



CUMBERLAND  
CITY COUNCIL

# Terms of Reference

## Local Traffic Committee

### AUTHORISATION & VERSION CONTROL

<b>Terms of Reference (TOR) No</b>	TOR-015
<b>TOR Owner</b>	Director Environment & Planning
<b>Date Adopted</b>	20 May 2020
<b>Version No</b>	1.0
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## **1. Aim of the Committee**

The aim of the Cumberland City Council Local Traffic Committee (referred as Cumberland Traffic Committee – CTC) is to improve traffic planning, management and coordination in Cumberland by being responsive to local needs and issues.

## **2. Purpose of the Committee**

The CTC is a technical review committee. The purpose of the CTC is to make recommendations, and provide advice to Council on the technical aspects of proposals to regulate traffic on local roads within the Cumberland Local Government Area (LGA) prior to Council exercising its delegated authority. In making its recommendations and providing its advice the CTC is to consider only the technical merits of a proposal and ensure that the proposal meets current technical guidelines.

## **3. Committee Delegation**

The CTC can make recommendations and provide advice to Council on only the following traffic related matters:

- The installation of traffic control devices – such as signs, markings, structures or other devices to direct or warn traffic on a road or road related area.
- The installation of regulatory parking – including truck zones, loading zones, taxi stands, bus zones and mobility parking spaces.
- The implementation of road closures, local area traffic management schemes and residential preferential parking schemes.

The CTC can also make recommendations and provide advice to Council in relation to any road related matter in the Cumberland City Council Local Government Area.

## **4. Voting Members**

The CTC is made up of the following voting members:

- One representative of Council
- One representative of the NSW Police
- One representative of the RMS
- The State Members of Parliament (MP) or their nominees

Where a Council's LGA is represented by more than one MP, or covered by more than one NSW Police Area Command (PAC), MPs or Police officers representing the relevant electorate or PAC are entitled to be voting members of the Traffic Committee. However, the MPs or their representative and Police officers may only vote on issues which effect their electorate or PAC. An organisation which is a voting member may choose to send more than one representative. However, that organisation is still limited to one vote only.

## **5. Council's Voting Representative**

Council's voting representative on the CTC may be the Mayor, a Councillor, or an employee of Council. Council's voting representative may only be appointed by resolution of Council. Council must also appoint an alternate to attend CTC meetings in the absence of Council's voting representative. An alternate has the same voting entitlement as Council's voting representative.

## **6. Advisors**

Council, in consultation with the voting members of the CTC, may decide to invite advisors (non-voting) to CTC meetings. These may consist of Councillors, Council officers and representatives from government agencies and other organisations.

## **7. Part 1 – Delegated Authority to Council Delegate**

All items defined within Part 1, are delegated to Council's General Manager or nominee for approval, subject to the technical concurrence of the Traffic Committee;

1. All regulatory signs contained in RMS document "Regulatory Signs"
  - a) Movement series such as STOP, GIVE WAY etc.
  - b) Direction series such as One Way, Keep Left / Keep Right, No Entry / Left Turn / Right Turn etc.
  - c) Pedestrian Series.
  - d) Parking Series such as Period Parking or User limitation, No Parking, No Stopping, Bus / Mail / Taxi / Loading / Truck / Works Zone etc.
2. Pavement markings such as centre lines / edge lines / lane lines and transverse lines.
3. Signs and Line marking Plans for traffic facilities such as roundabouts / intersection treatments and Local Area Traffic Management schemes previously notified and approved by Council.
4. Temporary road closures related to events organised by Council.

## **8. Part 2 - Items Requiring Council Approval:**

All items defined within Part 2 require formal Council approval. These are;

1. Traffic facilities such as roundabouts, traffic islands, speed humps / raised thresholds, median islands, and intersection treatments etc. involving Capital works expenditure.
2. All permanent road closures.
3. All temporary full road closures for events / activities not organised by Council.

## **9. Reporting to Council**

The minutes of the Traffic Committee meeting will be reported to Council in the month following the meeting.

## **10. Meetings of the Committee**

The CTC does not operate under the provisions of the Local Government Act. The CTC operates under delegation from the RMS, and in accordance with the provisions prescribed by the RMS in the Guide. However, Council may determine the conduct, frequency and format of CTC meetings. Meetings of the CTC are conducted informally without strict adherence to the rules of debate and other procedural requirements. Within the limits of this provision the conduct at meetings will be determined by the Chairperson who is Council's representative.

Any request related to traffic which requires consideration by the traffic committee will be assessed in Council's Works and Infrastructure Division and reported to the CTC. All matters that require traffic committee consideration will be included in the agenda for the traffic committee meeting and electronically sent to all members every month.

## **11. Meeting Formats**

CTC meetings are organised in two formats recognised by the RMS; namely 'face to face' or electronic meetings. 'Face to Face' meetings are held at Council offices at 9:30am on the first Wednesday of the following months:

- February
- April
- June
- August
- November

Electronic meetings of the CTC can be organised when required if agenda items require consideration. The Agenda's for all meetings will be emailed to the members of the traffic committee and Councillors. All the matters that require discussion at a meeting are presented at a 'face to face' meeting.

## **12. Special Meetings**

Special 'face to face' meetings of the CTC may be held outside the normal meeting schedule when deemed necessary for the conduct of any business. Special meetings may be called by the Council with the concurrence of all CTC voting members.

## **13. Chairperson**

Meetings of the CTC must be chaired by Council's voting representative. However, if Council's voting representative is absent, the meeting will be chaired by the Council's alternate representative.