



Additional Network Standards & Guidelines
Part 2.2 – Authorisation of traffic control devices

OCTOBER 2015

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Current versions of Acts and Regulations referred to in this document are available by searching Victorian Law Today at www.legislation.vic.gov.au

1 Introduction

1.1 General

Traffic control device (TCD) is the term that covers the traffic signs, road markings and traffic signals that are integral to the safe and efficient use of Victoria's roads. These devices establish and support the rules by which roads are used; conveying information to road users, making intersections safe, and provide protection for vulnerable road users.

Major traffic control devices (Major TCDs) place a significant and legally enforceable condition on what road users may do and/or can have a significant impact on the use of a road. Major TCDs are listed in Schedule 1 of the *Road Safety (Traffic Management) Regulations 2009* (RS(TM) Regulations) (See Table 2).

A traffic control device that is not a scheduled Major TCD is a **minor traffic control device** (Minor TCD).

Legal definitions of the above and other terms are included in Attachment A – Definitions and Powers to Erect Traffic Control Devices.

1.2 Powers and Authorisations

The use¹ of traffic control devices is prescribed by Regulations 6 to 24 of the RS(TM) Regulations.

Under these Regulations a range of entities have the power to use traffic control devices, subject to prescribed conditions. This includes the use of Major TCDs in some cases. These powers are detailed in the reference noted in Table 1, column 3.

Table 1 – Regulations Prescribing the Use of Traffic Control Devices

Reg.	Subject	Detailed in
6	Erection, installation of and interference with traffic control devices	-
7	Prohibition on erection of superseded traffic control devices	-
8	Power of VicRoads to erect traffic control devices	Table 3
9	VicRoads to consult before erecting certain traffic control devices on roads	-
10	Power of responsible road authorities to erect traffic control devices on roads	Table 3
11	Erection of traffic control devices by certain works managers	Table A 1
12	Erection of traffic control devices by persons authorised to conduct non-road activities	
13	Traffic signs at children's crossings	
14	Erection of road closure signs	
15	Police may erect traffic control devices	
16	Erection of traffic control devices by other persons	
17	Erection of traffic signs at stock crossings	

If an entity does not have the power to use a traffic control device it must first obtain the written authority of the relevant road authority (i.e. VicRoads or Council) in accordance with the RS(TM) Regulations. VicRoads authorisation can take two forms:

- (a) **Instrument of Delegation** – applies only to Councils and only to designated Major TCDs (section 3.4.1)
- (b) **Memorandum of Authorisation** – applies to all other traffic control devices requiring VicRoads authorisation (section 3.6).

1.3 Responsibilities

1.3.1 Processes and Systems

Entities with powers to authorise and erect TCDs are expected to have their own processes, procedures and tools for exercising their powers and maintaining records of authorisations and installations. As a minimum these should include:

- **Planning:** procedures, templates and capable staff necessary to investigate, analyse, design and document the need and requirement for TCDs
- **Authorisation:** procedures, delegations and authorities for exercising their power to authorise TCDs
- **Completion:** procedures for collecting information on the actual erection of TCDs
- **Records Management:** systems for managing TCD records efficiently and effectively, with the key objective of having accurate and accessible records of currently authorised TCDs.

¹ “use” includes the erection, display, placement, removal or alteration of a traffic control device, or any other action referred to in Regulations 6 to 24 of RS(TM) Regulations.

1.3.2 Technical References

It is the responsibility of all entities to follow the technical references adopted by VicRoads that include:

- AS 1742 series – Manual of uniform traffic control devices and VicRoads Supplements
- AS 1743 – Road sign specifications and VicRoads Supplement
- VicRoads Manual of Standard Drawings for Road Signs
- AS 2890 series – Parking facilities and VicRoads Supplements
- Austroads Guide to Traffic Management and VicRoads Supplements
- Austroads Guide to Road Safety and VicRoads Supplements
- Code of Practice Worksite Safety – Traffic Management (Victorian Government Gazette No. S 351 Tuesday 31 August 2010).

Any situation that is not covered by the guidelines must be considered on its merits, having regard to matters of safety, traffic movement, pedestrian access, public and heavy transport vehicles, bicycles, consistency and good practice.

The technical references specific to Major TCDs are included in Table 2.

1.3.3 Installation and Maintenance

Responsibility for installation and maintenance of TCDs where there are shared road management responsibilities is set out in the *Code of Practice for Operational Responsibility for Public Roads* as made under the *Road Management Act 2004 (RMA)*.

1.4 Application

The *Road Safety Act 1986 (RSA)* and regulations (including the RS(TM) Regulations) broadly apply to roads and road related areas that are open to or used by the public. The use of TCDs prescribed in the RS(TM) Regulations is similarly in the context of road and road related areas.

Although the “road” and “road related area” definitions in the Act can be viewed as applying to many off-street areas such as shopping centre or railway station car parks or roads within a university or hospital, this is an interpretation not based in law, so the TCDs that regulate traffic may not be applicable or enforceable.

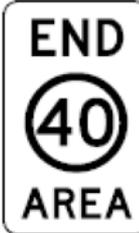
The RSA includes provisions through which the Act and regulations can explicitly apply to off-street areas. Any person or entity that controls an off-street area and wants to use TCDs to control traffic and parking should refer to VicRoads Traffic Engineering Manual Volume 3 Part 2.6 – *Extending the Road Safety Act to Off-Street Areas (2015) (TEM Vol.3 Part 2.6 (2015))*.

2 Major Traffic Control Devices

Table 2 sets out the Major Traffic Control Devices currently scheduled in Schedule 1 of the RS(TM) Regulations. The table includes:

- the assigned Device Number and description
- the Australian Standard designation and illustration (as applicable)
- the primary technical references where the related technical guidelines and additional information can be found.

Table 2 –Major Traffic Control Devices

Major Traffic Control Device in Schedule 1 of the <i>Road Safety (Traffic Management) Regulations 2009</i>			
Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
1	A speed-limit sign	 R4-1	AS 1742.4 and VR Supplement to AGRS Part 3 and Victorian Supplement Code, Part 5
2	An end speed-limit sign	 R4-12	
3	An area speed-limit sign	 R4-10	
4	An end area speed-limit sign	 R4-11	

² This column may not include the full description included in Schedule 1

³ Italicised text in this column is not part of Schedule 1 and is provided for information only

⁴ "AS" refers to the referenced Australian Standard, "AGTM" refers to the referenced part of the Austroads Guide to Traffic Management, "AGRS" refers to the referenced part of the Austroads Guide to Road Safety and "Code" means the referenced part/division of the Code of Practice, Roadwork Safety – Traffic Management made under the Road Management Act 2006. "VR" Supplement refers to the VicRoads Supplements.

Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
5	A hook turn only sign	 <p align="right">R2-21</p>	AS 1742.14 and VR Supplement AGTM Part 10 and VR Supplement
6	Traffic signals		AS 1742.14 and VR Supplement AGTM Part 10 and Victorian Supplement Code, Part 6, Division 3
7	<p>A traffic control device other than a traffic signal that uses lights or illuminated words or symbols to direct or warn road users.</p> <p><i>This item applies to, but is not limited to, the following:</i></p> <ul style="list-style-type: none"> • internally illuminated traffic signs that use LED or other technology, including the illuminated versions of speed-limit and no-turns signs • variable message signs that direct or warn traffic • traffic signs with flashing yellow lights • internally illuminated pavement markers 		AS 1742.2 and VR Supplement AS 1742.3 and VR Supplement AS 1742.14 and VR Supplement AGTM Part 9 and VR Supplement AGTM Part 10 and Victorian Supplement Code, Part 6
8	A stop here on red signal sign	 <p align="right">R6-6</p>	AS 1742.2 and VR Supplement AS 1742.14 and VR Supplement AGTM Part 10 and VR Supplement
9	A stop here on red arrow sign	 <p align="right">R6-14</p>	
10	A pedestrian crossing	 <p align="right">R3-1</p>	AS 1742.10 and VR Supplement AGTM Part 6 and VR Supplement
11	A no left turn sign erected or placed near or on a length of road along which a tram operates	 <p align="right">R2-6L</p>	AS 1742.2 and VR Supplement AS 1742.12 and VR Supplement
12	A no right turn sign erected or placed near or on a length of road along which a tram operates	 <p align="right">R2-6R</p>	

Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
13	A no U-turn sign erected or placed near or on a length of road along which a tram operates	 R2-5	
14	A no turns sign erected or placed near or on a length of road along which a tram operates	 R2-7	
15	A left turn only sign erected or placed near to or on a length of road along which a tram operates	 R2-14L	
16	A right turn only sign erected or placed near to or on a length of road along which a tram operates	 R2-14R	AS 1742.2 and VR Supplement AS 1742.12 and VR Supplement
17	A left lane must turn left sign erected or placed near to or on a length of road along which a tram operates	 R2-9L	
18	A right lane must turn right sign erected or placed near to or on a length of road along which a tram operates	 R2-9R	
19	An exclusive left turn arrow or exclusive right turn arrow on a sign or on the road in a marked lane on a length of road along which a tram operates		
20	A bus lane sign	 R7-1-1	AS 1742.12 and VR Supplement
21	An end bus lane sign	 R7-4	

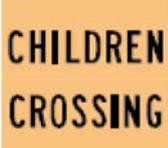
Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
22	A clearway sign	 <p align="right">R5-50</p>	AS 1742.11 and VR Supplement AGTM Part 11 and VR Supplement
23	An end clearway sign	 <p align="right">R5-51</p>	
24	A shared zone sign	 <p align="right">R4-4</p>	AGTM Part 8 and VR Supplement
25	An end shared zone sign	 <p align="right">R4-5</p>	
26	A tram lane line		AS 1742.12 and VR Supplement
27	A tram lane sign	 <p align="right">R7-1-5</p>	
28	An end tram lane sign	 <p align="right">R7-4</p>	
29	A transit lane sign	 <p align="right">R7-7 series</p>	AS 1742.12 and VR Supplement
30	An end transit lane sign	 <p align="right">R7-9 series</p>	

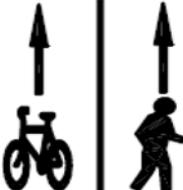
Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
31	A truck lane sign	 R7-1-3  R7-4	AS 1742.12 and VR Supplement
32	An end truck lane sign		
33	A no trucks sign	 R6-10-2	AS 1742.12 and VR Supplement
34	A sign of a type referred to in the Road Rules which has an inscription limiting its operation in respect of classes of persons or classes of vehicles. <i>The most common application of inscriptions referring to classes of vehicles on signs is to restrict the movement of large and/or heavy vehicles on certain roads or parts of the roads, for example the use of one or more of the above signs carrying an inscription (eg. Heavy Vehicles, Do Not Enter). Restrictions on bus movements would also fall into this category.</i>		AS 1742.2 and VR Supplement AS 1742.12 and VR Supplement
35	A traffic control device of a type mentioned in the Road Rules erected, displayed or placed at or near traffic signals. <i>The signs include, but are not limited to:</i> <ul style="list-style-type: none"> • No Turns • One way • No Left turn • No Right turn • No Entry • Do Not Enter • No U Turn • Right (or left) Turn only • Keep Left (or Right) • Left (or Right) Lane Must Turn Left (or Right) 		AS 1742.2 and VR Supplement AS 1742.14 and VR Supplement AGTM Part 10 and VR Supplement
36	A parking bay or a parking control sign permitting or directing parking on the right side of a one-way road that has a dividing strip immediately to its right		AS 1742.11 and VR Supplement AGTM Part 11 and VR Supplement

Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
37	<p>A traffic control device that permits stopping at a place where parking or stopping would otherwise be prohibited by the Road Rules</p> <p><i>The instances that this description applies to are:</i></p> <p>(a) <i>Within an intersection (except at the top of a T) (Rule 170 (1))</i></p> <p>(b) <i>Within 20 m from the nearest point of an intersecting road at an intersection with traffic lights (Rule 170(2))</i></p> <p>(c) <i>Within 10 m of an intersection without traffic lights (except at the top of a T) (Rule 170 (3))</i></p> <p>(d) <i>Within 20 m on the approach side and 10m on the departure side of a children's crossing (Rule 171)</i></p> <p>(e) <i>Within 20 m on the approach side and 10 m on the departure side of a pedestrian crossing (except at an intersection) (Rule 172)</i></p> <p>(f) <i>Within 10 m of the traffic light pole on the approach side and 3 m on the departure side of pedestrian signals or bicycle crossing lights (except at an intersection) (Rules 173 & 174)</i></p> <p>(g) <i>Within 20 m of a level crossing (Rule 175)</i></p>		AS 1742.11 and VR Supplement AGTM Part 11 and VR Supplement
38	A no stopping sign erected at or near the centre of a road or on a dividing strip (within the meaning of the Road Rules)	 <p>R5-35</p>	AS 1742.11 and VR Supplement AGTM Part 11 and VR Supplement
39	A give way sign	 <p>R1-2</p>	
40	A roundabout sign	 <p>R1-3</p>	AS 1742.2 and VR Supplement AGTM Part 6 and VR Supplement
41	A stop sign	 <p>R1-1</p>	
42	A children's crossing		AS 1742.10 and VR Supplement AGTM Part 6 and VR Supplement

Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
43	A bicycle lane sign	 R7-1-4	<p align="center">AS 1742.2 and VR Supplement AS 1742.9 and VR Supplement</p>
44	An end bicycle lane sign	 R7-4	
45	A bicycle path sign	 R8-1	
46	An end bicycle path sign	 R7-4	
47	A bicycle path road marking		
48	An end bicycle path road marking		
49	A no bicycles sign	 R6-10-3	
50	A separated footpath sign	 R8-3	
51	An end separated footpath sign	 R7-4	
52	A separated footpath road marking		

Major Traffic Control Device in Schedule 1 of the Road Safety (Traffic Management) Regulations 2009

Device Number	Description ^{2,3}	Illustration & Designation	Primary Technical References ⁴
53	An end separated footpath road marking		
54	A shared path sign	 R8-2  R7-4	AS 1742.2 and VR Supplement AS 1742.9 and VR Supplement
55	An end shared path sign		
56	A sign or parking bay permitting or directing angle parking (excludes Device No. 61)		AS 1742.11 and VR Supplement AS 2890.5 and VR Supplement AGTM Part 11 and VR Supplement
57	A sign or parking bay permitting or directing parking in a 'median strip parking area' as defined in the Road Rules. This includes centre of the road parking where lines, bays or kerbs separate the two traffic directions along the road		AS 1742.11 and VR Supplement AGTM Part 11 and VR Supplement
58	A road hump		AS 1742.13 and VR Supplement AGTM Part 8 and VR Supplement
59	A keep left unless overtaking sign	 R6-29	AS 1742.2 and VR Supplement
60	An end keep left unless overtaking sign	 R6-32	
61	A traffic control device permitting or directing 135° parking or "Rear-in" parking		AS 1742.11 and VR Supplement AS 2890.5 and VR Supplement AGTM Part 11 and VR Supplement
62	A trucks use left lane sign	 R6-28  R7-4	AS 1742.2 and VR Supplement
63	An end trucks use left lane sign		

3 Legal Framework

3.1 Powers to Erect Traffic Control Devices

The powers of road authorities to erect TCDs is regulated by Part 2, Division 2, Regulations 8, 9 and 10 of the RS(TM) Regulations, summarised in Table 3.

Powers for other entities to erect traffic control devices are included in Regulations 11 to 17 of RS(TM) Regulations and summarised in **Error! Reference source not found.**

3.2 Powers of Road Authorities

Table 3 – Road Authority Powers to Erect Traffic Control Devices

Road or Road Related Area is part of:	Power to erect, display, place, remove or alter TCDs	Conditions
Regulation 8 – VicRoads		
A freeway	all TCDs	Nil
An arterial road	all TCDs	Under Reg. 8(2) VicRoads cannot erect: <ul style="list-style-type: none"> a stopping or parking traffic control device (other than a Clearway sign, Reg.8(3)) a TCD associated with a children's crossing
Other than part of a freeway or arterial road	speed-limit devices (road lengths and areas)	Under Reg. 8(4) and 9 VicRoads must consult with relevant Council(s)
	shared zone devices	
	TCDs that provide direction to or advance warning of a nearby intersection with a freeway or arterial road	Nil
Regulation 10(1) – Responsible road authorities⁵		
An area under road authority's care and management	all Major TCDs other than a temporary works speed-limit sign ⁶	With the authority of VicRoads
	all Minor TCDs	Nil
	a temporary works speed-limit sign ⁶	
Regulation 10(2) – Councils		
A municipal road	all Major TCDs other than a temporary works speed-limit sign ⁶	With the authority of VicRoads
	all Minor TCDs	Nil
	a temporary works speed-limit sign ⁶	
An arterial road	a Minor TCD for the control of stopping or parking	Subject to Reg. 10 (3) and 10 (4)
	a TCD associated with a children's crossing	
	any other minor TCDs or a major TCD	With the authority of VicRoads

3.3 Managing Conflict Between Traffic Control Devices

Regulation 10(3) of the RS(TM) Regulations requires that a Council must not erect, establish, display or maintain a parking control sign that is inconsistent with a Major TCD located on the same length of road. Most importantly, this means that parking control signs must not be in conflict with the times of operation of a Clearway. Regulation 10(4) requires that where there is an inconsistency, the Council must alter the inconsistent parking control sign to remove the inconsistency, or remove the inconsistent sign altogether.

⁵ the responsible road authority which has operational functions as determined in accordance with section 37 of the RMA

⁶ temporary works speed-limit signs cannot fix a speed-limit less than 40 km/h (Reg. 4, RS(TM) Regulations 2009)

More generally the *Local Government Act 1989* requires, at Part 9, Division 1, Section 208, that “a Council must not exercise its powers under this Division inconsistently with the functions and powers of the Roads Corporation under the Transport Integration Act 2010, the Transport (Compliance and Miscellaneous) Act 1983, the Road Management Act 2004 and the Road Safety Act 1986 and the regulations under those Acts”.

3.4 Authorisation of Council Traffic Control Devices by VicRoads

Further to Table 3, the following arrangements have been established to administer TCDs that are erected by Councils but require prior written authorisation from VicRoads.

VicRoads authority can take one of two forms:

- **Delegation:** through a formal instrument of delegation, VicRoads provides Councils with the authority to erect certain Major TCDs, providing it is done in accordance with the instrument
- **Memorandum:** in all other cases, a specific ‘Memorandum of Authorisation’ must be received by VicRoads before a Council can erect a TCD.

3.4.1 Delegated Powers, Conditions and Major Traffic Control Devices

The conditions of the Instrument dated 9 November 2009 delegating all Councils the power to authorise certain major traffic control devices are included as Figure 1. The delegated Major TCDs scheduled to this Instrument are highlighted and marked with a ‘Yes’ in Table 4.

Figure 1 – Instrument of Delegation

ROAD SAFETY ACT
SECTION 91
DELEGATION OF POWER TO AUTHORISE TRAFFIC CONTROL DEVICES

Pursuant to Section 91 of the Road Safety Act 1986, the Roads Corporation (hereafter called "VicRoads") hereby delegates powers under Regulation 10 of the Road Safety (Traffic Management) Regulations 2009 to the Council officer in each municipality who holds the most senior position relating to traffic engineering ("the delegate") as follows:

to give authority to erect, display, place, remove or alter a major traffic control device of the kind specified in the Schedule to this Instrument on all roads in the municipality other than freeways and arterials.

This delegation is subject to the following conditions:

(i) the delegate must give the relevant Regional Director of VicRoads a copy of any authority given under this delegation, including the date of installation or removal of the traffic control device, within one calendar month after the giving of that authority;

(ii) the major traffic control device must comply with the requirements of the latest version of the VicRoads Traffic Engineering Manual or similar guidelines;

(iii) the delegate must cause to be removed or adjusted, at the cost of the relevant municipal Council, any major traffic control device and associated devices or infrastructure to which authority has been given under this Instrument when directed in writing to do so by the relevant Regional Director of VicRoads;

(iv) the delegate must obtain the written approval of any provider of public transport (ie. bus or tram) that operates a road transport passenger service route along a road prior to giving authority to the installation of any major traffic control device on that road; and

(v) if a dispute arises between any two relevant road authorities in relation to the exercise of this delegation the delegate must refer the matter to the Executive Director – Network and Asset Planning of VicRoads for resolution.

All previous Instruments to municipal councils in relation to major traffic control items are hereby revoked.

Table 4 – Delegated Major Traffic Control Devices

Type of Major Traffic Control Device	Major Traffic Control Device Item Numbers	Delegated?
Speed Control	1, 2 (road lengths) / 3, 4 (areas)	No
Hook Turn	5	No
Traffic Signals & Associated Signs	6 (Traffic Signals) 8, 9 (STOP HERE Signs) 35 (Other Devices)	No
Electronic/Illuminated Traffic Control Devices	7	
An electronic / illuminated traffic control device, including a variable message sign, acting as a works advisory device (as defined in Regulation 5) when used in accordance with the <i>Road Management Act (2004) Code of Practice Worksite Safety - Traffic Management</i>		No
Other electronic/illuminated traffic control devices		No
Pedestrian Crossing	10	No
Signs and Markings near or along a road with Trams	11 to 19, 26 to 28	No
Bus Lane Signs	20, 21	No
Clearway Signs	22, 23	No
Shared Vehicle / Pedestrian Zone	24, 25	No
Transit Lane	29, 30	No
Truck Signs	31, 32 (Truck Lane) / 33 (No Trucks)	No
Road User Specific Signs	34	No
Parking on the Right Hand Side of a One-Way Road with Dividing Strip	36	Yes
Parking where otherwise prohibited by the Road Rules	37	
Within an intersection (except at the top of a T) Rule 170 (1))		No
Within 20 m from the nearest point of an intersecting road at an intersection with traffic lights (Rule 170(2))		No
Within 10 m of an intersection without traffic lights (except at the top of a T) (Rule 170 (3))		Yes
Within 20 m on the approach side and 10 m on the departure side of a children's crossing (Rule 171)		Yes
Within 20 m on the approach side and 10 m on the departure side of a pedestrian crossing (except at an intersection) (Rule 172)		No
Within 10 m of the traffic light pole on the approach side and 3 m on the departure side of pedestrian signals or bicycle crossing lights (except at an intersection) (Rules 173 & 174)		No
Within 20 m of a level crossing (Rule 175)		No
No Stopping near centre of a road or on a dividing strip	38	Yes
Intersection Signs	39, 40, 41	Yes
Children's Crossing	42	Yes
Bicycle Lane	43, 44	No
Bicycle Path	45, 46, 49 (Signs) / 47, 48 (Markings)	Yes
Separated Footpath	50, 51 (Signs) / 52, 53 (Markings)	Yes
Shared Path	54, 55	Yes
Angle Parking	56 (Front-in)	Yes
	61 (Rear-in)	No
Median Strip Parking	57	Yes
Road Hump	58	Yes
Keep Left Unless Overtaking Signs	59, 60	No
Trucks Use Left Lane	62, 63	No

3.4.2 Exercising Delegated Powers

Council delegates need to follow the decision making process set out in Figure 2 in exercising the powers delegated by VicRoads.

As noted in section 1.3, Councils need to have the procedures, templates and capable staff necessary to investigate, analyse, design and document the need and requirement for TCDs and to follow the technical references adopted by VicRoads.

In particular, if a Major TCD is not to be erected in accordance with the appropriate technical references included in Table 2, the **powers delegated to Council cannot be exercised** and an application to erect the TCD must be submitted to VicRoads in accordance with section 3.6.

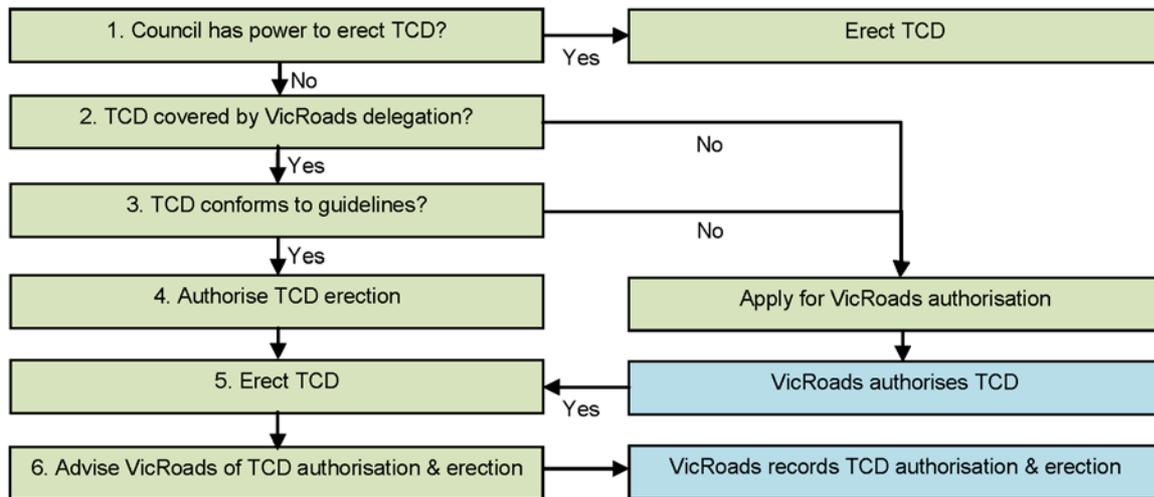


Figure 2 – Council TCD Process under Delegation

3.5 Other Traffic Control Devices requiring VicRoads Authorisation

VicRoads does not currently delegate authorisation to use TCDs to other responsible entities or persons to whom Regulation 10(1) (Table 3) or Regulations 11 to 17 (Table 4) of RS(TM) Regulations apply, other than those authorised in these Regulations and for which Council has a VicRoads delegation.

All TCDs requiring VicRoads authorisation need to be submitted in accordance with section 3.6.

3.6 Application for VicRoads Authorisation

An application for a *Memorandum of Authorisation* must be made to VicRoads when:

A **Council**, as the responsible road authority (Regulation 10) does not have the power to use a TCD, or it is not covered by the current VicRoads *Instrument of Delegation*

Any **relevant service provider or any person** (Regulation 11) does not have the power to use a TCD, in which case the application for authorisation should be forwarded:

- on an arterial road and freeway - directly to VicRoads
- on any other road (e.g. municipal road) or road related area:
 - Major TCD – directly to VicRoads
 - Minor TCD – relevant coordinating road authority.

Applications should include all of the information required by VicRoads (or Council) to determine that the need and requirement for a TCD is valid and justified and conforms to appropriate technical references and practice. It may be appropriate for applications to be accompanied by a covering report, site plan, sight distance diagrams, traffic and / or pedestrian counts or crash data / diagrams.

4 VicRoads Authorisation

4.1 Typical Forms

VicRoads general form of the Memorandum of Authorisation (MoA) is shown in Figure 3. Further information on MoA's can be found on the VicRoads website at <https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve> or via the VicRoads home page by clicking on Business & Industry > Design & management > Working within the road reserve > Do I need a Traffic Management Plan or Memorandum of Authorisation for my works? Additional information includes a Fact Sheet on MoA requirements, the MoA standard application form and an MoA example application form.

Where a condition of VicRoads authorisation is to return a Notice of Completion, this should take the form shown in Figure 4.



Chief Executive Officer
City of [Municipality]
P.O. Box yy
VIC yyyy

Contact: X Xxxxx
Telephone: 03 xxxx xxxx

22 December 2014

Re MEMORANDUM OF AUTHORISATION-MAJOR TRAFFIC CONTROL DEVICES

Dear Mr/Ms

I refer to your application of dd/mm/yyyy for authorisation of the installation of Major Traffic Control Devices for

Please find enclosed a signed Memorandum of Authorisation for the installation of the requested Major Traffic Control Devices. Council should note that:

- this approval is provided on the understanding that adequate consultation has been or will be undertaken with stakeholders; and
- any queries or concerns raised by stakeholders regarding the installation will be resolved by Council.

Yours sincerely

**[Regional Director]
REGIONAL DIRECTOR**

Figure 3: General Form of Memorandum of Authorisation

To :

From :

**NOTIFICATION OF COMPLETION DATE
MAJOR TRAFFIC CONTROL ITEM**

VicRoads Ref.: [OD #]

Written Consent issued on:

You are advised that the works specified in the Written Consent and described below were completed on the date shown against each item.

Item	Date of Completion
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-
-
-

Signed : **Date :**

Name : **Title :**

Roads Corporation Use Only

	Yes	N/A		
Site inspected?	<input type="checkbox"/>	<input type="checkbox"/>		
Database updated?	<input type="checkbox"/>	<input type="checkbox"/> (Traffic & Transport Officer) (Date)

Figure 4: Typical notification of installation completion

4.2 Typical Cover Letter

In authorising Major TCDs on Council roads, particularly related to speed limits, it needs to be made clear that Councils remain responsible to their communities for decisions made in requesting such authorisation. The following text is suggested for inclusion in the covering letter sent with the MoA:

Please find enclosed a Memorandum of Authorisation for the installation of the speed signs. Council should note that it is responsible for community consultation and community acceptance of speed signing proposed by it for local roads under its management.

ATTACHEMNT A – Definitions and Powers to Erect Traffic Control Devices

Relevant Definitions

Legislated definitions and references for terms used in this document come from the RS(TM) Regulations, *Road Safety Road Rules Regulations* and the *Road Management Act*.

Road Safety (Traffic Management) Regulations 2009 definitions:

“traffic control device” means a traffic sign, road marking, traffic signals, or other device, to direct or warn traffic on, entering or leaving a road and includes a road hump

“major traffic control device” means a traffic control device specified in Schedule 1 of the Regulations

“minor traffic control device” means a traffic control device other than a major traffic control device

Road Safety Road Rules Regulations 2009 definition references:

“road” defined in Road Rule 12

“road related area” defined in Road Rule 13

Road Management Act 2004 references:

“Road Authority” - Division 2 – General functions and powers of road authorities (depends on category of road and other factors)

“coordinating road authority” – Section 36

“responsible road authority” – Section 37

Further information setting out who is the responsible road authority for the different parts or elements of a road reserve on Victoria’s roads is set out in the ‘*Road Management Act 2004 Code of Practice Operational Responsibility for Public Roads*’.

Other Powers to Erect Traffic Control Devices

Other powers to erect traffic control devices are included in Part 2, Division 3, Regulations 11 to 17 of the RS(TM) Regulations. These powers are summarised in Table A 1.

Table A 1– Other Powers to Erect Traffic Control Devices

Application	Power to erect, display, place, remove or alter TCDs	Conditions
Regulation 11 – Authorised works (applies to utility and provider of public transport)		
Undertaking authorised works within the meaning in 11(3)	Works advisory device, hand-held stop sign, work zone sign, or temporary works speed-limit sign not less than 40 km/h	Device is included in the traffic management plan for the works
	Any other traffic control device	With the authority of VicRoads
Regulation 12 – Authorised non-road activities		
Permit issued under section 99B of the <i>Road Safety Act 1986</i> to conduct a non-road activity	Works advisory device, hand-held stop sign, work zone sign, or temporary works speed-limit sign not less than 40 km/h	Subject to permit requirements
	Any other traffic control device	With the authority of VicRoads
Regulation 13 – Children’s crossings		
School crossing supervisor	Children’s crossing flag or hand-held stop sign referred to in Rule 80 of the Road Rules	Person is employed by a Council to supervise school crossings or is authorised by a Council for the purposes of this regulation
Regulation 14 – Road closures		
Closure of a road in accordance with power conferred by or under any Act	Works advisory device, hand-held stop sign, or a no-entry sign	In accordance with the relevant Act

Application	Power to erect, display, place, remove or alter TCDs	Conditions
Regulation 15 – Police		
Police officers acting reasonably	A sign of the kind referred to in the Road Rules	Must not be displayed for a period of more than 7 days
Regulation 16 – Other persons		
Any person	A Major TCD	With the authority of VicRoads
	A Minor TCD	With the authority of the coordinating road authority
Regulation 17 – Stock		
At a permanent stock crossing (Sign 1, flashing yellow lights)	 Sign 1  Sign 2  Sign 3  Sign 4	In accordance with a Council-issued permit (unless a local law provides that a permit is not required) and the <i>Manual for Traffic Control at Stock Crossings</i> issued by VicRoads
At a temporary stock crossing (Sign 2, Sign 4)		
While driving (Sign 3)		
While grazing (Sign 3, Sign 4)		
All above applications		

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ANS&G 2.2 Ed 1	All	October 2015	First Edition – replaces VicRoads Traffic Engineering Manual Volume 1 – Chapter 2 – Authorisation of Traffic Control Devices

Previous versions of this document are available on request by contacting the VicRoads – Network Standards team.

For enquiries regarding this supplement, please contact the VicRoads – Network Standards team via tem@roads.vic.gov.au or 9854 2417.