Local Traffic Committee
Terms of Reference (Version 3)

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1. Objectives

The Local Traffic Committee (the Committee) is established to provide advice to Council which enables Council to meet its responsibilities to Transport for NSW (TfNSW) as part of the powers delegated to it by TfNSW under the *Transport Administration Act 1988*.

The control of traffic functions delegated by TfNSW to Council are:

1. Regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act 1993*
2. Authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55) of the *Road Transport (Safety & Traffic Management) Act 1999*
3. Authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the *Road Transport (Safety & Traffic Management) Regulation 1999* on public roads other than classified roads.

The Committee is an independent technical advisory Committee that assists Council to fulfil its responsibilities.

2. Authority

The Committee is established in accordance with *A guide to the delegation to councils for the regulation of Traffic (including the operation of Traffic Committees)* (the Guidelines), published by TfNSW. The Committee is not a committee within the meaning of the *Local Government Act 1993*. Its operating arrangements are detailed in the Guidelines.

Council must refer all traffic related matters to the Committee prior to exercising its delegated functions. The Committee is required to advise Council on matters referred to it by Council and does not have decision-making powers.

3. Composition

The formal composition of the Committee for voting purposes is prescribed by the Guidelines.

3.1 Formal (Voting) Members

The Committee will consist of four formal members. The members are as follows:

- Council – Manager Assets or their sub-delegate
- TfNSW – Southern Region representative
- NSW Police Force – Goulburn Local Area Command representative
- Member of State Parliament (MP) – The local MP for Wollondilly or Goulburn (or their nominee), depending on the location of the issue to be voted upon

A record of voting will be included within the minutes of each Local Traffic Committee meeting.

3.2 Informal (Non-Voting) Advisors

The Committee can have additional informal (non-voting) advisors who can provide input. These include:

- Council Meeting Convenor – Traffic Engineer
- Council Coordinator Regulatory Services
- Berrima Buslines representative
- Southern Highlands Taxis, Hire Cars and Coaches representative

Other advisors may attend meetings at the request and discretion of the Committee.

4. Roles and Responsibilities

The Committee's responsibilities are set out in the Guidelines. The Committee is primarily a technical review committee which is required to advise Council on matters referred to it which relate to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

The Committee should consider the technical merits of each proposal and ensure that the proposal meets current technical guidelines.

5. Reporting

As provided for under the Guidelines, Council may sub-delegate to Councillors, the General Manager or an employee of Council certain powers that have been delegated to it by TfNSW.

In accordance with the resolution of Ordinary Council Meeting 8 December 2021, Council has sub-delegated the traffic management powers relating to Items 2 and 3 as listed in Section 1 to the General Manager. Traffic management powers relating to Item 1 cannot be sub-delegated.

As a general guide, the following matters relate to the respective Items:

- Item 1 – Permanent installation of traffic control devices like speed humps, medians & blisters. As well as street closures and formalisation of one-way streets.
- Item 2 – Regulatory signs and linemarking.
- Item 3 – Temporary closures for special events.

The recommendations of the Committee will therefore be reported to meetings of the governing body of Council or to Council's sub-delegate (whichever is appropriate) to be considered for formal approval.

6. Administrative Arrangements

6.1 Meetings

The administration of the meetings, including frequency and format, will take place in accordance with the Guidelines.

6.2 Secretariat, Agenda and Minutes

The Manager Assets is to ensure adequate Secretariat support to the Committee is provided. Agendas, minutes and reports are to be prepared in accordance with the Guidelines.

6.3 Quorum

The Guidelines provide that while there is no need for a specific quorum to allow a Committee meeting to proceed, it must be remembered that any advice can only be returned to Council by the Committee if the views of TfNSW and the NSW Police Force have been obtained.

6.4 Conflicts of Interest and Privacy

Council officials must comply with Council's Code of Conduct in carrying out their functions as Council officials.

It is the personal responsibility of each Council official to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Where formal members or informal advisors at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from deliberations on the issue where the conflict of interest may exist. It is the responsibility of each member or advisor to determine if a conflict of interest exists, the nature of that interest and how they will respond to that interest.

Details of any conflicts of interest should be appropriately minuted.

6.5   Public Participation

The role of the Committee is to consider the technical aspects of any proposal and make a recommendation to Council. The Guidelines provide that the merits of the scheme, from a public perspective, is the responsibility of Council and thus residents' views should be taken into account by Council rather than the Committee.

That withstanding, in accordance with the Guidelines, public participation in LTC Meetings can take two forms:

- Public gallery – residents or media representatives can attend as a public gallery to observe the LTC Meeting.
- Public presentation – residents can register to present to the LTC for an item that features on the LTC Meeting agenda. The presentation is to not exceed four (4) minutes and is only available for residents – media representatives cannot present to the LTC.

Registration to present at LTC Meetings will be available via the Council website and will be open one week prior to the LTC Meeting date.

If a resident wishes to raise a new traffic related request or concern, this to be submitted to Council through Customer Service, email or phone – as per the current process for receipt of enquiries, requests and/or concerns. The LTC is a technical review committee that is to advise Council on traffic related matters referred to it by Council – and so all matters being considered by LTC need to have already been investigated & considered by Council.

In accordance with the Guidelines, the Committee may at its discretion elect to make decisions in closed Committee.

6.6   Terms of Reference Review

The Committee Terms of Reference will be reviewed whenever the Guidelines are updated or the relevant statutory provisions are amended.

7. Related Documents

- Wingecarribee Shire Council – *Code of Conduct*
- Wingecarribee Shire Council – *Procedures for the Administration of the Code of Conduct*
- Transport for NSW – *A guide to the delegation to councils for the regulation of Traffic (including the operation of Traffic Committees)*