

NOTICE OF MEETING



LOCAL TRAFFIC COMMITTEE MEETING

A Local Traffic Committee Meeting of Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Tuesday, 29 January 2019
Time	10.30am
Committee Members	Katherine Boulton – Roads and Maritime Services Snr Constable Chris Davis – Police Cr Basil Cameron Tamara Smith MP

Phillip Holloway
Director Infrastructure Services

I2019/88
Distributed 22/01/19

BYRON SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING

BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 Local Traffic Committee Meeting held on 31 December 2018

4. MATTERS ARISING

5. OUTSTANDING ISSUES/RESOLUTIONS

6. REGULATORY MATTERS

6.1	Council Resolution 18-626 - Free Motor Bike Parking in Byron	3
6.2	Bayshore Drive Roundabout Project - Traffic Management.....	9
6.3	Signage requests from Compliance Team - Lighthouse Road and No Name Lane, Byron Bay	11
6.4	Byron Bay Transport Interchange - Regulatory Signage.....	16
6.5	Railway Hotel and Lawson Street South Carparks - Regulatory Signage	18

7. MATTERS FOR TRAFFIC ENGINEERING ADVICE

7.1	Adoption of Constitution for Local Traffic Committee	23
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REGULATORY MATTERS

Report No. 6.1 Council Resolution 18-626 - Free Motor Bike Parking in Byron
File No: I2018/2413

COUNCIL RESOLUTION 18-626

1. *That Council note the status and proposed actions relating to the parking schemes in Mullumbimby, Bangalow and Brunswick Heads.*
2. *That Council receive a further report detailing the performance review of the parking schemes at Mullumbimby, Bangalow and Brunswick Heads at the April 2019 Council meeting.*
3. *That within the current inactive zones associated with current parking layouts and existing kerb blisters, Council undertake a 12 month trial to provide free motorcycle and scooter parking spaces in the following:*
 - *Western edge of the beach front car park at the north end of Jonson St.*
 - *On southern edge of Bay St in front of the Beach Hotel.*
 - *The eastern end of Lateen Lane (aka Lawson Lane in Google maps)*
 - *Council car park at the north end of Middleton St.*
4. *That the current parking spaces for motorbike / scooter parking in Wategos be provided free of charge during the trial*

In respect of items 1 and 2 above, no action is required from LTC.

The report below outlines the recommended process to roll out items 3 and 4 above and seeks concurrence from LTC for the necessary changes in parking signage and line marking to enact the resolution.

INSTALLATION PROCESS

Council resolved to prove a 12 month trial to provide free motorcycle and scooter parking at the above locations and convert the metered motorcycle spaces at Wategos to free parking during the trial period.

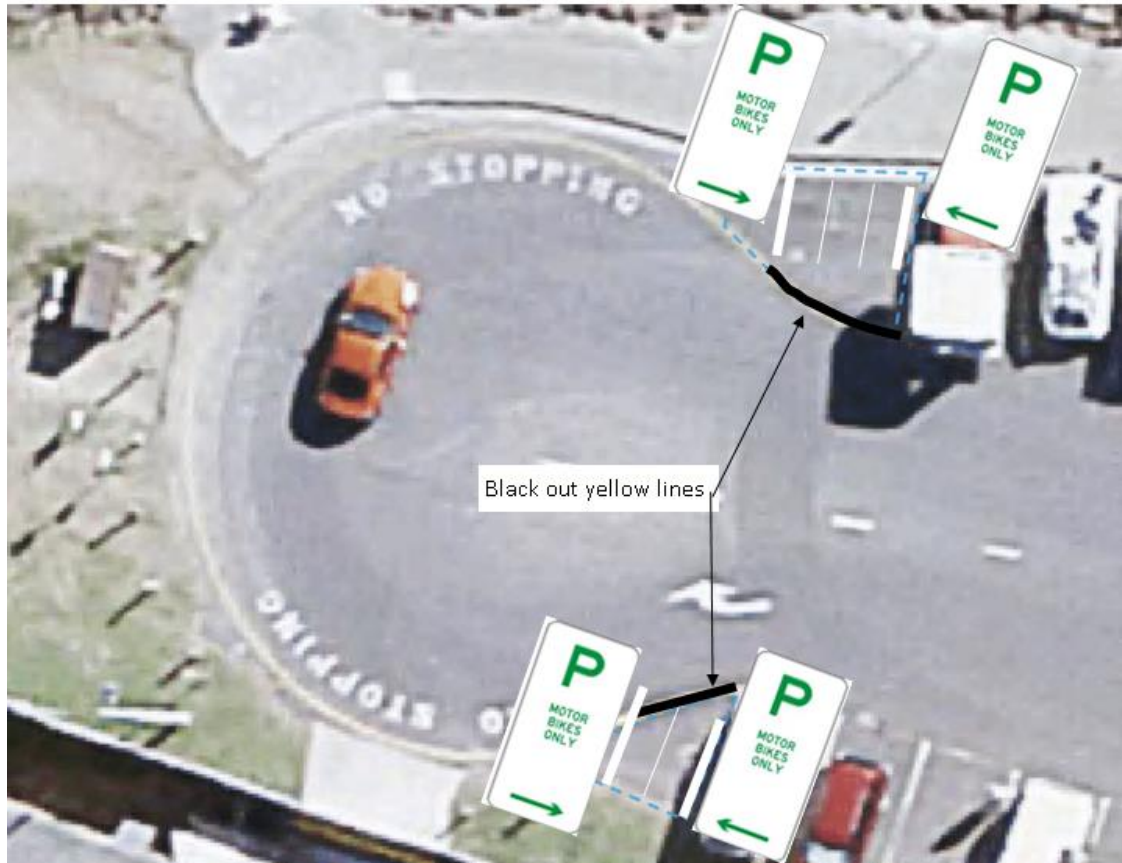
Prior to rolling out the free motorcycle parking the concept design is being submitted to LTC for regulatory advice. This is due to:

- The spaces being located within a number of Parking Schemes within Byron,
- The conversion of Pay Parking to Free Parking, and
- The changes proposed to regulatory signs and lines.

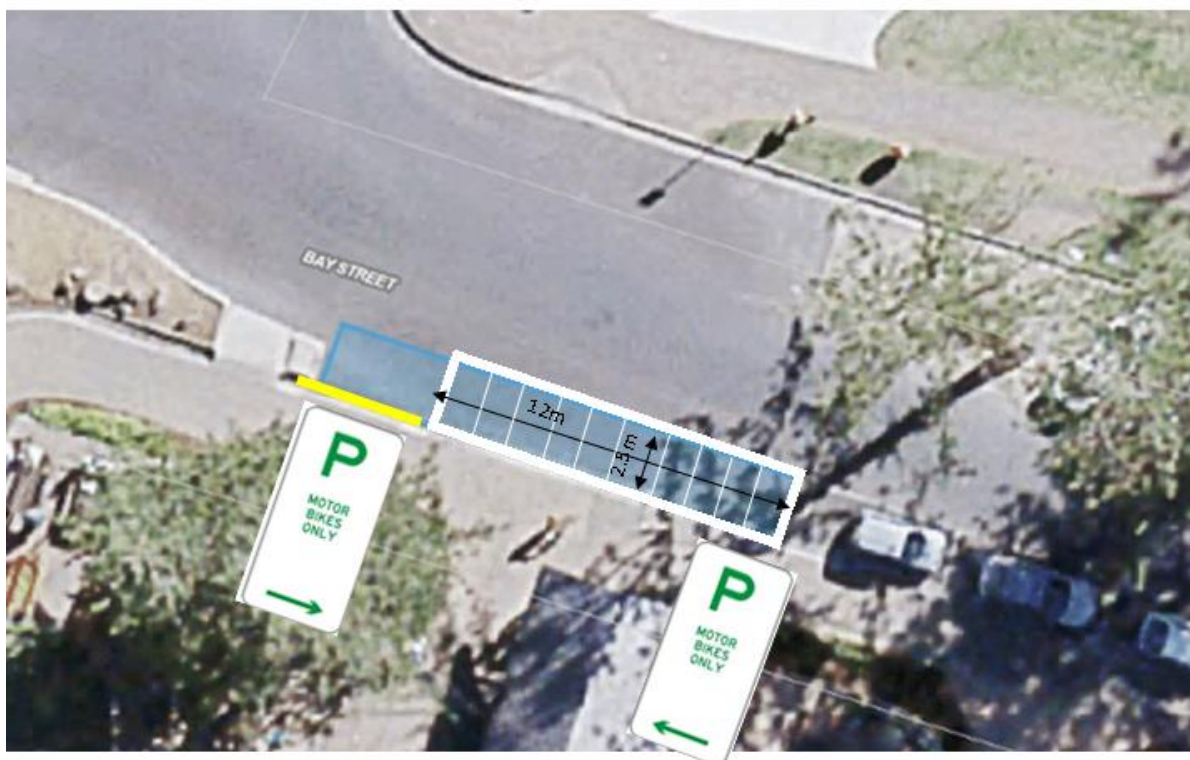
CONCEPT DESIGN LAYOUT

The snippet below represent to concept layouts. Note linemarking and drawings not to scale but still reflect the number of spaces proposed – 25 spaces. Only 10 each are proposed in Lanteen Lane and Bay St to ensure adequate sight lines and clearance for cars and pedestrians.

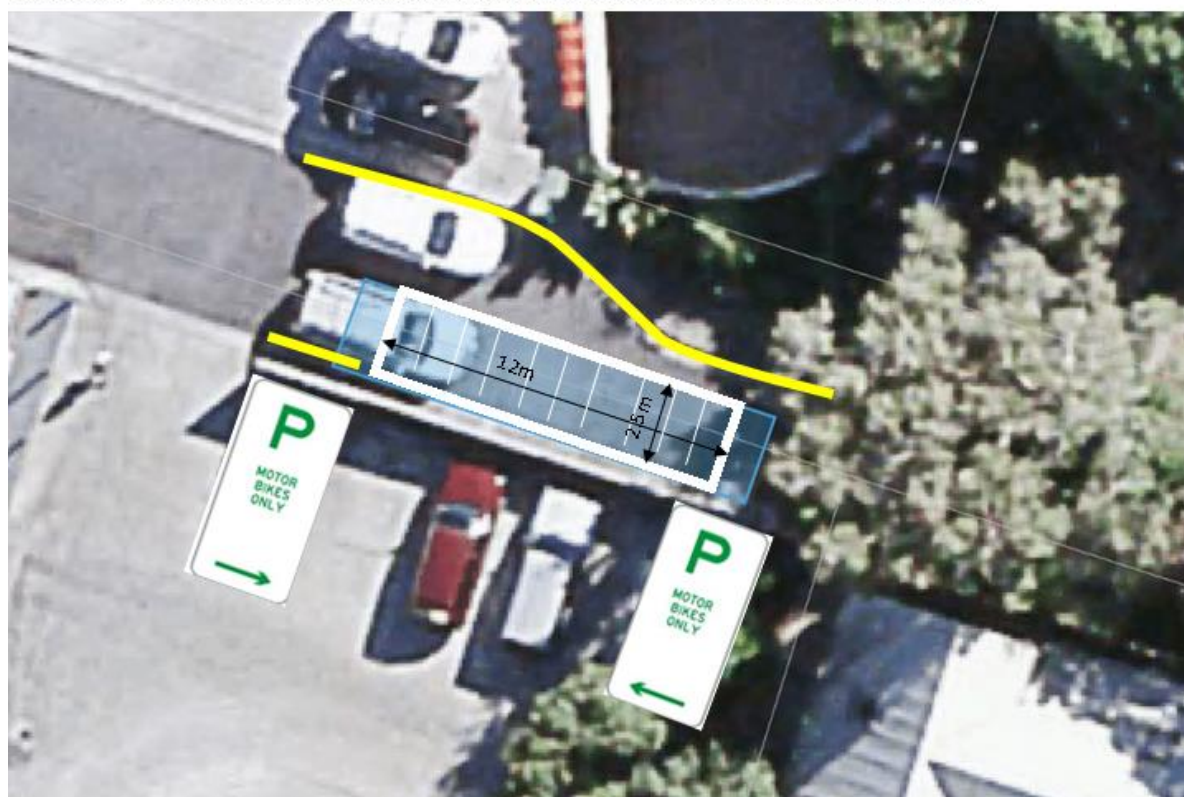
MAIN BEACH CAR PARK—Install new signs and lines, as shown below. Black out part of existing yellow lines.



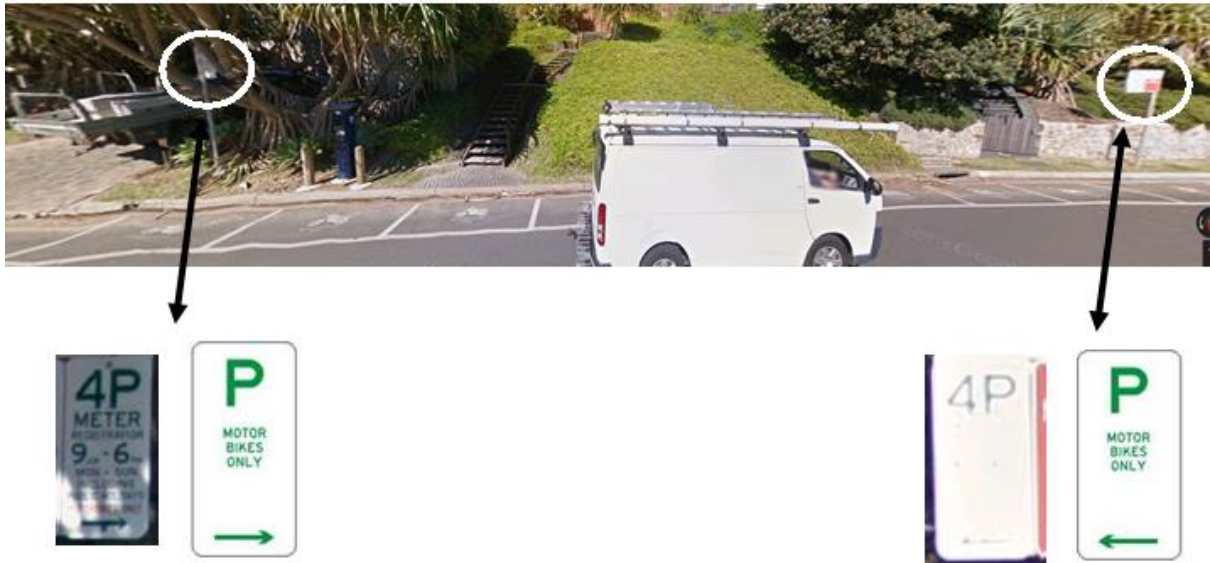
Bay St (in front of Beach Hotel) — Install new signs, white lines and a yellow line, as shown below. Provide 10 motor bikes spaces

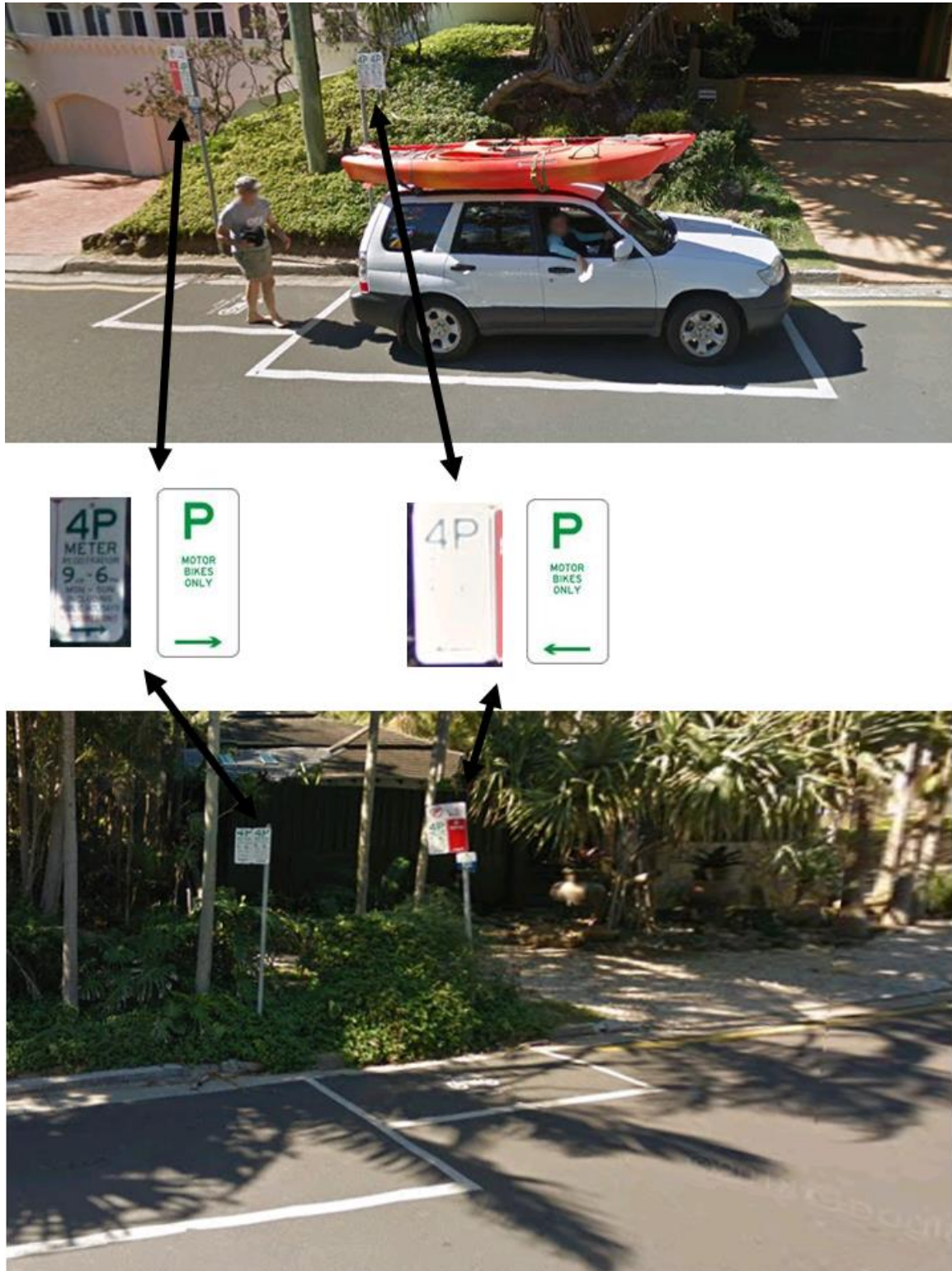


Lateen Lane—Install new signs, white lines and yellow lines, as shown below. Provide 10 motor bike spaces.



WATEGOS—Replace existing “4P Meter 9am—6pm” signs with P non metered signs as shown below





PAY PARKING SCHEME IMPACTS

The proposed trial is not expected to significantly impact the pay parking schemes in Byron Bay.

Currently motor bikes are required to pay the metered pay parking fee for using a standard car space. Introducing 25 new motor bike spaces will free up 25 car spaces for cars.

5

At Wategos there are currently 12 motor bike spaces that are metered. Anecdotally, these spaces are not in high demand. Converting them to free parking is not expected to significantly impact Pay Parking revenue.

- 5 LTC is requested to support changes to regulatory parking signage and line marking as detailed in the concepts and /or as deemed necessary to implement items 3 and 4 of Council resolution 18-626.

RECOMMENDATION:

That Council endorse modifications to regulatory parking signage and line marking in Byron Bay and Wategos Beach area deemed necessary to implement the proposed motorcycle parking identified in Council Resolution 18-626.

BYRON SHIRE COUNCIL

REGULATORY MATTERS

6.2 - ATTACHMENT 1

Report No. 6.2

Bayshore Drive Roundabout Project - Traffic Management

File No:

I2019/48

The Bayshore Drive Roundabout project involved implementing some additional traffic control measures to effectively manage the traffic during construction. When traffic measures are implemented as part of a roadworks project, they do not require LTC approval. These measures included:-

1. No Right Turn into Melaleuca Drive when driving eastbound on Ewingsdale Road. This was implemented as a result of the No U-Turn signs not being effective enough to reduce the number of 'shortcutting' motorists when traffic was banking up on Bayshore Drive as requested by Police.

Now that the roundabout has been constructed, the Bayshore Drive intersection functionality will improve and the shortcut movements should significantly reduce. To assist local residents access their properties down Melaleuca Drive, it is suggested the signage revert to No U-Turn and continue to be monitored to ensure this level of regulation is effective. This intersection may be modified as part of the Ewingsdale Road duplication project, at which time modelling will confirm the arrangement and formation of the road at this location.

2. No Parking at the entrance to Banksia Drive on both sides of the road as per the attached plan. This was implemented as a result of the additional traffic on Banksia Drive and the resulting congestion at the entrance to Banksia Drive.

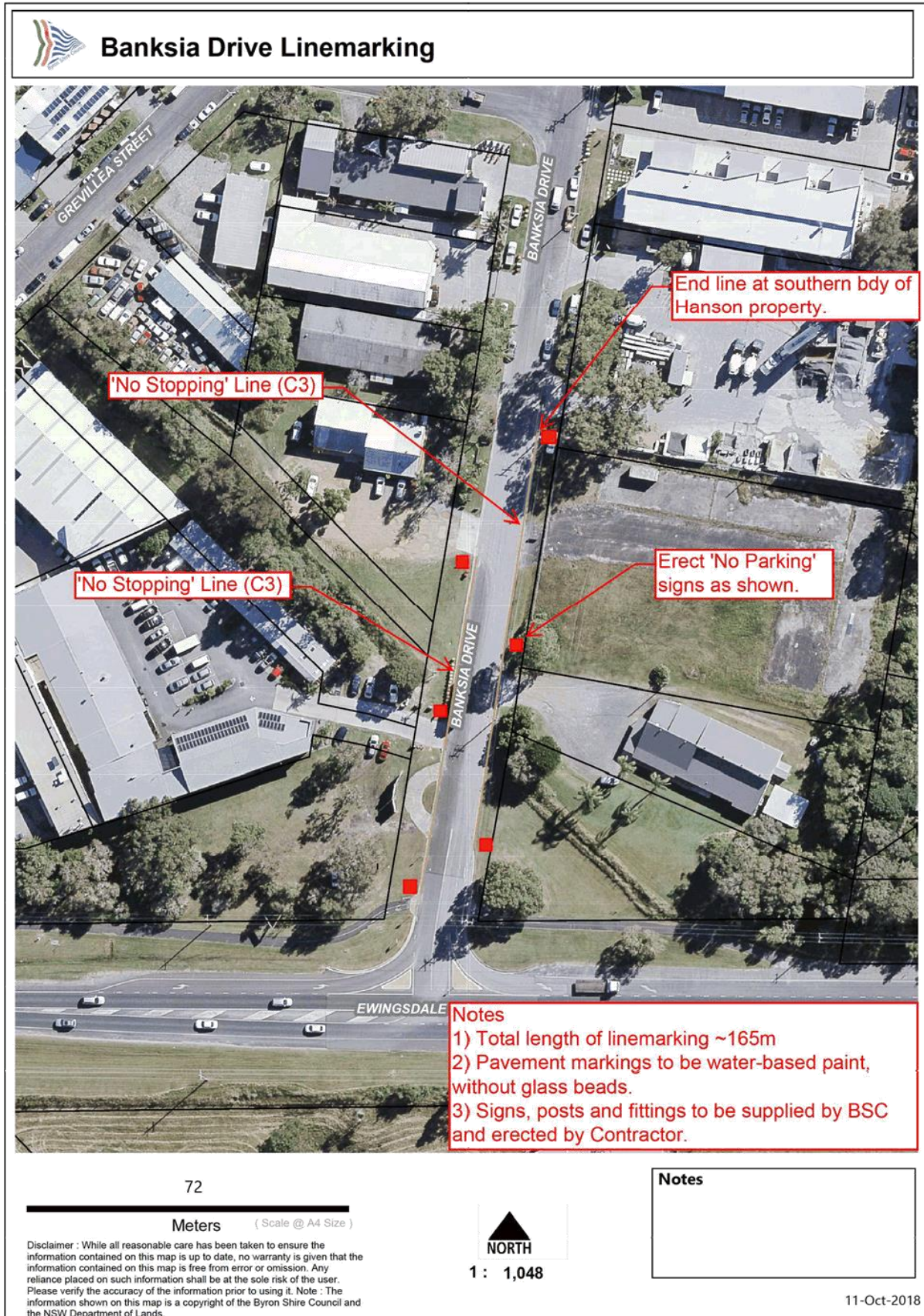
This temporary arrangement was not removed at the completion of the roundabout works as it has been deemed to be an effective traffic control measure at the entrance to Banksia Drive in making it safer for the large number of vehicles using this intersection. Therefore, it is proposed to remain in place until such time as the entrance to Banksia Drive is modified as part of the Ewingsdale Road duplication project. At this time it is anticipated that this intersection (subject to modelling and detailed design) may become a left in, left out only intersection, which would negate the need for the additional space created by No Parking. At this time, it could be reviewed and possibly removed.

RECOMMENDATION:

1. That the signs at Melaleuca Drive remain permanently as No U-Turn until such time as the entrance to Melaleuca Drive and the formation of Ewingsdale Road is upgraded or modified as part of the Ewingsdale Road duplication project.
2. That the No Parking at the entrance to Banksia Drive remain in place until such time as the entrance to Banksia Drive is upgraded or modified as part of the Ewingsdale Road duplication project.
3. That both of these locations are monitored and reviewed as part of the Ewingsdale Road duplication project to ensure the relevancy of the traffic control measures in place as the project progresses.
4. That the businesses with road frontage that has been directly affected by the No Parking on Banksia Drive be notified of the permanency of the arrangement.

Attachments:

- 1 Banksia Dr Parking Restrictions Plan, E2019/3257 , page 10 [↓](#)



Report No. 6.3

Signage requests from Compliance Team - Lighthouse Road and No Name Lane, Byron Bay

File No:

I2019/52

5 **BACKGROUND**

Council's Parking Enforcement team have described the following traffic issues:

10 Lighthouse Road Byron Bay

Vehicles are constantly parking along the southern side of the road between No Name Lane and Lee Lane. Drivers are often parking their vehicles in a dangerous position and enforcement officers are unable to issue infringements without parking signage.

15 Council receives numerous complaints and requests from the public to have something done about this stretch of road. It is recommended that the installation of "No Stopping" signs and yellow line marking where considered appropriate would make this road safer for the public. The images below show how close the vehicles are to the road.



20 Figure 1. Lighthouse Road near Lee Lane



Figure 2. Lighthouse Road near Lee Lane, looking southwest.

No Name Road (Unnamed Road 10)

5

The entire lane way has become a popular area for vehicles parking and camping on both sides of the lane and on corners making it narrow and difficult for residents to enter and exit their properties. In addition, if an emergency vehicle such as a fire truck had to enter it would be virtually impossible for them to perform their duties as access would not be possible.

10

It is recommended that the installation of “No Stopping” signs and yellow line marking where considered appropriate would make this road safer for the public and provide for better access for emergency vehicles.



Figure 3. Un-named Road 10

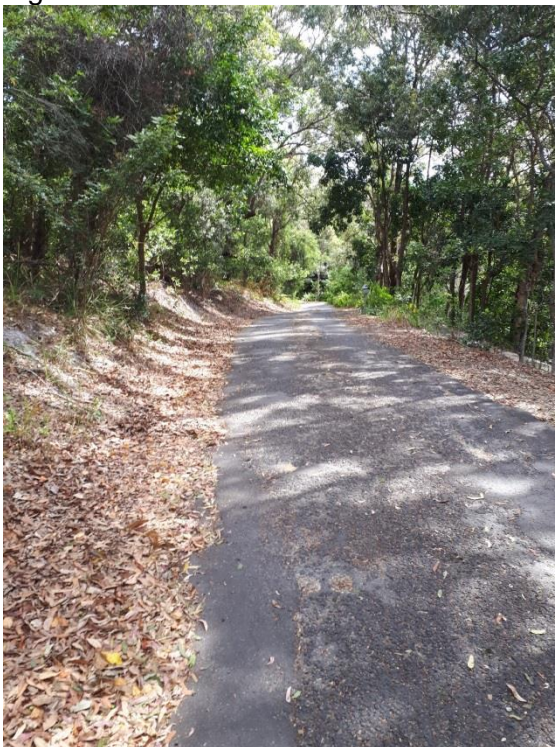


Figure 4. Un-named Road 10

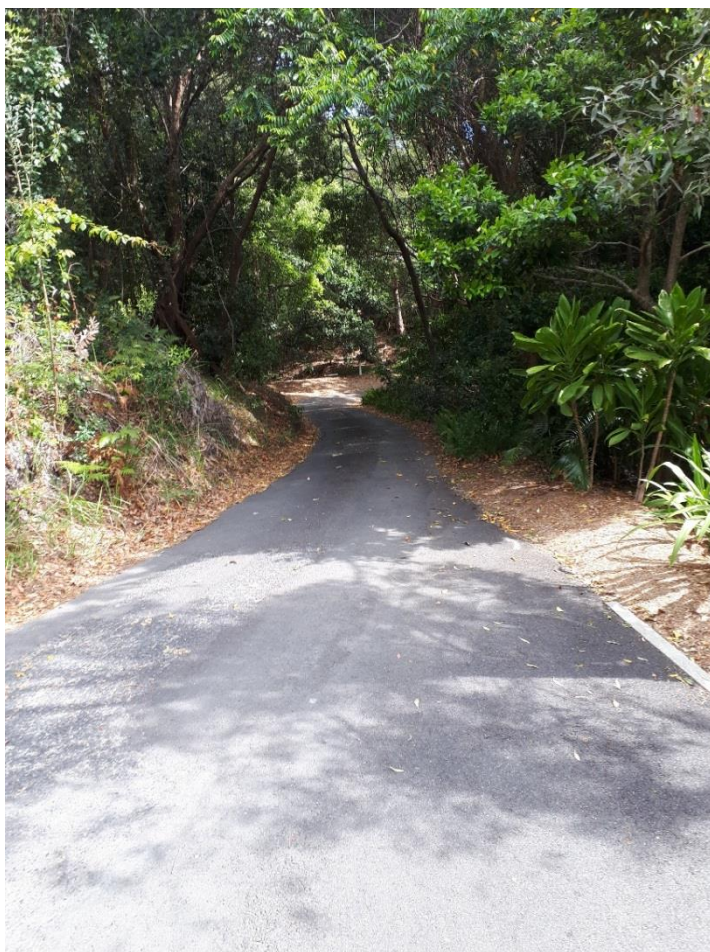
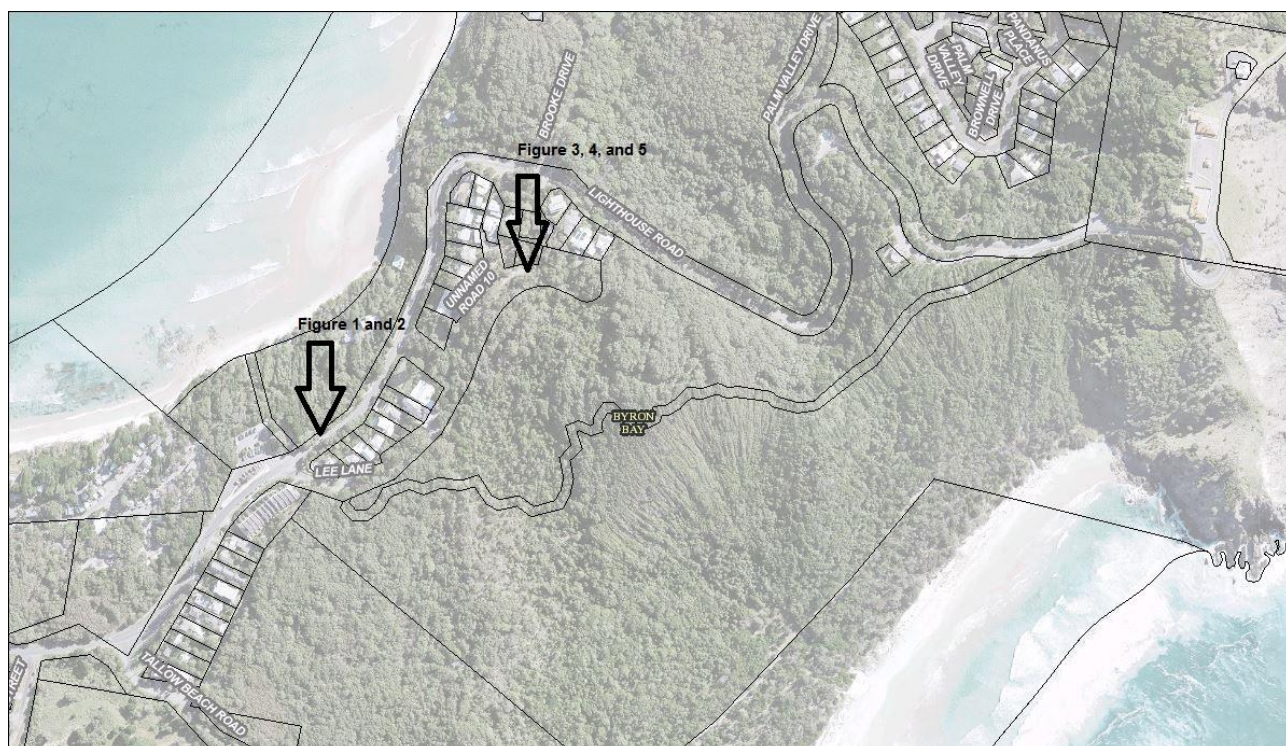


Figure 5. Un-named Road 10

LOCALITY PLAN

5



RECOMMENDATION:

That Council install “No Stopping” signs and yellow line marking where considered appropriate in Lighthouse Road and No Name Road Byron Bay to improve road safety.

Report No. 6.4

Byron Bay Transport Interchange - Regulatory Signage

File No:

I2019/83

5 This report seeks LTC concurrence and endorsement for the proposed regulatory signs and line marking for the Byron Bay Transport Interchange project.

10 This project is a Transport for NSW project, being delivered by Sydney Trains. The road area is located on Transport for NSW land however; Council and the Local Traffic Committee are still required to endorse the line marking and regulatory signage through the LTC process.

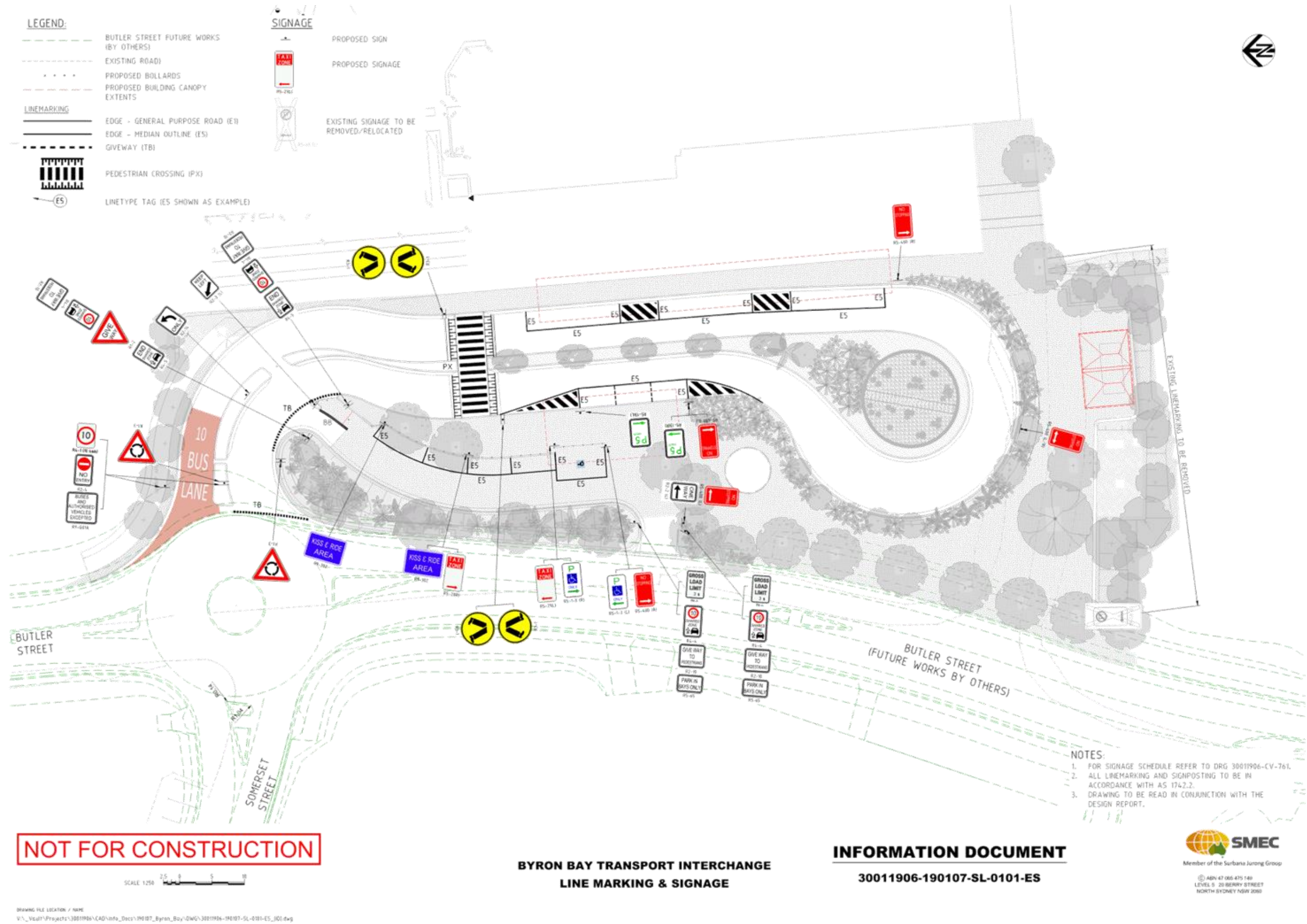
A detailed pavement marking and signage plan will be available at the meeting in A2 format.

RECOMMENDATION:

15 **That the Local Traffic Committee endorse the Line Marking and Signage Plan for the Byron Bay Transport Interchange as per Attachment 1 (#E2019/5213).**

Attachments:

20 1 BYRON BAY TRANSPORT INTERCHANGE - LINE MARKING AND REGULATORY SIGNAGE, E2019/5213 , page 17 [↓](#)



Report No. 6.5 **Railway Hotel and Lawson Street South Carparks - Regulatory Signage**
File No: I2019/86

- 5 This report seeks LTC concurrence and endorsement for the proposed regulatory signs and line marking for the Railway Hotel and Lawson Street South Carparks, Byron Bay.

- 10 This project is a Transport for NSW project, being delivered by Sydney Trains. The car park area is located mostly on Transport for NSW land, with a small portion on Council land however; Council and the Local Traffic Committee are still required to endorse the line marking and regulatory signage through the LTC process.

A detailed pavement marking and signage plan will be available at the meeting in A2 format.

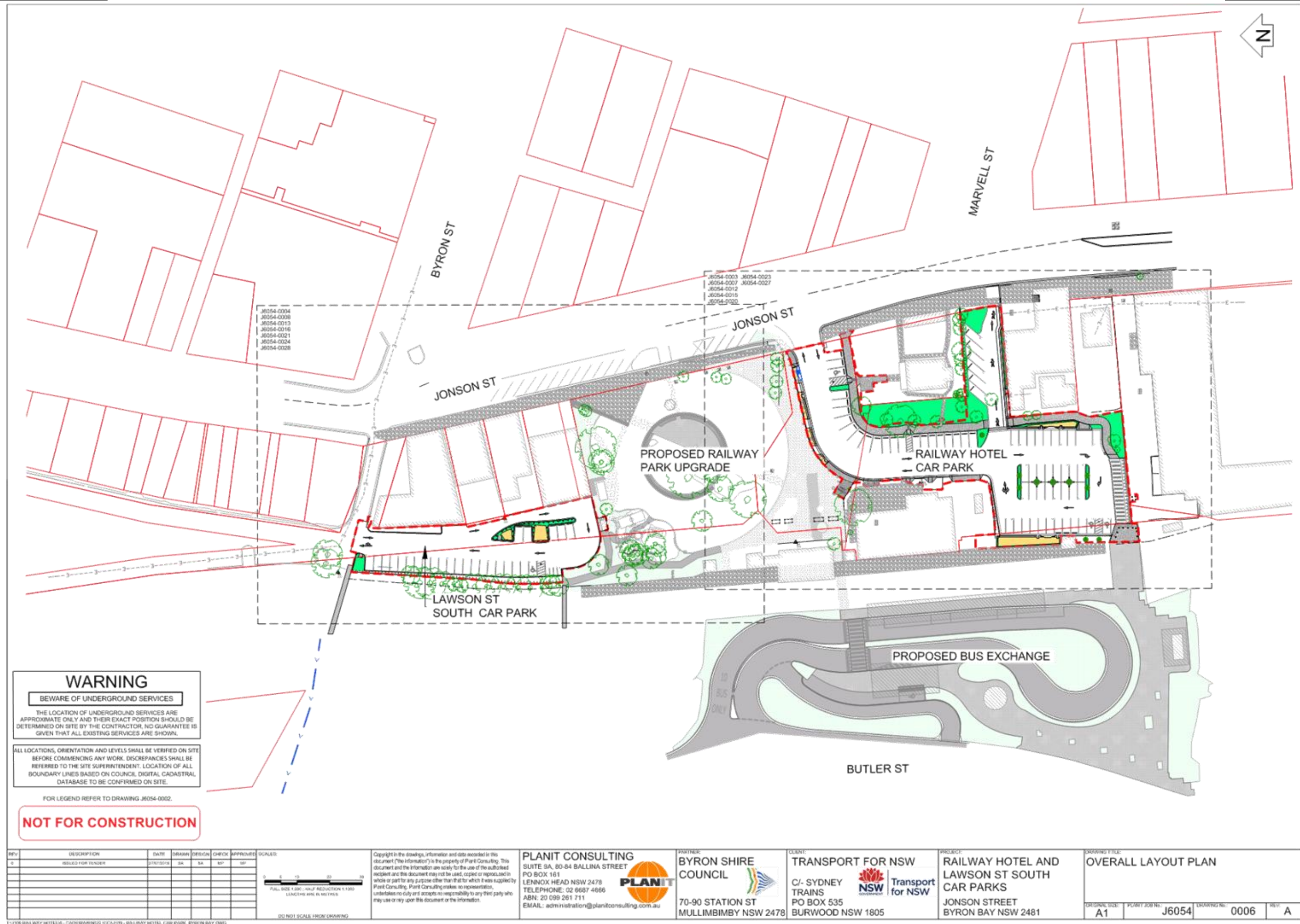
15

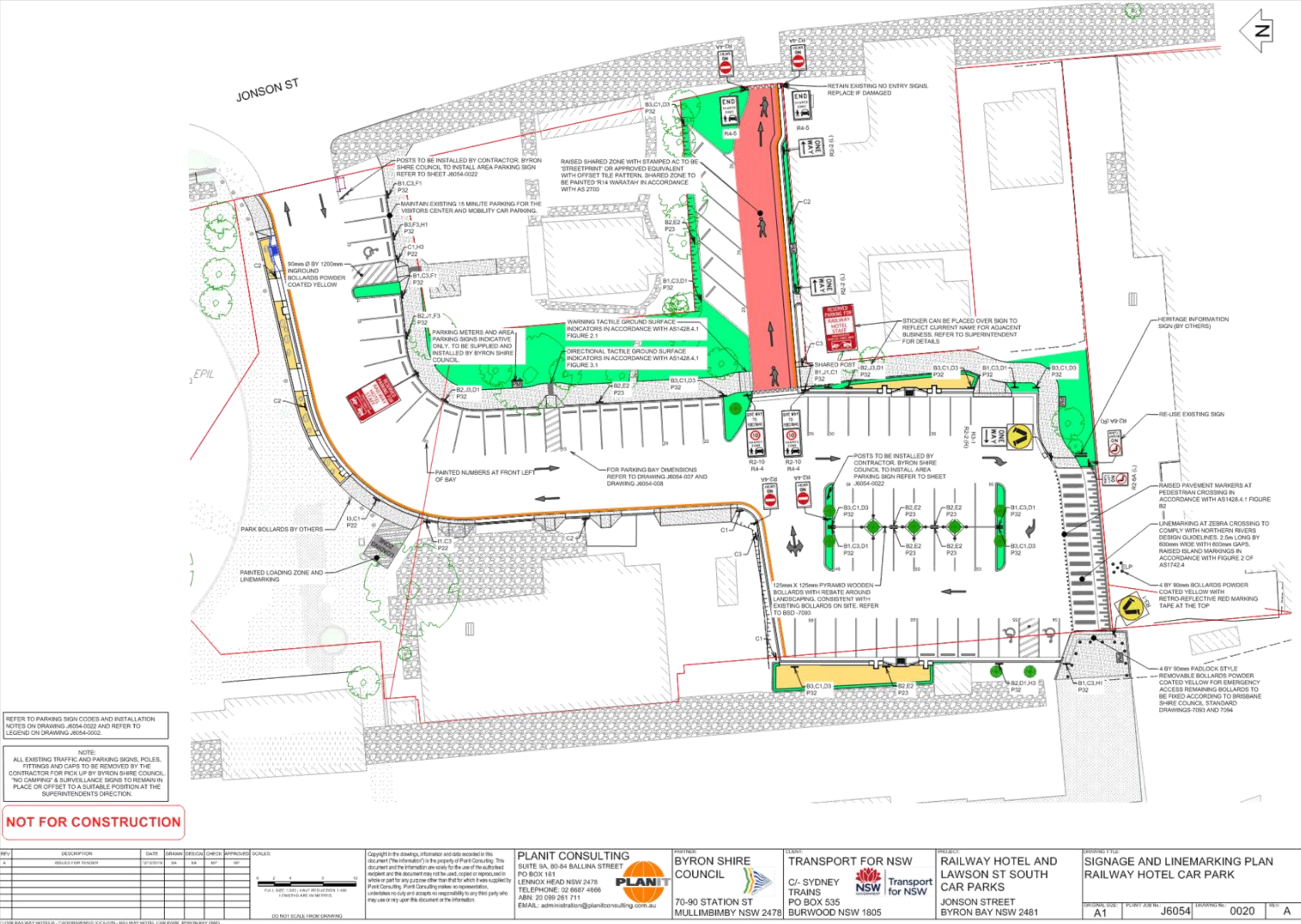
RECOMMENDATION:

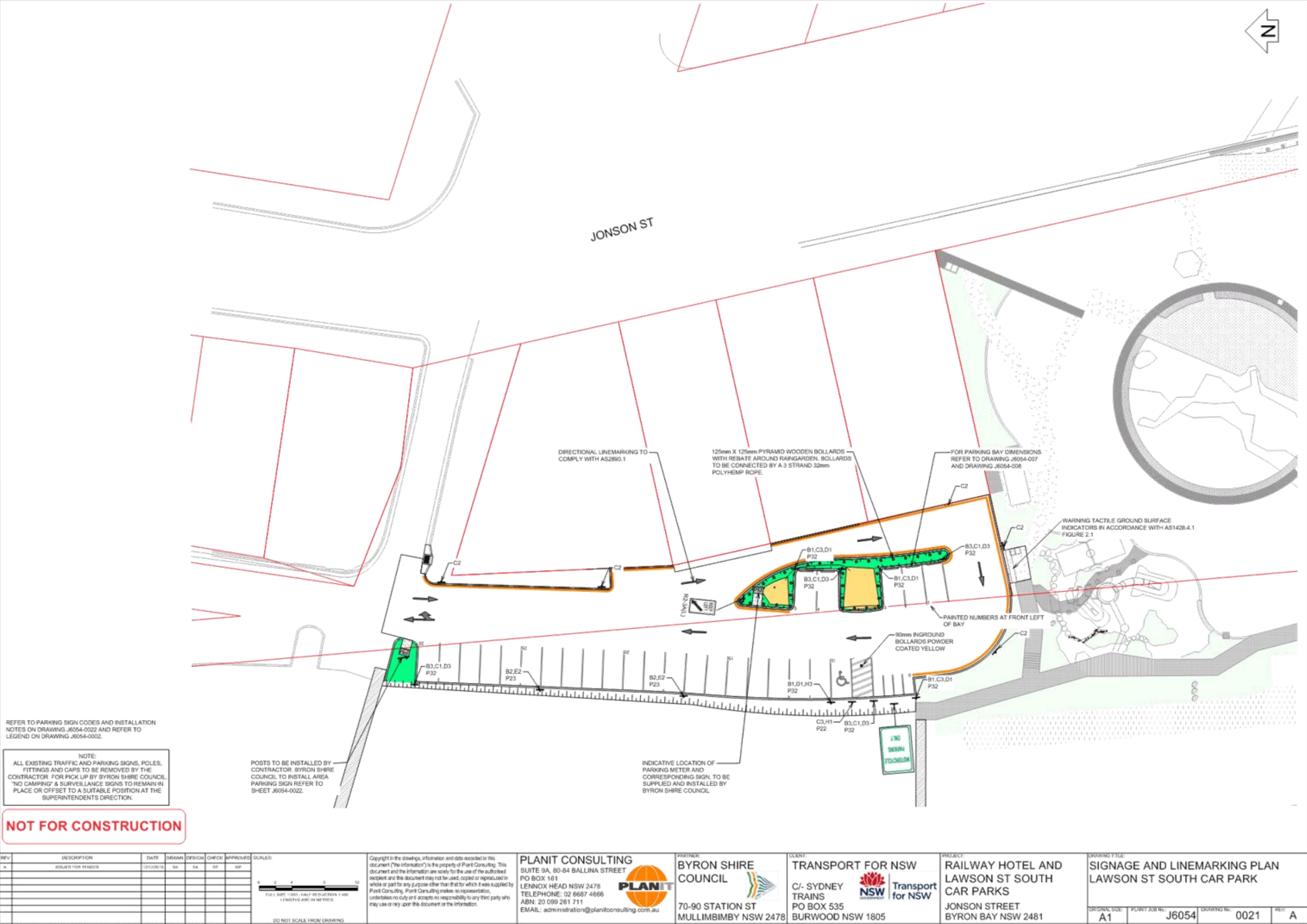
That the Local Traffic Committee endorse the Line Marking and Signage Plan for the Railway Hotel and Lawson Street South Carparks as per Attachment 1 (#E2019/5499);

Attachments:

- 20 1 RAILWAY HOTEL AND LAWSON STREET SOUTH CARPARKS - LINE MARKING AND REGULATORY SIGNAGE, E2019/5499 , page 19 [↓](#)







CODE:	RS-400 (225 X 450H)			RS-400 (450 X 225H)			RS-400 (225 X 450H)			RS-10 (225 X 450H)			RS-10 (450 X 225)			RS-10 (225 X 450H)			RS-10 (450 X 225)			RS-1-3 (225 X 450H)			RS-23 (225 X 450H)			RS-23 (225 X 450H)			RS-10 (225 X 450H)		
DETAILS:	NO STOPPING 1-5AM MON-SUN **NSW ONLY SIGN			NO STOPPING 1-5AM MON-SUN **NSW ONLY SIGN			NO STOPPING **NSW ONLY SIGN			4P METER REGISTRATION 9AM-6PM MON-SUN & PUBLIC HOLS. VEHICLES UNDER 6m ONLY FRONT TO KERB			4P METER REGISTRATION 9AM-6PM MON-SUN & PUBLIC HOLS. VEHICLES UNDER 6m ONLY FRONT TO KERB			P 30 MINUTE 9AM-6PM MON-SUN VEHICLES UNDER 6m ONLY FRONT TO KERB INFO CENTRE VISITORS ONLY			P 30 MINUTE 9AM-6PM MON-SUN VEHICLES UNDER 6m ONLY FRONT TO KERB INFO CENTRE VISITORS ONLY			P LOADING ZONE			LOADING ZONE			4P VEHICLES UNDER 6m ONLY FRONT TO KERB RAILWAY HOTEL STAFF ONLY UNAUTHORISED VEHICLES TOWED AWAY					
PLAN REFERENCE:	A			B			C			D			E			F			G			H			I			J					
ATTACH TO:	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3	E1	E2	E3	F1	F2	F3	G1	G2	G3	H1	H2	H3	I1	I2	I3	J1	J2	J3			
ARROW DIRECTION:	←	→	←	←	→	→	←	→	→	←	→	→	←	→	→	←	→	→	←	→	→	←	→	→	←	→	→	←	→				

PARKING SIGNS (450mm BY 225mm)

PANEL ARRANGEMENT	P21	P22	P23	P32
EXAMPLE				

PANEL ARRANGEMENT

SIGNAGE NOTES:

- IN ACCORDANCE WITH 3.4.1 OF RMS SPECIFICATION R143 THE CONTRACTOR IS TO ENSURE AVOIDANCE OF ALL UNDERGROUND SERVICES BY POTHOLING OR NON DESTRUCTIVE DIGGING METHODS.
- EXACT SIGNAGE AND BOLLARD LOCATIONS ARE TO BE CONFIRMED ON SITE DURING INSTALLATION OR AS DIRECTED BY THE SUPERINTENDENT
- ENSURE THE SIGNPOST CONSTRUCTION IS IN ACCORDANCE WITH RMS QA SPECIFICATION R143. ALL BRACKETS, NUTS BOLTS AND POST ARE TO BE GALVANISED
- ENSURE THE FOOTINGS ARE A MINIMUM OF 300mm DIAMETER AND 600mm DEEP IN ACCORDANCE WITH ACT STANDARD DRAWING D89-15
- ENSURE THE SIGN LAYOUT IS COMPLIANT WITH AS 1742.11 SECTION 3.4.
- MULTI-PANEL SIGNS CAN BE ORDERED AS INDIVIDUAL SIGNAGE PANELS MOUNTED TOGETHER OR AS A SINGLE MULTI-PANELLED SIGN (FOR EASE OF ASSEMBLY) AT THE CONTRACTORS DISCRETION.
- INSTALLATION OF SIGNS TO BE COMPLIANT WITH APPENDIX B SECTION B2 OF AS 1742.11.
- PARKING AND TRAFFIC CONTROL SIGNS SHALL HAVE A MINIMUM OF 2.2m CLEARANCE BETWEEN ROAD SURFACE AND UNDERSIDE OF SIGN (SECURITY SIGNS EXEMPT) AND 2.0m CLEARANCE BETWEEN FOOTPATH/VERGE AND UNDERSIDE OF SIGN.
- ENSURE SIGNS ARE COMPLIANT WITH RTA GUIDE TO SIGNS AND MARKING REGISTERS. BE AWARE THAT FOR NO STOPPING (RTA) ORDER SIGN RS-400: WHITE WRITING ON RED BACKGROUND. FOR NO ENTRY (RTA) ORDER SIGN (R2-4A)

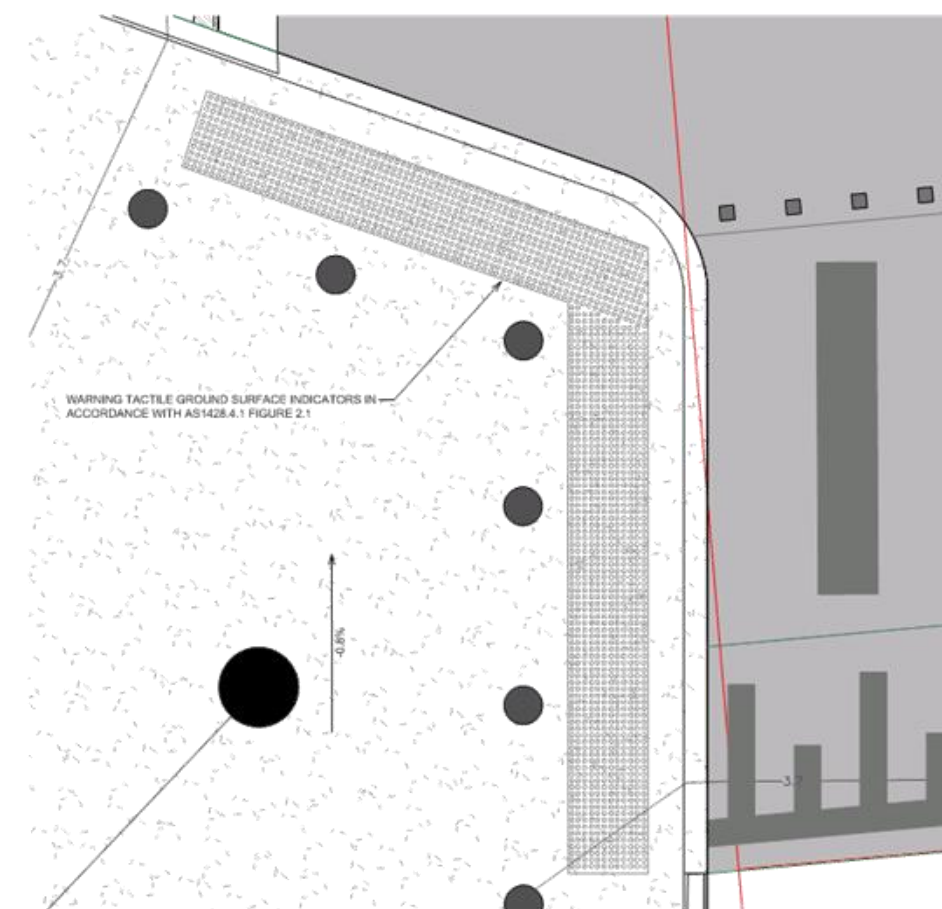
LINEMARKING NOTES:

- REFER TO NORTHERN RIVERS CONSTRUCTION GUIDELINE C261 - PAVEMENT MARKINGS FOR PAVEMENT MARKING PAINT PREPARATION AND APPLICATION.
- ALL MOBILITY PARKS TO BE A MINIMUM 2.4m WIDE BY 5.4m LONG IN ACCORDANCE WITH FIGURE 2.1 OF AS2890.6 WITH LINEMARKING FOR THE SHARED ZONE CONSISTENT WITH FIGURE 2.2 OF AS2890.6
- ALL CAR PARKS TO BE A MINIMUM OF 2.6m WIDE AT THE NARROWEST PART OF THE PARK WHILE LENGTH VARIES DEPENDENT ON END CONDITIONS REFER TO J6054-007 AND J6054-008.
- ZEBRA CROSSINGS TO BE 2.5m WIDE (L/N/O) BY 600mm LONG WITH 600mm GAP CONSISTENT WITH CLAUSE 11.2 OF NORTHERN RIVERS DESIGN GUIDELINE.
- DIRECTIONAL LINEMARKING TO BE CONSISTENT WITH FIGURE 4.3 OF AS 2890.1.
- ALL OTHER LINEMARKING TO COMPLY WITH AS1742.2 FOR TRAFFIC CONTROL DEVICES FOR GENERAL USE



AREA PARKING SIGNS

POSTS TO BE INSTALLED BY CONTRACTOR, BYRON SHIRE COUNCIL TO INSTALL SIGNS.



TACTILE GROUND SURFACE INDICATORS

TO BE INSTALLED ON ALL KERB RAMP FLATTER THAN 1:8 AS SHOWN ON DRAWING J6054-0021 AND DIRECTIONAL TACTILE GROUND INDICATORS TO BE INSTALLED ON MID BLOCK KERB RAMP

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE	DRAWN	DESIGN	CHECK	APPROVED	SCALE
1	ISSUED FOR TENDERS	13/12/2018	SA	SA	ST	MP	

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C/- SYDNEY TRAINS
PO BOX 535
BURWOOD NSW 1805

PROJECT
RAILWAY HOTEL AND LAWSON ST SOUTH CAR PARKS
JONSON STREET
BYRON BAY NSW 2481

DRAWING TITLE
SIGNAGE AND LINEMARKING DETAILS SHEET

ORIGINAL SIZE: A1 PLANT JOB No: J6054 DRAWING No: 0022 REV: A

T:\1030 RAILWAY HOTEL & CARPARKS\1030 RAILWAY HOTEL CAR PARK, BYRON BAY.DWG

MATTERS FOR TRAFFIC ENGINEERING ADVICE

Report No. 7.1 Adoption of Constitution for Local Traffic Committee
File No: I2019/50

At the Local Traffic Committee meeting of 16 January 2018, the committee discussed matters in relation to Report No.6.1 – Council resolutions and Recommendation Processes.

From those discussions, a draft constitution for the Local Traffic Committee was developed and presented to the Local Traffic Committee at the 15th May meeting where the Local Traffic Committee recommended:

That the draft constitution attached to this report is noted and the committee comments be provided to finalise the constitution document prior to adoption by Council.

At the 23 August 2018 ordinary Council meeting, Council resolved as follows:-

18-498 Resolved that Council adopt the following Committee Recommendation(s):

Report No. 6.2 Draft Constitution for Local Traffic Committee
File No: I2018/905

Committee Recommendation 6.2.1

That the draft constitution attached to this report be reviewed by members and the committee comments be presented at the next committee meeting for adoption. (Cameron/Richardson)

On the 20 November 2018, the scheduled Local Traffic Committee meeting was deferred due to the absence of the Chairperson and uncertainty about procedural matters when these circumstances occur. As a consequence, the Constitution was not formally adopted.

This event highlighted the potential need to include in the Constitution a procedure for nominating a Vice Chairperson who would step in to run meetings in the absence of the Chairperson and procedures to be followed to enable meetings to be held as the current frequency of meetings is problematic to approvals timing for community events and the like when meetings need to be cancelled or deferred.

The committee is requested to review the final draft document, consider any further changes in respect of chairing meetings, modify the document where necessary and recommend that Council adopt the 2018 Local Traffic Committee Constitution, in accordance with RMS guidelines and any other regulations, and procedures relating to the delegation to Councils, as set out in Section 50 of the Transport Administration Act 1998.

RECOMMENDATION:

That Council adopt the Constitution for the Local Traffic Committee.

Attachments:

1 DRAFT Constitution Local Traffic Committee 2018 (version 003), E2018/72629 , page 24 [↓](#)



BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE

CONSTITUTION (DRAFT)

INFORMATION ABOUT THIS DOCUMENT

(INTERNAL USE ONLY)

Date Adopted by Council	<date>	Resolution No.	<resolution no>
Responsibility	Infrastructure Services		
Review Timeframe	August 2019		
Last Review Date:	31/8/18 S.Tucker	Next Scheduled Review Date	31/8/19

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
E2018/xxxx	This document	Constitution as adopted by Council on <date>

Further Document Information and Relationships

Related Legislation	Road Transport Act 2013 Roads Act 1993 Local Government Act 1993 Transport Administration Act 1988 Road Transport (General) Regulation 2013 Road Transport Legislation Amendment (Road Safety) Act 2018
Related Policies	Code of Conduct 2016 Work Health Safety Policy Code of Meeting Practice
Related Procedures/ Protocols, Statements, documents	Roads and Maritime Service publication: A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) Version 1.3 March 2009 Other RMS documents: http://www.rms.nsw.gov.au/business-industry/partners-suppliers/traffic-management/powers-committees.html E2017/115278 BSC 2018 Meeting Schedule

2018 Members

Councillor	Cr Basil Cameron
RMS Representative	Mr Peter Stevens, Ms Linda Makejev
Police Representative	Snr Cons David Brigg, Sgt Michael Stewart
Local MP	Ms Tamara Smith

DIS Representative	Evan Elford
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NB: Any part of this Internal Use Only section of the document may be updated by management without reference to the Committee or a staff vote, as it is information required to adequately support and administer the Committee.

Table of Contents

Preamble	1
1. Functions	1
2. Timeframe for Committee	1
3. Responsible Directorate	2
4. Membership	2
5. Induction	2
6. Meetings and Meeting formats	3
7. Confidentiality	3
8. Election of Chairperson	3
9. Voting	3
10. Council's action on LTC advice	4
11. Convening Meetings	5
12. Agendas, minutes and reports	5
13. Conduct of Business	5
14. Records of meetings	5
15. Absence from Committee Meetings	5
16. Section 377 Delegation	6
17. Meeting Practice	6
18. Miscellaneous	6

Preamble

Roads and Maritime Services is legislated as the organisation responsible for the control of traffic on all roads in New South Wales under the Road Transport (Safety & Traffic Management) Act 1999.

In order to deal with the large number and range of traffic related matters effectively, Roads and Maritime has delegated certain aspects of the control of traffic on local roads to Councils.

Roads and Maritime has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

RMS delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on Councils.

One of these conditions requires Councils to obtain the advice of Roads and Maritime Services and the Police prior to proceeding with any proposal. This is most commonly achieved by Councils establishing a Local Traffic Committee (LTC).

The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, Roads and Maritime Services, and the Local State Member of Parliament or their nominee.

The Local Traffic Committee is an advisory body only, having no decision making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council.

1. Functions

The LTC is primarily a technical review committee, which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities **for which Council has delegated authority**. The LTC does not have executive power or authority to implement actions.

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

The functions delegated to Council in the Delegation are:

1. authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55 of the Road Transport (Safety and Traffic Management) Act 1999 (repealed);
2. regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the Roads Act 1993.
Note "regulate traffic" for the purpose of the Roads Act means to restrict or prohibit the passage along a road of persons, vehicles or animals.
3. authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the Road Transport (General) Regulation 2013 on public roads other than classified roads.

2. Timeframe for Committee

The lifespan of the Byron Shire Council Local Traffic Committee is ongoing within the operation of the Delegation.

3. Responsible Directorate

This committee is administered by the Infrastructure Services Directorate. The Director or their delegate will attend these meetings and minutes will be taken by a member of their staff.

4. Membership

The LTC is to be made up of four formal members. The members are as follows:

- 1 representative of Council
- 1 representative of the NSW Police
- 1 representative of the RTA
- the local State Member of Parliament (MP) or their nominee

Note: Staff members participating on the committee do not have any voting entitlements.

Committee members may change from time to time.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTC. However they are only permitted to vote on matters, which effect their electorate or LAC.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer
- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the Agenda which affect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote.

5. Induction

All members will be required to participate in an induction process at the establishment of a new committee, and at any time a replacement voting member joins a committee. The induction will be scheduled prior to the first meeting of the committee and will cover topics such as this Constitution, the Code of Meeting Practice, Conflicts of Interest and Code of Conduct.

Replacement voting members will be inducted by experienced committee members at, or prior to, their first meeting.

6. Meetings and Meeting formats

The LTC is not a committee within the meaning of the Local Government Act. The operating arrangements for the LTC are contained in the RMS publication ["Guide to the delegation to councils for the regulation of traffic"](#)

At LTC meetings the following are at the discretion of Council:

- conduct at meetings
- frequency of meetings
- format of meetings [Within the RMS Guidelines]
- provision for a public gallery

The most common format for LTC meetings is a face to face meeting held in offices of the council.

The meeting is to be convened by a Council Representative. The convenor may be the Council's voting member or may be an additional non-voting member of the LTC.

While there is no need for a specific quorum to allow an LTC meeting to proceed, it must be remembered that any advice can only be returned to the elected Council by the LTC if the view of the RTA and the NSW Police have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought electronically. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.

7. Confidentiality

Members of the committee will, in those circumstances where confidential matters are subject to deliberation, maintain confidentiality.

8. Election of Chairperson

The position of Chairperson is to be elected from Councillors comprising the committee but only in circumstances where the Mayor elects not to assume the position of Chairperson.

9. Voting

While an organisation, which is a voting member, may choose to send more than one representative, that organisation is still limited to one vote only. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote [i.e. the Council representatives are not entitled to a vote each]
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.
- Where a Council LGA is represented by more than one State MP, only the MP representing the State electorate containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one State electorate, then each State MP for those electorates may vote.

- Where a Council LGA has more than one NSW Police LAC, only the NSW Police officer representing the LAC containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one LAC, then each NSW Police officer for those LACs may vote.

Council must consult with the Ministry of Transport where public passenger transport matters are affected.

LTC advice to Council on a proposal referred to it by Council must be one of the following:

- 1) unanimous support;
- 2) majority support;
- 3) split vote;
- 4) minority support; or
- 5) unanimous decline.

10. Council's action on LTC advice

A Council's action on the above LTC advice will be:

(a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.

(b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.

(c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RMS or the NSW Police representatives of the decision.

(d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RMS and the NSW Police representatives in writing of their intention to approve the proposal. The RMS or the NSW Police may then lodge an appeal to the RTC. Refer to Section 5.4, APPEALS.

(e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RTA and NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. See Section 5.4, APPEALS.

Flowcharts have been provided to assist with the understanding of this process. Refer to the relevant flowcharts in Appendix A of the RMS Publication "A Guide to the Delegation to Councils for Regulation of Traffic".

Due to the fact that the RTA and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the RMS and the NSW Police have provided their vote on the issue.

11. Convening Meetings

Meetings will be held as required, generally every two months. An annual timetable of meetings will be prepared in advance, and adopted by Council every October/November for the following 12 months.

A meeting of the committee may be convened in response to either the direction of the Mayor (or in the Mayor's absence the Deputy Mayor) in written form to the General Manager; or two Councillors in written form to the General Manager, or by resolution of the Council.

12. Agendas, minutes and reports

The agenda is an organised list of the business, in order, that will be transacted at the meeting. An agenda for each meeting, containing a brief report on each item, is to be provided to committee members and available on Council's website at least 7 days prior to the meeting being held.

Each item of business to discuss at the meeting is required to be listed on the agenda and in written form. Verbal reports at the meeting are not an acceptable practice.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda.

Committee members may request items for inclusion in future agendas, through the Chair. See also section 5.3.2 in "A Guide to the Delegation to Councils for Regulation of Traffic".

13. Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. New matters may be considered at a meeting subject to the advice of committee members that it is an urgent safety issue.

New items of business may be included in a future agenda, as noted in section 12 above.

14. Records of meetings

The minutes of meetings are to be circulated to members of the group as soon as practicable within 3 days of the meeting so that members can provide feedback through the Chair on the draft unconfirmed minutes.

Minutes of committee meetings will be kept and presented to Council via a report of the committee meeting.

15. Absence from Committee Meetings

All committee member representatives are required to advise Byron Shire Council when they are unable to attend committee meetings. The absence of committee member representatives from the meeting is to be recorded in the minutes. A committee member representative (other than the Mayor) ceases to be a representative of the committee if the representative:

- a) Has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the representative's absence, or
- b) Has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the representative's absences.

16. Section 377 Delegation

The committee does not have any delegated functions pursuant to section 377 of the Local Government Act (1993) and does not have the power to direct staff.

17. Meeting Practice

Meetings are to be conducted in accordance with this Constitution and, where required, reference to Council's Code of Meeting Practice.

18. Miscellaneous

- a) **Insurance:** Committee members are covered by the public liability policy of Council. This insurance does not preclude the Local Traffic Committee from due diligence and all Council policies must be adhered to.
- b) **Code of Conduct:** All group members to abide by Council's adopted Code of Conduct at all times.
- c) **Pecuniary Interest:** Pecuniary Interest may be defined as an interest that a person has in a matter, as a committee member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the committee member.

Section 446 of the Local Government Act states that "a member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests..."

Even though the Local Government Act provides an exemption to disclose pecuniary interests Council's preference is for all members to declare pecuniary interests where applicable.

- d) **Work Health Safety:** All committee members are required to comply with the "Worker and Visitor Responsibilities" as prescribed in the Work Health and Safety legislation.
<http://www.safework.nsw.gov.au/law-and-policy/worker-and-visitor-obligations>
- e) **Site Visits:** It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually by LTC members, or may be organised by Council as a joint visit of all members of the LTC. Where this is not practical due to issues such as time or distance, then it is recommended that modern electronic alternative methods be used.
- f) **Public Participation:** The role of the LTC is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, are the responsibility of the Council and thus resident's views should be taken into account by the Council rather than the LTC. However, there is nothing preventing the LTC members from agreeing to allow residents, or other interested stakeholders, to address the committee, if it so chooses.

In addition, the LTC members may agree to limit the number of public presenters on any particular item and/or place time limits on them. Any such constraints should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee. The LTC's advice to Council is not binding upon the Council therefore ideally this advice should not be released to the public until the Council has decided whether or not to exercise its delegated authority. However, where Council has decided to allow the public to be in attendance at the LTC meetings, *the convenor must make it clear to the public gallery that the Council is still required to accept the recommendation of the LTC to finalise the issue.* This

should be done after each item to cater for members of the public who may only attend the meeting for a specific item.

- g) Media participation:** The role of the LTC is to consider the technical aspects of proposals and provide their advice to Council. Media involvement, or interest, in the process should be addressed through the normal Council meeting process.

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