



MINUTES

Traffic Advisory Local (TALC)

held at

Council Administration Centre
Committee Room
180 Mort Street, Lithgow

on

Thursday 5 February 2026

at 11:00 AM

ORDER OF BUSINESS

1. Acknowledgement of Country.....	3
2. Present.....	3
3. Apologies	3
4. Confirmation of Minutes	3
5. Matters Arising from Previous Minutes.....	3
6. Declaration of Interest.....	3
7. Presentations	4
8. Delegated Functions Reports.....	4
8.1. MAIN STREET, LITHGOW - TEMPORARY CLOSURE.....	4
8.2. BUS ZONE RELOCATION - WILLIWA STREET, PORTLAND	4
9. Council Traffic Reports	5
9.1. BROOK STREET LANE - SIGHT DISTANCE CONCERNS	5
9.2. LITHGOW STREET, LITHGOW - ACCESSIBLE PARKING SPACE	6
9.3. HIGH STREET, LITHGOW - REVIEW OF NO PARKING ZONE	6
9.4. BUS ZONE LINEMARKING REQUEST	7
10. General Business	7
11. Meeting Close	8

The Chairperson declared the meeting open at 11:05am.

1. Acknowledgement of Country

The Chair acknowledged Wiradjuri Elders past and present of the Wiradjuri Nation - the original custodians of the land on which the Lithgow's communities reside and extended respect to our neighbouring nations.

2. Present

Jackie Barry – Transport for NSW

Michelle Clemence – Lithgow Buslines

Abbie Holland – Lithgow Police

Councilor Steven Ring (entered @ 11:30am)

Jonathon Edgecombe – Director Infrastructure and Project Delivery (entered @ 11:25am, left at 11:35am)

Leah Stubbs - Minutes

3. Apologies

Nil

4. Confirmation of Minutes

ACTION

THAT it be noted the Minutes of the TALC Committee Meeting held on 6th November 2025 were presented and adopted by Council at the Ordinary Meeting of Council held 24th November 2025.

5. Matters Arising from Previous Minutes

The Chair called for any matters arising from previous minutes.

Jackie provided an update on Magpie Hollow Road, advising that the signs were not installed in their intended locations due to the intersection construction being underway. Instead, they were installed closer to the highway to avoid obstructing the new access to the development. Jackie also advised that the contractor will be returning later this month to extend the signage just beyond the other side of the intersection.

Leanne reviewed the minutes of the meeting held on 6 November 2025 and updated the Committee on each item. The Committee noted all updates, with no additional action required.

6. Declaration of Interest

There were no declarations of interest made.

7. Presentations

Nil

8. Delegated Functions Reports

8.1. MAIN STREET, LITHGOW - TEMPORARY CLOSURE

Leanne advised the Committee that some of the footpath works being undertaken by Council include the installation of a new raised pedestrian crossing, which will require the full closure of Main Street to all traffic for four days, from Monday at midnight to Friday at 8:00 pm, expected in the first or second week of March 2026. Leanne also mentioned that she has communicated this information to Michelle regarding the temporary relocation of bus services during this period. Leanne also informed the Committee that she had met with Council's Waste Department, who confirmed that normal collections will proceed. Trucks may need to perform a three-point turn or U-turn at the end of the road. She noted that Council employees will be on site as spotters between 4:30 am and 5:30 am, and that this should not impact pedestrian access. Leanne advised that Council soon issue a letterbox drop to residents, accompanied by a media release and updates on Live Traffic. Leanne mentioned that detours will be in place along Mort Street during this period.

Michelle asked whether someone would be available to discuss the placement of the temporary bus stop on Bridge Street once the closure date is confirmed. Leanne advised that this is likely to occur within the next two weeks and that she will be in contact. She also confirmed that temporary signage will be installed at that time.

RECOMMENDATION

THAT the temporary closure of Main Street at the eastern end near the Bridge Street intersection for a period of four (4) days and nights to undertake pedestrian crossing replacement works be noted.

8.2. BUS ZONE RELOCATION - WILLIWA STREET, PORTLAND

Leanne advised the Committee that Michelle raised a request regarding the relocation of the bus zone on Williwa Street towards High Street in Portland. Following a site inspection, she noted an issue with the existing no-stopping zone, which extends from the school crossing to High Street. A bus shelter is currently located in the middle of this zone, making it difficult for buses to pull in safely.

Leanne noted that, after speaking with the school, an indented shoulder currently designated as a no-parking zone just before the pedestrian crossing will be converted into the bus zone, and the existing shelter will be relocated closer to the new bus zone. Leanne informed the Committee that the school had noted the bus zone is often frequented on weekends by individuals engaging in undesirable activities, including breaking glass and leaving needles. She added that the school regularly checks the bus shelter to monitor the situation. Jackie noted that the area appeared to have been the intended bus zone. Leanne confirmed that the location appears to be ideal for the bus stop and noted that a new concrete pad will need to be installed to make it disability compliant. She added that the bus stop can be relocated immediately, while the shelter is expected to be removed around July 2026.

RECOMMENDATION

THAT subject to successful consultation with St Joseph's Primary School, Council relocate the existing bus shelter and implement a formal bus zone at a suitable safe location in Williwa Street, Portland

9. Council Traffic Reports

9.1. BROOK STREET LANE - SIGHT DISTANCE CONCERNS

Leanne informed the Committee that Council has received a letter from a resident raising concerns regarding sight distance on Brook Street Lane. The residents advised Council that there have been many misses near this specific reverse angle corner. Leanne advised that, according to Council records, no accidents have been reported in the area. It was noted that a house on this corner has significant overgrown vegetation, and the residents will be asked to trim it back. Leanne noted that a mirror had been requested; however, it was deemed unsuitable for the two-way road and would not provide any benefit to residents. Leanne mentioned that the possible solution is to make it a one-way road. Leanne advised that when she inspected this it looks as though the residents put their bins out on the left-hand side of the road, however she is waiting on a response from the waste department whether the one-way direction suits them or not. Michelle noted that the arm on the JR Richards truck is on the left-hand side, which is typically the preferred side for bin collection.

RECOMMENDATION

THAT Council

1. Seek feedback from residents with properties bordering Brook Street Lane, JR Richards and the general community on the support for implementing a one way traffic flow in the lane from the southern intersection with Brook Street to the northern intersection; and
2. Contact the property owner on the southern boundary of the corner of Brook Street Lane and request that appropriate vegetation management be undertaken, and for this vegetation maintenance to occur regularly.
3. Contact the property owner on the southern boundary of the corner of Brook Street Lane and request that vehicles not be parked within 10 metres of the intersection, as per NSW Road Rules

Jonathon Edgecombe entered the meeting at 11:25am

9.2. LITHGOW STREET, LITHGOW - ACCESSIBLE PARKING SPACE

Council has received correspondence from St Patrick's Primary School advising that the school now has a student who uses a wheelchair. The school has requested the installation of an accessible parking space and kerb ramp, to be located near the southern end of the school boundary. The Committee considered this request and agreed that it is a positive and appropriate initiative.

RECOMMENDATION

THAT Council approve and arrange the installation of a new accessible parking space and kerb ramp in Lithgow Street, located closest to the southern end of the St Patricks School boundary.

9.3. HIGH STREET, LITHGOW - REVIEW OF NO PARKING ZONE

Leanne advised that Council has received two separate submissions raising additional safety concerns arising from this change. These concerns include vehicles parking on both sides of Johnson Street, forcing traffic onto the incorrect side of the road when turning into High Street. Concerns were also raised about vehicles parking at the upper end of High Street, which has made driveway access more difficult and is impacting garbage truck movements. Michelle advised that she has not received any complaints from drivers to date. She further advised the Committee that she will consult with drivers to confirm whether any issues have been experienced since the change was implemented. Leanne advised the Committee that she will also seek feedback from the Waste Department regarding any issues related to this matter. Leanne further advised that Council await feedback from JR Richards and buslines and will report back to the Committee when this information becomes available.

RECOMMENDATION

THAT feedback be requested from JR Richards and Lithgow Buslines regarding the impacts of the recently installed No Parking zone in High Street, Lithgow, and for a further report to be brought back to the Committee

9.4. BUS ZONE LINEMARKING REQUEST

Leanne advised the Committee that Council continues to receive reports of vehicles illegally parking in bus zones, which was noted as an ongoing safety concern. Lithgow Bus Lines has contacted Council and requested that consideration be given to line marking bus zones within the Lithgow CBD, including the area in front of Queen Elizabeth Park, to make these zones more clearly identifiable. Leanne advised that preliminary cost estimates are approximately \$10,500. As Council does not currently have budget allocation for this work, funding would need to be considered through the line marking & sign budget for the financial year, subject to approval. Michelle mentioned to the Committee that, if possible, a couple around the Courthouse, as this is a prominent stop. Jackie suggested to the Committee that Council consider marking the bus zones with the words "Bus Zone" either within the hatching or using a stencil.

Cr Ring entered the meeting at 11:30am.
Jonathon Edgecombe left the meeting at 11:35am

RECOMMENDATION

THAT Council consider marking out the identified seven (7) bus zones in Main Street, Lithgow in the 26/27 financial year for a trial period with a review to be reported to LTF after twelve (12) months, and seek grant funding if available.

10. General Business

Michelle advised that the existing no stopping zone in Stewart Street is effective. However, she noted that a section of the street is very narrow, with vehicles now parking on both sides, preventing buses from accessing Stewart Street.

Michelle further advised that buses are having to use an alternate route via Higgins Street, which results in two bus stops being missed. This particularly impacts the mobility impaired community. She requested that the Committee consider extending the no stopping zone, noting that the proposal would involve extending it on only one side of the street. Leanne advised that Council can undertake a joint investigation with Lithgow Buslines and prepare a report for the next meeting, including looking at potentially selecting one side of the street for the no stopping zone to be extended.

Jackie mentioned that a colleague had raised concerns regarding motorists not keeping left and there not being any reminder signage along the Great Western Highway heading west. She noted this for the Committee's awareness and inquired whether Council had received any reports or complaints about the issue.

Leanne advised that Council has not received any reports regarding this matter. Abbie also confirmed that she has not received any complaints nor issued any fines related to this issue.

Leanne mentioned that Council can monitor the situation now that it has been brought to Council's attention.

Cr. Ring noted that vehicles are still parking on the corner of Wallerawang Road and Wolgan Street in Portland.

Leanne advised that Council are planning to install flexible guideposts in the area, and if this does not resolve the issue, the matter can be formally revisited. She also advised that a reminder will be sent to the school to ensure that students and staff are aware that parking in this area is not permitted.

Leanne requested that the next meeting be moved to 12 March 2026, as she will be attending a training course on the originally scheduled date. The Committee agreed to this change.

11. Meeting Close

Next Meeting: Thursday 12th March 2026 at 11:00am in the Committee Room.

There being no further business the Chairperson declared the meeting closed at 11:47am.