



BYRON SHIRE COUNCIL

LOCAL TRANSPORT FORUM

TERMS OF REFERENCE

INFORMATION ABOUT THIS DOCUMENT

(INTERNAL USE ONLY)

Date Adopted by Council	20 January 2022	Resolution No.	TBC
Responsibility	Infrastructure Services		
Review Timeframe	Each Term of Council		
Last Review Date	October 2025	Next Scheduled Review Date	September 2028

Document History

Doc No.	Date Amended	Details Comments e.g. Resolution No.
E2019/6823	29 January 2019	This document Constitution as adopted by LTC as per resolution 18-49
E2021/148011	January 2022	Adopted following election of Council
E2025/108717	7 October 2025	In accordance with the delegation, the Local Traffic Committee was replaced by the Local Transport Forum. The functions and responsibilities reflect the amended delegations of the Forum as per the <i>Transport for NSW – Authorisation and Delegation: Prescribed Traffic Control Devices and Regulation of Traffic</i> .

Further Document Information and Relationships

Related Legislation	Road Transport Act 2013 Roads Act 1993 Local Government Act 1993 Transport Administration Act 1988 Road Transport Act 2013 Road Transport (General) Regulation 2021 Road Transport Legislation Amendment (Road Safety) Act 2018
Related Policies	Code of Conduct 2016 Work Health Safety Policy Code of Meeting Practice
Related Procedures/ Protocols, Statements, documents	Transport for NSW – Authorisation and Delegation: Prescribed Traffic Control Devices and Regulation of Traffic

NB: Any part of this Internal Use Only section of the document may be updated by management without reference to the Forum or a staff vote, as it is information required to adequately support and administer the Forum.

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1. Functions

The functions delegated to Council in the Delegation are:

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

2. Timeframe for Forum

The lifespan of the Byron Shire Council Local Transport Forum is ongoing within the operation of the Delegation.

3. Responsible Directorate

This Forum is administered by the Infrastructure Services Directorate. The Director or their delegate will attend these meetings and minutes will be taken by a member of their staff.

4. Membership

The LTF is to be made up of four formal members. The members are as follows:

- 1 Council representative
- 1 NSW Police representative
- 1 Transport for NSW representative
- State Member of Parliament (MP) or their nominee
- Operator of any public passenger service likely to be affected by traffic control work proposed by the delegate

Forum members may change from time to time.

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.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTF. However, they are only permitted to vote on matters, which effect their electorate or LAC.

The Council (in consultation with the formal members of the LTF) may also decide to have additional informal advisors to the LTF who can provide input into the process. These additional advisors can include a:

- Road Safety Officer
- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Transport Workers Union representative

- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTF meeting. Their attendance is only required when items appear on the Agenda which affect their area of expertise or responsibility.

5. Meetings and Meeting formats

The operating arrangements for the LTF are contained in the Transport for NSW publication “[A guide for councils using the Authorisation and Delegation Instrument](#)”

At LTF meetings the following are at the discretion of Council:

- conduct at meetings
- frequency of meetings
- format of meetings

The most common format for LTF meetings is a face-to-face meeting held in offices of the council.

The meeting is to be convened by a Council Representative.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought electronically. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.

6. Confidentiality

Members of the Forum will, in those circumstances where confidential matters are subject to deliberation, maintain confidentiality.

7. Election of Chairperson

The position of Chairperson is to be elected from Councillors comprising the Forum but only in circumstances where the Mayor elects not to assume the position of Chairperson.

8. Referral to Local Transport Forum

A post facto record of any use of the prescribed traffic control device authorisation (excluding any instance that has already been the subject of prior referral per condition 3) must be tabled at the Local Transport Forum as soon as practicable and no later than three months after the fact.

9. Convening Meetings

Meetings will be held as required, usually quarterly. An annual timetable of meetings will be prepared in advance and adopted by Council for the following 12 months.

10. Agendas, minutes and reports

The agenda is an organised list of the business, in order, that will be transacted at the meeting. An agenda for each meeting, containing a brief report on each item, is to be provided to Forum members and available on Council's website at least 7 days prior to the meeting being held.

Each item of business to discuss at the meeting is required to be listed on the agenda and in written form. Verbal reports at the meeting are not an acceptable practice.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda.

11. Records of meetings

The minutes of meetings are to be circulated to members of the group as soon as practicable within 3 days of the meeting so that members can provide feedback through the Chair on the draft unconfirmed minutes.

The minutes will be published on Council's website, for information only.