



AGENDA

Local Transport Forum Meeting

I hereby give notice that Local Transport Forum Meeting will be held on:

Date: Tuesday, 2 September 2025

Time: 2:00 pm

Location: via Microsoft Teams

**Kim Anderson
Manager Asset Systems & Planning**

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- 1 WELCOME**
- 2 APOLOGIES**
- 3 DECLARATION OF INTERESTS**

4 GENERAL BUSINESS

4.1 AMENDMENT OF LOCAL TRAFFIC COMMITTEE TO LOCAL TRANSPORT FORUM

Director: Ben Zeller

Responsible Officer: Kim Anderson

RECOMMENDATION

That the Local Transport Forum receives and notes the Amendment of the Local Traffic Committee to Local Transport Forum report.

REPORT

On 1 August 2025, Transport for NSW implemented the 2025 Authorisation and Delegation Instrument for Councils. This replaces the now superseded 2011 Delegation to Councils and 2023 Temporary Delegation to Councils.

The Local Transport Forum replaces the Local Traffic Committee. The change of name reflects its function and focus as an advisory body dedicated to technical advice, information sharing, and coordination on matters related to transportation, movement, and accessibility. It is not an approval body, nor does it make decisions.

The Local Transport Forum is not a committee as defined and understood in the *Local Government Act 1993*.

Function and responsibilities

Functions of the Local Transport Forum include:

- collaboration between agencies involved in transport management
- advice on street design, infrastructure, and traffic control facilities
- coordination of planned events and activities
- advice and information sharing on transport plans, policy, and management
- ensuring a public record of decisions relating to roads and streets

There is no voting at the Local Transport Forum, as councils are exclusively responsible for decisions they make on their roads. Members and attendees are to provide advice in good faith, share information, and coordinate activities and plans. Council is obliged to consider any advice provided by the Local Transport Forum, but any decisions – and the exercise of an authorised or delegated function itself – are the sole responsibility of council regardless of the advice of the Local Transport Forum.

Membership

The Local Transport Forum is convened by council. Council's role is that of both *proponent* and *decision-maker*. Council is the representative for all community interests (residents, businesses, etc.) and responsible for all road users – including public transport – and road safety.

There are three further mandatory invitees to every meeting of the Local Transport Forum:

- Transport for NSW

responsible for collaborative coordination and provision of advice regarding state-level interests (public transport, operation of state road network operation and safety, guidance and standards, etc.)

- NSW Police Force

responsible for provision of advice related to Police expertise, such as public safety, event management, highway patrol, enforcement, etc.

- the local Member(s) of NSW Parliament

responsible for provision of advice regarding community interests (residents, businesses, etc.)

A full copy of the Guide for councils using the Authorisation and Delegation Instrument is included in the Attachments. Further details of the changes and for up to date information, please refer to the Transport for NSW Website in this link [Transport's Authorisation and Delegation to Councils | Transport for NSW](#).

ATTACHMENT(S)

- 1. Guide for Councils using the Authorisation and Delegation Instrument (under separate cover)**

4.2 SAFETY IMPROVEMENT ON INTERSECTION OF CANTERBURY AND COLCHES STREETS, CASINO

Director: Ben Zeller

Responsible Officer: Michael Pontefract

RECOMMENDATION

That the Local Transport Forum receives and notes the safety improvement on intersection of Canterbury and Colches Streets, Casino report.

REPORT

The Towards Zero Safer Roads Program provides Council the opportunity to apply for safety improvements following any accident resulting in a fatality. On 25 June 2025, an accident involving two vehicles at the intersection of Colches Street and Canterbury Street resulted in a fatality. The primary cause of the accident was, the vehicle travelling west along Canterbury Street, approaching a give way sign, failing to stop or slow down at the intersection.

Following the accident, Council received a request through our Customer Request Management system from Detective Sargent Peta Murphy (NSW Police Crash Investigation Service), suggesting that improvements could be made to assist with delineation of the intersection such as a central traffic island, additional signage and trimming of roadside vegetation.



Image 1 – Google Map view of Canterbury Street looking towards intersection of Colches Street



Image 2 – Google Map view of Colches Street looking towards intersection of Canterbury Street

Council's Survey and Design team are currently investigating design improvement options including the installation of a central island, "Give Way" signage, advanced "Give Way Ahead" signage and enhanced line marking to improve the delineation of the intersection. Once the designs have been finalised, Council will prepare and submit a Fatal Crash Response Funding Application to Transport for NSW enabling these improvement works to be undertaken.



Image 3 – Proposed location of Central Island to be installed on Canterbury Street

ATTACHMENT(S)

Nil

4.3 SAFETY CONCERNS OF INTERSECTION OF ELLIS LANE AND CANTERBURY STREET, CASINO

Director: Ben Zeller

Responsible Officer: Michael Pontefract

RECOMMENDATION

That the Local Transport Forum receives and notes the Safety Concerns of Intersection of Ellis Lane and Canterbury Street, Casino report including measures already taken and potential future treatments to enhance pedestrian safety and increase driver awareness in this locality.

REPORT

Council has received an enquiry from a business owner regarding concerns of pedestrian safety at the intersection of Ellis Lane and Canterbury Street, particularly in relation to the footpath crossing where vehicles may not be yielding to pedestrians. Local observations and feedback suggest that drivers are either unaware or not giving due consideration to pedestrian right-of-way, leading to a potentially hazardous situation.



Image 1 – aerial view of location outlined in yellow



Image 2 – on footpath looking towards Walker Street



Image 3 – on footpath looking towards Hickey Street



Image 4 – looking North on Ellis Lane towards Canterbury Street

Concerns have been raised regarding pedestrian safety at the intersection of Ellis Lane and Canterbury Street. This location provides primary access to the adjacent bottle shop, a secondary exit from the Woolworths shopping complex, and through traffic from Simpsons Parade, with the footpath being frequently used by pedestrians. The lack of visible road markings or signage reinforcing pedestrian priority appears to be contributing to confusion and non-compliance by motorists.

In response, Council has installed “STOP” signs in Ellis Lane. Potential further measures may include surface markings such as “BEWARE OF PEDESTRIANS” or relevant symbols to alert drivers to the presence of a footpath and their obligation to yield to pedestrians. These measures are intended to improve safety for all users of the intersection and promote a more pedestrian-friendly environment.

Council will also approach the adjacent bottle shop to request maintenance of vegetation to improve sightlines of pedestrians.

This information is presented to the Local Transport Forum outlining measures already taken and potential future treatments to enhance pedestrian safety and increase driver awareness in this locality.

ATTACHMENT(S)

Nil

4.4 REQUEST FOR RESTRICTED 15-MINUTE PARKING AREA ON OAK STREET, EVANS HEAD

Director: Ben Zeller

Responsible Officer: Michael Pontefract

RECOMMENDATION

That the Local Transport Forum receives and notes the Request for Restricted 15-minute Parking Area on Oak Street, Evans Head report.

REPORT

Council has received a request from the business owner of Beachside Bargains on Oak Street, Evans Head, seeking the establishment of a 15-minute parking area within the existing parking spaces on the southern side of Oak Street.

Due to the current limited available parking in the Evans Head central business district, Council proposes a designated area for two spaces of restricted 15-minute parking.



Image 1 – Aerial view of identified parking spaces outlined in yellow

The request highlights the challenges faced by businesses on this side of the street, as they lack rear lane access for loading and unloading stock. This issue becomes more significant during school holidays and public holidays when parking demand is high, resulting in limited availability for deliveries and short-term access needs.

The business owner notes that a similar timed parking arrangement exists near the Post Office on Woodburn Street, Evans Head and suggests that a comparable solution would benefit not only her business, but also other small retailers, quick-service restaurants, and delivery drivers. These groups rely on short-term access to ensure timely stock deliveries and efficient customer service. Without such a zone, delivery drivers are often forced to double-park or reschedule, causing disruptions to service and traffic flow.

The proposed 15-minute timed space aims to strike a balance between supporting the operational needs of local businesses and managing parking supply for the broader community. Short-term timed parking has been effectively implemented in other regional commercial precincts to encourage turnover and maintain accessibility without significantly impacting overall parking capacity.

The Committee is asked to consider the request and assess the feasibility of designating a 15-minute parking area on the southern side of Oak Street to support local business operations and maintain traffic efficiency in the Evans Head commercial area. Councils' preference is to locate the loading bay at the end of a group of parking bays, adjacent to an existing kerb blister. This may require modification to the existing line marking to provide for a wider parking bay for this zone. Further consultation with affected businesses and a site assessment may assist in determining the most suitable location and configuration for such a restriction.

ATTACHMENT(S)

Nil

4.5 REQUEST FOR DEDICATED ACCESSIBLE PARKING SPOTS ON CANTERBURY STREET, CASINO

Director: Ben Zeller

Responsible Officer: Michael Pontefract

RECOMMENDATION

That the Local Transport Forum receives and notes the request for dedicated Accessible Parking spots on Canterbury Street, Casino report and provides feedback.

REPORT

Council has received a request to install accessible parking spaces in Canterbury Street, with specific reference to the need for parking close to the Casino Medical Centre and Djanangmum Health Centre. The request highlights the importance of providing safe and convenient access for patients with limited mobility who regularly attend these facilities.

Parking areas near the two medical centres have been identified as suitable locations for the installation of designated disabled parking bays. The provision of these spaces will ensure compliance with accessibility standards and improve equity of access for community members.



Image 1 – Aerial view of identified parking spaces outlined in green



Image 2 – Street view of the identified parking spaces in front of Casino Medical Centre



Image 3 – Street view of the identified parking spaces in front of Djanangmum Health Centre

The identified locations provide proximity to medical centre entrances and have capacity for line marking, signage, and kerb ramp access in accordance with Australian Standards. Installation of the disabled parking bays will result in the removal of three standard parking spaces to accommodate the new bays.

Due to the existing kerb and gutter being higher than accessibility standards allow, the design of the parking bays will incorporate raised pavement works or modified kerb ramps. This will ensure that wheelchair users and persons with limited mobility can safely and conveniently access the footpath from the parking spaces. The design will also provide adequate space behind the bays to allow for loading and unloading mobility aids.



Image 4 – Accessible Parking Spaces in Walker Street, Casino. Design aspects from these parking spaces will be incorporated into the new spaces in Canterbury Street

Council staff will proceed to consultation with affected business owners in the identified areas, acknowledging the net loss of six standard parking spaces, and undertake the necessary design works to raise or modify the pavement and kerb to ensure full compliance with accessibility standards.

ATTACHMENT(S)

Nil

4.6 ELECTRIC VEHICLE CHARGING STATION IN EVANS HEAD

Director: Ben Zeller

Responsible Officer: Michael Pontefract

RECOMMENDATION

That the Local Transport Forum receives and notes the Electric Vehicle Charging Station in Evans Head report.

REPORT

At the Local Traffic Committee (LTC) meeting held on 3 December 2025, it was noted in the action items from previous meetings when the installation of the Electric Vehicle (EV) Chargers were installed and the project was completed, this matter was to be reported back to the LTC. Clarification has since been provided that the location of the EV Chargers does not relate to Illawong Lane (as previously advised), but rather to the installation of an EV Charger at 35 Woodburn Street, Evans Head. This has been installed on the footpath side of the power pole in Image 1 below.



Image 1 – EV Charging Station installed

EVX, in partnership with Essential Energy and supported by ARENA, installed EV chargers mounted on power poles with suitable electrical infrastructure. Two chargers were identified for installation within the Richmond Valley area — one at 35 Woodburn Street, Evans Head, which would be the first EV charger in Evans Head, and another at 154 Canterbury Street, Casino.

Council's involvement in the project was limited to providing signage and road markings. The proposal received approval from the Local Traffic Committee (now Local Transport Forum) and Council Executive; and consultation was undertaken with the President of the local Business Chambers and affected local businesses prior to finalising the locations. No objections were raised during this process.

Due to substantial delays on the construction of Illawong Lane, Evans Head, the EV charger at 35 Woodburn Street, Evans Head has now been installed and is currently in use by EV drivers. This now concludes the project. It should be noted that one local business (not in existence at the time of consultation), has raised a complaint regarding the location of the EV charger.

ATTACHMENT(S)

Nil

4.7 REQUEST FOR SPEED ZONE ASSESSMENTS TO TRANSPORT FOR NSW**Director:** Ben Zeller**Responsible Officer:** Michael Pontefract**RECOMMENDATION**

That the Local Transport Forum receives and notes the request for Speed Zone Assessments provided to Transport for NSW.

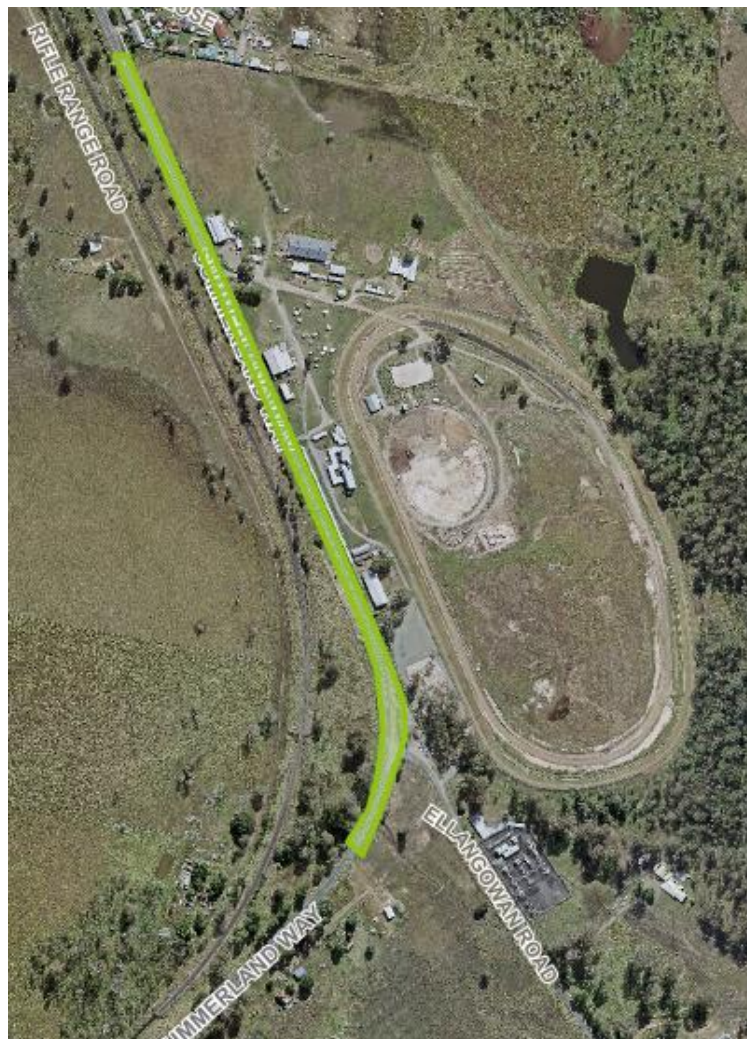
REPORT

Transport for NSW (TfNSW) is the independent statutory authority responsible for setting and reviewing speed limits across all roads in New South Wales. Their role includes conducting technical assessments, considering crash data, traffic volumes, road conditions, and community feedback before making any changes to speed zones.

Council does not have the authority to change speed limits on its own; instead, it must submit formal requests to TfNSW, which then undertakes a thorough evaluation process. The outcome of these assessments may result in speed zone changes, additional signage, or other road safety measures, depending on TfNSW's findings and recommendations.

Council currently has three speed zone assessment requests submitted to TfNSW.

1. 100km/h Speed Reduction on the Summerland Way (State Road) at Casino Showgrounds extending the 60km/h zone past Ellangowan Road.



Following the completion of the major upgrades at the Casino Showgrounds and Racecourse, Council had applied numerous times to TfNSW for consideration of a speed reduction. TfNSW had previously advised a review was to be conducted due to the increase in events and traffic which required ongoing and multiple temporary speed reductions.

The Ellangowan Road intersection has been included in the speed reduction as this is the primary entrance for heavy vehicles including horse floats, trucks supporting the use of the facility. The main objective of formalising a separate entrance and parking area for those vehicles was to ensure separation of animal and persons in line with the *Work Health and Safety Act 2011 (NSW)*, which was one of the main safety objectives as part of the major upgrades to the facility.

TfNSW Acting Lead Community & Safety Partner – North Coast provided an update on 21 August 2025 advising that a comprehensive review had been completed which is now pending approval.

Recommendation includes speed reduction of the existing 100 km/h speed limit on Summerland Way, Casino, be reduced to 60 km/h from 200 m south of Bennett Street to 250 m southwest of Ellangowan Road, a total length of 1.2 km.

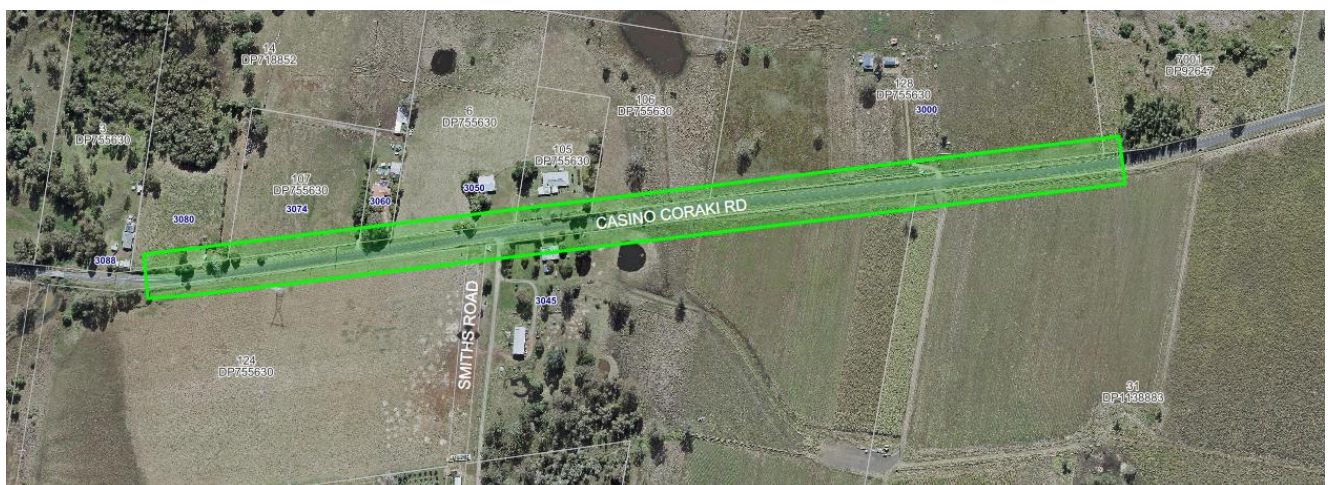
2. Casino Coraki Road (Regional Road MR 145) at Smiths Road:

Casino Coraki Road's speed zone is currently 100km/h. Following an accident at this intersection on 23 December 2024, Council received a request from Acting Sergeant, Damon Kowalec of Casino Police for the speed zone to be reassessed due to poor sight distance of vehicles travelling in a westerly direction. Whilst undertaking a road safety audit on another section of the Casino Coraki Road in relation to a separate safety matter, Council elected to extend the audit to include the Smiths Road intersection.

The safety audit highlighted the sight distance at the Smiths Road intersection is restricted to the east due to the intersection being located on the top of a rise with a steep approach grade. Given the high-speed nature of Casino Coraki Road there is a risk that a vehicle turning out of Smiths Road or a vehicle slowing to turn into Smiths Road may be struck by a vehicle traveling westward on Casino-Coraki Road. It should be noted that there are 2 residential driveways located approx. 20m and 40m east of the intersection that would experience similar access issues.

It was noted in the audit that whilst the likelihood of a crash is unlikely, the severity outcomes is serious resulting in a high level of risk and should be corrected or the risk significantly reduced, even if the treatment cost is high. This audit outcome aligns with comments by NSW Police where, following several reenactments at the intersection, "due to the dip/crest, a vehicle travelling at 100 km/hr is not visible to a vehicle entering or exiting Smiths Road for a total of 6 seconds."

As a result of these observations and findings, Council elected to submit a request to TfNSW to carry out a speed zone assessment at this location.



TfNSW Acting Lead Community & Safety Partner – North Coast provided an update on 21 August 2025 advising that a comprehensive review has been completed with the recommendation to include a series of speed zone reductions.

3. Trustums Hill Road, Woodburn (Local Road)

Trustums Hill Road Woodburn has been sent to TfNSW for a speed zone assessment which is currently speed limited at 80km/h and consideration for a reduction to 50km/h.



TfNSW Acting Lead Community & Safety Partner – North Coast provided an update on 21 August 2025 advising that a preliminary review has been completed. A lower speed limit than 80 km/h does not align with the Speed Zoning Standard as it is not a built-up area with more than 10 regularly used driveways per km on each side of the carriageway.

ATTACHMENT(S)

Nil

4.8 UPDATE ON OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETING**Director:** Ben Zeller**Responsible Officer:** Kim Anderson**RECOMMENDATION**

That the Local Transport Forum receives and notes the Actions from Previous Meetings report.

REPORT

An update on outstanding action items from previous meetings is included in the attachments.

ATTACHMENT(S)

1. Outstanding Action Items from Previous LTF Meetings as at 25 August 2025 (under separate cover)