

## Purpose of this document

The Roads Act Review Project team have developed this guide to support stakeholders to make their submission and have their say. By following this guide the project team will be able to more-efficiently review feedback throughout the consultation period, identify emerging themes and have ongoing discussions with stakeholders to address feedback.

## Preparing your submission:

If using an official letterhead the submission may be addressed to:

*Roads Act Review project team  
Safety, Policy, Environment and Regulation Branch  
Transport for NSW  
231 Elizabeth Street Sydney NSW 2000*

### Submission sections:

- **Heading** – specify which of the topics the part of your submission relates to.
- **Recommendation** – provide recommendation for how your feedback could be address in this review by reforms to the Act.
- **Explanation/Response** – outline your feedback.

### Submission headings:

Please organise your submission by these topic headings. They are outlined and explored in the Options Paper. Please refer to section 11 of the Options Paper for prompting questions to help formulate your response. You may answer the questions by topic directly or speak more broadly to each topic. Your submission does not have to cover all topics.

**Table: Submission headings by topic**

Preferred model	Roles and responsibilities of roads authorities
Model 1: Codification of current practice	Regulatory tools and processes
Model 2: Plan-led framework	Compliance and penalties
Model 3: Institutional change	Crown roads
Road users	Implementing reforms
Classification	Miscellaneous/other
The role of roads and streets	

## Making a submission

The best way to make a submission is via the Have Your Say portal [www.haveyoursay.nsw.gov.au/roads-act-1993](http://www.haveyoursay.nsw.gov.au/roads-act-1993).

Submissions will be published via the project webpage, you may indicate via the Have Your Say portal if you wish for your submission to remain anonymous.

### Tips:

- Keep your submission succinct, recommended up to 2 pages (A4) or not exceeding 1000 words in length. Use the Have Your Say portal to upload your submission, this will accurately capture your details and ensure feedback is categorised appropriately.
- Font size should be 12 point, Arial font is preferred.
- Submissions should be uploaded as a Word document or pdf attachment. A Word document template is available to download via the Have Your Say portal.
- Explain complex matters as simply as possible, avoid using jargon, use plain English.

## FAQs

### **If I do not follow the submission guide, will my submission still be considered?**

Yes, your submission will still be considered and addressed by the project team. However, we recommend following the submission guide and template to ensure feedback is accurately interpreted, logged and addressed.

### **Is there a survey where I can also provide feedback?**

As part of this stage of consultation, local government authorities will be engaged to participate in an economic survey. There may be several targeted feedback polls taking place with direct stakeholder groups on specific areas of the review. We are also accepting ideas board suggestions and a community survey via the Have Your Say portal.

### **Can I change my submission to be anonymous after I have submitted?**

Yes, you can contact [roadsactfeedback@transport.nsw.gov.au](mailto:roadsactfeedback@transport.nsw.gov.au) to request a change to the anonymity of your submission.

### **I have submitted feedback via the Have Your Say portal, can I also send via email?**

There is no need to re-submit your submission via email if you have already uploaded it via the Have Your Say portal.

### **Can I make a submission via email instead?**

Submissions will also be accepted via email at [roadsactfeedback@transport.nsw.gov.au](mailto:roadsactfeedback@transport.nsw.gov.au). We recommend you still follow this submission guide and template and indicate if you would like your published submission to be anonymous.

In particular we recommend any submissions made via email are still added as a Word document or pdf attachment. We will not accept submissions made within the body of an email as these are not easily formatted for publication online.

### **Am I able to seek an extension to the deadline for submissions?**

Due to the delivery timeframes of this review, we will not extend the closing date for submissions and will not accept late submissions. The Options Paper consultation will close on Friday 31 October 2025.

### **Will all submissions be published?**

Yes, under the Government Information (Public Access) Act 2009, we are required by law to make available on our website certain information, unless there is an overriding public interest against disclosure.