

EXTRACT OF MINUTES OF ORDINARY MEETING – 26 FEBRUARY 2025 – STAFF REPORTS

17.6. MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD 06 FEBRUARY 2025

REPORT INFORMATION

Report Author	Lahiru Abhayarathne, Traffic Engineer
Date of Meeting	26 February 2025
Authorising Director	Robert Scott, Director Infrastructure & Engineering Services

SUMMARY OF REPORT

This report presents the Minutes of the Local Traffic Committee held on 6th February 2025, for adoption.

RECOMMENDATION

It is recommended that the Minutes of the Local Traffic Committee meeting held on 6th February 2025 be noted and that the recommendations are adopted.

FINANCIAL / RESOURCE IMPLICATIONS

The costs associated with the installation of signage will be funded from the traffic facilities budget. The cost for the item is:

- Item 5 is \$800.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

DISCUSSION

The Local Traffic Committee meeting was held electronically (via email) due to small number of items on 6 February 2025. The minutes of the meeting are included in Attachment 1 with the recommendations for each item.

It should be noted that for traffic control devices to be approved and installed, Council must seek the opinion of members of the Local Traffic Committee. The Committee make a recommendation to install a device and the recommendation must then be accepted or rejected by Council.

By noting the minutes and endorsing the recommendations made at the meeting Council is accepting the advice and installing traffic control devices.

CONSULTATION

Attendees at the Local Traffic Committee meeting are listed in the minutes. Consultation was undertaken in the development of the recommendations in the minutes with Police, Transport for NSW and Council staff.

COMMUNITY IMPACTS

Community impact (negative and positive) is considered by the Local Traffic Committee in its deliberations for each item. A whole of community impact is considered when formulating the recommendations within the regulations, standards and guidelines that administer the roads, traffic management and road safety.

LIST OF ATTACHMENTS

The following attachment is available on the meeting page of Council's website under the 'Attachments to Agenda' heading:

Attachment 1 - Minutes of the Local Traffic Committee meeting held 6th February 2025

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Report Author	Lahiru Abhayarathne, Traffic Engineer
Date of Meeting	26 February 2025
Authorising Director	Robert Scott, Director Infrastructure & Engineering Services

RECOMMENDATION

It is recommended that the Minutes of the Local Traffic Committee meeting held on 6th February 2025 be noted and that the recommendations are adopted.

(Moved Cr A Tickle/Seconded Cr N Turnbull)

The Minutes of the Local Traffic Committee meeting held on 6th February 2025 be noted and that the recommendations are adopted.

FOR VOTE – Cr P Howard, Cr J Miller, Cr T O'Keefe, Cr C Pontin, Cr A Tickle, Cr N Turnbull, Cr D Wilson, Cr M McKenzie

AGAINST VOTE – Cr M Graham

ABSENT, DID NOT VOTE – Cr D Smith, Cr P Beazley

58/2025 RESOLUTION

(Moved Cr A Tickle/Seconded Cr N Turnbull)

The Minutes of the Local Traffic Committee meeting held on 6th February 2025 be noted and that the recommendations are adopted.

FOR VOTE – Cr P Howard, Cr J Miller, Cr T O'Keefe, Cr C Pontin, Cr A Tickle, Cr N Turnbull, Cr D Wilson, Cr M McKenzie

AGAINST VOTE – Cr M Graham

ABSENT, DID NOT VOTE – Cr D Smith, Cr P Beazley

17.6. MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD 06 FEBRUARY 2025

ATTACHMENT 1 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE HELD 06 FEBRUARY 2025



Local Traffic Committee Meeting – Minutes

06 February 2025 - Held via emails.

The Agenda was emailed to the Committee members for them to respond back on the recommendations.



INTRODUCTION TO LOCAL TRAFFIC COMMITTEE

The Local Traffic Committee is primarily a technical review committee that is required as a function of the delegation of authority to Council from Transport for NSW (TfNSW). TfNSW is the legislated organisation responsible for the control of traffic on all roads in New South Wales. The delegation of functions under the Roads Act 1993 allows Council to manage traffic on Regional and Local Roads, through the use of prescribed traffic control devices, once the advice of NSW Police and TfNSW has been obtained.

The Local Traffic Committee (LTC) is not a committee within the meaning of the Local Government Act, 1993. The operating arrangements for the LTC are contained in "A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) – Version 1.3 - 2009", found at the following TfNSW web page: [Delegations and traffic committees | Transport for NSW](#).

FORMAL (VOTING) MEMBERS

Representative of **MidCoast Council**
Representative of **Transport for NSW (TfNSW)**
Representative of **NSW Police**
Member for Myall Lakes or their nominee
Member for Upper Hunter or their nominee
Member for Port Stephens or their nominee
Member for Port Macquarie or their nominee

QUORUM

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



TABLE OF CONTENTS

ITEM 1 – ACKNOWLEDGEMENT OF COUNTRY 1

ITEM 2 – RESPONSES 1

ITEM 3 – BUSINESS ARISING FROM PREVIOUS MINUTES..... 1

ITEM 4 – DISCLOSURES OF INTEREST 1

ITEM 5 – LTC – STUART STREET, BULAHDELAH – NO STOPPING ZONE 2

ITEM 6 – LTC MEETING SCHEDULE FOR 2025..... 5



ITEM 1 – ACKNOWLEDGEMENT OF COUNTRY

“We acknowledge the traditional custodians of the land on which we work and live, the Gathang-speaking people and pay my respects to all Aboriginal and Torres Strait Islander people who now reside in the MidCoast Council area. We extend our respect to elders past and present, and to all future cultural-knowledge holders.”

ITEM 2 – RESPONSES

**MP Electorate and Police Office for Each Item
and Response Mode of Members**

Item	MP Electorate		Police Office		TfNSW
	Area	Response	Area	Response	Response
5	Myall Lakes	Email	Forster	Email	Email

ITEM 3 – BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

ITEM 4 – DISCLOSURES OF INTEREST

Nil

ITEM 5 – LTC – STUART STREET, BULAHDELAH – NO STOPPING ZONE

Report Author	Lahiru Abhayarathne, Traffic Engineer
Date of Meeting	06 February 2025
Authorising Director	Robert Scott Director Infrastructure and Engineering Services
Electorate	Myall Lakes
Police Office	Forster

SUMMARY OF REPORT

Following a request from the Regional Property Specialist at Essential Energy, investigations have been conducted to establish a No Stopping Zone in front of the two driveways belonging to Essential Energy's depot at 30 Bulahdelah Way, Bulahdelah, facing Stuart Street. This measure aims to facilitate the unobstructed entry and exit of large vehicles during school hours.

RECOMMENDATION

It is recommended to:

- 1) Impose a No Stopping Zone in front of the driveways of the Essential Energy's depot at 30 Bulahdelah Way, Bulahdelah facing Stuart Street during school peak hours from 08.00AM to 09.30AM and 02.30PM to 04.00PM on school days as per attached plan.

FINANCIAL/RESOURCE IMPLICATIONS

Council will be responsible for the costs associated with the installation of signage for the No Stopping Zone and this work will be funded from the cost centre for Traffic Committee Items. This work has an estimated cost of \$ 800.

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

A: No Stopping Zone, Stuart Street, Bulahdelah.

BACKGROUND

Essential Energy operates a depot at 30 Bulahdelah Way, Bulahdelah NSW, supporting its operational and maintenance work in the southern parts of the Council area. The depot uses heavy vehicles, such as bucket trucks, to reach powerlines. The driveway accesses to these large vehicles to the depot are kept from the short eastward extension of Stuart Street at southern side of the road after the intersection with Bulahdelah Way. This section of Stuart Street extends only to the edge of Essential Energy's Bulahdelah depot property line.

The only other property accessed by this short extension of Stuart Street is St. Joseph's Catholic School, Bulahdelah. The school's driveway is on the northern side of this section of Stuart Street. During peak school times, parents and guardians park along this section of Stuart Street to pick up children.

The road seal on this section of Stuart Street extends only a short distance and does not cover the full length of the road. The driveways and drainage are maintained in a rural setting, and the road verges are covered in grass.

DISCUSSION

During school peak hours, parents and guardians park their vehicles along this short section of Stuart Street to pick up children. They choose locations close to the school entrance/driveway on both sides of the road. At these times, some parents park near the driveway accesses of Essential Energy's depot on the south side of the street. The crowding of vehicles on both sides makes it difficult to manoeuvre large vehicles in and out of the depot using the two driveways on Stuart Street during peak hours.

Therefore, as discussed with Essential Energy, the proposed No Stopping Zone on Stuart Street will cover the two driveway accesses of the depot, enabling large vehicles to safely enter and exit the depot during school peak hours.

CONSULTATION

The proposal was forwarded to Essential Energy, and they agreed that it adequately establishes safety for the entry and exit of large vehicles to the depot. Since the proposed No Stopping Zone is in front of Essential Energy's driveways, affecting them directly, no further consultation was carried out.

COMMUNITY IMPACTS

Imposing the No Stopping Zone will only remove one on-street parking space on Stuart Street during school peak hours. Since there is additional parking available further east of the road for parents and guardians who come to pick up children, it will not have any negative impact on the parking requirements.

RECOMMENDATION

It is recommended to:

- 1) Impose a No Stopping Zone in front of the driveways of the Essential Energy's depot at 30 Bulahdelah Way, Bulahdelah facing Stuart Street during school peak hours from 08.00AM to 09.30AM and 02.30PM to 04.00PM on school days as per attached plan.

DISCUSSION IN BRIEF

Nil. All voting members emailed their support of the recommendations.

COMMITTEE RECOMMENDATION

That the Local Traffic Committee recommend that Council adopt the above recommendation.

For motion: Unanimous

ATTACHMENT: A

No Stopping Zone, Stuart Street, Bulahdelah



After Installation



ITEM 6 – LTC MEETING SCHEDULE FOR 2025

The following table outlines the meeting schedule for the Local Traffic Committee of MidCoast Council. Meetings are planned to be conducted in person at the Council's Administration and Customer Service Centre, Yalawanyi Ganya. However, if there are only a few items on the agenda, the meeting will be held electronically via email responses.

Month	Date	Time
February	Thursday 6 th February 2025	From 01.00 PM to 04.00PM
April	Thursday 10 th April 2025	
June	Thursday 12 th June 2025	
August	Thursday 14 th August 2025	
October	Thursday 16 th October 2025	
December	Thursday 4 th December 2025	