

Item 4.1

Local Pedestrian, Cycling, Traffic Calming and Transport Forum

File No: S062388

Memorandum by the Chief Executive Officer

To Council:

Councils take the lead in managing most of the NSW road network. Responsibility for the regulation and control of traffic is shared with Transport for NSW.

On 25 July 2025, Transport for NSW issued a new [2025 Authorisation and Delegation Instrument](#) (referred to as “the Instrument”) to replace the existing 2011 Delegation to Councils and 2023 Temporary Delegation to Councils which are now revoked.

Transport for NSW’s 2025 Authorisation and Delegation Instrument authorises councils to use prescribed traffic control devices under section 122 of the Road Transport Act 2013 and delegates Transport for NSW’s power under section 115 of the Roads Act 1993 to regulate traffic for any purpose.

The key changes compared to the 2011 Delegations to Councils (under which the City’s Local Pedestrian, Cycling and Traffic Calming Committee operated) are:

- Local Traffic Committee (LTC) is renamed as Local Transport Forum (LTF).
- Councils may sub-delegate additional functions to staff.
- Fewer matters now need to be referred to the Local Transport Forum.
- Greater scope for councils to use road network speed limit signs for road works.
- Focus of Local Transport Forum is to provide advice and collaboration – there is no voting on matters referred to the Local Transport Forum.

The Instrument commenced on 1 August 2025 and continues to be in force until revoked. It is not obligatory for councils to use the Instrument and Transport for NSW representatives will continue to attend Local Transport Forums and can provide advice on any matter. However, Transport for NSW will no longer vote on proposals as Council is ultimately responsible for decisions taken on its network.

The Instrument gives councils streamlined options for the management of unclassified roads. Councils can decide which proposals to send to the Local Transport Forum for advice, noting referral is only mandatory where the proposal:

- regulates traffic (i.e. restrict or prohibit passage along a road or restricting a turn) for more than 6 months or
- impacts public transport service for more than 24 hours.

If the Local Transport Forum is unable to resolve concerns, Transport for NSW only may initiate a “Statement of Concern” (SoC) process as detailed below:

- A Statement of Concern must be issued to Council within 7 days of a Local Transport Forum meeting, during which a proposal must not be implemented.
- The Statement of Concern clearly documents Transport for NSW’s view and Council is obliged to consider it and respond in writing to the Local Transport Forum.
- After a further 7 days, Council may proceed.
- Statement of Concern can only be lodged against proposals that must be referred to Local Transport Forum, not for proposals brought to Local Transport Forum at a council’s discretion.

Councils must provide forum attendees with the meeting agenda and minutes for review in advance. All proceedings of the Local Transport Forum including agenda, minutes and records relating to any Statement of Concern (including Council’s response) must be made publicly available online as soon as practicable.

The Regional Traffic Committee has been discontinued, and that appeal process is now replaced with the Statement of Concern process. A Statement of Concern does not oblige Council to change or withdraw a proposal, but Council must place both Transport for NSW comments and Council’s response on public record. The Statement of Concern process only applies to those proposals for which prior referral to Local Transport Forum is mandatory.

The Delegation Instrument may not be used outside of the City of Sydney local area, on a road classified as Freeway, Controlled Access Road, Toll Way, Transitway or State Roads, except with the consent of Transport for NSW. When using the Instrument, Councils should engage with Transport for NSW – either directly or via the Local Transport Forum in advance of undertaking any works that are likely to affect the operation of a traffic signal. Installation or changes to traffic signals may not be carried out otherwise than by or with the consent of Transport for NSW.

Local Pedestrian Cycling and Traffic Calming Committee

The City has operated a Local Pedestrian Cycling and Traffic Calming Committee for many years in accordance with administrative procedures required by Transport for NSW.

The Local Pedestrian, Cycling and Traffic Calming Committee has no decision-making powers. It is primarily a technical review body which is required to advise Council and City staff on traffic-related matters.

City staff convene meetings and provide administrative support, including the preparation of agendas, reports and minutes, and formally represent Council when both the Chairperson and the alternate Chairperson are absent.

On 10 October 2024, Council appointed Councillor Adam Worling as Chairperson and Councillor Jess Miller as Alternate Chairperson of the Local Pedestrian Cycling and Traffic Calming Committee.

Meetings of the Local Pedestrian Cycling and Traffic Calming Committee (LPCTCC) have been held on 21 August 2025, 18 September 2025 and 16 October 2025, operating according to the principles of the Local Transport Forum (no voting).

City staff and Transport for NSW tabled a report about the Instrument and explained the changes to the members on 21 August 2025.

Local Pedestrian, Cycling, Traffic Calming and Transport Forum

The mandatory members of the Local Pedestrian, Cycling, Traffic Calming and Transport Forum (as per the previous Local Pedestrian Cycling and Traffic Calming Committee membership) will be as follows:

- one representative of Council (Chairperson or alternate Chairperson)
- one representative of NSW Police
- one representative of Transport for NSW
- the local State Member of Parliament (MP) or their nominee and
- one representative of a relevant NSW Government agency (where applicable)*.
- It is also mandatory to invite the operator of any public passenger service likely to be affected by a proposal to any Local Pedestrian, Cycling, Traffic Calming and Transport Forum meeting where that proposal is being reviewed.

Representatives of NSW Police and State MPs provide advice on matters in their respective command or electorate.

*The NSW Government agencies are members for matters relating to roads over which they have jurisdiction only (for example, Property NSW / Place Management NSW / Infrastructure NSW). The City of Sydney Council is not a member for these matters.

The City will also have non-mandatory members (as per the previous Local Pedestrian Cycling and Traffic Calming Committee membership) as follows:

- Transport Workers Union representative
- Cycling representative
- Pedestrian representative and
- Local Health District representative.

Next Steps

City staff are updating terms in business papers, report templates and webpages to align with the 2025 Authorisation and Delegation Instrument and the Local Pedestrian, Cycling, Traffic Calming and Transport Forum for subsequent meetings.

It is recommended that Council:

- rename the “Local Pedestrian, Cycling and Traffic Calming Committee” to the “Local Pedestrian, Cycling, Traffic Calming and Transport Forum” and
- note that staff will continue to approve works within the scope of the former “2023 Temporary Delegations” while they progressively review and implement the new delegation over the next 12 months. All matters outside of this approved scope will continue to be referred to the Local Pedestrian, Cycling, Traffic Calming and Transport Forum in the meantime.

Recommendation

It is resolved that:

- (A) Council note the Transport for NSW 2025 Authorisation and Delegation Instrument issued on 25 July 2025 as shown at Attachment A to the subject memorandum;
- (B) Council rename the City of Sydney Local Pedestrian Cycling and Traffic Calming Committee the City of Sydney Local Pedestrian, Cycling, Traffic Calming and Transport Forum, in accordance with the 2025 Authorisation and Delegation Instrument;
- (C) the Policies and Procedures of the Local Pedestrian, Cycling, Traffic Calming and Transport Forum, as contained in Attachment B to the subject memorandum, be endorsed and adopted;
- (D) Council note that Councillor Adam Worling will continue as the Chairperson, with Councillor Jess Miller as the Alternate Chairperson of the Local Pedestrian, Cycling, Traffic Calming and Transport Forum for a term ending on the day appointed for the next ordinary election of Council;
- (E) authority be delegated to the Chief Executive Officer to make amendments to the Neighbourhood On-Street Parking Policy; the Central Sydney On-Street Parking Policy; the Car Sharing Policy and any other relevant policies and documentation to amend references to the Local Pedestrian, Cycling and Traffic Calming Committee to the Local Pedestrian, Cycling, Traffic Calming and Transport Forum; and
- (F) Council note that Councillors will be informed of any further changes via the CEO Update.

MONICA BARONE PSM

Chief Executive Officer

Attachments

- Attachment A.** Transport for NSW 2025 Authorisation and Delegation Instrument
- Attachment B.** Policies and Procedures of the Local Pedestrian, Cycling, Traffic Calming and Transport Forum