

Additional Information For Stock Crossings Applicants

1. Introduction

1.1 Aims and Objectives of the Manual for Traffic Control at Stock Crossings.

The primary objective of these guidelines is to provide guidance on the application and assessment process for the installation of Stock Crossing signs on roads throughout Victoria. The Manual gives specific instructions for:

- the selection of stock crossing sites,
- how they should be signed, and
- sign placement:

The Manual aims to:

- provide consistent application and administration of Stock Crossing signing across the State;
- adopt technical standards which not only facilitate motorist recognition and comprehension of signs but also meet road safety objectives and requirements; and
- reduce roadside clutter and visual pollution created by uncontrolled and inappropriate signs.

1.2 Application

The guidelines in the Manual for Traffic Control at Stock Crossings apply to all the stock crossings signs erected within road reserves in Victoria.

The guidelines are for the use of applicants, VicRoads, Municipal Councils, as well as any other relevant coordinating road authority.

Councils and any other relevant coordinating road authority may apply additional conditions.

Authorisation for Stock Crossing signs is provided by the relevant coordinating road authority under the Road Management Act 2004.

2. Stock Crossing Signing Roles & Administration

Stock Crossing signing throughout Victoria involves many stakeholders: road authorities (Municipal Councils and VicRoads) and government agencies. Each group or organisation has specific responsibilities in relation to signing, making the process easier to understand and more relevant for those with Stock Crossing signing needs.

2.1 Role of Road Authorities

In relation to Stock Crossing signs, road authorities need to ensure that all Stock Crossing signing conforms to design, construction and safety standards. In addition to these standards, road authorities can also impose other conditions relating to sign design and installation.

VicRoads is the relevant coordinating road authority for Victoria's freeways and declared arterial roads and Councils are the relevant coordinating road authority for municipal roads under the Road Management Act 2004.

Under Section 66 of the Road Management Act 2004, written consent (a sign permit) from the relevant coordinating road authority is required for the placing of a sign on a road.

In considering whether to give consent for the purposes of section 66, Regulation 508 of the Road Management (General) Regulations 2005 provides that the relevant coordinating road authority must consider whether a sign would be likely to:

- obscure the field of view of a user of the road;
- obscure or distract attention of a user of the road from a traffic control device;
- in any other way be detrimental to the safe or efficient use of the road; or
- cause a hazard by distracting the attention of a user of the road.

A sign permit from the road authority also serves as consent for works, for the purposes of section 63 of the Road Management Act 2004, with respect to the installation of the sign.

Signs that require a planning permit are the responsibility of Council. Councils will generally refer such applications to VicRoads as a referral authority under the Planning and Environment Act 1987.

2.2 Stock Crossing Permit

VicRoads issues a permit under regulation 24A of the Road Safety (Traffic Management) Regulations 2009 for the applicant to move an animal across an arterial road in accordance with the Manual for Traffic Control at Stock Crossings. The permit is issued subject to the General Conditions and any Special Conditions specified in the permit.

3. Eligibility for Stock Crossing Signage

Eligibility criteria for signage at Stock Crossings are generally set out in the Manual for Traffic Control at Stock Crossings.

Enquiries should be made initially with the relevant coordinating road authority. The relevant coordinating road authority will determine the most appropriate signing arrangement.

In Victoria, VicRoads is the coordinating road authority for all declared arterial roads and freeways, and the relevant municipal Council is the coordinating road authority and responsible for municipal roads.

4. How to Apply for a Stock Crossing Permit

4.1 General

Applicants seeking approval to place Stock Crossing signs within declared arterial road reserves should lodge an Application for a Stock Crossing Permit &

Consent for Works on a Road with the officer in charge of signing at the relevant VicRoads office.

A permit for a Stock Crossing is issued pursuant to sections 63 and 66 of the Road Management Act 2004.

The relevant road authority will, within 21 days, notify the applicant whether:

- the application has been approved, including the reasoning for any conditions;
- the application has been rejected, including why;
- the application has been referred to other authorities for consideration; or
- additional information is required.

The application and approval process for Stock Crossing signs is set out in the [Flow chart for Stock Crossing application process](#).

4.2 Preparation of Application

All applications should be made on the standard form which is available:

- on the VicRoads website (www.roads.vic.gov.au); or
- from a VicRoads Regional Signing Officer.

Applicants should first discuss their proposal with the road authority signing officer to discuss entitlement, design, and wording. Contact details are in the [VicRoads Stock Crossing Contact List](#).

4.3 Lodgment of Application

Applications should be submitted to the officer in charge of signing at the relevant VicRoads office.

4.4 Consideration of Application

The relevant road authority will assess each application, taking consideration of the following factors:

- the eligibility criteria;
- road safety issues;
- extent of signing; and
- appropriate sign design and location.

The road authority may also seek input from, and consult with any other relevant person.

4.5 Approval or Refusal of an Application

Written consent or approval of an application for a Stock Crossing will take the form of Stock Crossing Permit & Consent for Works on a Road. The permit contains general conditions that must be met by the applicant, including the technical and physical standards of the design, installation standards and maintenance requirements. In addition, the relevant road authority may impose special conditions on a permit. See [a sample permit](#).

In the case of disputes for applications to VicRoads the following process applies:

Issue	Initial Contact	Escalation*
Sign location for all signs on Declared roads	VicRoads Regional Signing Officer	Regional Director

4.6 Special Approvals on Declared Roads

Where signing proposals differ from those outlined in these guidelines, approval of the VicRoads Manager - Network Standards shall be obtained.

4.7 Ongoing Responsibilities

The applicant must comply with the conditions of the permit in particular to maintenance of the Stock Crossing signs, and any special conditions contained in the permit.

4.8 Non-compliance

The relevant road authority periodically checks for compliance with the Stock Crossing sign approval permit. Failure to comply with any condition of the permit is an offence under section 66 of the Road Management Act 2004 and may result in the termination of the permit and the removal of the Stock Crossing signs by the relevant road authority

5. Design, Construction and Installation of Signs

5.1 General

The application of technical standards for design, manufacture and installation of signs is necessary to ensure:

- signs are of a consistent colour and shape for ease of recognition;
- signs are readable at the prevailing traffic speed;
- the use and number of words and symbols is limited to facilitate maximum comprehension; and
- signs do not present a safety hazard.

5.2 Construction Materials, Sign Construction and Installation

Good construction and installation of signs is necessary to avoid danger to road users and pedestrians, particularly from signs that are too low, have sharp edges or are not designed to collapse on vehicle impact.

VicRoads and Council signing officers can provide advice on recommended sign face designers, manufacturers and installers who understand and subscribe to the relevant standards.

Sign manufacture and installation must be carried out in accordance with VicRoads' specifications (see specifications in Appendix).

Where signs are located on arterial roads, VicRoads will specify conditions relating to the installation of the signs, as well as those services which can be provided by VicRoads or by a VicRoads approved contractor.

Councils may provide an in-house sign manufacturing/installation service, with

full cost recovery from applicants, or they may outsource some or all elements of the work. Council signing officers will be able to provide details of their Council's process and cost recovery policy.

5.3 Maintenance of Signs

The need for sign repairs or replacement, for any reason, shall be at the discretion of the relevant road authority. The cost for maintaining signs—including due to damage or vandalism—replacement and reinstatement is the responsibility of the applicant.

Only approved VicRoads' contractors are permitted to install, maintain, replace or re-erect signs on VicRoads road reserve.

Council's approved contractors who install or maintain signs on municipal roads should be pre-qualified and also should have required public liability insurance. Written consent from the Council must be obtained before any sign installation or maintenance works are undertaken.

5.4 Alterations to Signs

A Stock Crossing sign permit is granted for the original Stock Crossing sign face design. The Stock Crossing sign face must not be altered unless written consent has been obtained from the relevant road authority. Any alteration to a Stock Crossing sign design is subject to a new application and may require a new Stock Crossing sign permit.

6. Administrative Arrangements

6.1 Costs

The financial responsibility for all Stock Crossing infrastructures rests with the applicant.

The applicant must bear all costs relating to the design, manufacture, installation and maintenance of the signs.

The applicant must maintain the sign(s) in a safe and clean condition to the satisfaction of the coordinating road authority.

All necessary repairs and restoration to the road, including the road reserve and ancillary works resulting from work or use shall be carried out to the satisfaction of, and at no cost to the coordinating road authority.

Any existing operational drains within the road reserve affected by works or use shall be restored to the satisfaction of and at no cost to the coordinating road authority.

All clearing of native vegetation, including trees and understory growth, shall comply with VicRoads, Council and Department of Environment, Land, Water and Planning (DELWP) requirements including the State Section of all Municipal Planning Schemes.

6.2 Ownership of Signs

The applicant who has paid for the provision of a Stock Crossing sign remains responsible for the maintenance and upkeep of the sign, subject to, and in accordance with Stock Crossing sign permit.

A Stock Crossing sign permit will detail a number of conditions, including:

- standards and specifications relating to sign construction, installation and maintenance;
- responsibilities in relation to cost, maintenance and removal;
- conditions under which the road authority may remove any sign; and
- conditions relating to the continuing operation of the business.

It is the applicant's responsibility to immediately notify the relevant road authority to arrange for the removal of all road signing to the Stock Crossing in the event of the business closing or if it is no longer required. Costs for undertaking this work will be charged to the business owner.

6.3 Permit Period

The Stock Crossing sign permits issued by VicRoads grants to the applicant the right to place a Stock Crossing sign in the roadside reserve for a period of 5 years, after which time the appropriateness and effectiveness of the sign may be reassessed. However, the road authority maintains the right to replace or remove any signs installed on roads under its control when any of the following occurs:

- the applicant no longer conforms with the conditions of the sign approval;
- the sign is in a poor state of repair;
- the business no longer requires a Stock Crossing;
- the business ceases to operate;
- the road authority needs to resume the land.

Costs for removing the signs in the first instance above will be charged to the applicant/business owner.

Failure to install any sign and/or lights to the coordinating road authority's satisfaction within 90 days of the date of the permit will result in the cancellation of the permit.

7. Glossary of Terms

Arterial Road

A road which is declared to be an arterial road under Section 14 of the Road Management Act 2004

Australian Standards (AS)

Australian Standards are prepared by committees made up of experts from industry, governments, user groups and other sectors. The requirements or recommendations contained in published Standards are the consensus of the views of representative interests and also take account of comments received from other sources. They reflect latest scientific and industry experience. Australian Standards are kept under continuous review after publication and are updated regularly to take account of changing technology.

Coordinating Road Authority

The coordinating road authority in relation to a road means the road authority which has coordination function as determined in accordance with Section 36 of the Road Management Act 2004. This is:

- (a) if the road is a freeway or arterial road, VicRoads;
- (b) if the road is a non-arterial State road, the relevant responsible road authority;
- (c) if the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

Declared Road

An arterial road or freeway

Freeway

A road declared to be a freeway under Section 14 of the Road Management Act 2004.

Municipal Road

A road under the care and management of a municipal council, - i.e. a road other than a freeway, declared arterial road or a road under the responsibility of a state authority.

Planning Scheme

A statutory document provided for by the Planning and Environment Act 1987 (Clause 36.04 Road Zone) which sets out policies and provisions for the use, development, protection or conservation of any land in an area.

Signing Officer

A person employed by a Council or by VicRoads who has the role of ensuring high standards of sign design, manufacture and installation throughout the region, including the management of applications from businesses. VicRoads employs a signing officer in each of its seven regions throughout Victoria. Councils may combine the role of signing officer with other tasks. Typically, a Council may nominate a member of its traffic engineering, statutory planning, economic development or tourism departments to provide the initial point of contact for tourist signing applications.

Appendix – References and Specifications

References:

Australian Standard – AS 1743 Road Signs Specifications

VicRoads' Standard Specifications for Roadworks

Worksite Safety Traffic Management Code of Practice (WSTM)

VicRoads' Traffic Engineering Manual (TEM) Volume 2 – Signs and Markings

VicRoads' Traffic Engineering Manual (TEM) Volume 2 – Chapter 8: Regulatory Signs

VicRoads' Traffic Engineering Manual (TEM) Volume 2 – Chapter 9: Warning Signs

VicRoads' Manual of Standard Drawings for Road Signs, Ch 1 - Regulatory Signs

General Specifications:

Any Stock Crossing sign needs to conform strictly to the following standards:

- colour, type, size and legend – AS 1743 & AS 1744;
- symbols – AS 1742.6, AS 2342;
- placement, supports and fittings – TEM Vol 2, Sections 6 and 7;
- erection of signs – VicRoads standard specifications, Section 714, WSTM; and
- manufacture of road signs – VicRoads standard specifications, Section 860.