

Terms of Reference

Singleton Local Transport Forum

1. Establishment

The Singleton Local Transport Forum (LTF) is established to provide technical advice, coordination, and expertise to the Council (the Delegate) on matters related to the control and management of traffic, transport, movement, and accessibility on the local road network within the Local Government Area. The Singleton LTF replaces the previous Local Traffic Committee.

2. Authority

Authority is derived from the 2025 Authorisation and Delegation Instrument issued by Transport for NSW (TfNSW). This Instrument:

- Authorises Council (the Delegate) to install, display, alter, or remove prescribed traffic control devices (PTCD) under section 122 of the *Road Transport Act, 2013*.
- Delegates TfNSW's power to regulate traffic for any purpose under section 115 of the *Roads Act, 1993*.

The LTF must be convened by the Delegate, and the Delegate must consider any advice provided by the LTF before exercising functions under the Instrument.

The Delegate is defined as a council constituted under the *Local Government Act, 1993*.

The 2025 Authorisation and Delegation Instrument also authorises those delegates, under section 31(2) of the *Transport Administration Act, 1988*, to sub-delegate the functions set out below, to a Sub Delegate.

- The functions and powers of Transport for NSW under section 115(2) of the *Roads Act, 1993* to regulate traffic on a public road for purposes other than those set out in that section.
- The power to establish and operate a special event parking scheme for a road under Part 8, Division 3 of the *Road Transport (General) Regulation, 2021*.

The Sub-Delegate is defined as the general manager of a council, or an employee of the council.

3. Functions and Responsibilities

The Singleton LTF has no decision-making or approval powers. It functions exclusively as an advisory body to Council, which remains the sole decision-maker regarding its road network.

Functions of the Singleton LTF include:

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

Council must use the NSW Design of Roads and Streets Manual (DORAS) (TS 00066, as amended from time to time) as a primary reference when exercising functions or using the prescribed traffic control device authorisation.

Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

4. Referral of Matters

All Singleton LTF minutes will be reported to Council for information and for adoption of any recommendations.

Council will refer matters to the Singleton LTF as per the below. All other matters requiring Council to exercise Council's powers under [s122](#) of the *Road Transport Act 2013* and under [s115](#) of the *Roads Act 1993* to regulate traffic for any purpose will be undertaken by Council Staff under delegation from Council (the Sub-Delegate).

Mandatory Prior Referral

A Delegate must refer to the Singleton LTF any proposal to exercise a function under the Instrument or use the prescribed traffic control device authorisation where that proposal would, for a period exceeding:

- Six (6) months:
 - restrict or prohibit passage along a road of any persons, vehicles, or animals; or
 - compel or prevent a turn from one public road to another public road.
- 24 hours:
 - prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
 - prevent access to a public transport station, stop, wharf, or service; or
 - remove or render less effective any bus priority measure.

Discretionary Referral

Council may refer any other matter or proposal for advice, coordination, or general discussion at its discretion.

In addition to the mandatory referrals, the following items are to be referred to Singleton LTF:

1. Traffic Management Plans (TMP) for:
 - **New Special Events:** Where the event is being held for the first time.
 - **Existing Special Events (less than two occurrences):** Where the event has operated under the same TMP for fewer than two previous occasions.
 - **Substantially Changed Events:** Where there are significant changes to the event layout, scale, duration, or traffic arrangements compared with previous events.
2. Any project or proposal that significantly changes, or has the potential to significantly change, the capacity, operation, or safety of a road for example:
 - Intersection upgrades
 - Realignments or major route changes
 - Significant changes to road space allocation (i.e. cycle lanes)
 - Traffic calming (e.g. road humps, mini-roundabouts etc.)
3. Any project that results, or will likely result, in significant objections or concerns from the public and/or other stakeholders.

Post Facto Recording

A post facto record of any use of the prescribed traffic control device authorisation (excluding instances subject to prior referral) must be tabled at the Singleton LTF as soon as practicable and no later than three (3) months after the fact. This record must include the device type, specific location, and date of completion.

5. Membership and administration

The Singleton LTF is convened by Council. The Delegate must invite a representative from each of the following to attend:

- The Delegate (Council);
- TfNSW;
- NSW Police Force;
- The local Member(s) of NSW Parliament; and
- The operator of any public passenger service likely to be affected by traffic control work proposed by the Delegate.

Council may invite any other person to attend the Singleton LTF.

There are no voting members at the Singleton LTF.

The Singleton LTF is administered by Council, which may determine the frequency and format of meetings.

Agendas must be circulated to attendees at least seven (7) calendar days in advance. The agenda must include sufficient information to review proposals.

Minutes must be circulated for review and provided as a finalised copy.

Council Staff will make all necessary meeting arrangements.

Council staff will arrange for all Committee Minutes will be reported to Council for adoption or for information.

Length of Term

The Committee members will serve for the following term:

- The life of the Singleton LTF will be for the term of Council.
- The Council representative will be elected annually, consistent with other Council committees.

All Committees and Forums will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election. At the commencement of the Council term all positions will be declared vacant.

Election of Chairperson and Officers

Council shall appoint the Councillor representative as Chairperson at the meeting when Councillor representatives are determined.

In the event of the Chairperson's absence from a meeting, then the first business of that meeting is for the Singleton LTF members to elect a Chair from the floor.

The Chairperson shall preside at all meetings.

A Council Officer will undertake the duties of Minutes Secretary.

Vacancies

Members of the Singleton LTF will be required to nominate an alternate representative for any vacancies declared during the term of the Singleton LTF.

6. Operation and Conflict Resolution

The LTF shall comply with Council's adopted Code of Conduct and Council's Advisory Committee Policy. Singleton LTF meetings are to be carried out in accordance with this Terms of Reference.

Singleton LTF members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.

Singleton LTF meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

Meetings may be held in person or virtually (or a combination of both) at the discretion of the Chair.

The Singleton LTF will meet at least quarterly.

The Singleton LTF shall regulate the time and place of its meetings.

Decision Making: Council must consider any advice provided by the Singleton LTF. Advice provided by members does not need to be unanimous. Any decision to exercise a function remains the sole responsibility of the Council.

Statement of Concern (SoC) Process (Applicable only to Mandatory Referrals): If a proposal requiring mandatory referral is discussed, and TfNSW has unresolved concerns, the TfNSW representative may advise the meeting that TfNSW will submit a SoC within seven (7) days.

- If this intent is signalled, the Delegate may not exercise the function until the seven (7) day period lapses, or the SoC is received.
- If an SoC is provided, Council must circulate a written response addressing the concerns and setting out the Delegate's reasons for proceeding, to all Singleton LTF members.
- The Delegate must wait a further seven (7) days after circulating the written response before exercising the function.
- An SoC ensures significant issues are placed on the public record but does not oblige Council to change or withdraw a proposal.

Coordination:

Public Passenger Services: Council must consult any public passenger service operator (either directly or via the Singleton LTF) before exercising a function likely to affect the operation of that service. Details of consultation undertaken outside of the Singleton LTF must be tabled at the Singleton LTF as soon as practicable.

Public Events: Council must give not less than seven (7) days' notice to NSW Police Force and TfNSW (directly or via the Singleton LTF) before regulating traffic for the purposes of a public event.

7. Quorum

A quorum for a meeting of the Singleton LTF is one representative in attendance from Council and one representative from TfNSW.

8. Conduct

All Singleton LTF members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:

- Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during meetings.
- Not engage in conduct that disrupts meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
- Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.

Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing.

Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.

It is important for Singleton LTF members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of the Terms of Reference must be made via the appropriate channels.

9. Access to Information and Advice from the Committee

Singleton LTF members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Singleton LTF.

The Singleton LTF may call for reports from the General Manager or their delegate on matters contained within the Committee functions.

The Singleton LTF shall be bound to maintain the confidentiality of information submitted to it, where such information is noted as being confidential.

Any legal matter or advice that is considered by the Singleton LTF is to be dealt with in a manner that ensures the protection of legal privilege.

10. Observers and Visitors

A Councillor who is not a member of a Committee or Forum, may attend the Committee or Forum, as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.

The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to

speak on a particular agenda item or to provide specialist advice. Council Staff attending in this capacity cannot move or second a motion or vote at the meeting.

11. Keeping of Records

The proceedings of the Singleton LTF must be recorded and made public as soon as practicable. This public record must be made publicly available online in an easily accessible manner and include:

- The meeting agenda.
- Meeting minutes and records of use of the prescribed traffic control device authorisation.
- The entirety of any SoC submitted by TfNSW.
- The entirety of any written Council responses to a SoC.

All meeting documents are to be recorded on the relevant Content Manager container.

12. Conflict of Interest

Members shall observe the provisions of the *Local Government Act, 1993* and Council's Code of Conduct in relation to declarations of interest in business placed before the Singleton LTF.

The agenda will have a standing item for conflicts of interest.

All conflicts of interest are to be declared to the Chairperson either prior to or at the commencement of the meeting.

All conflicts of interest and any action taken will be recorded in the minutes.

13. Evaluation and Review

The Singleton LTF shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.

The Chair of the Singleton LTF will initiate a review of the performance of the Singleton LTF at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the General Manager or relevant Director and any other relevant stakeholders, as determined by the Chair.

14. Document History

| Date | Version | Responsible Officer | Changes |
|------------|---------|---------------------|--|
| 10/10/2025 | 1 | Traffic Engineer | Developed to comply with 2025 Authorisation and Delegation |

| Date | Version | Responsible Officer | Changes |
|------------|---------|---------------------|--|
| | | | Instrument issued by Transport for NSW (TfNSW) |
| 23/10/2025 | 1.1 | Traffic Engineer | Amended to incorporate clarification requested by Local Traffic Committee at meeting held 23/10/2025 |