



Minutes

24 September 2025

Local Transport Forum

Mandatory Members:

Mayor Adam Roberts (Chair)
Christine Murray Transport for NSW
Ellie Grainger Transport for NSW
Sergeant Daniel Finch NSW Police Force
Mark Edenborough, Manager Planning and Design Programs
Mariah Steel , Senior Transport Engineer Programs
Ben Cantor, Central Coast and North Coast Busways
Carl Eade, Port Macquarie Taxis
Michael Kemp, State Member for Oxley
Jody Griffiths, Electorate Office Oxley

Non-Mandatory Members:

Julia Cutajar, Education Officer
Rosemary Ashman, Support Officer

The meeting opened at 10.01am.

01 Acknowledgement Of Country

The Acknowledgement of Country was delivered.

02 Apologies

Consensus:

That the apologies received from the following members be accepted:

- Robert Fish - Acting Chief Executive Officer
 - Blayne West - Acting Director - Community Infrastructure
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03 Confirmation Of Minutes

Consensus:

That the Minutes of the Local Traffic Committee Meeting held on 21 May 2025 be confirmed.

Unanimous Support

04 Disclosures Of Interest

There were no disclosures of interest presented.

065 Outline and review changes for the new Local Transport Forum

The following report was tabled and discussed:

Transport for NSW has issued a new Authorisation and Delegation Instrument effective 1 August 2025, replacing the previous 2011 Delegation to Councils. This new instrument introduces significant changes to how councils manage traffic regulation and prescribed traffic control devices.

1. Background

Council's powers to regulate roads and traffic have historically been provided via the 2011 Delegation to Councils (Attachment 5) and the 2023 Temporary Delegation (Attachment 4). These instruments defined the following:

TfNSW 2011 Delegation to Councils

This was a long-standing delegation that allowed NSW councils to regulate traffic using Transport for NSW's powers under the Roads Act 1993 and Road Transport Act 2013. It enabled councils to:

- Use prescribed traffic control devices (e.g., signs, markings) enforceable under the Road Rules.

- Regulate traffic for purposes like roadworks, maintenance, and events (e.g., parades, markets).
- With the above delegation operating via specific referral requirements to the Local Traffic Committee (LTC), which reviewed, approved and advised on traffic proposals

TfNSW 2023 Temporary Delegation

This was a trial delegation aimed at streamlining council decision-making for low-risk pedestrian works and allowed councils to:

- Approve and implement selected pedestrian infrastructure without needing TfNSW or LTC approval.
- Design works like:
 - Raised pedestrian crossings
 - Kerb buildouts
 - Continuous footpaths
 - Alfresco dining zones
- Speed management treatments (e.g., humps, cushions)

The goal of the temporary delegation was to test whether localised decision-making could be more efficient and sustainable.

Each of these historic delegations required referral of traffic matters to the Local Traffic Committee (LTC), which functioned as a technical advisory group. The LTC included representatives from Transport for NSW (TfNSW), NSW Police, and local MPs, and operated with a voting structure.

A newly adopted Instrument (Attachment 1) revokes these prior delegations and replaces the LTC with the Local Transport Forum (LTF), which in difference to the LTC is advisory only in function and does not vote or approve proposals.

2. Discussion - the 2025 Authorisation and Delegation Instrument

On 23 July 2025, Transport for NSW wrote to Councils advising of the creation of a new delegation instrument for Council's. The 2025 Authorisation and Delegation Instrument (Attachment 1) replaces both the 2011 and 2023 delegations.

The 2025 Instrument came into force on 1 August 2025.

In comparison to the prior delegations, the 2025 Instrument further extends the scope for Councils to independently manage local street and renames and re-scopes the Local Traffic Committee to become the 'Local Transport Forum' to reflect the need to focus on all transport modes, especially bus services.

A summary of key changes defined by the instrument are documented below. A copy of the instrument and TfNSW's guideline for Councils on the use of the instrument is also attached to this report (Attachment 3).

Key changes include:

Establishment of the Local Transport Forum (LTF)

The LTF replaces the LTC and now functions as a technical advisory body only with no voting rights. Council remains the final decision-maker.

Referral Requirements to the Local Transport Forum (LTF)

Under the 2025 Authorisation and Delegation Instrument, councils are granted discretion in referring proposals to the Local Transport Forum (LTF). However, certain proposals

must be referred, while others are optional and left to council's discretion. Referral to the LTF is only required for proposals that restrict passage for more than 6 months or affect public transport for more than 24 hours.

In particular, the following proposals must be referred to the LTF for advice prior to implementation:

1. Traffic Regulation for More Than 6 Months:
 - Proposals that restrict or prohibit passage along a road (e.g. road closures, turn bans).
 - Proposals that compel or prevent a turn from one public road to another.
2. Impacts on Public Transport for More Than 24 Hours:
 - Proposals that prevent, impede, or hinder the safe or efficient operation of a public passenger service.
 - Proposals that prevent access to a public transport station, stop, wharf, or service.
 - Proposals that remove or render less effective any bus priority measure.

In addition, the instrument introduces a new "Statement of Concern Process", that formalises a process via which TfNSW can raise concern with Council's management of roads within its delegations. In such instances, if TfNSW indicates it will issue a Statement of Concern during an LTF meeting, the proposal cannot proceed until Council has responded in writing and a further 7 days have passed.

The following types of proposals are Options, and Council may choose to refer these works to the LTF at Council's discretion:

1. Proposals that:
 - Are temporary (e.g. less than 6 months for traffic regulation or less than 24 hours for public transport impacts).
 - Do not restrict or prohibit passage (e.g. speed cushions, roundabouts, parking changes).
 - Affect road capacity or amenity but not access or movement.
 - Are trials or pilot projects intended to test community response or network impact.

Membership and Governance:

The following representatives must be invited to every LTF meeting:

- Council (the delegate) – Convenor and decision-maker.
- Transport for NSW – Provides advice on state-level interests, including public transport and road network safety.
- NSW Police Force – Advises on public safety, enforcement, and event management.
- Local Member(s) of NSW Parliament – Represents community interests.
- Public Passenger Service Operators – Must be invited when a proposal is likely to affect their operations (e.g. bus operators).

Meeting Quorum

Under the 2025 Authorisation and Delegation Instrument, a quorum for an LTF meeting is:

- One representative from Council, and
- One representative from Transport for NSW

In difference to the function of the LTC, there is no voting at the LTF, with the forum being an advisory body only.

Council is the sole decision-maker and must consider the advice provided but is not bound by it.

3. Next Steps

This report is presented to the Local Traffic Committee (LTC) to advise of the new 2025 Authorisation and Delegation Instrument issued by Transport for NSW, and to outline the proposed transition to the Local Transport Forum (LTF).

A report on this matter was presented to the September Ordinary Council Meeting (18 September 2025), with the following resolution:

12.02 Implementation of the 2025 Authorisation and Delegation Instrument from Transport for NSW

Resolved: Edwards/Roberts

That Council:

1. Rescind the Local Traffic Committee (LTC) and formally thank all members and contributors for their service over the years.
2. Establish the Local Transport Forum (LTF) in accordance with the 2025 Authorisation and Delegation Instrument from Transport for NSW.
3. Appoint Mayor Roberts as Chairperson for the Local Transport Forum noting his previous appointment to chair the Local Traffic Committee.
4. Appoint the Deputy Mayor as alternate Chairperson to chair the Local Transport Forum in the event of the Mayor being unavailable.
5. In accordance with clause (d) of the Authorisation and Delegation Instrument (the Instrument), Sub-delegate all functions and powers under Schedule 1 of the Instrument to the General Manager (CEO), subject to the conditions and limitations set out in Schedule 4 of the Instrument.
6. Receive a report at the December 2025 Ordinary Council meeting to review the charter of the Local Transport Forum, ensuring clarity on its advisory role, membership, and attendance following consideration by the Local Transport Forum.

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman
CARRIED: 8/0
AGAINST: Nil

4. Actions

Following the above resolution, the following actions will be undertaken:

- Final LTC Meeting: This meeting will serve as the final session of the Local Traffic Committee. A formal letter of thanks will be issued to all LTC members acknowledging their contributions.
- Establishment of the LTF: This meeting will also function as the first formal meeting of the Local Transport Forum.
- Presentation of Draft Charter: Using the 2025 Authorisation and Delegation Instrument, Council staff have prepared the attached draft LTF Charter for consideration. The Charter reflects the advisory nature of the Forum, updates membership requirements, quorum, and record-keeping obligations as outlined in the Instrument.
 - Staff request that LTF members undertake a review of the Draft Charter and provide any comments to Council by 8 October 2025.

- December Council Report: Feedback from the LTF on the draft Charter will be incorporated into a report presented to Council for formal endorsement.

Local Transport Forum Advice

The Local Traffic Forum noted the report and change in its delegation and meeting function that have occurred as a result of the new Authorisation and Delegation Instrument effective 1 August 2025.

05 General Business

Nil

The meeting closed at 10.19am.

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Adam Roberts
Mayor