



**LITHGOW CITY COUNCIL
TRAFFIC AUTHORITY LOCAL COMMITTEE
Terms of Reference**

Committee Name

Traffic Authority Local Committee (Committee)

Establishment

This Committee is a statutory requirement under the Transport Administration Act 1988 and the Roads Act 1993.

Delegations

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

Term of the Committee

This is an ongoing Statutory Committee under the Transport Administration Act 1988 and the Roads Act 1993.

Committee's Responsibilities

The principal responsibilities of the Committee are to:

- Review all traffic related matters on public roads

Councillor Membership

In September each year, the Council shall nominate 2 Councillors to the Committee, one being an alternate.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

Committee Membership

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

- one representative of Council
- one representative of the NSW Police
- one representative of the RMS
- the local State Member of Parliament (MP) or their nominee.

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.

The Council may decide to have additional informal non-voting advisors to the LTC who can provide input into the process being the General Manager or his nominee.

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

Term of Office of Committee Representatives

The Committee membership shall be ongoing with the Councillor delegates elected every 12 months.

Executive Officer

The Group Manager Operations shall be the Executive Officer to the Committee.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

Frequency of meetings

Meetings shall be held at least every 4 weeks on a day and at a time to be determined by the committee. On the last meeting of each year, the Committee will agree upon meeting schedule for the following year.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 5 voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- The Minutes of the meeting will be submitted to the Council as soon as possible.
- The Minutes of the meeting shall be presented to the next meeting of the Committee.