



Willoughby City Council

MINUTES

TRAFFIC COMMITTEE MEETING NO 5

16 November 2023

Traffic Committee Meeting
held in the Banksia Room
Willoughby City Council
Level 6, 31 Victor Street, Chatswood
AND Microsoft Teams
commencing 9:30am



WILLOUGHBY CITY COUNCIL TRAFFIC COMMITTEE

The following information is provided so that you may be aware of the structure and operation of the Willoughby City Traffic Committee.

The Willoughby Traffic Committee is a Technical Committee of Willoughby City Council mandated by Transport for NSW.

Council has been delegated certain powers, from Transport for NSW, with regard to traffic matters upon its Regional and Local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

There are four permanent members of the Traffic Committee, *each of whom has a single vote only.*

- The members are the **NSW Police Service, Transport for NSW (TfNSW), the Local State Member of Parliament (for the location of the issue to be voted upon), and Willoughby City Council.**
- Willoughby City Council operates its Traffic Committee such that the single Council vote, upon any issue is held by the Chair of the Meeting.
- Generally the Traffic Committee meetings are chaired by a staff member of Council's Traffic and Transport Team.
- Willoughby City Council allows the public to attend and speak at its Traffic Committee on issues of concern for a maximum of five minutes.
- If either the NSW Police or TfNSW representative on the Traffic Committee disagrees with any Traffic Committee recommendation, or Council resolution on any Traffic Committee recommendation, that member may lodge an appeal with the Sydney Regional Traffic Committee for determination. The appeal must be lodged in writing within 14 days of Council's resolution. Any action relative to any issue under appeal must cease until the matter is determined.
- The Sydney Regional Traffic Committee is chaired by an independent chairperson and submissions and representations are welcomed from all interested parties.
- Information is available on Council's website use the below link:
[Traffic Committee | Willoughby City Council \(nsw.gov.au\)](https://www.willoughby.nsw.gov.au/traffic-committee)

ACKNOWLEDGEMENT OF COUNTRY

Willoughby City Council acknowledges the Traditional Owners of the lands on which we meet today, the Gamaragal People, and their connections to land, waters, and community. We pay our respects to their Elders past and present, and extend that respect to all Aboriginal and Torres Strait Islander people, including those who may be in attendance today.

MEETING PROTOCOLS

MOBILE TELEPHONES

Please ensure all mobile phones are turned off.

RECORDING OF THE MEETING

Mobile phones or any other recording device are not to be used to record any part of a meeting.

GUIDELINES FOR SPEAKERS

When addressing the committee, please remember to be courteous.

Comments made by participants in any Council meeting, which are derogatory or damaging to any person's character or reputation, including any Councillor, employee of the Council, or member of the public, may be defamatory and may subject the participant to an action for defamation and expulsion from the meeting.

Comments made during the course of a meeting are not protected by the defence of absolute privilege under the *Defamation Act 2005*, and may not attract any other defences available under that Act of the common law.

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1 PRESENT

Voting members present:

Shivani Karan
Ryan Edwards
Daniel Sui
John Hooper

Transport for NSW
NSW Police
Willoughby City Council
Local State MP's Representative

Other representatives:

Ben Cantor
John Gill
Adeline Sim
Ryan Penfold
Kerrie Edwards

Busways
Willoughby City Council
Willoughby City Council
Willoughby City Council
Willoughby City Council

Councillors present:

Robert Samuel

Councillor - Willoughby City Council

Members of the public:

Andrew Nelson
Michelle Moss
Rosalind Dickson

Willoughby Federation of Progress Associations
President – Northbridge Public School P&C(s)
Resident

2 APOLOGIES

Tanya Taylor
Roy McCullagh
Craig Campbell
Hugh Eriksson

Mayor - Willoughby City Council
Councillor - Willoughby City Council
Councillor - Willoughby City Council
Councillor - Willoughby City Council

3 DISCLOSURES OF INTERESTS

Refer: Willoughby City Council Code of Conduct 2019
[Willoughby City Council Code of Conduct 2019](#)

4 MATTERS ARISING FROM THE MINUTES OR FROM COUNCIL RESOLUTION

That the Minutes of the Ordinary Meeting of the Local Traffic Committee held 24 August 2023, copies of which have been circulated to each member of the Local Traffic Committee, be confirmed.

4.1 COUNCIL ADOPTION OF THE LOCAL TRAFFIC COMMITTEE MINUTES

That the Resolution of the Ordinary Meeting of Council held 25 September 2023 provided below, be noted.

TRAFFIC COMMITTEE RECOMMENDATION

That the information be received and noted.

12.9 MINUTES - TRAFFIC COMMITTEE MEETING HELD ON 24 AUGUST 2023

MOTION

That Council:

1. Receive and adopt the recommendations arising from the Traffic Committee Meeting held on 24 August 2023.
2. Consider that Traffic Management Plans for this event in the future be considered as Delegated Item, on the basis that they have no, or minor, changes to the traffic management;
3. Agree to a waiver of the Road Occupancy Permit Fee (\$2,470) for the Castlecrag Fair to be held on 22 October 2023, and waive the Road Occupancy Permit Fee for the Castlecrag Fair for a future event in 2024 with the same location and scope.

MOVED COUNCILLOR ERIKSSON / SECONDED COUNCILLOR MCCULLAGH

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Xia and Zhu

Against: Nil

Notes:

1. Councillor Wright made apologies and left the meeting at 8:56pm, prior to any discussion and voting on this item.
2. Councillors Greco, Moratelli and Samuel left the meeting at 8:56pm and returned 9:03pm.
3. Councillor Moratelli returned at 8:58pm, Councillor Greco at 8:59pm and Councillor Samuel at 9:03pm.
4. Councillor Xia left the meeting at 8:59pm and returned at 9:01pm.

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5 FORMAL ITEMS FOR CONSIDERATION

5.1 CHELMSFORD AVENUE, WILLOUGHBY – NO PARKING ZONE

ATTACHMENT: 1.REGULATORY NO PARKING SIGNAGE PROPOSAL

WARD: NAREMBURN WARD

RESPONSIBLE OFFICER: DANIEL SUI - TRAFFIC & TRANSPORT TEAM
LEADER

AUTHOR: JOHN GILL – TRANSPORT ENGINEER

CITY STRATEGY OUTCOME: 2.4 – VEHICLE MOVEMENT ACCESSIBILITY

MEETING DATE: 16 NOVEMBER 2023

1. PURPOSE OF REPORT

To seek Council approval for the installation of ‘No Parking’ signs at the cul-de-sac end of Chelmsford Avenue, Artarmon.

2. OFFICER'S RECOMMENDATION

That Council approve the installation of ‘No Parking’ signs around the cul-de-sac at the end of Chelmsford Avenue, Willoughby.

3. TRAFFIC COMMITTEE DISCUSSION

Nil.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer’s recommendation.

5.2 MOBILITY PARKING STUDY

ATTACHMENT:	1. MOBILITY PARKING STUDY REPORT 2. MOBILITY PARKING CONCEPT DESIGN 3. HAVE YOUR SAY SUMMARY AND SURVEY OUTCOME 4. HAVE YOUR SAY COMMENTS REGISTER
WARD:	ALL WARDS
RESPONSIBLE OFFICER:	DANIEL SUI – TRAFFIC AND TRANSPORT TEAM LEADER
AUTHOR:	ADELINE SIM – SENIOR TRANSPORT ENGINEER
COMMUNITY STRATEGIC PLAN:	2. A CITY THAT IS CONNECTED AND INCLUSIVE 2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY
MEETING DATE:	16 NOVEMBER 2023

1. PURPOSE OF REPORT

To note the findings of the Mobility Parking Study and Audit, and community consultation outcomes to facilitate the upgrade of the mobility parking spaces within Local Government Area (LGA).

2. OFFICER' RECOMMENDATION

That Council:

- Note the Mobility Parking Study (audit and recommendations), as per **Attachment 1**;
- Approve the design plans and implementation of the mobility parking improvement works at 22 locations in the LGA, using existing allocated budget in the 2023/24 financial year as set out in **Attachment 2**; and
- Continue to review the potential for improvements to mobility parking spaces identified in the Study and investigate new mobility parking spaces identified during recent community consultation.

3. TRAFFIC COMMITTEE DISCUSSION

The Committee discussed having position of access ramps at either front of back of mobility parking space. Council informed that either end of mobility space is acceptable according to AS2890. TfNSW will advise if both locations are compliant, therefore flexibility could be permitted according to the need of specific location depending on site constraints, or feedback provided by frequent users among residents.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

5.3 ROAD SAFETY AUDIT REPORT AND FINDINGS (WATTLE LANE, ARCHER ST, KIRK ST AND MALVERN AVE, CHATSWOOD)

ATTACHMENTS:	1. ROAD SAFETY REPORT
	2. PEDESTRIAN SAFETY IMPROVEMENT WORKS PLANS
WARD:	MIDDLE HARBOUR WARD & WEST WARD
RESPONSIBLE OFFICER:	DANIEL SUI - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	RYAN PENFOLD – ROAD SAFETY OFFICER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY
	3.1 – FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS
MEETING DATE:	16 NOVEMBER 2023

1. PURPOSE OF REPORT

To note the road safety audit findings and consider implementation of the recommended pedestrian and traffic safety improvements.

2. OFFICER'S RECOMMENDATION

That:

- a) Council note and approve the implementation of the following pedestrian safety improvement works, using existing allocated budget in the 2023/24 financial year:
 - Wattle Ln, Chatswood
 - Install 40km/h HPA sign at Wattle Lane and Archer Street intersection that faces north and westbound traffic; o Remove existing freestanding 'One Way' sign at Archer Street intersection;
 - Remove timed restriction (8:30am- 6pm every day) from the 'No Parking' signage;
 - Relocate 'One Way' signage at Anderson Street intersection attached to telegraph poles to free standing signs and posts; and
 - Install 'One Way' directional arrow at Anderson Street intersection facing west.
 - Archer St, Chatswood
 - Install new pedestrian fencing on the east and west sides of Archer St, Chatswood between Kirk St (between the signalised traffic intersection and the end of No Stopping zones to the south).
 - Kirk St, Chatswood
 - Relocate existing zebra crossing signs forward, closer to Archer Street; and
 - Install new pedestrian advanced warning sign for motorists travel north and south bound turning into Kirk Street.
 - Malvern Avenue, Chatswood
 - o Install new shared path blue coloured markings at 5 & 7 Malvern Ave driveways;
 - Install new hazard marker sign at the cul-de-sac of Malvern Avenue west;

- Install new 'Give Way to pedestrians' sign at 5 Malvern Avenue; and
 - Install new bollards on both east and west sides of the hazard in Malvern Avenue.
- b) Council's Road Safety Officer will notify Mercy Catholic College about the proposed new pedestrian fencing adjacent to the school on the east and west sides of Archer St, Chatswood (between the signalised traffic intersection and the end of No Stopping zones to the south) and other pedestrian improvement works.

3. TRAFFIC COMMITTEE DISCUSSION

Committee were advised that Mercy Catholic College were contacted for comment during the audit, however Council did not receive a reply. It was agreed that the college should be consulted regarding the audit report findings and proposed works

Following the meeting, the Road Safety Officer has contacted and informed Mercy Catholic College about the proposed safety improvement works. The school is supportive of the safety improvement works.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

5.4 DELEGATED ITEMS - REGULATORY SIGNPOSTING AND LINE MARKING

ATTACHMENTS:	1. DIAGRAMS OF SIGNPOSTING, PAVEMENT MARKING AND LINE MARKING CHANGES
WARD:	ALL WARDS
RESPONSIBLE OFFICER:	DANIEL SUI - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	ADELINE SIM – SENIOR TRANSPORT ENGINEER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	16 NOVEMBER 2023

1. PURPOSE OF REPORT

To seek Council approval to implement regulatory signposting and line marking changes at various locations in Willoughby City Council.

2. OFFICER'S RECOMMENDATION

That Council approve the implementation of regulatory signposting and line marking changes at various locations in the Willoughby Local Government Area in Table 1.

3. TRAFFIC COMMITTEE DISCUSSION

23/53 It was noted that the date should be 16 November 2023.

23/54 It was noted that the Work Zone should be 10am to 3pm i.e. outside of Clearway times.

23/58 It was noted that we are reinstating existing 'Keep Clear' lines, not installing new lines.

23/59 Construction Traffic Management plan to be shared with the Customer Journey Team at TfNSW.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

6 LATE ITEMS

EDINBURGH RD, CASTLECRAG - RELOCATION OF MAIL ZONE

ATTACHMENTS:	1. ARCHITECTURAL PLANS
WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	DANIEL SUI – TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	PATRICK WILLIAMS – DEVELOPMENT ASSESSMENT
MEETING DATE:	16 NOVEMBER 2023

1. PURPOSE OF REPORT

To seek Traffic Committee endorsement on the proposed relocation of the Castlecrag Post office's associated mail zone and on street mailbox along the southern side of Edinburgh Road. The Castlecrag community are advocating for the post office to remain in the area post development and a potential relocation prior to development approval will allow continuity of operation.

2. OFFICER'S RECOMMENDATION

That Council:

- a) **Approve the relocation of the Mail Zone with time restriction (6am to 6pm Mon-Fri / 1P 8.30am to 12pm Sat), prior to the lodgement of the development application to ensure continuity and practical operation can be undertaken from the new Post Office location; and**
- b) **Convert the existing Mail Zone space to No Parking with time restriction (6am to 6pm Mon-Sat).**

3. BACKGROUND

The site of the existing Post Office is known as shop 6/100 Edinburgh Rd, Castlecrag located in the 'Quadrangle Shopping Village' which is located on the corner of Eastern Valley Way and Edinburgh Road. Recently, Willoughby Council has endorsed a Planning Proposal on the 'Quadrangle Site' to allow redevelopment into shop top housing. The owner of the site is progressing with design phase of the project as they prepare a detailed Development Application. As a result of this, tenants of the Quadrangle Shopping Village have been instructed to vacate in preparation of redevelopment.

In addition to the closure of the Quadrangle Shopping Village, there is large community uncertainty of future tenancy arrangements, in particular the Post Office. The Castlecrag community has been very vocal in its support and retention of the Post Office in the community. It's important to note Council play no role in commercial/business agreements or allocation.

Recently, the manager of the Castlecrag Post Office has informed Council that they have been successful in obtaining a lease to a shop 100m to the east of the current location within 'The Griffin Centre' located at 120 Edinburgh Rd, Castlecrag (See **Figure 1**). The manager has informed Council that they are required to vacate the Quadrangle Site by the end of January 2024. A development Application for the new use and associated fit-out of the new location is pending lodgement and will include the works associated with the relocation of the mail zone. This item has been brought to Committee so that efficient assessment of the future DA can be undertaken and the relocation of the mail zone can be undertaken within a short timeframe to ensure more practical operation of the Post Office.



Figure 1: Locality Plan

4. DISCUSSION

The proposal for the new Post Office is subject to a Development Application, which is yet to be lodged. The application will include all associated works with the new fit-out and include the relocation of the red mail box and Mail Zone.

The relocation of the mail zone is shown in the below figure. The important points to note:

- It's a relocation of the space. No net loss in parking in the Castlecrag centre as a result.
- No impact to the existing bus stop. The new location positions the Mail zone further away.
- Relocation provides a more practical position for the new post office and will be less nuisance to the public post development.
- New signage will incorporate hours of operation for the new Mail Zone. The existing being 24/7 enforcement. This will allow general parking out of hours



Figure 2: Mail Zone locations



Figure 3: Existing Mail Zone (Source: Google Street view)



Figure 4: Proposed Mail Zone render (Source: Applicant)

5. CONCLUSION

The assessing officer requests that the Traffic Committee reviews the attached information and provide approval of the proposed relocation and/or provide conditions of consent to be included in the upcoming Development Application which will encompass these works and allow approval of a relocated signage.

6. TRAFFIC COMMITTEE DISCUSSION

Busways requested that the existing Mail Zone be changed to No Parking with time restriction (6am to 6pm Mon-Sat) in line with the Bus Zone operations. This will keep the space mostly vacant, allowing buses to continue using the space to safely pull into the kerb at the Bus Zone. The Committee supported the changes.

7. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

7 INFORMAL ITEMS

7.1 SAILORS BAY ROAD, BUS ZONE RELOCATION INVESTIGATION FINDINGS

ATTACHMENTS:	1. COMMUNITY CONSULATION LETTER & PLAN 2. COMMUNITY FEEDBACK
WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	DANIEL SUI - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	JOHN GILL - TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	2.4 – INCREASE PARKING 4.4 – BENEFIT ACCESS TO LOCAL SHOPS
MEETING DATE:	16 NOVEMBER 2023

1. PURPOSE OF REPORT

To note advice of the investigation findings concerning the request to assess relocating the existing Bus Zone adjacent to Bellambi Street square, Northbridge.

2. OFFICER'S RECOMMENDATION

That Council:

- Note the Bus Zone relocation investigation findings based on three scenarios.
- Note that Traffic Committee supports the retention of the Bus Zone existing location.
- Note that a review of the on-street parking restrictions at the Northbridge local centre will be undertaken in 2024/25 to optimise parking demands and introduction of short term parking (ie ¼P or/and ½P) to increase turn over, subject to funding in the 2024/25 Operational Plan.

3. TRAFFIC COMMITTEE DISCUSSION

Nil.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

8 GENERAL BUSINESS

8.1 WILLOUGHBY ROAD, WILLOUGHBY – LOADING ZONE

Council received a submission from shop owners regarding the new Loading Zone at 562 Willoughby Road, Willoughby.

TfNSW advised that the Loading Zone was approved and installed, based on the DA condition during the DA stage of the development at 562 Willoughby Rd. TfNSW reserves the right to make changes to the Loading Zone and advised it will consider changes to the timing based on consultation with local shop keepers and residents.

8.2 CHATSWOOD PLACE (260 VICTORIA AVE, CHATSWOOD) – PEDESTRIAN SAFE ACCESS AND CROSSINGS

Council are investigating new pedestrian refuge islands at several locations along Victoria Ave and will make a submission to TfNSW for grant funding 2024/25, to improve pedestrian safe access and crossing.

8.3 PACIFIC HIGHWAY/ BOUNDARY STREET, ROSEVILLE – RIGHT TURN BAY DESIGNS

Councillor withdrew item.

8.4 ST LEONARDS TRAFFIC CONGESTION CONCERN SUBMISSION FROM ST LEONARDS STRATA COMMUNITY GROUP

Council received an email from the Chairman of the St Leonards Strata Community Group in relation to traffic congestion in St Leonards.

Willoughby Traffic & Transport team will assess the submission and subsequently refer the different matters and requests to the relevant road owners and authorities, including Transport for NSW, Lane Cove Council, and North Sydney Council, for their thorough review, investigation, and necessary actions.

Willoughby Council is committed to fostering a collaborative relationship with all stakeholders to ensure that the optimal functioning of the traffic and transport network at these critical boundaries.

8.5 2024 TRAFFIC COMMITTEE MEETING DATES

The committee were advised of the proposed dates for 2024 meetings.

The proposed 5 Traffic Committee meeting dates for 2024 on Tuesdays (from 10am to 12pm) are:

- 5 March
- 7 May
- 2 July
- 10 September
- 12 November

8.6 NORTHBRIDGE PUBLIC SCHOOL P&C – ISSUES WITH PEDESTRIAN CROSSING

Representatives from the Northbridge Public School P&C attended the meeting to advise the committee of safety issues when using the pedestrian crossing outside the school.

Issues identified:

- Flashing lights on School Zone sign not working
- Tree canopy at crossing are obscuring signs
- Insufficient signage at, and approaching the crossing
- Faded road markings at the crossing

Proposed improvements are:

TfNSW

- Investigate flashing lights on School Zone signs
- Investigate additional School Zone signage between Northbridge Public School and St Philips Neri Primary School
- Reinstate the faded School Zone line markings
- Consider a speed camera vehicle at this location

Council

- Arrange aggressive tree trimming at the crossing
- Reinstate the faded wombat crossing line markings
- Consider and introduce red painted surface for the wombat crossing
- Consider use of VMS (Variable Message Sign) at this location to slow traffic speeds at the start of new school term
- Council to undertake a speed survey and share results with TfNSW and Police (for enforcement).

8.7 BUS STOP UPGRADE – 42 KAMERUKA RD, NORTHBRIDGE

Resident expressed concern regarding absence of paved footpath for wheelchairs and prams to access the landing pad of bus stop in front of 42 Kameruka Rd, Northbridge. Council is to investigate the feasibility of providing the connection to facilitate accessibility to the bus stop.

8.8 ENTRANCE FROM BROADCAST WAY TO PACIFIC HWY, ST LEONARDS

The Local State MP's Representative raised safety concerns about the design of the intersection at Broadcast Way and Pacific Hwy. Broadcast Way is a private road and its entrance is constructed as a driveway. This has caused collisions between cars and cyclists at the intersection.

The committee discussed potential solutions, including speed hump, stop sign, road stencils, colour treatment and pedestrian/cyclist signage. Council will work with Fox Sports (owners of the private road) on introducing safety treatments to the intersection, subject to their agreement. Police advised that they cannot enforce speed signs or Stop signs if they are on private property.

8.9 TRAFFIC SIGNALS ASHLEY ST AND ARCHER ST, CHATSWOOD

Councillor Samuel identified increases in density and bus movements in this area that may be causing traffic congestion and safety issues. He suggested that traffic signal sequencing may need to be reviewed at this intersection. TfNSW have taken this on notice and will refer to the appropriate team for investigation.

Council advised that a Road Safety Audit has been undertaken in this area. Council will share the audit with TfNSW.

Council's traffic team plans to develop a local Traffic Management Plan for this area.

8.10 EMAIL FROM PAUL NOLAN (BUSWAYS)

Busways received an email from Paul Nolan in relation to road user safety and traffic congestion issues in Chatswood. Busways to forward the email to John Gill (Transport Engineer) at Council. Council and Busways to investigate issues raised and collaborate on a response.

8.11 BUS DELAYS – CHATSWOOD TOWN CENTRE (BUSWAYS)

Busways identified vehicle and pedestrian issues in the Anderson St / Victoria Ave / Endeavour St precinct causing bus delays.

Police will convey the issue to their Highway Patrol team, and ask that they revisit the area to patrol jaywalking and illegal vehicle movements.

TfNSW will look at traffic signal sequencing in the area.

Council will reassess the Kiss & Drop spaces in Endeavour St.

8.12 NELSON STREET, CHATSWOOD – ROADWORKS AND PARKING CHANGES NOTIFICATION FROM SYDNEY METRO

Council will contact Sydney Metro team to seek a copy of the notification for the local residents including details of the road works and temporary parking changes on Nelson Street while the dive site is being demobilised.