



WILLOUGHBY CITY COUNCIL

**MINUTES OF MEETING**

**MEETING NAME:** Bicycle Consultative Committee 1/ 2019  
**LOCATION HELD:** Banksia Room  
**MEETING CHAIR:** Councillor Wendy Norton  
**DATE OF MEETING:** 12 February 2019  
**TIME OF MEETING:** 6 pm to 7.15 pm

---

The Terms of Reference for the Bicycle Consultative Committee are provided in Attachment A.

**1. PRESENT:**

Clr Wendy Norton	Councillor Willoughby City Council (Chair)
Yaffa Gould	Bike North
Carolyn New	Bike North
Russ Webber	Northshore Bicycle Group
Nada Curac	Royal North Shore Hospital - Health Promotions Officer
Tony Richards	Community Delegate

**2. APOLOGIES:**

Clr Craig Campbell	Councillor Willoughby City Council
Cotter Erickson	Community Delegate

**3. OFFICERS IN ATTENDANCE:**

Gordon Farrelly	Traffic and Transport Team Leader
-----------------	-----------------------------------

**4. DECLARATIONS OF INTEREST:**

Refer Code of Conduct:-

[Code of Conduct - Community Representatives](#)

[Code of Conduct - Councillors and Council Staff](#)

There were no disclosures of interest for the attendees.

**5. ACCEPTANCE OF THE PREVIOUS MINUTES:**

The last Bicycle Consultative Committee was held on 28 November 2018. The minutes of the meeting were adopted by Council at its meeting on 11 February 2019. A copy of the Council report is provided below.

**12.3 MINUTES - BICYCLE CONSULTATIVE COMMITTEE (3/2018) HELD ON 28 NOVEMBER 2018**

<b>ATTACHMENTS:</b>	<b>1. IMPLICATIONS 2. MINUTES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>GREG MCDONALD – PLANNING &amp; INFRASTRUCTURE DIRECTOR</b>
<b>AUTHOR:</b>	<b>GORDON FARRELLY – TRAFFIC AND TRANSPORT TEAM LEADER</b>
<b>CITY STRATEGY OUTCOME:</b>	<b>2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY</b>
<b>MEETING DATE:</b>	<b>11 FEBRUARY 2019</b>

---

**PURPOSE OF REPORT**

To advise Council of the outcome of the Bicycle Consultative Committee Meeting held on 28 November 2018.

**RESOLUTION**

**That Council receive and adopt the recommendations arising from the 28 November 2018 Bicycle Consultative Committee Meeting.**

**MOVED COUNCILLOR ERIKSSON**

**SECONDED COUNCILLOR MUSTACA**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Campbell, Coppock, Eriksson, Fernandez, Mustaca, Norton, Rozos, Rutherford, Saville, Tuon, Wright and Zhu.

**Against:** Nil

The minutes of the Bicycle Consultative Committee meeting held on 28 November 2019 (3/2018) can be found on Council's website.

**Discussion**

Members accepted the minutes from the meeting of 28 November 2018. There were no amendments to the Minutes.

**Committee Recommendation**

**That Council note that the Bicycle Consultative Committee has adopted the minutes of the meeting on 28 November 2018 as a true and accurate record.**

**Moved** by Yaffa Gould  
**Seconded** by Carolyn New.  
**CARRIED** unanimously.

## **6. BUSINESS ARISING FROM THE MINUTES (INCLUDE ACTION):**

### **6.1 Review of Council Advisory Committees including Bicycle Consultative Committee**

Councillor Norton informed the Committee that the report was considered by Council at its meeting on 11 February 2019. Councillor Norton thanked Carolyn New for her attendance and addressing the Council.

Councillor Norton provided a brief outline of the Council resolution, which is provided below:

#### **That Council:**

**Note feedback from members of Advisory Committees during the most recent round of workshops.**

**Endorse the draft framework outlined in section 4.3 of this report for further development and a report back to Council in August 2019 which includes the framework, a draft policy and model terms of reference.**

**Endorse the continuation of advisory committees for the current term of Council. Endorse the purpose of Advisory Committees of Council as providing technical advice and expertise on Council's strategic priorities.**

**Endorse the re-establishment of Advisory Committees post the next ordinary local government elections in September 2020, that provide specialist technical advice to help achieve the incoming Council's strategic priorities.**

#### **Discussion**

Members noted the Council resolution and were pleased that the Bicycle Consultative Committee would continue to operate based on its Terms of Reference.

#### **Committee Recommendation**

**That Council note that the Bicycle Consultative Committee unanimously support the retention and on-going operation of the committee.**

**Moved** by Tony Richards  
**Seconded** by Russ Webber  
**CARRIED** unanimously.

### **6.2 Bicycle Projects being progressed**

Gordon Farrelly outlined the status of the delivery of each of the projects:

- Improving the cycling route between Chatswood Park and Johnson Street at Orchard Road and Johnson Street.

Members were informed that the pedestrian and bicyclist crossing improvements; including an improved refuge and integration of cyclist facilities in Orchard Road, on the southern side of Johnson Street, was completed in January 2019.

- Improving the cycling route between Centennial Avenue, Chatswood and Johnson Street, Willoughby.

Members were informed that community engagement is complete on a bicycle route upgrade from Centennial Street to Johnson Street. The proposed changes will be considered at the Local Traffic Committee on 20 February 2019.

The project will be funded through Council's Transport Active Footpath program Project Number: 301121. Subject to Council approval works are targeted to be complete prior to 30 June 2019.

- Thomas Street Car Park – Status of Bicycle Facilities

Council officers from the Traffic and Transport team are working with Property and Construction Services team to make the bicycle parking facilities available to the public.

Members were informed that a request for quotes for a consultant brief to develop an operation plan to support Council to make the bicycle facilities available to the community and support on-going management activities is closed and no submissions were received.

The project will be funded through Council's Transport Active Footpath program Project Number: 301277. The operation plan is targeted to be complete prior to 30 June 2019.

### **Discussion**

Delivery options for the Thomas Street Car Park project were discussed. The options will be investigated and, where appropriate, initiated to progress this project.

*Subsequent to the meeting a late submission was received from GHD on 13 February 2019 to undertake the Thomas Street Car Park project. The submission has been reviewed and is considered acceptable. Approval to the contract to proceed with the project is being sought.*

- Artarmon Bicycle Route study and community consultation

Members were informed that community engagement is complete on a bicycle study of the route connecting Pacific Highway, Gore Hill with Herbert Street, St Leonards and Gore Hill Freeway, Artarmon. The proposed changes will be considered at the Local Traffic Committee on 20 February 2019.

Subject to Council approval on-road line marking, signposting and pavement marking works are targeted to be complete prior to 30 June 2019.

The project will be funded through Council's Transport Active Footpath program Project Number: 301121. Civil works for the shared paths is targeted for 2019/2020 subject to funding approval.

- Castle Cove and Chatswood Bicycle Route study

Members were informed that Jacobs has been appointed to undertake a bicycle study of the route connecting Castle Cove and High Street, Chatswood.

The project will be funded through Council's Transport Active Footpath program Project Number: 301130. The study is targeted to be complete prior to 30 June 2019.

- Pacific Highway Shared Path Bicycle Route study

Members were informed that AECOM has been appointed to undertake a bicycle study of the route connecting Mowbray Road, Chatswood and Herbert Street, St Leonards.

The project will be funded through Council's Transport Active Footpath program Project Number: 301126. The study is targeted to be complete prior to 30 June 2019.

- The Principal Bicycle Network Route study

Members were informed that GTA has been appointed to undertake a bicycle study of the route connecting Chatswood Central Business District and Pacific Highway, St Leonards.

The project will be funded through Council's Transport Active Footpath program Project Numbers: 301117/ 301120. The study is targeted to be complete prior to 30 June 2019.

### **Discussion**

Members noted the status of the delivery of each project.

### **Committee Recommendation**

**That Council note that the Bicycle Consultative Committee notes the status in the delivery of projects.**

**Moved** by Yaffa Gould

**Seconded** by Nada Curac.

**CARRIED** unanimously

### **6.3 Sydney Metro - Chatswood Bicycling and Walking Wayfinding.**

Members were informed that Council has provided input into the development of a network of bicycle and pedestrian routes for provision of direction signs (also known as wayfinding) within a 1 kilometre radius of Chatswood Transport Interchange.

### **Discussion**

Members noted that Council's view was that existing bicycle direction signposting would be retained and, if appropriate, improved. The direction signposting implemented would utilise Austroads Guidelines to align with the nationally agreed approach.

### **Committee Recommendation**

**That Council note that the Bicycle Consultative Committee notes the status in the delivery of this project.**

**Moved** by Yaffa Gould  
**Seconded** by Clr Norton.  
**CARRIED** unanimously.

## **7. PROMOTIONAL, EDUCATION AND AWARENESS PROGRAM NEW BUSINESS**

### **7.1 JANUARY TO JUNE 2019 EDUCATIONAL ACTIVITIES**

Members were informed that Willoughby City Council's sustainable education activities have been finalised for January to June 2019. These are published in Willoughby City Council's *Live Well in Willoughby* Booklet and on Diary Dates on the Willoughby City Council Website.

<http://www.willoughby.nsw.gov.au/willoughbycityguide/LiveWellJanjun2019/html5/index.html?page=1&noflash>

Activities to be scheduled;

- Bicycle Maintenance Made Easy – The next workshop is scheduled on 7 March 2019
- School Holiday Bike and Bush Adventure - The next 2 events are scheduled on 15 and 16 April 2019
- Kicking the Training Wheels - The next event is scheduled on 17 April 2019
- Ride High - The next 2 events are scheduled on 15 and 16 April 2019
- Ride Safe - The next event is scheduled on 17 April 2019
- Share the Path with Lane Cove Council and North Sydney Council scheduled below:
  - Wednesday 6 February 2019 – North Sydney Council
  - Wednesday 6 March 2019 – Willoughby City Council
  - Wednesday 3 April 2019 – Lane Cove Council
  - Wednesday 1 May 2019 - North Sydney Council
  - Wednesday 5 June 2019 - Willoughby City Council
  - Wednesday 3 July 2019 – Lane Cove Council

The site for booking events via Diary Dates <http://www.willoughby.nsw.gov.au/Whats-On/willoughby-diary-dates/>

### **Discussion**

Members noted the range of education and information initiatives planned during the period

### **Committee Recommendation**

**That Council note the progress of the program.**

**Moved** by Clr Norton  
**Seconded** by Carolyn New.  
**CARRIED** unanimously.

## 8. FORMAL ITEMS FOR CONSIDERATION

### 8.1 Bicycle Projects Being Progressed

*Mowbray Road to Victoria Avenue, Chatswood Route upgrade*

Members were informed that a concept design is underway along Devonshire Street, Johnson Street, Claude Street and Spring Street to improve an existing bicycle route to remove gaps and formalise the bike route to enhance safety and reduce travel time

The works are likely to include on-road line marking, signposting, pavement marking and bicycle lanterns at existing traffic signals. On-road line marking, signposting and pavement marking works are targeted to be complete in 2018/ 2019. The project will be funded through Council's Transport Active Footpath program Project Numbers: 300975. Works relating to changes to traffic signals is targeted for 2019/ 2020 subject to funding approval.

#### **Discussion**

Members noted the range of education and information initiatives planned during the period

#### **Committee Recommendation**

**That Council note the progress of the program.**

**Moved** by Russ Webber  
**Seconded** by Yaffa Gould.  
**CARRIED** unanimously.

## 9. STATUS OF REQUESTS FROM PREVIOUS MEETINGS

The section of the business paper is to provide feedback on issues and requests made by Committee members at meetings. These requests are logged in Council's customer request system.

The issue and requests register is provided in Attachment B.

#### **Discussion**

Members noted the range of education and information initiatives planned during the period

#### **Committee Recommendation**

**That Council note the progress of the program.**

**Moved** by Clr Norton  
**Seconded** by Russ Webber.  
**CARRIED** unanimously.

## 9. GENERAL BUSINESS:

### 9.1 Bicycle incident on shared path in Artarmon Oval

Russ Weber advised the committee of a recent incident on the shared path in Artarmon Oval. It was highlighted that a contributing factor may have been that the pavement condition at the corner being slippery.

Russ Webber agreed to provide advice on and the location of, the incident. Information was received on 13 February 2019, refer to Attachment C.

Gordon Farrelly agreed to investigate the location, discuss with appropriate areas within Council and determine what, if anything, can done to improve bicyclist safety.

#### **Committee Recommendation**

**That Council note the incident and that investigation will be undertaken to improve the safety of bicyclists in this location.**

**Moved** by Yaffa Gould

**Seconded** by Carolyn New.

**CARRIED** unanimously.

### 9.2 Bicycle management at, or around, construction worksites

Carolyn New outlined an issue forwarded to her from a Bike North member concerning an experience at a construction site. It is understood that the bicyclist was on a bike route and the road was closed for construction purposes. The problem was that bicyclist became lost trying to return to the bike route as there were no detour signs for the bicyclist to use.

#### **Discussion**

Members were advised that Construction Traffic Management Plans and Traffic Control Plans are developed to manage the safe movement of all road users at construction sites on, or impacting, the road and footpath networks. The needs of bicyclists are considered in Council's advice to proponents.

Gordon Farrelly agreed to investigate what additional actions could be incorporated into Construction Traffic Management Plans and Traffic Control Plans to support the safe and stress free movement of bicyclists at, or around, construction sites.

#### **Committee Recommendation**

**That Council note the incident and that investigation will be undertaken to improve the safe and stress free movement of bicyclists at, or around, construction sites through improvements to Construction Traffic Management Plans and Traffic Control Plans.**

**Moved** by Russ Webber

**Seconded** by Yaffa Gould.

**CARRIED** unanimously.



**10. NEXT MEETING:**

The next Bicycle Consultative Committee will be held on **Tuesday 14 May 2019** subject to Council's decision on the *Review of Council Advisory Committees*.

The meeting remaining dates in 2019 are as follows:

- Tuesday 13 August 2019
- Tuesday 12 November 2019

**11. MEETING CLOSE:**

The meeting ended at 7.15 pm.



## **WILLOUGHBY CITY COUNCIL BICYCLE CONSULTATIVE COMMITTEE TERMS OF REFERENCE – NOVEMBER 2016**

### **Objectives**

The objectives of the Committee are:

- To develop strategies to increase the modal share of cycling to help achieve Council's objectives of:
  - Increasing the use of alternative modes of transport to the motor vehicle, and,
  - Reducing the impact of private motor vehicles on the city and region.
- To develop partnerships with Cycling Groups, Police, Roads and Maritime Services and within Council to enable the provision of improved cycle facilities and increased rates of cycling;
- To extend both on road and off road facilities where possible within the Willoughby LGA to provide a comprehensive and connected bicycle network that meets the needs of cyclists of all competencies and ages and links with the wider metropolitan network;
- To create a safe environment for cycling within the Willoughby LGA;
- To assist Council to integrate cycling into transport and land use planning;
- To actively promote Council's existing cycleway network and services and to raise the community's awareness of cycling and its uptake for both recreation and as an alternative mode of transport;
- To champion the needs of cyclists within the Willoughby LGA with respect to the provision of services and infrastructure;
- To achieve the integration of Council's bicycle program across Council's operational areas i.e. Open Space, Engineering Services, Development & Strategic Planning and Community Services etc; and
- To provide feedback on Council's performance in the delivery of cycling infrastructure, services and promotion.

### **Membership**

The membership of the Committee to consist of:

- A minimum of 1 Councillor;
- 5 to 8 community representatives (including at least 2 representatives from bicycle user groups and 1 representing pedestrian interests, for example a member of the Access Committee); and
- 1 representative of the Willoughby City Council Traffic & Transport Group (in advisory/administrative role).

The quorum for the Committee is half the actual number of Community representatives plus one. Attendance at meetings by at least one Councillor, to act as Chair, is mandatory.

### **Meeting Frequency**

The Bicycle Committee will meet 4 times per year with each meeting to have an over-riding theme. Meeting duration to not exceed 2 hours.

<b>MEETING DATE</b>	<b>ISSUE AND REQUEST</b>	<b>COMMENTS</b>	<b>STATUS</b>
May 2017	Bicycle Counts	A report will be developed to prioritise and identify a strategic cost for a data collection program. Council will be requested to approve funding to deliver a data collection program following completion of the report.	Commenced
November 2018	Frank Channon Walk	Council asks committee members to provide any feedback they may have on the performance of the new routes, and to advise on the potential to formalise the routes as permanent links within our Bike Plan.	On-going

Hi Gordon

I raised this matter at yesterday evening's meeting regarding a cyclist crashing last December 20. This is the reference on the sydneycyclist website .....

<http://www.sydneycyclist.com/forum/topics/artarmon-oval-slippery-corner-on-shared-path>

I would appreciate this matter being addressed.  
Thanks.

Regards  
Russ

Artarmon Oval slippery corner on shared path - Sydney Cyclist

Another rider came down on the slippery corner this morning just after 6 am and an ambulance had to be called, he was in a lot of pain from what looked like a dislocated / broken bone around his left elbow.

Can everyone who rides through there please email the council [email@willoughby.nsw.gov.au](mailto:email@willoughby.nsw.gov.au) and ask them to do something about that corner (fix the camber or at a minimum some signage), riders regularly come off there after rain or in winter as the corner is constantly shaded which allow moss to grow on the path.

I've sent a few complaints over the years but we need a lot of people to complain for anything to happen,

Picture for location:

