



**CITY OF  
PARRAMATTA**

# **TERMS OF REFERENCE**

## **PARRAMATTA LOCAL TRAFFIC COMMITTEE**

February 2025

## DOCUMENT ADMINISTRATION

<b>Document Owner</b>	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
<b>Related Documents</b>	<p>City of Parramatta Code of Conduct</p> <p>City of Parramatta Media Policy</p> <p>City of Parramatta Social Media Policy</p> <p>City of Parramatta Council and Committee Schedule (<i>adopted annually</i>)</p> <p>Planning, Transport and Environment Committee Terms of Reference (December 2024)</p> <p>Transport for NSW (TfNSW) guidance document;</p> <ul style="list-style-type: none"> <li>• 'A guide to the delegation to councils for the regulation of traffic – Including the operation of Traffic Committees'</li> </ul>
<b>References &amp; Legislation</b>	<p>Local Government Act 1993</p> <p>Local Government (General) Regulation 2021</p> <p>Roads Act 1993</p>
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## 1. PURPOSE, STATUS AND LIMITATION OF AUTHORITY

- 1.1 The purpose of the Parramatta Local Traffic Committee is to provide a forum for technical discussion on traffic related matters.
- 1.2 The Parramatta Local Traffic Committee operates under the authority conferred, and the powers delegated, to Council by Transport for NSW (TfNSW) as outlined in the TfNSW guidance document 'A guide to the delegation to councils for the regulation of traffic – Including the operation of Traffic Committees'.
- 1.3 The Parramatta Local Traffic Committee operates as the 'Local Traffic Committee (LTC)', as it is referred to in the TfNSW guidance document.
- 1.4 The Parramatta Local Traffic Committee is not a Committee within the meaning of the *Local Government Act 1993*, but is a technical review committee that operates as a requirement from TfNSW in order for Council to execute the powers that have been delegated to it regarding traffic related matters.
- 1.5 The Parramatta Local Traffic Committee is an advisory body to the City of Parramatta and does not have the authority to:
  - Expend money on behalf of Council
  - Undertake any work on behalf of Council
  - Commit Council to any arrangement
  - Consider any matter outside its specific reference
  - Direct Council officers in the performance of their duties; or
  - Represent the Council in any communication with the public or media without the express permission of the City of Parramatta.
- 1.6 Representatives from each of the local authorities who attend meetings of the Parramatta Local Traffic Committee as either voting members or non-voting members, must have the authorisation to attend and represent the interests of the relevant organisation.
- 1.7 These Terms of Reference outline the Parramatta Local Traffic Committee's function, structure, authority and reporting requirements.

## **2. OBJECTIVE**

- 2.1 The objective of the Parramatta Local Traffic Committee is to provide expert advice and recommendations to Council on matters pertaining to traffic control, parking management, road closures, and other aspects of traffic management with the goal of improving mobility, safety and efficiency within the Parramatta local government area.

## **3. CONVENOR**

- 3.1 The Convenor of the Parramatta Local Traffic Committee is the Executive Director City Planning and Design, or their delegate.
- 3.2 The Convenor will assist the Chairperson in progressing the meeting according to the agenda.

## **4. MEMBERSHIP**

### **4.1. Voting Members**

- 4.1.1. Voting members of the Parramatta Local Traffic Committee will comprise of the following:
- One (1) representative of Council formally approved through a Council resolution and is to be the Chairperson of the PTC.
  - One (1) representative from each Police Area Command within the LGA.
  - One (1) member from Transport for NSW (TfNSW)
  - The Local State Members of Parliament (MP) or their nominee within the LGA.
- 4.1.2. The Local State Members of Parliament (MP), or their delegate, and the representative from the Police, are only permitted to vote on matters that effect their relevant electorate or boundaries. Where an item being considers affects more than one electorate or Police area, each MP or Police representative are entitled to one vote each.
- 4.1.3. Representatives from each of the local authorities who attend meetings of the Parramatta Local Traffic Committee as either voting members or non-voting members, must have the authorisation to attend and represent the interests of the relevant organisation.

## 4.2. **Non-Voting Members**

4.2.1. Non-voting members of the Parramatta Local Traffic Committee can include the following:

- Representatives from bus operators
- Representatives from the NSW Ambulance Service
- Representatives from NSW Fire and Rescue Service
- Representatives from Bicycle NSW
- Executive Director City Planning and Design, or their delegate
- Traffic and Transport Manager
- Other City of Parramatta officers with specialist skills and knowledge in traffic, transport, safety, parking, local events or other.

4.3. Representatives from each of the local authorities who attend meetings of the Parramatta Local Traffic Committee as either voting members or non-voting members, must have the authorisation to attend and represent the interests of the relevant organisation.

## 5. **TERM**

5.1 The term of membership for the chairperson is to coincide with the term of Council, or such other period as resolved by Council.

## 6. **CHAIRPERSON**

6.1 The Chairperson of the Parramatta Local Traffic Committee is to be the Councillor appointed to the Committee, as determined by Council resolution.

6.2 The Chairperson is appointed for the duration of the Term.

6.3 In the absence of the Chairperson, a Chairperson for that meeting will be a member of the Parramatta Local Traffic Committee, elected by the voting members of the Parramatta Local Traffic Committee as the first item of business at the relevant meeting and conducted by the Convenor.

## **7. PUBLIC ATTENDANCE AND PARTICIPATION**

- 7.1 Meetings of the Parramatta Local Traffic Committee are not open to the public, except for certain circumstances. These circumstances are at the discretion of the Convenor or Parramatta Local Traffic Committee voting members where the Committee would benefit from technical input from an external stakeholder
- 7.2 External stakeholders are not permitted to remain in the meeting while an agenda item is being debated and/or a vote is being taken.

## **8. MEETING ADMINISTRATION AND PROTOCOL**

- 8.1 The administrative provisions contained within the TfNSW guidance document 'A guide to the delegation to councils for the regulation of traffic – Including the operation of Traffic Committees' apply.
- 8.2 The Traffic and Transport Services of City of Parramatta will provide administrative support to the Parramatta Local Traffic Committee including:
- scheduling meetings of the Parramatta Local Traffic Committee.
  - compiling and circulating agenda and relevant documents to all members of the Parramatta Local Traffic Committee at least one week prior to the meeting.
  - taking and distributing minutes that include attendance, declarations of interest and recommendations of the Parramatta Local Traffic Committee.
  - Coordinating other meeting arrangements, as required.
- 8.3 The Parramatta Local Traffic Committee will meet once every two months, or as required/determined by the Convenor.
- 8.4 The venue for meetings of the Parramatta Local Traffic Committee shall be determined by the Convenor.
- 8.5 Meetings of the Parramatta Local Traffic Committee will not be webcast to due to privacy, confidentiality of matters being discussed and the technical nature of the Committee.
- 8.6 All Parramatta Local Traffic Committee members may attend and participate in the Parramatta Local Traffic Committee meetings by audio-visual link. A calendar invitation will be sent by the Convenor and contain an audio-visual link.

- 8.7 The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings.
- 8.8 Council Secretariat will publish the agenda and minutes of the PTC with the agenda for the relevant Council meeting where the PTC items are considered.
- 8.9 Council is to keep full and accurate minutes of the proceedings of Parramatta Local Traffic Committee meetings.
- 8.10 The minutes of the meetings of the Parramatta Local Traffic Committee must be confirmed at a subsequent meeting of the Parramatta Local Traffic Committee.
- 8.11 The Convenor is responsible for reporting the minutes and associated recommendations of each Parramatta Local Traffic Committee meeting to the next available meeting of Planning, Transport and Environment Committee, and ultimately to Council, in the written form of minutes.
- 8.12 Recommendations made to the Parramatta Local Traffic Committee may or may not be adopted by Council. This includes decisions referred to Council for endorsement. In cases where the elected Council resolves to enact a delegated function contrary to a unanimous Parramatta Local Traffic Committee recommendation, or in cases where the recommendation was not unanimous, the Convenor must notify TfNSW and the NSW Police in writing. Council must then refrain from taking any action for 14 days so that the TfNSW and/or the NSW Police are given the opportunity to appeal to the Regional Traffic Committee should they wish. In the case of an appeal, the decision of the Regional Traffic Committee is binding and final for matters under the Road Transport (Safety and Traffic Management) Act. However, for matters under the Roads Act, further appeal may be made to the Minister for Roads.
- 8.13 Any advice from the PTC can only be returned to the elected Council for the final decision if comments of TfNSW and the relevant Police Area Command have been obtained.

## **9. QUORUM**

- 9.1 There is no specific quorum required for the Parramatta Local Traffic Committee meeting to proceed, however recommendations can only be referred to Council if the views of TfNSW and the NSW Police have been obtained. This can occur via email should these voting members not be available to attend the relevant Parramatta Local Traffic Committee meeting.



## 10. CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST

- 10.1 Members of the Parramatta Local Traffic Committee must comply with the City of Parramatta's Code of Conduct in their capacity as a Committee Member.
- 10.2 Members of the Parramatta Local Traffic Committee must act lawfully, professionally, ethically and with integrity.
- 10.3 Information accessed, discussed, received and used in the Parramatta Local Traffic Committee meetings is confidential unless the panel resolves otherwise. Council or the CEO may terminate a Parramatta Local Traffic Committee member's term for breaching these requirements, or Terms of Reference.
- 10.4 Conflicts of Interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.
- 10.5 Where members are engaged as City of Parramatta contractors or consultants, outside their work on the Parramatta Local Traffic Committee for work that pertains to an item on the Parramatta Local Traffic Committee agenda, the member shall not participate in any discussion, decision-making or voting on that item.

## 11. VARIATION OF THE TERMS OF REFERENCE

- 11.1 The Terms of Reference may be amended by resolution of the Council at any time.

## 12. VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>February 2025</i>	<i>December 2028</i>