



**ACTIVE TRANSPORT REFERENCE COMMITTEE
TO BE HELD ON THURSDAY, 14 SEPTEMBER 2023 AT
12.00PM
LEVEL 3 ANTE ROOM
818 PACIFIC HIGHWAY
GORDON NSW**

A G E N D A
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WELCOME BY CHAIRPERSON

APOLOGIES

DECLARATIONS OF INTEREST

NOTING OF MINUTES

ITEMS FOR DISCUSSION

GB.1 **Welcome and Introductions** **3**

File: S14296

GB.2 **Active Transport Reference Committee - Confirmation of Terms of Reference** **4**

File: S14296

To confirm the Terms of Reference for the Active Transport Reference Committee.

Recommendation:

That the Active Transport Reference Committee reviews the Draft Terms of Reference and provide a recommendation to Council to adopt the revised Terms of Reference.

GB.3 **Status Update of Walking & Cycling Projects** **12**

File: S14296

That the contents of the presentation be received and noted.

Recommendation:

That the contents of the presentation be received and noted.

GB.4 **Education Programs** **31**

File: S14296

Recommendation:

That education and awareness programs be investigated and reported back to the next meeting.

GENERAL BUSINESS

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WELCOME AND INTRODUCTIONS

BACKGROUND:

The Active Transport Reference Committee is meeting for the first time.

COMMENTS:

This is an opportunity to welcome the new members of the committee, for each member to introduce themselves, and briefly describe why they nominated to be a member of this committee and share with other members what they hope they can achieve through the Committee.

RECOMMENDATION

That the Active Transport Reference Committee members be welcomed.

Joseph Piccoli
Strategic Traffic Engineer

ACTIVE TRANSPORT REFERENCE COMMITTEE - CONFIRMATION OF TERMS OF REFERENCE

EXECUTIVE SUMMARY

PURPOSE OF REPORT:

To confirm the Terms of Reference for the Active Transport Reference Committee.

BACKGROUND:

Council has prepared Terms of Reference for the Active Transport Reference Committee. Each Committee or Advisory Group of Council can make recommendations to Council as to how it wishes to regulate its own practices. Council is not obliged to accept such recommendations. As such the Active Transport Reference Committee is required to review the Terms of Reference before providing a recommendation to Council. Council may then adopt the Terms of Reference for the Committee by resolution.

COMMENTS:

Specific issues that may be addressed include proposed membership, voting rights, times and dates of future meetings, numbers required for a quorum and the need for a casting vote by the Chair.

RECOMMENDATION:

That the Active Transport Reference Committee reviews the Draft Terms of Reference and provide a recommendation to Council to adopt the revised Terms of Reference.

PURPOSE OF REPORT

To confirm the Terms of Reference for the Active Transport Reference Committee.

BACKGROUND

Council has prepared Terms of Reference for the Active Transport Reference Committee (see **Attachment A1**). Under Council's Code of Meeting Practice, each Committee or Advisory Group of Council can make recommendations to Council as to how it wishes to regulate its own practices. Council is not obliged to accept such recommendations. As such the Active Transport Reference Committee is required to review the Terms of Reference before providing a recommendation to Council. Council may then adopt the Terms of Reference for the Committee by resolution.

COMMENTS

In reviewing the Terms of Reference, Reference Committee members should pay particular attention to the following:

- the proposed Reference Committee membership and members voting rights;
- appropriate times and dates of future meetings;
- the numbers required for a quorum; and
- the need for a casting vote by the Chair in the case of a tied vote.

INTEGRATED PLANNING AND REPORTING

Theme 4: Access, Traffic and Transport

Theme 6: Leadership

Community Strategic Plan Long Term Objective	Delivery Program Term Achievement	Operational Plan Task
T1.1: A range of integrated and sustainable transport choices enable effective movement to, from and around Ku-ring-gai.	T1.1.1: Connections are provided to public transport that are accessible to all age groups and match the travel needs of the community.	T1.1.1.1: An improvement plan is being implemented for bikeways, pedestrian facilities and footpath networks having regard for the access, health and recreational needs of the community.
L4.1: The organisation provides ethical and transparent decision-making, efficient management, and quality customer service.	L4.1.2: Council's Governance framework is developed to ensure probity and transparency.	L4.1.2.1: Ensure that Council and Committee Meetings are managed effectively and in accordance with relevant legislation, codes and guidelines.

GOVERNANCE MATTERS

The Active Transport Reference Committee will be run through the Strategy section of Council, in collaboration with a number of other sections across Council.

RISK MANAGEMENT

An Active Transport Reference Committee would incorporate better risk management for people riding bicycles, walking and other micromobility devices by catering for a range of abilities and experience.

FINANCIAL CONSIDERATIONS

The Active Transport Reference Committee does not have the power to incur expenditure or to bind Council.

SOCIAL CONSIDERATIONS

An Active Transport Reference Committee would provide an opportunity and a forum for resident and community representation on active transport issues.

ENVIRONMENTAL CONSIDERATIONS

Through the advice the Active Transport Reference Committee, a higher level of active transport infrastructure can be attained in Ku-ring-gai, acknowledging that cycling, walking and other forms of micromobility are important travel modes for both solely pedestrian-based journeys and also parts of trips which involve bus, rail or car journeys. Communities and town centres with cycling and walking at the forefront of design provide attractive, liveable areas with high levels of street activity, improved safety and a high quality of environment. Cyclable and walkable environments facilitate greater public transport use and also contribute to healthy communities through the encouragement of physical activity.

Increased cycling rates have the potential to make significant changes to transport patterns by shifting the high number of short trips (under 5km) that are currently undertaken by car to walking and cycling modes.

Council's Integrated Transport Strategy recognises the sustainability and environmental benefits of encouraging riding bicycles and walking, with objectives to increase the proportion of trips that can be undertaken by non-car modes and encourage active transport and active lifestyles.

COMMUNITY CONSULTATION

The formation of the Active Transport Reference Committee was initiated by a Notice of Motion. The members on the Active Transport Reference Committee are from the local community and were selected following an expression of interest.

INTERNAL CONSULTATION

Council staff have been nominated to attend the Active Transport Reference Committee meetings.

SUMMARY

Council has prepared a Draft Terms of Reference for the Active Transport Reference Committee. Under Council's Code of Meeting Practice, each Committee or Advisory Group of Council can make

Item GB.2

**S14296
6 September 2023**

recommendations to Council as to how it wishes to regulate its own practices. Council is not obliged to accept such recommendations. As such the Active Transport Reference Committee is required to review the Terms of Reference before providing a recommendation to Council. Council may then adopt the Terms of Reference for the Committee by a resolution.

In reviewing the Terms of Reference, Committee members should pay particular attention to the proposed membership, voting rights, times and dates of future meetings, numbers required for a quorum and the need for a casting vote by the Chair.

The Committee can then recommend to Council that it adopts the Terms of Reference (as reviewed) by resolution.

RECOMMENDATION:

That the Active Transport Reference Committee reviews the Draft Terms of Reference and provide a recommendation to Council to adopt the revised Terms of Reference.

Joseph Piccoli
Strategic Traffic Engineer

Antony Fabbro
Manager Urban & Heritage Planning

Andrew Watson
Director Strategy & Environment

Attachments: A1 Terms of Reference for the Active Transport Committee 2022/361102

Ku-ring-gai Council

Active Transport Reference Committee

The (draft) Terms of Reference for the Active Transport Reference Committee are outlined below:

Role of the Committee: The primary roles and responsibilities of the Active Transport Reference Committee are to provide user-group and community advice to Council on matters relating to:

- the planning and design of active transport infrastructure and support facilities;
- active transport initiatives including best practice design, Net Zero and behavioural change strategies;
- the content of Council's plans and policies; and
- the development of education, promotion and enforcement strategies

with the objective of:

- creating a safe and comfortable environment for people who use active transport as a mode of travel in Ku-ring-gai.
- promoting Council's existing active transport network so as to raise the awareness of the facilities and services already provided,
- assisting Council in achieving its Net Zero Strategy targets;
- gaining support for planned network improvements.
- representing the needs of micromobility users in Ku-ring-gai, including adults and children who walk/cycle for transport.
- achieving the integration of Council's bicycle program and planning across Council's operational areas.
- generating awareness of the responsibilities of people riding micromobility devices sharing facilities with other road users and pedestrians.

Membership: Membership of the Active Transport Reference Committee comprises of:

- Any interested Councillors, including the Mayor, and
- 1 representative from Bicycle NSW;
- 5 resident/community representatives (including 2 representatives from Bike North and 1 representative of pedestrian's interests).
- Other members or stakeholders may be co-opted from time to time if required with specific knowledge, expertise or qualifications pertaining to active transport. This may include representatives from the Police, Transport for NSW, Bike North, Peloton Sports Inc, Northern Suburbs Triathlon Club, Northern Sydney Cycling Club, Knights of Surburbia, Veloroos, other key stakeholder representatives such as bike shop owners and school representatives, and Council Sustainability/Operations staff and other staff where relevant.

Community members are to be appointed by resolution of Council following an Expression of Interest process.

The following Ku-ring-gai Council staff will be available to attend the Committee meetings and will provide professional advice and administrative support:

- Strategic Traffic Engineer
- Administration staff
- Other staff members as required

Term of Membership: Councillors (including the Chairperson and Deputy Chairperson) are to be elected by Council for the same period as the term of office of the Mayor.

The term of office for committee members will be for the term of Council, plus up to six months to allow time for the incoming Council to make new appointments. At the expiration of the term, members will be eligible for re-appointment, subject to referral to Council for its consideration and resolution. Membership of the Committee can be withdrawn by resolution of Council. Council staff representation will be appointed by the General Manager.

If a member misses three (3) consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant.

Chairperson: The Chairperson will be the Mayor, or a Councillor as nominated by Council.

The Chairperson and Deputy Chairperson are to be elected by Council for the same period as the term of office of the Mayor .

If the Chairperson is not present at the time designated for the meeting, the Deputy Chairperson shall take the responsibilities of the Chairperson.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the agenda.

Committee Facilitator: The Committee Facilitator (Convenor) will be responsible for coordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee in consultation with the Chairperson and other staff.

The Facilitator shall be the Strategic Traffic Engineer, or other staff member appointed by the General Manager.

Delegation: No delegation. The committee is an advisory body only and has no decision-making authority.

Quorum: The Quorum will be half the number of members plus one (including the Chairperson or Deputy Chairperson).

Meetings: Meetings will be held quarterly, or as determined by the Chairperson.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off, should give consideration to operational requirements, and be agreed upon by the majority of Committee members.

The Committee Facilitator will produce a draft agenda in consultation with the Chairperson. Committee members should raise items they would like to be included on the agenda at least two (2) weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during a meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least three (3) days prior to meeting. All agendas will be published on Council's website. Each meeting shall be properly recorded by the taking of minutes.

Each meeting will be for two hours and will close at the scheduled finish time. The Chairperson may consider a motion to extend the meeting for up to 30 minutes. Matters listed on the agenda that are not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee. The meeting is to be held on the 3rd Thursday of the month subject to there being sufficient matters before the committee.

Where a matter requires the Committee's consideration between meeting cycles (e.g. time constraints), the matter may also be referred informally to committee members, for guidance or advice.

Attendance by audio-visual link: Members of the committee may attend meetings by audio-visual link, in accordance with the Council Advisory and Reference Committee Guideline.

Voting: No formal voting rules apply as the Committee has an advisory role only, and its recommendations are made by consensus. No recommendation from the Committee will be deemed to be a decision of Council. Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Committee.

Communication and Reporting: The Minutes of the Committee shall be reported to Council following the meetings.

The Minutes of the meeting shall be circulated to all members within seven (7) working days following the meeting. Any questions regarding the Minutes are to be referred immediately to the Committee Facilitator and if any error in the Minutes is confirmed by the Committee, the Committee Facilitator shall arrange to make the appropriate changes.

Code of Conduct, Confidentiality and other Council Policies: The Ku-ring-gai Council Code of Conduct applies to all members of advisory and reference committees.

All committee members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Code. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

Each Committee member shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The Committee may be dealing with limited confidential information. Committee members will be required to complete appropriate disclosure forms.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

Review: The Committee will undertake a review before the end of each term of council to ensure it is operating effectively, delivering on its roles and responsibilities, and recommend any changes to its terms of reference.

STATUS UPDATE OF WALKING & CYCLING PROJECTS

BACKGROUND:

A status update at the inaugural Active Transport Reference Committee meeting will provide members with an understanding of the progress of current projects and initiatives, as well as future opportunities.

COMMENTS:

The following items will be covered in a brief presentation (**Attachment A1**), to update committee members on the status of active transport in Ku-ring-gai:

- Current situation;
- Funding;
- Current Projects; and
- Future Opportunities.

RECOMMENDATION

That the contents of the presentation be received and noted.

Joseph Piccoli
Strategic Traffic Engineer

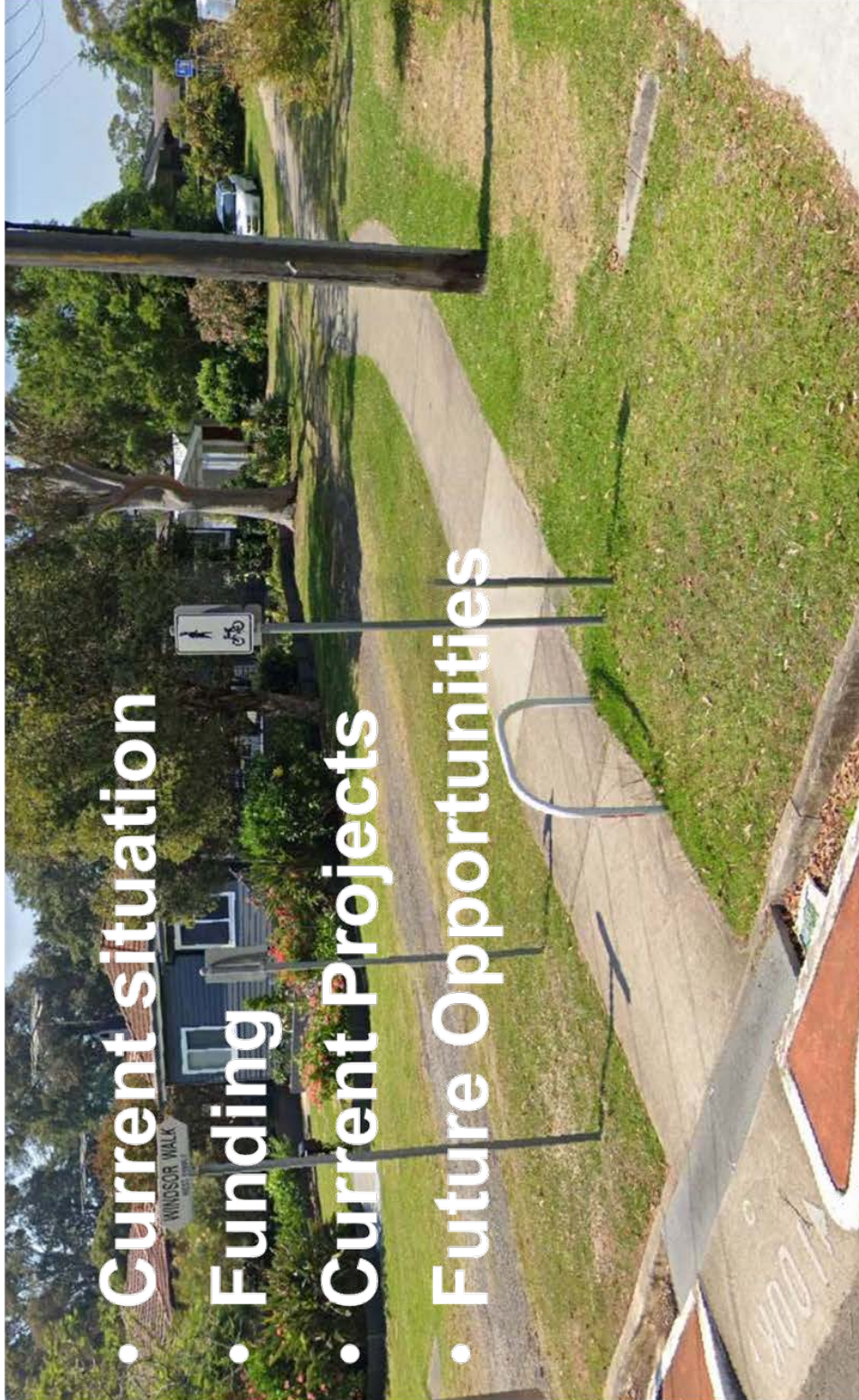
Attachments: A1 Presentation: Status update of walking and cycling projects 2023/288822

Active Transport Reference Committee

Update on active transport in Ku-ring-gai

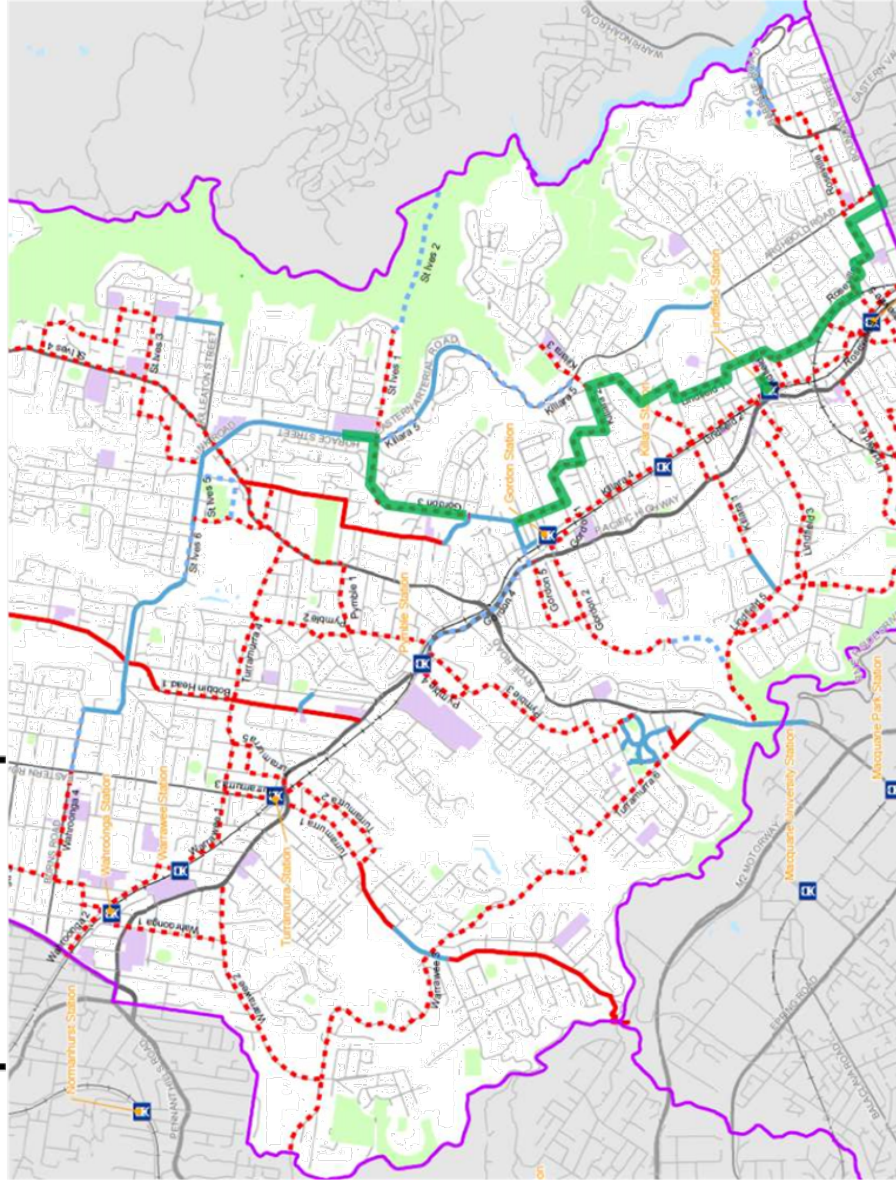


Overview



Current Situation

- Bike plan completion to date



Current Situation



Funding

Internal

- Environmental Levy (Sustainable Transport)
- s7.11 Development Contributions Plan (towards cycleways, bike parking and public domain upgrades in town centres)
- Net Zero Strategy (Sustainable Transport)

External

- Get NSW Active (NSW Government) – walking and cycling
- Strategic Cycleway Corridors Program (NSW Government)
- Australian Government Black Spot and NSW Safer Roads Program (road safety – pedestrian and cycling)



Current Projects

- Rohini Street – Cherry Street, Turrumurra
- Bobbin Head Road, Nth Turrumurra
- Kissing Point Road, Turrumurra
- Killeaton Street, St Ives



Rohini Street – Cherry Street Turramurra

- Get NSW Active co-funded project
- Upgrade of existing pathway to Shared User Path, new lighting, relocate rail corridor fence

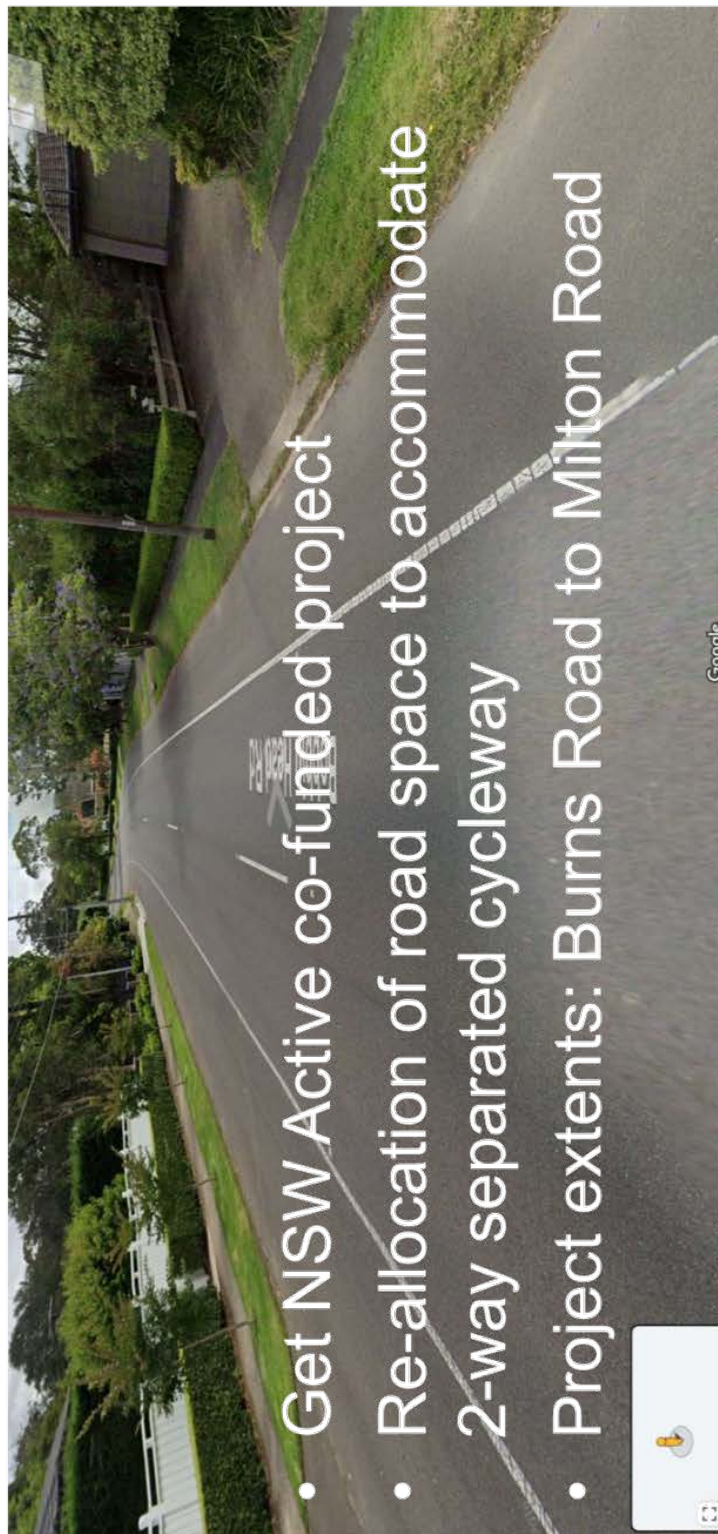


Rohini Street – Cherry Street Turramurra

- Concept Plan:



Bobbin Head Road North Turramurra

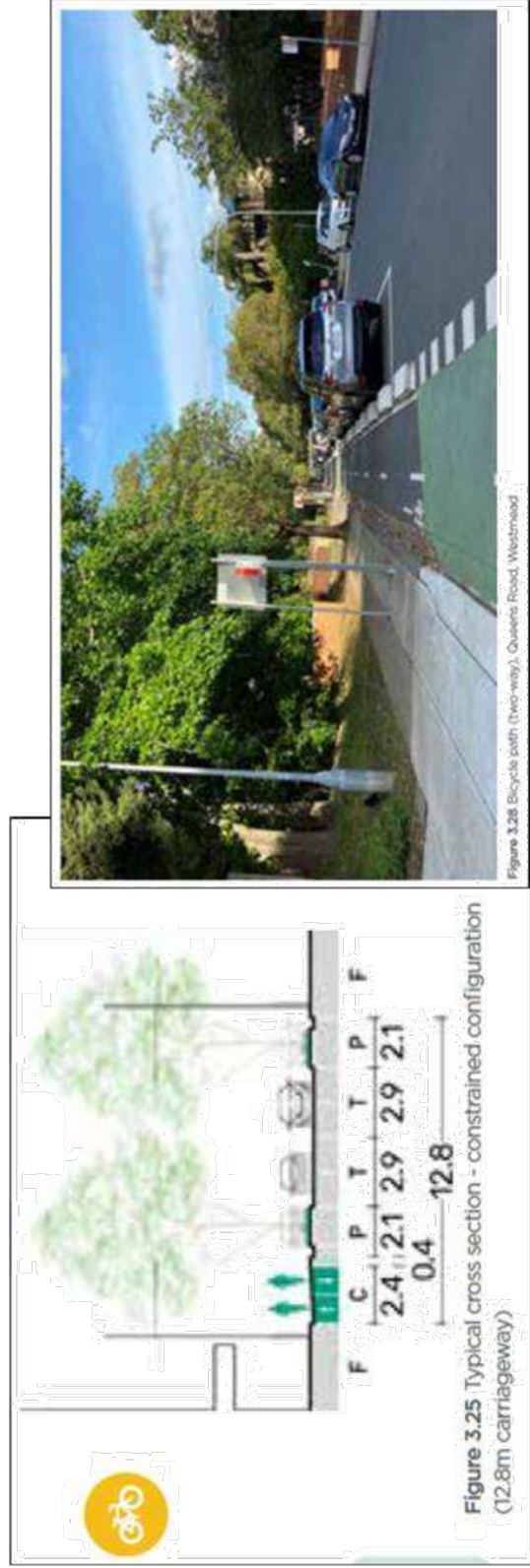


- Get NSW Active co-funded project
- Re-allocation of road space to accommodate 2-way separated cycleway
- Project extents: Burns Road to Milton Road



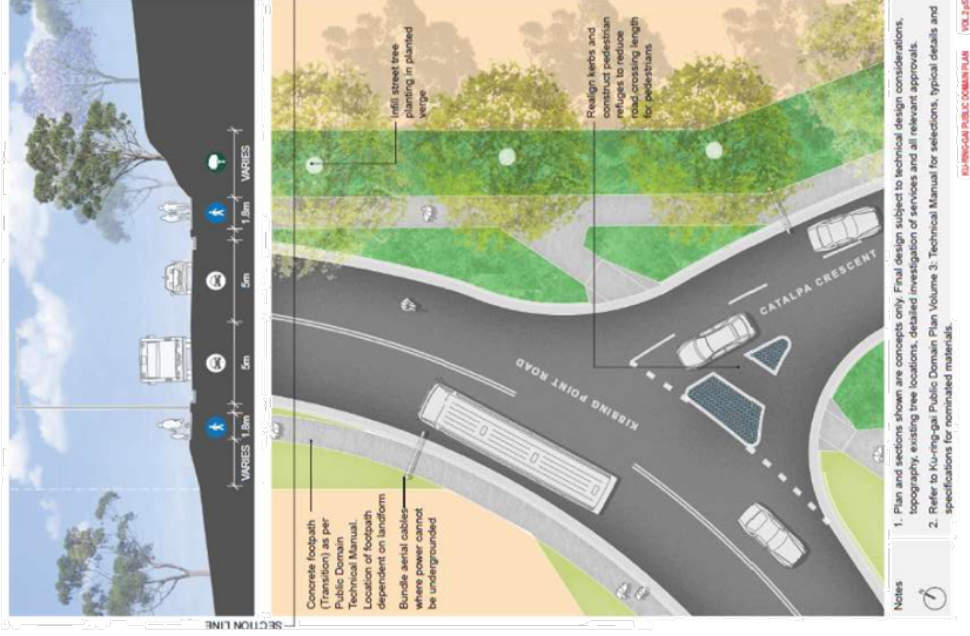
Bobbin Head Road North Turramurra

- Integration with traffic signals at Burns Road
- Improve connectivity to Turramurra North Public School, Ku-ring-gai High School, Samuel King Oval, North Turramurra Recreation Area and North Turramurra Neighbourhood Shops



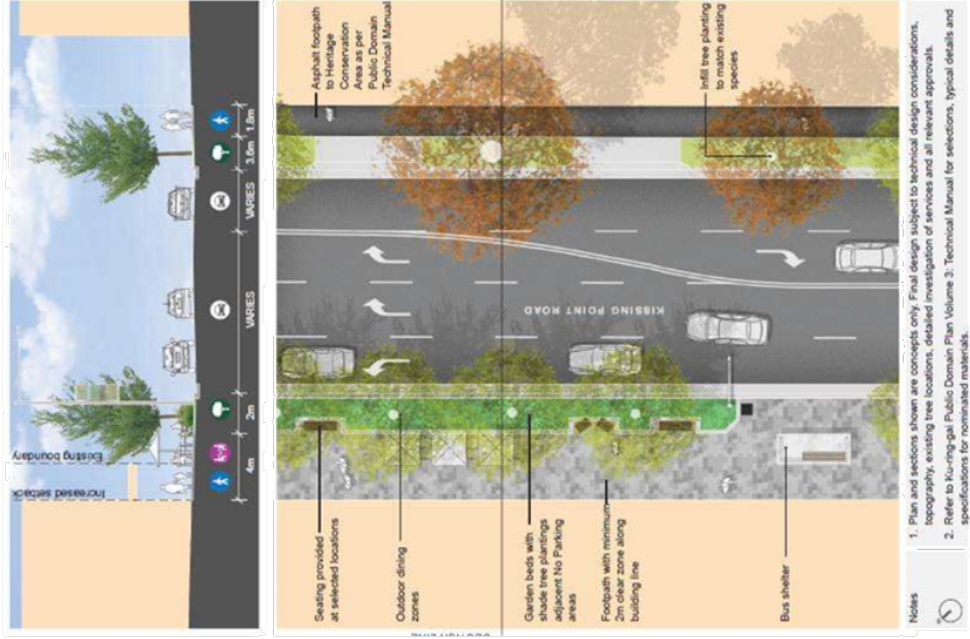
Kissing Point Road Turramurra

- Get NSW Active co-funded project
- Feasibility and Concept design for Shared User Path
- Project extents: Pacific Highway to Catalpa Cr



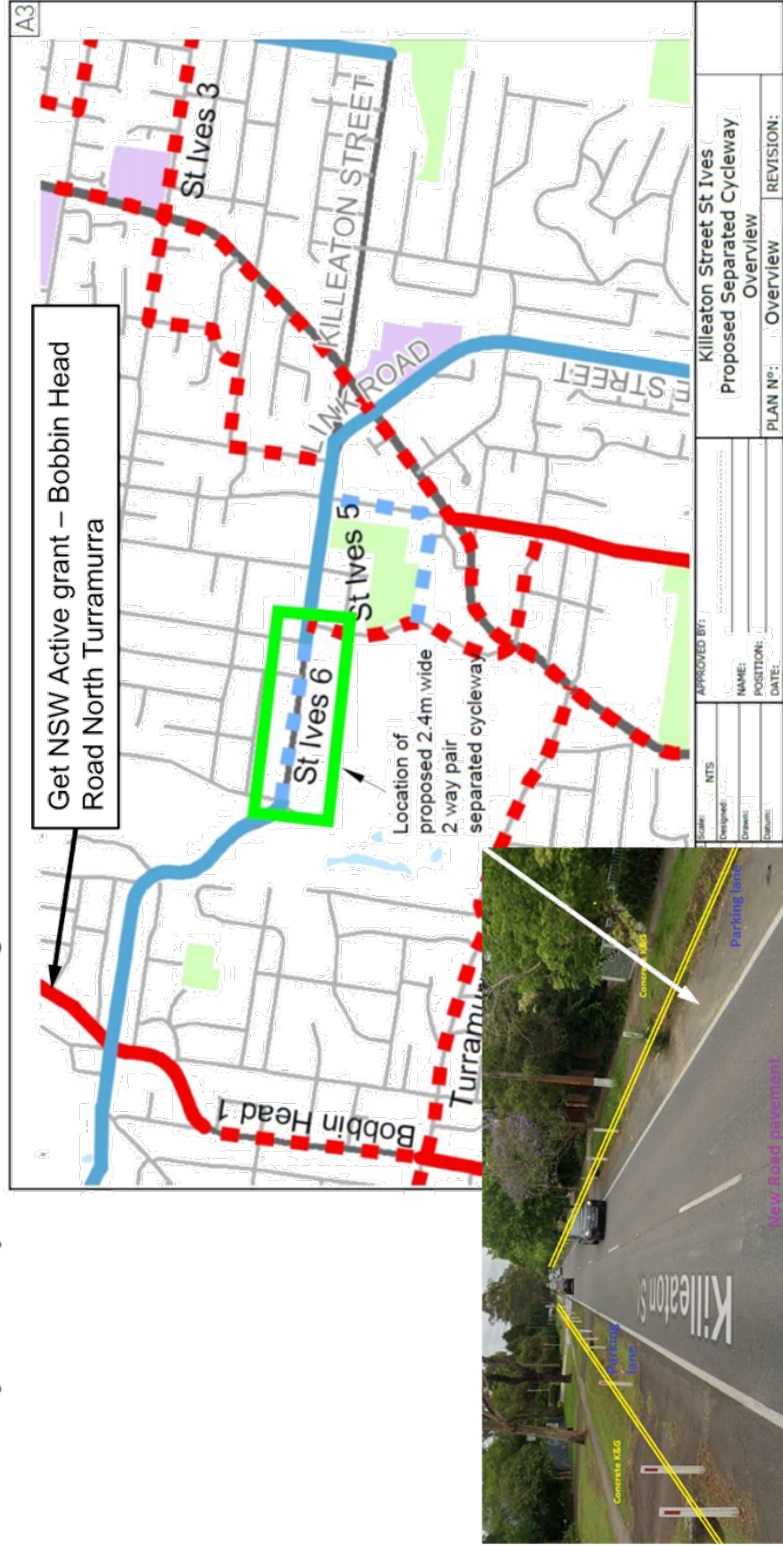
Kissing Point Road Turramurra

- Public Domain Plan upgrades planned
- Project envisages increasing footpath width on eastern / southern side from 1.8m to 2.5m



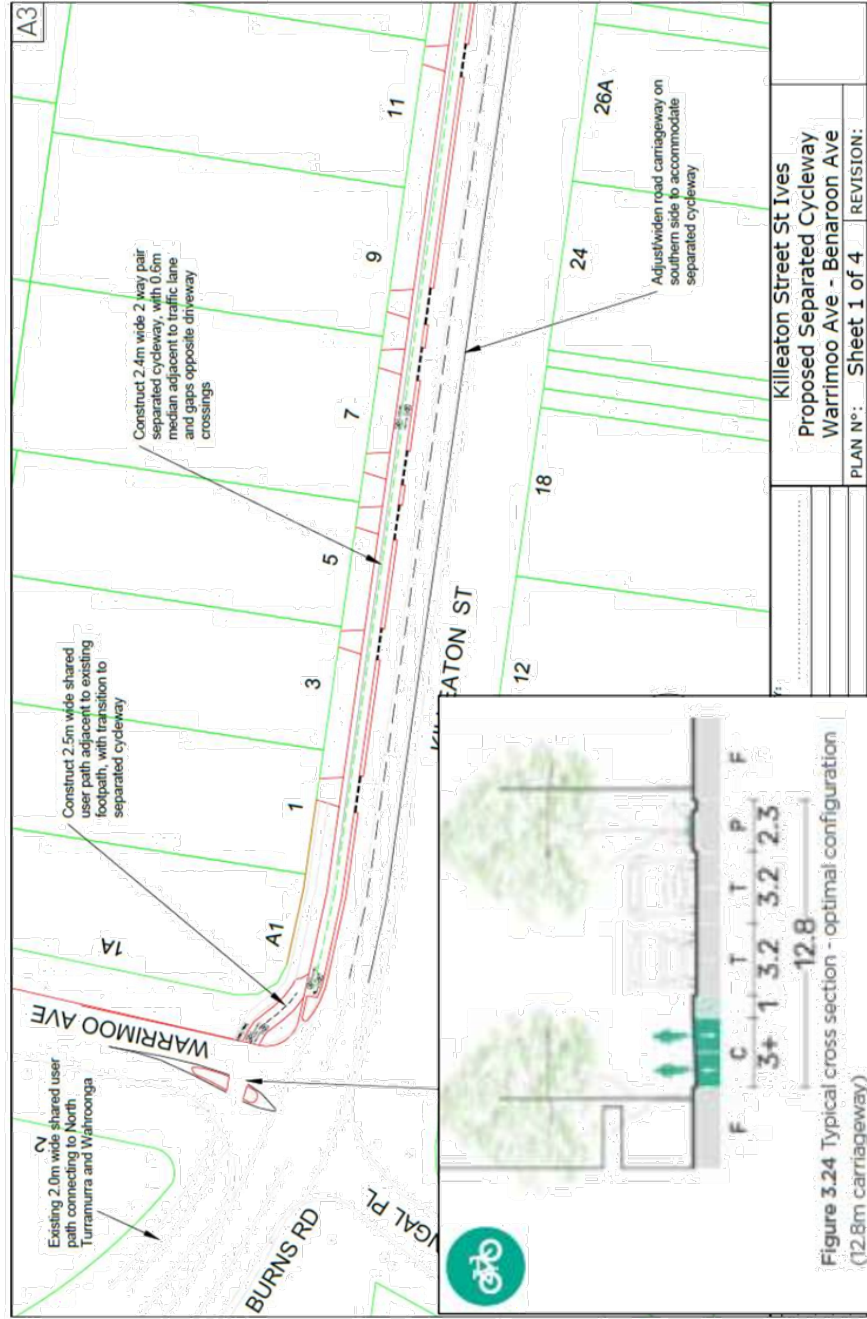
Killeaton Street St Ives

- TfNSW Enhancement Grant, for road rehabilitation
- Scope of design brief extended to include design of separated cycleway, to fill missing link



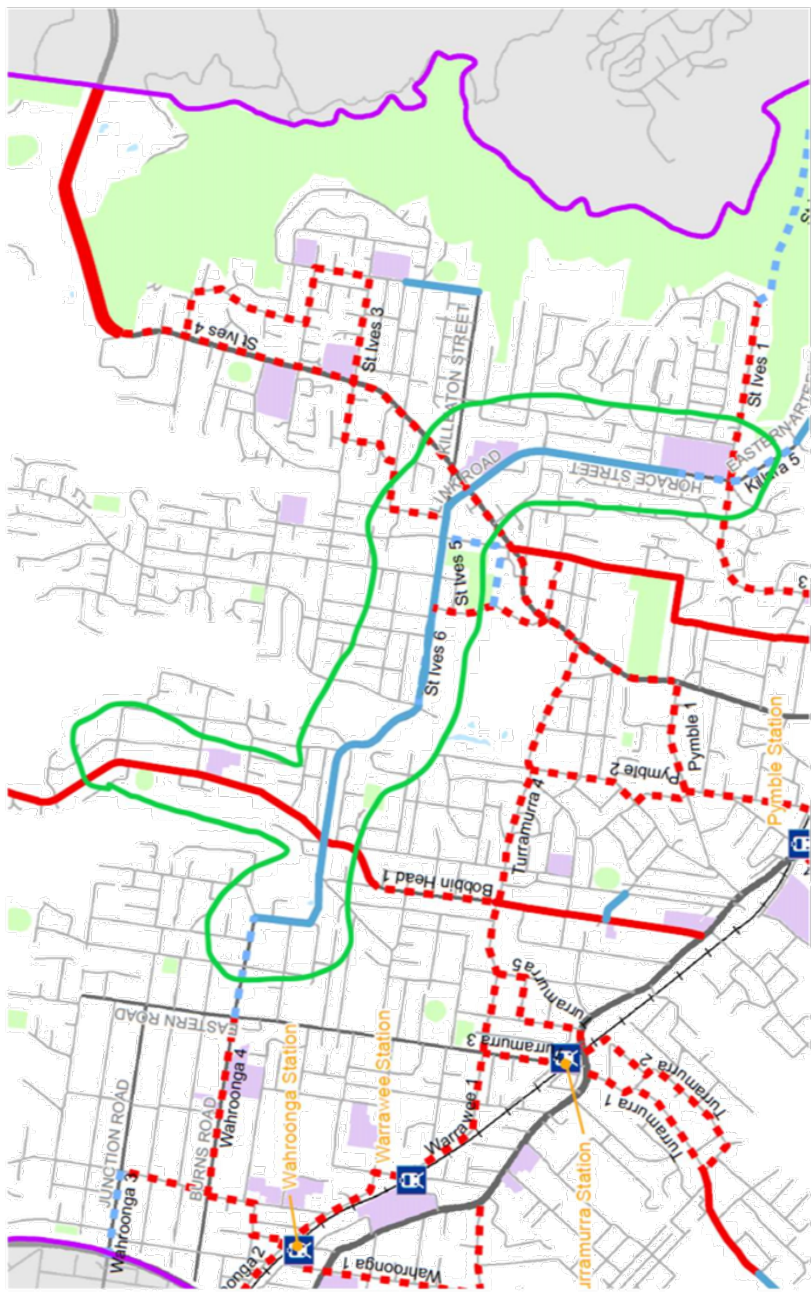
Killeaton Street St Ives

- Target configuration



Killeaton Street St Ives

- With Bobbin Head Road project, separated cycling catchment will better connect Wahroonga / St Ives / North Turramurra communities



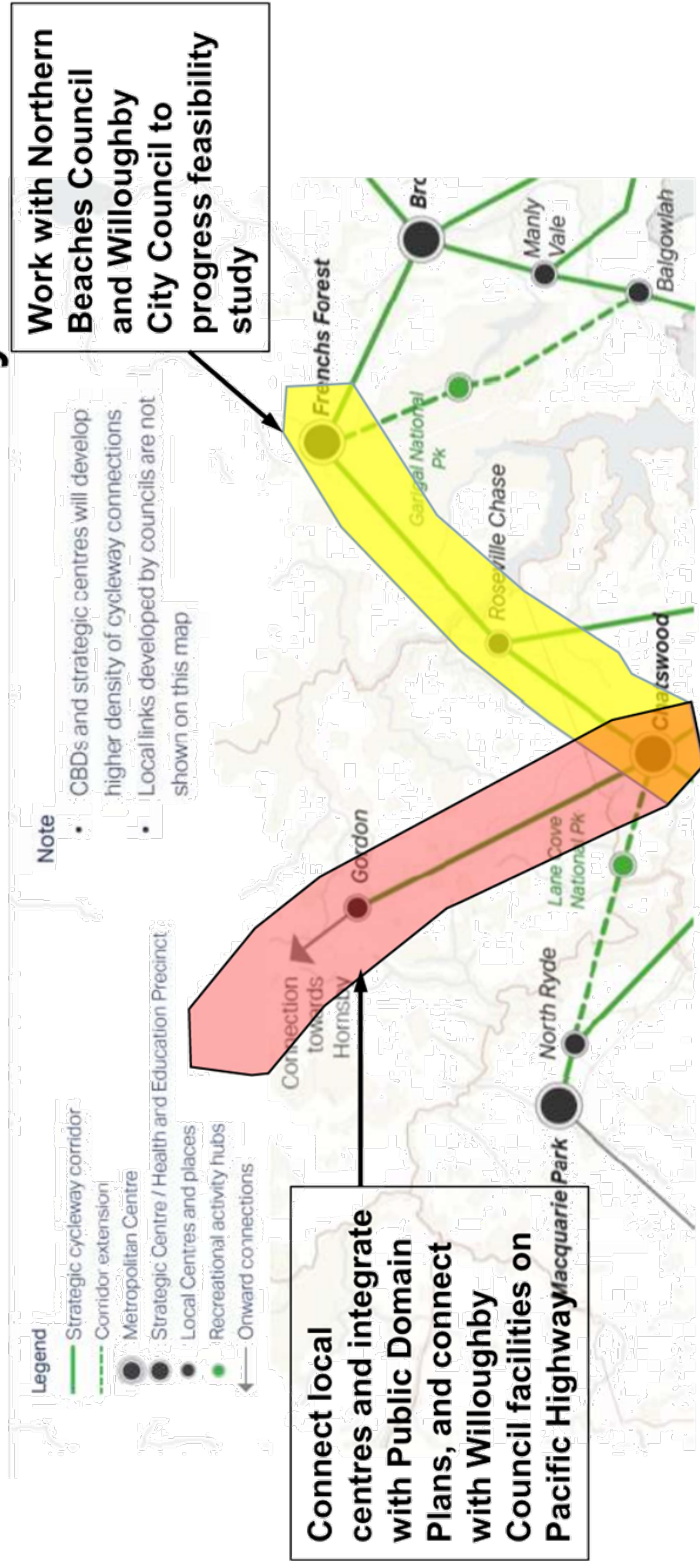
Upcoming Projects

- Coordinate delivery of cycleways and pedestrian facilities with Public Domain Plan:



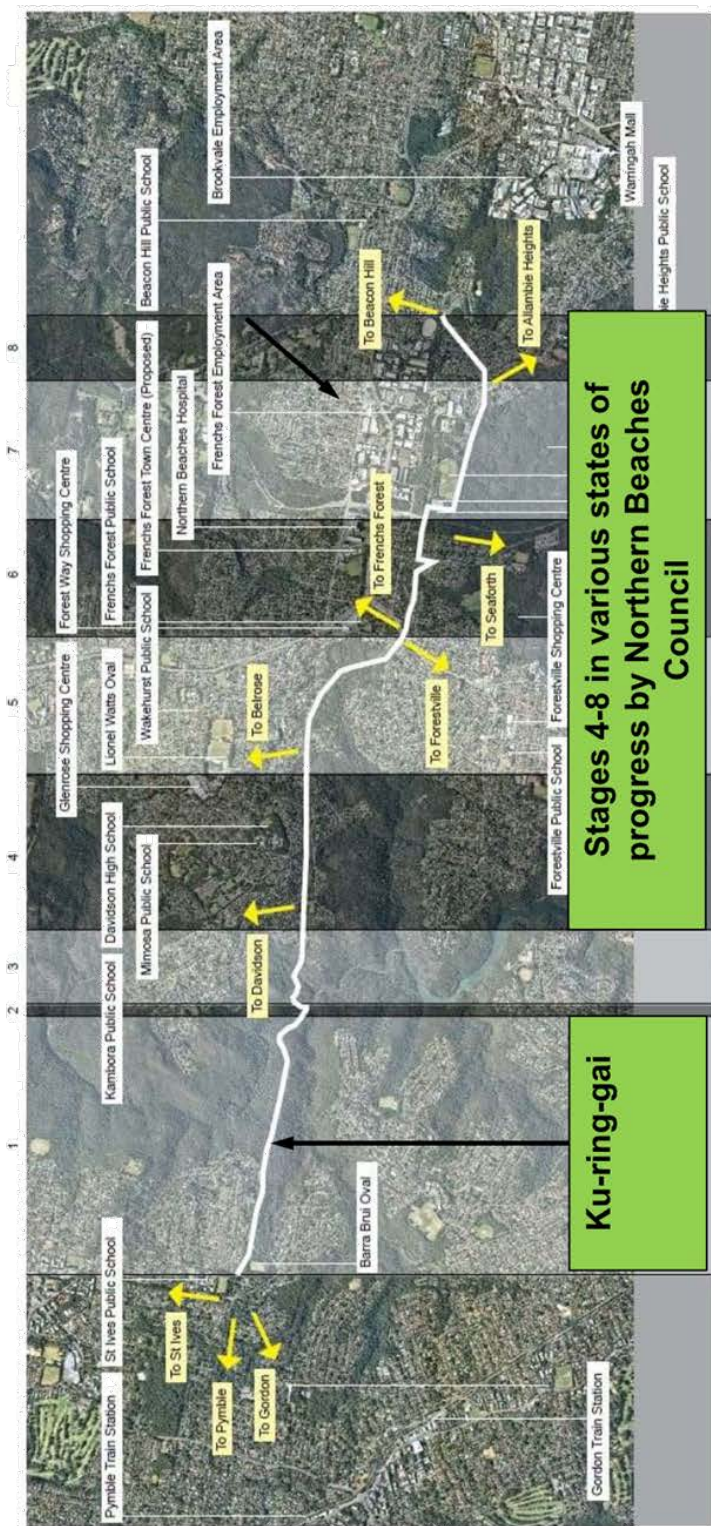
Upcoming Projects

- Capitalise on TfNSW's Strategic Cycleway Corridors for Eastern Harbour City:



Upcoming Projects

- Pipeline Project (Northern Beaches Council/Ku-ring-gai Council) – early discussions to continue facility to St Ives across Middle Harbour



EDUCATION PROGRAMS

BACKGROUND:

In Council's Delivery Plan and Operational Plan, one of the actions in the Transport theme is to deliver education and awareness programs focused walking and cycling can promote alternatives to car use, so that the community is informed and educated about transport options and encouraged to use active and alternative forms of transport.

COMMENTS:

Decades ago, the majority of students walked or cycled to school, but the proportion today is quite low. By increasing awareness and education, there is the potential to change travel behaviour and increase active transport participation.

Possible actions for discussion include:

- Education programs for young and adult cyclists, and others. These can include confidence coaching of riders. Coaching sessions conducted by Bike North are underway in neighbouring council areas.
- Communication to Ku-ring-gai residents of those cycling and walking facilities that are already available.
- Promotion of travel time and cost savings of cycling and health benefits of walking and cycling.
- Awareness of existing conditions: organising a ride around the municipality with members of the Committee and local MPs, to raised understanding what works well and what could be improved.
- Promotion of e-bikes, as a mode of travel that overcomes some of the perceived barriers to cycling (hills, sweatiness, fitness/ability etc)
- Ways to assist and encourage mode shift from cars to active transport, and how to encourage and assist commuting by active transport.

RECOMMENDATION

That education and awareness programs be investigated and reported back to the next meeting.

Joseph Piccoli
Strategic Traffic Engineer