

# Minutes



Active and Integrated Transport Advisory Committee

Wednesday, 07 February 2024  
5:00-6:30pm

<b>Location:</b>	Banksia Meeting Room, Willoughby City Council, Level 6
<b>Chair:</b>	John Chase
<b>Attendees:</b>	John Chase – Member Mary Ann Irvin – Member Nathan de Leeuw – Member Carolyn New (via teams) – Member Alan Yang (absent) – Member Russ Webber– New Member  Dyalan Govender– WCC Strategic Planning Team Leader Nemani Robertson (via teams) – WCC Strategic Transport Planner Adeline Sim (via teams) – WCC Senior Transport Engineer Bushra Salam – WCC Governance Administration Officer
<b>Apologies/absent:</b>	Members: Grant Berthold; Andrew Nelson WCC Staff: Daniel Sui – Traffic and Transport Team Leader
<b>Guests</b>	Councillor John Moratelli Councillor Robert Samuel

## Agenda items

Item	Topic / Discussion	Action
1	<b>Welcome</b> The meeting was opened at 5:11pm when the quorum was reached.	
	<b>Acknowledgement of Country</b> Bushra Salam – Governance Administration Officer acknowledged country on behalf of Council.	
	<b>Members Apologies:</b> Grant Berthold; Andrew Nelson <b>Members Absent:</b> Alan Yang	

## **Declarations of interest**

A link to the Disclosure of interest by Committee Members form was circulated with the Agenda. No disclosures of interest were submitted.

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## **2 Committee Governance**

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### **Committee members Resignations**

Governance advised the Committee that Grant Berthold & Wendy Jannings had communicated to Council prior to the meeting that they could no longer participate due to work commitments and were resigning their positions.

### **Welcome to New member**

The Committee welcomed new member Russ Webber.

### **Appointment of Committee Chair**

Pursuant to clauses 5.4 of the Committee's Terms of Reference, the Committee unanimously appointed John Chase, as the Chair for the meeting and noted his appointment as an ongoing Chairperson of the Committee.

### **Nominations for Chair**

- Mary Ann Irvin nominated John Chase
- Seconded by Carolyn New
- No other nominations were received
- All in favour

The Committee voted the Chair of the meeting and the ongoing chair of the Committee to be John Chase. Carried unanimously.

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## **3 Confirmation of Minutes – 25 October 2023**

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Moved by Carolyn New and seconded by Mary Ann Irvin, the draft minutes of the meeting of the Committee held on 25 October 2023 were unanimously accepted.

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## **4 Actions arising from Previous Minutes**

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### **Speed Limits Working Group Update**

The Working Party held a meeting on 09 January 2024. Attendees were

John Chase (Chair), Mary Ann Irvin, Carolyn New, Tony Richards, Andrew Nelson, Tim Cassidy and Councillor John Moratelli. The Purpose of the formation of this working party was to provide advice to the WCC Active & Integrated Transport Advisory Committee (AITC) on:

- a) The local implications of the recently released NSW Speed Zoning standard
- b) Opportunities arising from the new standard to reduce speed limits so as to encourage active transport.

**Outcome of the meeting:**

- In the view of the working party the new standard presents an opportunity for multiple streets in the Willoughby LGA to have reduced speed limits.
- While the working party discussed the specific reductions possible, it was considered that the specific reduced rates should be determined by the recommended review.
- agreement initial assessment of current speed limits against the criteria for design speed limits in the Movement & Place Framework highlights that 50km/h speed limit in Castlecrag is inconsistent with this framework.
- agreement that the current WCC proposal for a 40km/h zone in Castlecrag is too limited in scope given the changes in NSW with the new Speed Zoning Standard and designs for roads & streets in the Movement & Place Framework.
- The working party recommends a wider LGA-wide review is undertaken.

**Recommendations:**

- *That the proposed speed limit reduction in Castlecrag is not limited to the Castlecrag HPAA but broaden to include all of Castlecrag area.*
- *That any proposed speed limit reduction is not limited to 40km/h. Within the Movement & Place Framework, some local street speed limits are designated for speed limits of 30-40km/h. Proposed limits should be assessed on a case-by-case basis as part of the city-wider review.*
- *And that a speed zoning review process for Castlecrag includes*

*an extensive community engagement, education and consultation approach that articulates vision and strategies that are consistent with WCC policy to increase Active Transport.*

Moved by Mary Ann Irvin and seconded by Carolyn New, the Committee discussed and agreed to support the recommendations.

### **WCC Cycling Strategy & Action Plan - Vision Workshop - update from WCC Officers on Consultants progress**

WCC Senior Transport Engineer – Adeline Sim, briefed the Committee on the following updates.

- The consultant has prepared the draft for the Cycling Strategy and Action Plan. Four key Priorities, relevant Action Plan and Implementation Timeframe have been suggested in the draft.
- WCC staff circulated the draft for committee’s review and input.

### **Willoughby Public School- e-bike trial update from WCC officers**

WCC Senior Transport Engineer noted that there are no further updates on this and briefed the Committee on the following.

- Council Environment team is currently working with the Willoughby Public School P&C to discuss and plan a ‘try an e-bike day’ event.
- Council teams need to collaborate with the school (probably via the P&C) and they need a long lead in time because they rely on volunteers for the event and have several events programmed during a typical year and may not have a lot of volunteer capacity to do an extra ‘try an e-bike day’ event.
- The proposed event is an opportunity to maintain and build on the good work that’s been underway at WPS for some 18 months under the Resilient Willoughby Program to facilitate and promote

more active travel at the school. This has included working with the students to identify, mark with decals and promote active paths to the school followed by parent surveys which have generated an excellent response rate.

**Motion:** *That the Committee requests a formal update from the WCC Resilience Specialist via email prior to the next meeting.*

Moved by Mary Ann Irvin and seconded by John Chase (Chair).

**Action:** WCC Resilience Officer to provide further update on this.

### **Status update on cycling projects Pacific Highway shared path / Herbert/Hampden bike path design / Mowbray Rd dive site / Smith St shared path**

WCC Senior Transport Engineer noted that this is an ongoing project and consultants on board accessing the opportunities and risk. She briefed the Committee on the following updates:

- Pacific Highway shared path (Boundary Rd to Mowbray Rd) – The consultant is currently undertaking the optioneering process to identify key constraints and opportunities for the development of shared path. Next step will be moving on into finalizing the concept plan of the shared path.
- Smith St shared path (between High St and Eastern Valley Way) – The consultant has received the detailed survey and started with developing the detailed design.

Carolyn New enquired about the upgrades to Pacific Highway between Chatswood and St Leonards. Team Leader Strategic Planning confirmed there is a separate project for those works, staff will seek an update from the relevant project officer and provide it to the committee. It was also noted that updates for this project, and all projects in Council's delivery plan are published quarterly (they are reported to Council in the month following the close of the quarter and published with the Council meeting agenda for that month. The next update will be reported to Feb noting there was no ordinary Council meeting in January).

**Motion:** *That the Committee requests an update on the Pacific Highway*

– Chatswood to St Leonards project via email prior to the next committee meeting.

Moved by John Chase and seconded by Mary Ann Irvin.

**Action:** Council staff to update the project update via email.

### **e-Scooter Trial - status update from WCC Officers**

WCC Senior Transport Engineer briefed the Committee on the following updates.

- Council formalised its support to participate in the E-Scooter shared service trial at its meetings of 2 March and 31 October 2022.
- On 30 Oct 2023, the service provider withdrew from Australian market and therefore did not continue with the trial.
- Traffic & Transport team have sought advice from TfNSW on whether other approved service providers may be able to progress the E-Scooter trial in Willoughby.

**Action:** Council staff to further update at the next meeting.

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## **5 Business to be discussed**

### **5.1 Bike Facilities discussion - Understanding Policy/Procedures for a. Transport Hubs b. New Developments**

Carolyn New raised that the stations in WCC do not have sufficient cycle parking infrastructure. In particular, lockers are required at high usage stations such as St Leonards' and Chatswood.

Nathan De Leeuw noted that there are two avenues to have upgrades to stations incorporate cycling infrastructure: advocate as part of existing State Government station upgrade program, submit an unsolicited proposal for consideration under the state budget process.

Team Leader Strategic planning noted that while an unsolicited proposal would require a resolution of council to allocate budget for the work

involved in composing the proposal, Council staff already advocate for upgrades to our stations as opportunities arise.

**Action: The committee is to review the State Government’s program to see if opportunities exist under currently scheduled projects.** WCC Staff to continue to raise the need for cycling lockers at the stations as part of ongoing advocacy for improvements to the stations and the Chatswood Bus Interchange.

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## 6 Other Business

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### **Victoria Ave Movement Place Plan**

WCC Strategic Planning Team Leader – Dyalan Govender, noted that Council has been working on this and will provide a briefing to the next committee meeting. In the interim, we will be undertaking an Expression of Interest for stakeholders to take part in some preliminary consultation – an on-site “Walkshop” and a separate workshop to inform the initial drafting of the plan. Committee members are encouraged to apply, they will be advised when the EIO commences.

### **NSW Walking and Cycling Counts:**

John Chase asked if WCC is participating in NSW walking and Cycling counts and to which Council officer affirmed.

**Notice of Motion:** Councillor Moratelli briefed the Committee about the notice of motion titled *Lobbying of NSW to increase east-west bus services to better integrate with new Metro* to be discussed in the next Council meeting, which was circulated with its attachments to the Committee prior to the meeting on his request. He further noted that he has spoken to Hugh Phemister whether worth consulting with Transport NSW. He invited the members of the Committee to visit the area (Albert avenue goes around garden of Remembrance). The Committee members John Chase & Carolyn New requested to be notified.

**Engagement with neighbouring Councils:** Nathan de Leeuw, enquired as to how WCC engages with the neighbouring councils like Ku-ring-gai. and whether they have an equivalent committee. Strategic

Planning Team Leader confirmed that they do have a Committee and details can be found on Ku Ring Gai's website. WCC also engages with neighbouring Council's in various ways depending on the matter and the project. Projects affecting multiple LGAs will be subject to collaborative project meetings, draft strategies will be provided to neighbouring Councils for comment and to ensure alignment and pursuit of opportunities, staff also undertake regular meetings within their areas of expertise, for example WCC hosts a monthly Strategic Planning meeting attended by our surrounding Councils.

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## 7 Next Meeting

**Date:** Wednesday, 13 March 2024 (5pm-6:30pm)

**Suggested Agenda items:**

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## 8 Meeting Conclusion

The meeting concluded at 6:37 pm.

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