.

See QGTTM Part 7 Section 2.10 for further information on incidents and near miss reporting for traffic controllers.

