



Traffic Engineering Manual

Volume 3 – Additional Network Standards & Guidelines

Part 2.2

Authorisation of traffic control devices

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Department
of Transport

Traffic Engineering Manual Volume 3

Additional Traffic Engineering Standards and Guidelines

Document purpose

This document is a Department of Transport (DoT) Additional Traffic Engineering Standards and Guidelines document.

The aim of this document is to provide practitioners guidance on a topic not covered (or not covered sufficiently) by other national or state standards and guidelines.

Practitioners are advised that guidance in this document be followed in order to achieve best practice outcomes.

Document hierarchy

This document has been published as a *Guideline* in DoT's [document hierarchy](#). A *Guideline* contains relevant engineering knowledge which MUST be acknowledged and considered by a practitioner.

Where information contained in this guideline cannot be followed, the practitioner should seek technical advice from DoT and gain acceptance (where necessary) for a departure from the content in this guideline.

Document information and revision history

Further document information and revision history can be found at the end of this document.



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1 INTRODUCTION

1.1 Traffic control devices

Traffic control device (TCD) is the term that covers the traffic signs, road markings, traffic signals or any other device to direct or warn traffic on, entering or leaving a road. TCDs are integral to the safe and efficient use of Victoria's roads in that they establish and support the rules by which roads are used, convey information to road users, make intersections safe and provide protection for vulnerable road users.

TCDs are classified as either:

- Major traffic control devices (major TCDs); or
- Minor traffic control devices (minor TCDs).

Major TCDs are listed in Schedule 1 of the Road Safety (Traffic Management) Regulations 2019 (RS (TM) Regs) (see Table 2).

A traffic control device that is not a scheduled major TCD is a minor TCD.

1.2 Powers and authorisations

Head, Transport for Victoria (Head, TfV), other State road authorities (e.g. Parks Victoria, Department of Environment, Land, Water and Planning) and municipal councils (all road authorities) own and manage the public road network and are responsible for ensuring roads are safe and efficient for all road users. Given this, any third-party that seeks to erect, display, place, remove or alter a TCD (i.e. use a TCD) on a road or road related area, must have the appropriate prior authorisation from the relevant road authority.

It is an offence under the RS (TM) Regs to use a TCD on a road or road related area, or that is in view of any person on a road or road related area, without the appropriate authorisation.

The use of TCDs is prescribed by Regulations 7 to 26 of the RS (TM) Regs. Under these Regulations a range of entities have the power to use TCDs, subject to conditions. This includes the use of major TCDs in some cases.

These powers are detailed in this guideline as shown in Table 1.

Table 1: Road Safety (Traffic Management) Regulations prescribing the use of TCDs

Reg.	Subject	Detailed in
7	Erection and installation of, and interference with, traffic control devices	-
8	Prohibition on erection of superseded traffic control devices	-
9	Power of Head, Transport for Victoria to erect traffic control devices	Table 3
10	Head, Transport for Victoria to consult before erecting certain traffic control devices on roads or road related areas	
11	Power of other responsible entities and Councils to erect traffic control devices on roads or road related areas	Table 4
12	Erection of traffic control devices by authorised works managers	Table 5
13	Erection of traffic control devices by persons authorised to conduct non-road activities	
14	Traffic signs at children's crossings	
15	Erection of road closure signs	
16	Police officer may erect traffic control devices	
17	Traffic control at stock crossings	
18	Erection of traffic control devices by other persons	
19 - 26	Other matters	-

Notes:

- **Current versions of Acts and Regulations referred to in this document are available by searching Victorian Legislation at www.legislation.vic.gov.au.**
- **Head, TfV and Department of Transport (DoT) are separate entities.**
Head, TfV is a road authority under the Road Management Act 2004 (RMA), and is responsible for the road management functions, powers and duties as conferred by the RMA for freeways and arterial roads.
DoT is not a road authority and has no road authority functions, powers, or duties under the RMA. DoT is the umbrella agency which employs staff to perform the functions, powers and duties required under the RMA on behalf of Head, TfV.



1.3 Responsibilities

The following applies for entities with powers to authorise and erect (or remove) TCDs.

1.3.1 Processes and systems

It is the responsibility of all entities to have their own processes, procedures and tools for exercising their powers and maintaining records of authorisations and installations (or removals).

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 (or removal) 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.

1.3.2 Physical device management

It is the responsibility of all entities to ensure that TCDs are inspected, maintained and repaired as per the Road Management Act (usually to a standard specified in a Road Management Plan or other management plan/system).

1.3.3 Technical standards and guidelines

It is the responsibility of all entities to follow the technical standards and guidelines adopted by DoT.

These include (but are not limited to):

- *AS 1742 series – Manual of uniform traffic control devices* and any DoT supplementary information
- *AS 1743 – Road sign specifications* and any DoT supplementary information
- *AS 2890 series – Parking facilities* and any DoT supplementary information
- *Austroads Guide to Traffic Management* series and any DoT supplementary information
- *Austroads Guide to Temporary Traffic Management* series and any DoT supplementary information
- *Austroads Guide to Road Safety* series and any DoT supplementary information
- *Code of Practice Worksite Safety – Traffic Management* (Victorian Government Gazetted)

The technical standards and guidelines specific to major TCDs are included in Table 2.

Any situation that is not covered by technical standards and 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.

1.3.4 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 2017 as made under the Road Management Act 2004 (RMA).

1.4 Application

The *Road Safety Act 1986* (RSA) and regulations (including the RS (TM) Regs) 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) Regs is similarly in the context of road and road related areas.

Under the RSA, “road” and “road related area” are defined as follows:

Road means –

- (a) an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles; or
- (b) a place that is a road by virtue of a declaration under subsection (2)(a) but does not include a place that is not a road by virtue of a declaration under subsection (2)(a).

Road related area means –

- (a) an area that divides a road; or
- (b) a footpath or nature strip adjacent to a road; or
- (c) an area that is open to the public and is designated for use by cyclists or animals; or
- (d) an area that is not a road and that is open to or used by the public for driving, riding or parking motor vehicles.

Although the “road related area” definition in the RSA can be viewed as applying to many areas such as shopping centres, railway station car parks or roads within a university or hospital, this is an interpretation not supported by legal principles, so the TCDs that regulate traffic may not be applicable or enforceable. Legal advice should be sought if there is uncertainty.

The RSA includes provisions through which the RSA 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 DoT’s *Traffic Engineering Manual Volume 3, Part 2.06 – Extending the Road Safety Act to Off-Street Areas*.

Further to the above, the Governor in Council may by Order published in the Government Gazette declare any place or class of places, whether open to vehicles or not, to be or not to be a road or roads or a road related area or road related areas for the purposes of the RSA.

2 MAJOR TRAFFIC CONTROL DEVICES






Table 2 sets out the major TCDs currently scheduled in Schedule 1 of the RS (TM) Regs.


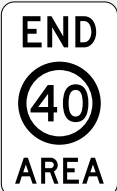
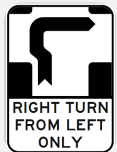
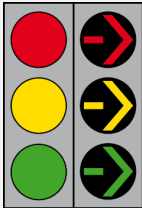




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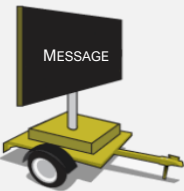





- the assigned device number and description
- example illustrations and/or the Australian Standard sign designation (if applicable)
- the primary technical standards and/or guidelines references that apply

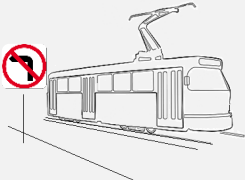
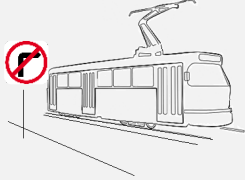
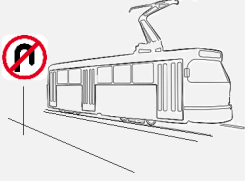
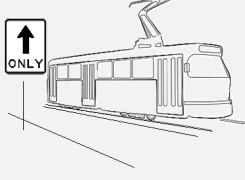
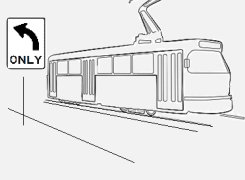
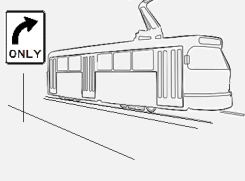
Note: Practitioners should refer to the most up to date version of the RS (TM) Regs as Schedule 1 may be amended from time to time.

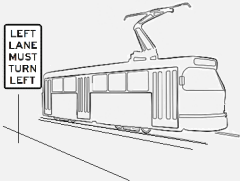
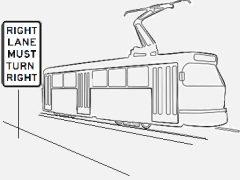
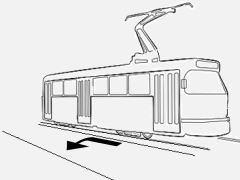




Table 2: Major traffic control devices



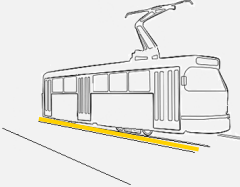




Major Traffic Control Device in Schedule 1 of the <i>Road Safety (Traffic Management) Regulations 2019</i>			
Device number	Description ^{1, 2}	Illustration and/or designation	Primary technical standards and/or guidelines references ³
1	A speed-limit sign.	<p>(Examples)</p>  <p>R4-1</p>   <p>R4-V105</p> 	<p>DoT Speed Zoning Technical Guidelines</p> <p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.4 and any DoT supplementary information</p> <p>AS 1742.10 and any DoT supplementary information</p> <p>AS 1742.13 and any DoT supplementary information</p> <p>AS 2890.1 and any DoT supplementary information</p> <p>AGRS Part 3 and any DoT supplementary information</p> <p>AGTTM</p>
2	An end-speed limit sign.	 <p>R4-12</p>	




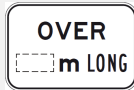
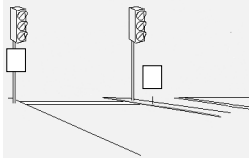
3	An area speed-limit sign.	 R4-10	
4	An end area speed-limit sign.	 R4-11	
5	A hook turn only sign.	 R2-21	AS 1742.14 and any DoT supplementary information AGTM Part 10 and any DoT supplementary information
6	<p>Traffic signals.</p> <p><i>The term traffic signals is defined in the Dictionary to the Road Safety Road Rules 2017 (Road Rules) to mean:</i></p> <ul style="list-style-type: none"> • B lights • Bicycle crossing lights • Overhead lane control signals • Pedestrian lights • T lights • Traffic arrows • Traffic lights • Twin red or yellow lights 	<p>(Examples)</p>     	<p>AS 1742.3 and any DoT supplementary information</p> <p>AS 1742.14 and any DoT supplementary information</p> <p>AGTM Part 10 and any DoT supplementary information</p> <p>AGTTM</p>




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 <p><i>The above includes those used as part of managed motorways schemes.</i></p>	<p>(Examples)</p>    <p>W3-V101</p> 	<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.3 and any DoT supplementary information</p> <p>AS 1742.14 and any DoT supplementary information</p> <p>AGTM Part 9 and any DoT supplementary information</p> <p>AGTM Part 10 and any DoT supplementary information</p> <p>AGTTM</p>
8	A stop here on red signal sign.	 <p>R6-6</p>	<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.3 and any DoT supplementary information</p> <p>AS 1742.14 and any DoT supplementary information</p> <p>AGTM Part 10 and any DoT supplementary information</p> <p>AGTTM</p>
9	A stop here on red arrow sign.	 <p>R6-14</p>	<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.3 and any DoT supplementary information</p> <p>AS 1742.14 and any DoT supplementary information</p> <p>AGTM Part 10 and any DoT supplementary information</p> <p>AGTTM</p>
10	<p>A traffic control device that forms part of a pedestrian crossing (as described in the Road Rules).</p> <p><i>A pedestrian crossing is an area of road with white stripes on the road surface either <u>WITH OR WITHOUT</u> a pedestrian crossing and/or alternating flashing twin yellow lights.</i></p> <p><i>This includes wombat crossings (raised pedestrian crossings).</i></p>	  <p>R3-1</p> 	<p>AS 1742.10 and any DoT supplementary information</p> <p>AGTM Part 6 and any DoT supplementary information</p>

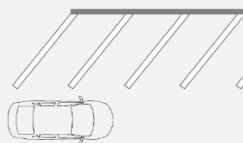


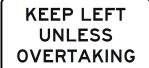
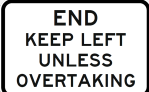


11	A no left turn sign erected, displayed or placed near or on a length of road along which a tram operates.		<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.3 and any DoT supplementary information</p> <p>AS 1742.13 and any DoT supplementary information</p> <p>AS 1742.14 and any DoT supplementary information</p> <p>AGTTM</p>
12	A no right turn sign erected, displayed or placed near or on a length of road along which a tram operates.		
13	A no U-turn sign erected, displayed or placed near or on a length of road along which a tram operates.		
14	A no turns sign erected, displayed or placed near or on a length of road along which a tram operates.		
15	A left turn only sign erected, displayed or placed near to or on a length of road along which a tram operates.		
16	A right turn only sign erected, displayed or placed near to or on a length of road along which a tram operates.		








17	A left lane must turn left sign erected, displayed or placed near to or on a length of road along which a tram operates.	 <p>R2-9(L)</p>	
18	A right lane must turn right sign erected, displayed or placed near to or on a length of road along which a tram operates.	 <p>R2-9(R)</p>	
19	An exclusive left turn arrow or exclusive right turn arrow marked on the road in a marked lane on a length of road along which a tram operates.	<p>(Example)</p> 	
20	A bus lane sign.	 <p>R7-1-1</p>	
21	An end bus lane sign assembly.	 <p>R7-1-1 R7-4</p>	AS 1742.12 and any DoT supplementary information
22	A clearway sign.	 <p>R5-50</p>	AS 1742.11 and any DoT supplementary information
23	An end clearway sign.	 <p>R5-51</p>	AGTM Part 11 and any DoT supplementary information

24	A shared zone sign.	 R4-4	DoT Speed Zoning Technical Guidelines AS 1742.4 and any DoT supplementary information AGTM Part 8 and any DoT supplementary information
25	An end shared zone sign.	 R4-5	
26	A tram lane line (continuous yellow line) marked parallel and along the left side of tram tracks. <i>This includes double continuous yellow lines.</i>		AS 1742.12 and any DoT supplementary information
27	A tram lane sign.	 R7-1-5	
28	An end tram lane sign assembly.	 R7-1-5 R7-4	
29	A transit lane sign.	 R7-7 series	AS 1742.12 and any DoT supplementary information
30	An end transit lane sign.	 R7-9 series	

31	A truck lane sign.	 R7-1-3	
32	An end truck lane sign assembly.	 R7-1-3 R7-4	AS 1742.12 and any DoT supplementary information
33	A no trucks sign.	 R6-10-2	AS 1742.12 and any DoT supplementary information
34	<p>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.</p> <p><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. Restrictions on bus movements would also fall into this category.</i></p>	<p>(Example)</p>  R9-11 (supplementary plate)	<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.12 and any DoT supplementary information</p>
35	<p>A traffic control device of a type mentioned in the Road Rules that is erected, displayed or placed at or near traffic signals.</p> <p><i>This includes, but is not limited to:</i></p> <ul style="list-style-type: none">• One way signs• No left (or right) turn signs• No entry signs• No u turn signs• Right (or left) turn only signs• Keep left (or right) signs• Left (or right) lane must turn left (or right)• Line and/or pavement markings <p><i>The Infrastructure used to erect or support the traffic signals are not TCDs (e.g. poles, push buttons, detection loops, conduits, controller boxes etc.).</i></p>	<p>(Example)</p> 	<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.14 and any DoT supplementary information</p> <p>AGTM Part 10 and any DoT supplementary information</p>
36	A parking bay or a parking control sign permitting or directing parking to the right side of a one-way arterial road used by through traffic that has a dividing strip immediately to its right.	No illustration/designation	<p>AS 1742.11 and any DoT supplementary information</p> <p>AGTM Part 11 and any DoT supplementary information</p>

37	<p>A traffic sign erected, displayed or placed on a road or road related area that permits stopping at a place where parking or stopping would otherwise be prohibited by rule 170(2), 172, 173, 174 or 175 of the Road Rules.</p> <p><i>The instances that this description applies to are:</i></p> <p><i>Within 20 m from the nearest point of an intersecting road at an intersection with traffic lights (Rule 170(2))</i></p> <p><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><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><i>Within 20 m of a level crossing (Rule 175)</i></p> <p><i>Note: detailed illustrations showing how distances are measured are provided in the Road Rules for each of the abovementioned rules.</i></p>	No illustration/designation	<p>AS 1742.11 and any DoT supplementary information</p> <p>AGTM Part 11 and any DoT supplementary information</p>
38	<p>A traffic control device (other than a traffic sign specified in item 37) erected, displayed or placed on a road or road related area forming part of an arterial road that permits stopping at a place where parking or stopping would otherwise be prohibited by the Road Rules.</p>	No illustration/designation	
39	<p>A no stopping sign <u>erected, displayed or placed at or near the centre of an arterial road or on a dividing strip forming part of an arterial road and that applies to traffic on any part of the arterial road for which the Head, TfV is the responsible road authority.</u></p>	 <p>R5-35</p>	<p>AS 1742.2 and any DoT supplementary information</p> <p>AS 1742.10 and any DoT supplementary information</p> <p>AS 1742.11 and any DoT supplementary information</p> <p>AGTM Part 11 and any DoT supplementary information</p>
40	<p>A give way sign <u>on an arterial road.</u></p> <p><i>This does not include a give-way sign that may be placed within DoT's area of operational responsibility that does not relate to / face the arterial road traffic (e.g. a give way sign placed at the corner of an intersection of a local or service road and arterial road, facing the local or service road traffic).</i></p>	 <p>R1-2</p>	<p>AS 1742.2 and any DoT supplementary information</p> <p>AGTM Part 6 and any DoT supplementary information</p>
41	<p>A stop sign <u>on an arterial road.</u></p> <p><i>This does not include a stop sign that may be placed within DoT's area of operational responsibility that does not relate to / face the arterial road traffic (e.g. a stop sign placed at the corner of an intersection of a local or service road and arterial road, facing the local or service road traffic).</i></p>	 <p>R1-1</p>	<p>AS 1742.2 and any DoT supplementary information</p> <p>AGTM Part 6 and any DoT supplementary information</p>

42	<p>A traffic control device permitting or directing angle parking (excludes Device No. 47) <u>on a road or road related area forming part of an arterial road.</u></p> <p><i>This does not include a traffic control device permitting or directing angle parking that may be placed within DoT's area of operational responsibility that does not relate to / face the arterial road traffic.</i></p>	<p>(Examples)</p>  	<p>AS 1742.11 and any DoT supplementary information</p> <p>AS 2890.5 and any DoT supplementary information</p> <p>AGTM Part 11 and any DoT supplementary information</p>
43	<p>A traffic control device permitting or directing parking in a median strip parking area forming part of an arterial road.</p> <p><i>This includes centre of the road parking where lines, bays or kerbs separate the two traffic directions along the road.</i></p>	<p>No illustration/designation</p>	<p>AS 1742.11 and any DoT supplementary information</p> <p>AGTM Part 11 and any DoT supplementary information</p>
44	<p>A road hump <u>erected or placed on a road or road related area which has a (prevailing) speed limit of more than 50 km/h.</u></p> <p><i>This includes road humps used as part of the following types of treatments:</i></p> <ul style="list-style-type: none"> • Raised intersections • Raised pedestrian / priority crossings etc. 	<p>(Example)</p> <p>>50 km/h</p> 	<p>AS 1742.13 and any DoT supplementary information</p> <p>AGTM Part 8 and any DoT supplementary information</p>
45	<p>A keep left unless overtaking sign.</p>	 <p>R6-29</p>	<p>AS 1742.2 and any DoT supplementary information</p>
46	<p>An end keep left unless overtaking sign.</p>	 <p>R6-32</p>	
47	<p>A traffic control device permitting or directing "135°" parking or "rear-in" parking.</p>	<p>(Examples)</p>  	<p>AS 1742.11 and any DoT supplementary information</p> <p>AS 2890.5 and any DoT supplementary information</p> <p>AGTM Part 11 and any DoT supplementary information</p>

48	A trucks use left lane sign.	 R6-28	
49	An end trucks use left lane sign assembly.	 R6-28  R7-4	AS 1742.2 and any DoT supplementary information
50	A no electric personal transporter sign.	(Example) 	N/A
51	A bus only lane sign.	 R7-8	
52	An end bus only lane sign assembly.	 R7-8  R7-4	AS 1742.12 and any DoT supplementary information

Notes to Table 2:

1. *May not include the full description provided in Schedule 1 of the RS (TM) Regs.*
2. *Italicised text is not necessarily sourced from Schedule 1 of the RS (TM) Regs.*
3. *“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 “AGTTM” refers to the Austroads Guide to Temporary Traffic Management (device referenced throughout the series).*

Schedule 2 of the RS (TM) Regs lists certain traffic control devices that have now been superseded. It is an offence to erect or place a traffic control device specified in Schedule 2 on a road, a road related area or in view of any person on a road or road related area. This means that a traffic control device specified in Schedule 2 that was erected or placed before the date the RS (TM) Regs came into operation on 26 October 2019 must not be replaced by a traffic control device in Schedule 2.

However, a traffic control device specified in Schedule 2 that was erected or placed before the date the Regulations came into operation may continue to be displayed, altered, maintained or removed in accordance with the RS (TM) Regs.

3 POWERS TO USE TRAFFIC CONTROL DEVICES

The powers of road authorities to erect, display, place, remove or alter TCDs (use TCDs) is regulated by Regulations 9, 10 and 11 of the RS (TM) Regs, and are summarised in Table 3 and Table 4.

The powers for other entities to use TCDs are included in Regulations 12 to 18 of RS (TM) Regs and are summarised in Table 5.

3.1 Powers of Head, Transport for Victoria

Table 3: Head, Transport for Victoria powers to use TCDs

Road or Road Related Area is part of:	Power to erect, display, place, remove or alter TCDs	Conditions
Regulation 9 – Head, Transport for Victoria		
A freeway	All TCDs	Nil
An arterial road	All TCDs other than: <ul style="list-style-type: none"> A stopping or parking traffic control device (other than a clearway sign or an end clearway sign, Reg. 9(3)) A TCD associated with a children's crossing 	Nil
A road or road related area other than part of a freeway or arterial road	A speed limit sign (other than a temporary works speed limit sign), an end speed limit sign, an area speed limit sign, an end area speed limit sign	Under Reg. 9(4) the Head, TfV must consult with relevant Council(s) under Reg. 10.
	A shared zone sign, an end shared zone sign	
	TCDs that provide direction to or advance warning of a nearby intersection with a freeway or arterial road	Nil
	TCDs for the purpose of conducting works for which the coordinating road authority for the road or road related area has given consent under clause 16(5) of Schedule 7 to the Road Management Act 2004.	

3.2 Powers of other responsible entities and Councils

Table 4: Other responsible entities and Councils powers to use TCDs

Road or Road Related Area is part of:	Power to erect, display, place, remove or alter TCDs	Conditions
Regulation 11(1) – Responsible entities (other than Head, Transport for Victoria and Councils)		
A road or road related area under responsible entity's care and management	All Major TCDs	With the authorisation of the Head TfV
	A Minor TCD that applies to traffic on any part of the road for which it is the responsible entity	Nil
	For the purposes of temporary works being carried out: <ul style="list-style-type: none">A temporary works speed-limit signA TCD, other than a traffic signal, that uses lights or illuminated words or symbols to direct or warn road users	
Regulation 11(1) and 11(2) – Councils		
A municipal road OR parts of an arterial road where Council is the responsible road authority (e.g. Council may be the responsible road authority for an off road bicycle path)	All Major TCDs	With the authorisation of the Head TfV
	A Minor TCD that applies to traffic on any part of the road for which it is the responsible entity	Nil
	For the purposes of temporary works being carried out: <ul style="list-style-type: none">A temporary works speed-limit signA TCD, other than a traffic signal, that uses lights or illuminated words or symbols to direct or warn road users	
An arterial road	A Minor TCD for the control of stopping or parking of vehicles	Subject to Reg. 11(3) and 11(4)
	A TCD associated with a children's crossing	
	A TCD installed in accordance with Regulation 15 (refer to Table 5)	
	Any other minor TCDs or a major TCD	With the authorisation of the Head TfV

Notes to Table 4:

Regulation 11(3) of the RS (TM) Regs requires that a Council must not erect, establish, display or maintain a stopping or parking control sign that is inconsistent with a major TCD located on the same length of road. Most importantly, this means that stopping or parking control signs must not be in conflict with the times of operation of a clearway. Regulation 11(4) requires that where there is an inconsistency, the Council must alter the inconsistent stopping or parking control sign to remove the inconsistency, or remove the inconsistent sign altogether.





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 Head, TfV and the Secretary to the Department of Transport 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."

3.3 Powers of others

Table 5: Other powers to use TCDs

Application	Power to erect, display, place, remove or alter TCDs	Conditions
Regulation 12 – Authorised works manager (applies to utility ¹ and provider of public transport)		
Undertaking authorised works within the meaning in Reg 5	Works advisory device, hand-held stop sign, works zone sign, temporary works speed-limit sign or a traffic control device (other than a traffic signal) that uses lights or illuminated words or symbols to direct or warn road users	Under Reg 12(2), device is included in the traffic management plan for the works (also applies to the two rows below).
	Any other major traffic control device	With the authorisation of the Head, TfV
	Any other minor traffic control device	With the authorisation of the coordinating road authority for that road or road related area
Regulation 13 – Persons authorised to conduct non-road activities		
Permit issued by coordinating road authority under section 99B of the <i>Road Safety Act 1986</i> to conduct a non-road activity	Works advisory device, hand-held stop sign, temporary works speed-limit sign or a traffic control device (other than a traffic signal) that uses lights or illuminated words or symbols to direct or warn road users	Subject to permit requirements and under Reg 13(2), device is included in the traffic management plan for the works (also applies to the two rows below).
	Any other major traffic control device	With the authorisation of the Head, TfV
	Any other minor traffic control device	With the authorisation of the coordinating road authority for that road or road related area
Regulation 14 – 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 15 – Road closures		
Closure of a road or part of a road to traffic in accordance with a power conferred by or under any Act	Works advisory device, hand-held stop sign, a no-entry sign or a traffic control device (other than a traffic signal) that uses lights or illuminated words or symbols to direct or warn road users if there are temporary works or a non-road activity being carried out	In accordance with the relevant Act
Regulation 16 – 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 17 – Stock crossings

When accompanying an animal under control at a high use stock crossing (Sign 1 or Sign 2, flashing yellow light or flashing twin yellow lights)		
When accompanying an animal under control at a low use stock crossing (Sign 2 or Sign 3, flashing yellow light or flashing twin yellow lights)	   	<p>In accordance with:</p> <ul style="list-style-type: none"> • A Council issued permit (unless local law provides that a permit is not required) if the animal is on a municipal road • A Head, TfV issued permit if the animal is being moved across an arterial road • A permit issued by the coordinating road authority for that road if the animal is being moved across a road which is neither a municipal road nor an arterial road <p>In accordance with the <i>Manual for Traffic Control at Stock Crossings</i> issued by VicRoads / DoT</p>
When accompanying an animal under control while droving (Sign 4)		
When accompanying an animal under control while grazing (Sign 3 or Sign 4)		
All above applications	Any other traffic control device	With the authority of the Head, TfV

Regulation 18 – Other persons

Any other person (other than a responsible entity for a road or road related area)	A major TCD	With the authorisation of the Head, TfV and under Reg 18(2), a description of, or reference to, the device is included in the traffic management plan for the works
	A minor TCD	
	A temporary works speed-limit sign if temporary works are being conducted	With the authorisation of the responsible entity for the road or road related area and, under Reg 18(2), a description of, or reference to, the device is included in the traffic management plan for the works
	A traffic control device (other than a traffic signal) that uses lights or illuminated words or symbols to direct or warn road users	

Notes to Table 5:

1. 'Utility' is defined in the RMA but generally means an entity which provides water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services.

Telecommunication carriers are not exempt from requiring authorisation to use a traffic control device if required under the RS (TM) Regs. Whilst the Commonwealth Telecommunications Act provides some exemptions from complying with State law, telecommunication carriers are not exempt from complying with the Road Safety Act 1986 and RS (TM) Regs.

4 DELEGATED POWERS TO AUTHORISE TRAFFIC CONTROL DEVICES

Section 64R of the Transport Integration Act 2010 (TIA) provides that the Head, TfV, by instrument, may delegate to any person, class of person or class of office, any power, duty or function of the Head, TfV under any Act or regulations. In accordance with this, the Head, TfV has delegated the power to authorise TCDs, as required under the RS (TM) Regs, to certain positions within DoT, to the Director-General MTIA and to the Chief Executive Officer MRPV. These delegations are summarised in Table 6.

Note: DoT practitioners must inform themselves of any other delegations that may have been made since the time of publishing this guideline by visiting ‘Delegations and Authorisations’ on the DoT intranet.

Table 6: Head, Transport for Victoria delegations

Delegate ¹	Provision	Power / Duty / Function
Department of Transport (DoT) – Instrument DEL14, commenced 1 January 2020		
Various positions within DoT ² <i>refer to ‘Delegations and Authorisations’ on DoT’s intranet ³</i>	Various provisions	Various powers / duties / functions with respect to the use and authorisation of TCDs
Major Transport Infrastructure Authority (MTIA) – Instrument DEL 21, commenced 1 January 2020		
Director-General, MTIA ^{4, 5}	Regulation 18	<p>Power to authorise a person to erect, display, place, remove or alter:</p> <ul style="list-style-type: none"> • A major TCD on any road or road related area. • A minor TCD on any road or road related area for which the Head, TfV is the coordinating road authority. <p>Conditions:</p> <ul style="list-style-type: none"> • The power must be exercised in accordance with a traffic management plan that complies with Section 99A (4) of the Road Safety Act 1986. <p><i>Note: generally speaking, this delegation is given for the purpose of temporary traffic management in connection with a road project being delivered by the MRPV division of MTIA.</i></p>
Major Road Projects Victoria (MRPV) – Instrument DEL 111, commenced 24 August 2021 (expires in 2 years)		
Chief Executive Officer, MRPV ⁵	Regulation 18	<p>Powers of authorisation under Regulation 18.</p> <p>Conditions:</p> <ul style="list-style-type: none"> • The powers may only be exercised for the purpose of managing traffic in connection with a road project being developed or delivered by MRPV. • The power under regulation 18(1)(b) may only be exercised to the extent that the Head, TfV is the responsible entity for the road or road related area. <p><i>Note: generally speaking, this delegation is given for the purpose of temporary traffic management in connection with a road project being delivered by MRPV.</i></p>

Notes to Table 6:

1. *A delegate is responsible for any decision or action made when exercising a delegated power or function and they are required to sign any relevant documentation in their own name.*
A delegation does not result in the delegated power being removed from the delegator (Head, TfV). The delegator can still exercise the powers as necessary.
If the delegation is made to a named position and the named position can no longer be identified at all, the delegation will cease to be valid.
2. *A person to whom a power, duty or function has been delegated by this instrument may not delegate that power, duty or function to another person*
3. *Practitioners must ensure they are referring to the current version of this instrument of delegation by visiting 'Delegations and Authorisations' on the DoT intranet. The current delegation (at the time of publishing) commenced on 1 January 2020.*
4. *The power may only be exercised for the purpose of delivery of a road project by the MRPV division of MTIA and in favour of an employee, contractor or subcontractor of MTIA, or an employee of a contractor or subcontractor of MTIA, undertaking works in connection with a road project allocated to the Major Road Projects Victoria (MRPV) division of MTIA.*
5. *The delegate may sub-delegate to any persons holding or acting in positions in the MRPV division of MTIA. In order for the power to be exercised by others, an appropriate sub-delegation needs to be in place.*

5 AUTHORISATION OF TRAFFIC CONTROL DEVICES

If an entity does not have the power to use a TCD, it must first obtain the written authority of the relevant road authority (i.e. Head, TfV or Council) in accordance with the RS (TM) Regs.

Note: The information contained in this section applies to authorisation of permanent TCDs only. Information on authorisation of temporary TCDs and associated applications etc. (i.e. for the purpose of temporary worksite traffic management or events) is available via the following link:

<https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/a-memorandum-of-authorisation>

5.1 Application for a Memorandum of Authorisation (MoA)

Head, TfV authorisation of the use of TCDs is usually sought through an application to DoT for a Memorandum of Authorisation (MoA) (Head, TfV powers to authorise are delegated to certain positions within DoT, refer Section 4)

Authorisation is required when:

- A responsible entity or Council (Regulation 11) does not have the power to use a TCD, in which case the application for authorisation should be forwarded to DoT.
- Any relevant service provider or any person (Regulation 12 – 18) does not have the power to use a TCD, in which case the application for authorisation should be forwarded:
 - On an arterial road or freeway – directly to DoT
 - On any other road (e.g. municipal road) or road related area:
 - Major TCD – directly to DoT
 - Minor TCD – relevant coordinating road authority

Applications to DoT for a MoA should include all information required by DoT to determine that the use of the TCDs is appropriate and conforms to relevant technical references. It may be appropriate for applications to be accompanied by a covering report, site plans, sight distance diagrams, traffic and/or pedestrian counts, crash data and/or diagrams and a description of any non-standard operational or maintenance practices inherent in the proposal.

5.2 Application review

The extent/depth of DoT review of an application for a MoA for the use of TCDs is not prescribed.

That said, as a general guide, review of an application for a MOA for the use of TCDs should consist of:

- A conceptual review of the proposal to ensure the TCDs are being used in a way that is consistent and aligns with road user expectations.
- A technical review of the proposal to ensure the use of TCDs conforms to relevant technical references (including technical standards and guidelines adopted by DoT).
- If elements of the proposal associated with the use of the TCDs are of interest to DoT (e.g. implementation of a treatment that will directly impact the arterial road network, or installation of infrastructure that DoT will ultimately own, operate and/or maintain), a technical review of these elements to ensure that they are implemented and/or installed to the satisfaction of DoT.

Review of applications from Councils for the installation of TCDs on roads under their management should be undertaken on the understanding that Council accepts full responsibility for community consultation and community acceptance of the implementation.

5.3 Authorisation

An authorisation must be given in writing. It may apply to a particular case or a class of cases and may be given subject to specific conditions.

Authorisation of the use of TCDs from the Head, TfV is given by a MoA signed by the Head, TfV or (more often) a delegate within DoT (refer Section 4 for delegations).

DoT general form of the Memorandum of Authorisation (MoA) is shown in Figure 1.

Where a condition of DoT authorisation is to return a Notice of Completion (NoC), this should take the form shown in Figure 2.

MoA and NoC templates are available on request (email requests to tem@roads.vic.gov.au).

Note: Authorisation of the use of TCDs does not give consent to a person to conduct works as required under Schedule 7, clause 16 of the Road Management Act 2004. A person must still obtain consent from the coordinating road authority unless an exemption applies under the Road Management Act 2004 or Road Management (Works & Infrastructure) Regulations 2015. This applies regardless of whether authorisation to use the traffic control device has been in the form of a direct authorisation under the RS (TM) Regs or a MoA from the relevant road authority.



Department of Transport

GPO Box 2392
Melbourne, VIC 3001 Australia
Telephone: +61 3 9651 9999
www.transport.vic.gov.au
DX 201292

Ref: [DoT reference number]

Applicant's prefix, first name, surname
Applicant's position title
Applicant's organisation
Applicant's organisation address
SUBURB VIC POSTCODE

Dear *Applicant's prefix, surname*

MEMORANDUM OF AUTHORISATION TO ERECT, DISPLAY, PLACE, REMOVE OR ALTER TRAFFIC CONTROL DEVICE(S)

I refer to your letter dated *OR* email of *date, month, year* requesting a Memorandum of Authorisation for *project description and location*.

Pursuant to Regulations under *Part 2 - Installation of Traffic Control Devices* of the Road Safety (Traffic Management) Regulations 2019, authorisation is granted to erect, display, place, remove or alter traffic control device(s) as specified below *OR* as specified on the following drawings:

- *Insert traffic control device details / reference to drawing*
- *Insert traffic control device details / reference to drawing*
- *Insert traffic control device details / reference to drawing*

The authorisation is given to: *Applicant's organisation*

Authorisation is subject to the following conditions:

1. Council, as the responsible road authority, accepts full responsibility for the proposed changes including matters such as community consultation, adequate community acceptance and community enquiries of treatments and speed zoning proposals for local roads under its management; *(delete if n/a)*
2. The manufacture and installation of the devices must comply with current specifications and standards set down by Department of Transport;
3. The works are to be carried out to the satisfaction of, and at no cost to Department of Transport; and
4. The attached Notification of Completion being completed and returned to Department of Transport within one month of the works being completed. *(delete if n/a)*

Should you wish to discuss this further, Department of Transport's *representative's position title, representative's name* (Tel: *representative's telephone number*) would be pleased to assist.

Yours sincerely

Name of Delegate
Position title of Delegate

/ /



Figure 1: General form of Memorandum of Authorisation (MoA)



To : *Name of Delegate*
Position title of Delegate
Department of Transport
Regional office
Regional office address
SUBURB VIC POSTCODE

From :

NOTIFICATION OF COMPLETION TRAFFIC CONTROL DEVICES

Reference: *DoT reference number*

Date Memorandum of Authorisation issued: *Date MOA issued*

I hereby advise that the erection, display, placement, ~~removal~~ or alteration of traffic control devices as specified below *OR* as specified on the following drawings was completed on the date(s) shown against each item below, or on the attached list.

Item	Date Completed
<i>Insert traffic control device details / reference to drawing (add / remove rows)</i>	
<i>Insert traffic control device details / reference to drawing (add / remove rows)</i>	
<i>Insert traffic control device details / reference to drawing (add / remove rows)</i>	

Signature

Name

Title

Organisation

Date

Department of Transport Use Only

	Yes	N/A
Site inspected	<input type="checkbox"/>	<input type="checkbox"/>
SSMS updated	<input type="checkbox"/>	<input type="checkbox"/>
RAI database updated	<input type="checkbox"/>	<input type="checkbox"/>

Name Date



Figure 2: General form of Notification of Completion (NoC)



6 DEFINITIONS

The Road Safety (Traffic Management) Regulations 2019 use a number of specific terms and these are defined in regulations 5 and 6 of the RS (TM) Regs.

The following terms are particularly relevant:

Authorised works	Works on a road or road related area that are carried out by or on behalf of a relevant service provider in relation to that service provider's infrastructure for which the coordinating road authority has given consent under Clause 16(5) of Schedule 7 of the Road Management Act 2004 or are exempt from that consent under Section 63(2) of the Road Management Act 2004.
Authorised works manager	A works manager that is authorised in writing by a relevant service provider to carry out the works on behalf of that service provider.
Coordinating road authority	The road authority which has coordination functions as determined in accordance with Section 36 of the <i>Road Management Act 2004</i> .
Major traffic control device (Major TCD)	A traffic control device specified in Schedule 1 of the <i>Road Safety (Traffic Management) Regulations 2019</i> .
Minor traffic control device (Minor TCD)	A traffic control device other than a major traffic control device.
Non-road activity	An activity to be conducted on a road which will significantly interfere with the normal use of that road (eg. the use of a road for shooting a film, a bicycle event, a street festival etc.)
Responsible entity	<p>For Regulation 11 – the “responsible entity” for a road or road related area means (a) the responsible road authority for that road or road related area; or (b) if there is no responsible road authority, the person responsible for the care and management of that road or road related area.</p> <p>For Regulation 18 – the “responsible entity” for a road or road related area means (a) the coordinating road authority for that road or road related area; or (b) if there is no coordinating road authority, the person responsible for the care and management of that road or road related area.</p>
Responsible road authority	<p>The road authority which has operational functions as determined in accordance with Section 37 of the <i>Road Management Act 2004</i>.</p> <p>Further information setting out who is the responsible road authority for the different parts or elements of a road reserve is set out in the Code of Practice Operational Responsibility for Public Roads 2017.</p>
Road	For the purpose of the Road Safety Act, an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles; or

	A place that is a road by virtue of a declaration under subsection (2)(a) but does not include a place that is not a road by virtue of a declaration under subsection (2)(a).
Road authority	A person or body specified in or under Section 37 of the <i>Road Management Act 2004</i> .
Road related area	<p>For the purpose of the Road Safety Act, any of the following –</p> <p>an area that divides a road.</p> <p>a footpath or nature strip adjacent to a road.</p> <p>an area that is not a road and that is open to the public and designated for use by cyclists or animals.</p> <p>an area that is not a road and that is open to or used by the public for driving, riding or parking motor vehicles.</p>
Traffic control device (TCD)	Traffic signs, road markings, signals or any other device to direct or warn traffic on, entering or leaving a road, including a road hump.
Temporary works speed limit sign	A temporary speed-limit sign fixing a speed-limit that is lower than, or the same as, the speed limit that would otherwise apply to the relevant length of road but no lower than 40 kilometres per hour.
Utility	An entity which provides water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services.
Works advisory device	<p>For the purpose of the Road Safety (Traffic Management) Regulations 2019, a traffic control device that —</p> <ul style="list-style-type: none"> • provides warning or advice to drivers or pedestrians in relation to works or non-road activities; and • does not result in a contravention of the Road Rules if it is not complied with. <p>Includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • traffic sign that indicates that there are roadworks or road workers ahead; • traffic sign that indicates a loose, uneven, unmade or slippery surface; • traffic sign that indicates the absence of line marking; • traffic sign that indicates a detour or a lane closure; • traffic sign that indicates a road or part of a road is closed to traffic; • a traffic sign that indicates the direction in which traffic should travel, such as arrows indicating a change of direction; • a road hump; • a traffic cone or a bollard

7 DOCUMENT INFORMATION

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Department:	Network Design and Integration
Directorate:	Road and Traffic Engineering
Lead Author(s):	Traffic Engineering team
Endorsed by:	Jeremy Burdan – Manager Traffic Engineering Richard Fanning – Principal Engineer Road Design and Traffic
Approved by:	 David Barton Chief Engineer – Roads
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Edition 1	All	October 2015	First Edition
Edition 2	All	February 2022	Document updated to assist practitioners with the operational application of the <i>Road Safety (Traffic Management) Regulations 2019</i> .

For enquiries regarding this document, please contact the DoT Traffic Engineering team via tem@roads.vic.gov.au.



Department of Transport 2022

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