

Local Transport Forum (LTF)

Information for Terms of Reference

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This factsheet may assist councils who are preparing or revising a **Terms of Reference** (ToR) for their Local Transport Forum (LTF). It highlights a few of the key subjects to cover and provides some wording that can be used or adapted. Aside from those requirements set out in the [Authorisation and Delegation](#) and [Guide](#) (found [here](#)), the content and format of a ToR are at the discretion of council.

ToR can be short, covering simply membership, meeting procedures, and council's own position on matters such as sub-delegation or referral of non-mandatory items. Reference to the [Authorisation and Delegation](#) and [Guide](#) can be used to avoid duplicating standard content such as legal background.

Objectives of the Local Transport Forum

Note that objectives extend beyond 'technical review' to include coordination, info-sharing, and advice.

Possible wording

To provide advice, review, and coordination on matters subject to the Authorisation and Delegation Instrument.

To provide advice, review, and coordination on other transport matters raised by members.

Membership

Note that additional members can be invited at council's discretion. Council's policy or practice regarding other attendees (residents, local business, etc.) could be included here.

Possible wording

Membership comprises one or more representatives of each of Council, Transport, Police, local Member(s) of NSW Parliament, and the operator of any public passenger service likely to be affected by a proposal.

Council, as convenor, may invite others, including members of the public, on a standing or ad-hoc basis.

Meeting frequency

Council, as convenor, may determine the frequency of meetings (whether in-person, online, or hybrid). Note that council must inform the LTF of any use of prescribed traffic control devices within three months.

Possible wording

The frequency of meetings will generally be monthly/bi-monthly/quarterly [choose applicable] and may vary from time to time at the discretion of council.

Items to be referred

Council now has greater discretion to decide which matters to refer to the LTF. See Condition 3.

Possible wording

Local Transport Forum will consider those items that are mandatory under the Instrument, and other items as may be referred to it in accordance with council policies, resolutions, and delegations to staff.

Record-keeping

See 'Keeping records' section of the Guide or Practitioner Checklists for more information.

Possible wording

Unless otherwise agreed, council will issue the agenda with at least seven days' notice.

Council will minute proceedings and publish them as soon as practicable, including agenda, minutes, attachments, Statements of Concern and responses, and records of use of prescribed traffic control devices.



This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).