



CHARTER – LOCAL TRANSPORT FORUM

1. NAME

In accordance with the Minister's 2025 Authorisation and Delegation Instrument Council is authorised to use prescribed traffic control devices and Council is delegated to regulate traffic for any purpose on unclassified roads and all regional roads, with conditions.

Condition No. 2 requires Council to convene a body where proposals can be discussed, reviewed and coordinated (known as Local Transport Forums).

2. INTERPRETATION

For the purpose of this Charter:-

"Council" means Narromine Shire Council

"Member" means a member of the LFT

"TfNSW" means Transport for NSW

"Police" means NSW Police Force

"LFT" means Local Transport Forum

3. STATUS OF LTF

The LFT is an advisory body to support Council as decision-maker for unclassified roads and regional roads. It is not an approval body and does not make decisions.

4. FOCUS

The focus of the LTF includes:

- 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

5. DELEGATIONS

There is no voting at the LTF, as Council is exclusively responsible for the decisions it makes on its 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 LTF, but any decisions – and the exercise of an authorised delegated function itself – are the sole responsibility of Council regardless of the advice of the LFT.

6. MEMBERSHIP

The LFT is convened by Council.

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.

Transport for NSW

TfNSW is 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

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

Local Members(s) of NSW Parliament

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

It is mandatory to invite the operator of any public passenger service likely to be affected by a proposal to carry out traffic control work to any meeting where the proposal is being reviewed.

Multiple representatives may be invited where proposals affect more than one State electorate or Police Area Command.

Council may invite any other person who may add technical expertise and add value to the LTF e.g. road safety practitioners, urban designers, planners, local advocacy groups, representatives from Local Health Districts or schools, and other subject matter experts as relevant.

Administration

The LFT is administered by Council.

Attendees will be:-

- Provided with the meeting agenda at least 7 calendar days in advance of the meeting (unless otherwise agreed by members)
- Afforded the opportunity to review meeting minutes prior to finalisation
- Be provided with a copy of the finalised meeting minutes

The agenda will:-

- Include sufficient information to review any proposals or items submitted for advice
- Clearly distinguish between items referred for advice, tabled for information only, and raised for general discussion

The minutes will clearly record: -

- Invitees and attendance
- Items discussed
- Key advice provided
- Any for information only records or reports tabled

Proceedings of the LTF will be made publicly available online and will include

- Meeting agenda
- Meeting minutes
- Any formal records of use of the prescribed traffic control device authorisation (including those circulated to members out of session)
- The entirety of any Statements of Concern submitted by TfNSW under condition 3 of Schedule 4 of the Instrument
- The entirety of any Council response to a Statement of Concern under condition 3 of Schedule 4 of the Instrument
- Post facto record of any use of the prescribed traffic control device including:
 - Type
 - Specific location
 - Date

7. QUORUM

A quorum required for a meeting of the Local Transport Forum is one attendee from Council and one attendee from TfNSW.

8. TIMETABLE FOR MEETINGS

Meetings will occur every three (3) months or as required.

9. CODE OF CONDUCT

All members of the LTF are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the LTF.

Conflicts of Interest must be declared and managed in accordance with Council's Code of Conduct.

10. CONFIDENTIALITY & PRIVACY

Through their involvement with the LTF, members may encounter confidential or personal information held by the Council. LTF members are required to keep this information secure and confidential. They must not access, use, or remove any such information unless they have been authorised to do so.

Privacy legislation governs the collection, storage, use, correction, disclosure, and transfer of personal information. For more details about the legislation, forum members can contact the Council's Information Officer.

If a LTF member becomes aware of any breach of security or misuse of the Council's confidential or personal information, they are required to report it to the Information Officer.

11. MEDIA PROTOCOL

Council's Media Policy states that the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters.

No other member of the LFT is permitted to speak to the media in his or her capacity as a committee member, unless nominated by the Mayor or General Manager.

12. REVIEW

Amendments to this Charter may be proposed to Council by the LFT at any time, and change will not take effect until such time as Council has resolved to make any required amendments.

*Reviewed by Council 10 September 2025, Resolution No 2025/480
Reviewed by Council 9 September 2026, Resolution No 2026/177*