I wish to inform you that the SUSTAINABLE TRANSPORT REFERENCE GROUP will be held in the Ros Crichton Pavilion, North Sydney at 6pm on Monday 25 February 2013 when your attendance is requested.

Your attention is directed to the accompanying statement of the business proposed to be transacted at such meeting.

PENNY HOLLOWAY
GENERAL MANAGER

BUSINESS

1. Minutes
   Confirmation of Minutes of the previous Active Transport Subcommittee Meeting held on 2 November 2012.
   (Circulated)
2. **ST01: Draft Charter - Sustainable Transport Reference Group**

Report of Ian Curry, Governance Co-ordinator

Attached to this report is the draft Charter for the Sustainable Transport Reference Group.

The Charter was approved by the Governance Committee at its meeting on 11 February 2013 however has not yet been formally approved by Council due to a Rescission Motion lodged with respect to the Minutes of that meeting following the Council (Assessments) meeting on 18 February 2013. The draft Charter is reported to the Reference Group for information.

**Recommending:**

1. THAT the draft Charter for the Sustainable Transport Reference Group be noted.
2. THAT a further report be submitted once the Charter has been formally adopted by Council.

3. **ST02: North Sydney Community Strategic Plan 2020 Vision Review**

Report of Katrina Furjanic, Acting Manager Corporate Planning and Governance

This report provides an overview of the review of the Community Strategic Plan known as the 2020 Vision, North Sydney Community Strategic Plan 2009-2020. In accordance with legislative requirements, the Community Strategic Plan must be reviewed every four years. Each newly elected council must complete the review by 30 June in the year following the local government elections.

In addition to reviewing the Community Strategic Plan, Council must also review by 30 June 2013, its accompanying Resourcing Strategy including Long Term Financial Plan, Asset Management Strategy and Workforce Strategy, as well as a four year Delivery Program and prepare its Operational Plan and budget for 2013/14.

**Recommending:**

1. THAT the report be received

4. **ST03: Bannerman Street at Shellcove Road - Bicycle Facilities**

Report of Michaela Kemp, Traffic Engineer

At the 76th Meeting of the Active Transport Bicycle Subcommittee held on 1 July 2011 a representative from Bike North raised an item with regards to a pinch point near the intersection of Bannerman Street and Shellcove Road. There was a suggestion to remove the island at Shellcove Road and Bannerman Street and install a formal concrete barrier as well as narrow the southern side of the island.

This report details the investigation by Council staff and proposed treatments.

**Recommending:**

1. THAT the Sustainable Transport Reference Group endorse the plan for modifications to the bicycle facilities in Bannerman Street near Shellcove Road and Harriette Street and the matter be referred to the Traffic Committee for approval.
5. **ST04: Minutes of the 26\textsuperscript{th} North Shore Regional Pedestrian and Bicycle Committee Meeting - 18 October 2012**

Report of Michaela Kemp, Traffic Engineer

The 26\textsuperscript{th} Meeting of the North Shore Regional Pedestrian and Bicycle Committee was held on 18 October 2012 at Lane Cove Council. The minutes of the meeting are attached. Attachments to the minutes can be provided on request.

The next meeting is scheduled for 10.15am on 21 February 2012 and will be hosted by Lane Cove Council.

**Recommending:**
1. THAT the information be received.

6. **ST05: Various Bicycle and Pedestrian Matters - Responses from NSW Government**

Report of Michaela Kemp, Traffic Engineer

At the former Combined 36\textsuperscript{th} meeting of the Active Transport Pedestrian Subcommittee and 78\textsuperscript{th} meeting of the Active Transport Bicycle Subcommittee held on 4 November 2011 it was resolved:

**THAT** Council write to the (Roads Minister) requesting head-start storage boxes at all signalised intersections

**THAT** the Mayor write to the Roads Minister regarding to allow Council to have the discretion to set a reduced speed limit in laneways

With regard to bike parking at train stations and other transport nodes:

**THAT** Council write to the Minister of Transport regarding this matter

Council has received responses to these letters and the relevant correspondence is attached.

**Recommending:**
1. THAT the information be received.

7. **ST06: Current Sustainable Transport Issues**

Report of Aurelio Lindaya, Manager Traffic Planning

From time to time, sustainable transport related issues are raised with Council. Attached is a list of recommendations made to address current sustainable transport issues.

**Recommending:**
1. THAT the recommendations made to address the current sustainable transport issues be adopted.
827. EPS04: Traffic Committee Minutes - 23 November 2012
82. (4.1) Active Transport Subcommittee Minutes

Report of Michaela Kemp, Traffic Engineer 5 November 2012
The 83rd meeting of the Active Transport Subcommittee was held on the 2 November 2012. The minutes from the meeting are attached.

Recommending:
THAT the recommendations from the 83rd meeting of the Active Transport Subcommittee be adopted.

Resolved to recommend:
1. THAT the recommendations from the 83rd meeting of the Active Transport Subcommittee be adopted.

Voting was unanimous.
NORTH SYDNEY COUNCIL

REPORT OF 83rd ACTIVE TRANSPORT SUB-COMMITTEE

SUBJECT: PROCEEDINGS OF COMMITTEE AT MEETING HELD IN ROS CRICHTON PAVILION, NORTH SYDNEY, ON FRIDAY, 2 NOVEMBER 2012 AT 10.00AM.

PRESENT

Director Engineering and Property Services, Duncan Mitchell in the Chair.

Staff: Duncan Mitchell - Director Engineering and Property Services
       Michaela Kemp - Traffic Engineer
       Stella Stefan - Road Safety and Sustainable Transport Coordinator
       Chris Standen - Sustainable Transport Officer
       Matthew Powell - Traffic Planning Officer
       Ian Curry - Governance Coordinator
       Shari Amery - T/Corporate Administration Officer

Members: Carolyn New - Bicycle NSW
         Caroline Minogue - Bike North
         John Begley - RMS
         Nazli Doraji - RMS
         Garvin Rutherford - representing G. Berejiklian, MP
         Russ Webber - North Shore Bicycle Group
         Bill Northcott - Neutral Precinct
         Erik Paul - Union Precinct
         Shirley Bevan
         Jillian Christie
         Margaret Kearney
         Andrew Fraser
         Louis Thevenin

Apologies were received from The Mayor Councillor Gibson, Councillor Robertson, Councillor Marchandeau and John Meadows.

At the commencement of business (10 am) Councillors present were - Nil
56. Minutes

The Minutes of the previous meeting held on 10 August 2012, copies of which had been previously circulated, were taken as read and confirmed.

Voting was unanimous.

57. Matters Arising from the Minutes

Re: Minute 53 - Bicycle and Pedestrian Budget Allocations 2012/2013
The priority is to develop a comprehensive Integrated Cycling Strategy which will form the basis for the implementation of cycling facilities that adequately address the needs of all cyclists and encourage the uptake of cycling across the LGA, taking into account current best practice and will underpin the future direction of bicycle planning in the North Sydney LGA.

Traffic staff provided the following updates:

Re: Item B1 - Smoothe Park Bike Path
This item is still outstanding.

Re: Item B9 - Wycombe Road kerb ramp
Traffic to follow up this item with the Works section.

Re: Item B17 - St Leonard’s Park
An update was provided on page 25 of the meeting agenda.

Resolved to recommend:
THAT the information be received.

Voting was unanimous.

58. Matters Arising from Council Resolutions and/or Traffic Committee

Duncan Mitchell tabled Council’s submission to the NSW Long Term Masterplan.

Resolved to recommend:
THAT the information be received.

Voting was unanimous.
59. (4.1) Active Transport Sub-committee Items 2010-2012

Traffic Engineer: A list of major Bicycle and Pedestrian Sub-committee items discussed in 2010-2011 is provided in Attachment 2.

**Recommending:**
THAT the information be received.

**Resolved to recommend:**
1. THAT the information (Active Transport Sub-committee Items 2010-2012) be received.

Voting was unanimous.

60. (4.2) Standing Item - Warringah Freeway Shared Use Pathways

**HarbourLink**

Traffic Engineer: There have been no updates from RMS on this project to date. At the last Active Transport Subcommittee meeting on 10 August 2012 it was noted that further progress would depend on what is recommended under the Draft NSW Long Term Transport Master Plan (released September 2012). There is no specific reference to the HarbourLink project in the Draft NSW Long Term Transport Master Plan, however plans for cycling are presented in a broader context and refer to the creation of connected cycling network within a 10km radius of urban centre and a cycling investment program to prioritise and manage cycleway programs. Refer also to item 4.7.

**Recommending:**
THAT the information be received.

The RMS representative advised that Transport for NSW has taken over this project.

**Resolved to recommend:**
1. THAT the information (Warringah Freeway Shared Use Pathways) be received.

Note: Council will make a submission to the RMS regarding this matter.

Voting was unanimous.

61. (4.3) Standing Item - Current Active Transport Projects List (Infrastructure)

Traffic Engineer: These are projects for which funding is available on a prioritised basis over several financial years. A full list is provided in Attachment 3.

**Recommending:**
THAT the information be received.

**Resolved to recommend:**
1. THAT the traffic staff follow up on the progress of Item B1 – Alfred Street South at Lavender Street/ Middlemiss Street
2. THAT consultation on project B3- Atchison Street to West Street, Crows Nest should be extended to adjacent residents
3. THAT the remainder of the information (Current Active Transport Projects List) be received.

Voting was unanimous.

62. (4.4) Standing Item – Active Transport & Road Safety Projects (Non-Infrastructure)

Sustainable Transport Officer and Road Safety and Sustainable Transport Coordinator: Updates are shown below.

<table>
<thead>
<tr>
<th>Project</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free cycling skills/confidence</td>
<td>A Cycling in The City course was run on 16 September as part of NSW Bike Week. The following email was typical of the feedback received:</td>
</tr>
<tr>
<td>courses</td>
<td><em>I participated in the Cycling in the City Course yesterday and just wanted to say how much I really appreciated the course. I feel what was taught was invaluable, and I even rode to work in Balmain from North Sydney this morning (plus intending to ride home again this afternoon of course). Thank you for making this course available to us North Sydney residents, very much appreciated!!!! I feel so much safer and confident to ride on the road, I never would have attempted riding to work without having done this course.</em></td>
</tr>
<tr>
<td>Free bike maintenance workshops</td>
<td>Due to high demand, two workshops were held on Sunday 9 September at the North Sydney Community Centre.</td>
</tr>
<tr>
<td></td>
<td>The next workshop will be at the North Sydney Community Centre on Sunday 9 December.</td>
</tr>
<tr>
<td>Project</td>
<td>Update</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Ride2Work Day Breakfast       | Bradfield Park was transformed into a French village square on Wednesday 17 October for the North Sydney Ride2Work Day Breakfast, when about 2000 hungry commuters were treated to a breakfast of coffee and croissants and entertained with live cafe music. There was also free bike servicing and massage, electric bike demos and games of petanque, as well as information and advice from Bike North, Bicycle NSW and Velosure Insurance. Ride2Work Day is a very effective way of encouraging people to try cycling to work. Last year 38% of people who rode to work for the first time on Ride2Work Day were still doing so five months later. It is also an opportunity for Council to thank people for choosing a low-impact mode of transport for their journeys through North Sydney, and to talk to them about the rules and etiquette for paths and shared paths. Bike riders were invited to sign a pledge committing to:  
(a) slow down and give way to pedestrians,  
(b) try to maintain a one metre distance when passing, and  
(c) warn pedestrians early of their approach (free bicycle bells were given out). |
<p>| Bicycle parking               | A Bicycle Parking Policy is being developed for the North Sydney LGA.                                                                 |
| Transport Access Guides (TAGs) for schools | Transport Access Guides (TAGs) aim to encourage more active travel to school and educate parents and carers on the parking zones found around schools. Following on from the success of the TAG for Neutral Bay Public School, North Sydney Demonstration School accepted an invitation to participate in this program and a Draft leaflet is now complete. Final approval will be sought from the school in late October. Distribution will occur during Term 4. |</p>
<table>
<thead>
<tr>
<th>Project</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors Calendar</td>
<td>North Sydney Council, in conjunction with Lane Cove, Manly, Mosman, Pittwater, Warringah and Willoughby Council’s is producing a Seniors Road Safety Calendar for 2013. The Seniors Road Safety Calendar aims to raise awareness of road safety issues important to seniors and assist in preventing accidents from occurring. The free calendar features important road safety messages each month together with a number of valuable hints that can help reduce risks. Topics include: safety around schools; correct seatbelt positioning and use; sharing the road safely with other drivers, motorcyclists, riders, pedestrians and checking blind spots; understanding bus lane rules; possible affects of medication/alcohol on driving and the need to have regular hearing, eyesight and general health checks. The calendar also includes some useful phone numbers. A launch to promote the calendar and to thank all participating residents will be held on Thursday 29 November at Willoughby Council. It will be distributed through local groups, centres, retirement villages and council facilities.</td>
</tr>
</tbody>
</table>

**Recommending: TH**AT the information be received.

**Re: Ride2Work Day Breakfast**

Bike North congratulated Council staff involved in this event. The theme was well-received.

**Re: Bicycle Parking**

There was discussion about consideration of undercover bicycle parking when selecting locations and consideration of bike racks at schools. The Sustainable Transport Officer advised that Council offers grants to schools for active transport initiatives however it is up to the individual schools to respond to such invitations.

**Re: Transport Access Guides (TAGs) for schools**

A report on this matter is going to the next MANEX meeting and the outcome will be reported back to the Active Transport Sub-committee.

**Re: Seniors Calendar**

There was a suggestion for next year’s calendar to include rules and regulations pertaining to mobility scooters.
Resolved to recommend:
1. THAT the information (Active Transport & Road Safety Projects (Non-Infrastructure)) be received.

63. (4.5) Standing Item - Future Active Transport Projects

Traffic Engineer: These are projects for which funding is not currently available. A full list is provided in Attachment 4.

Re: B7 Middlemiss Street Lighting - A report and cost estimate on requirements to upgrade lighting in the Arthur Street tunnel was obtained by Council staff. An assessment of the tunnel lighting found that the existing lighting is sub-standard and recommends additional luminaires be installed on either side of the tunnel. It should be noted that Council has a limited budget for street lighting upgrades. Council has identified several pedestrian crossings as priorities for lighting upgrades and funding has been allocated accordingly. The suggested works in Arthur Street tunnel will be included in Council's list of street lighting projects waiting funding.

Recommending:
THAT the information be received.

Re: Item B4 - Ennis Road RMS upgrade

RMS submitted a development application which has now come off public exhibition. They will decide whether or not to proceed with the DA. Council has lobbied for end-of-trip bicycle facilities.

Re: Item B7 - Middlemiss Street, Lavender Bay

The RMS stated during discussion of this item that they are able to provide funding for lighting like this and suggested the Council should apply in relation to Middlemiss Street.

Re: Item B13 - Russell Street Wollstonecraft

Traffic staff to follow up on pavement marking.

Re: Item B17 - St Leonards Park

$300,000 in funding has been allocated for this upgrade.

Re: Item B18 - St Leonard's Public Domain Strategy

The RMS will investigate the status of signals at Christie Street.

Resolved to recommend:
1. THAT the information (Future Active Transport Projects) be received.

64. (4.6) Standing Item - Active Transport Items Referred to RMS

Traffic Engineer: Council has written, on behalf of the Sub-committee, to RMS regarding the following issues. A full list is provided in Attachment 5.

Recommending:
THAT the information be received.

Re: Item P3 - Harbour Bridge walkway disabled access

The Human Rights Commission has ordered the work must be undertaken. The RMS will distribute another copy of the order to Sub-committee members.

Re: P4 - Military Road Pedestrian Safety

The RMS advised that the pedestrian crossing time as been increased by 1 or 1.5 seconds at most traffic lights.

The RMS stated that they would find out exactly when the extra times had been implemented and report back at the next Active Transport Sub-committee meeting.

Re: Item B6 - Kirribilli/Milsons Point Speed Limit (Current Projects)

LATM study to be re-sent to RMS.

Re: Item B8 - West Street linemarking

No design or start date as yet. This forms part of the larger bike strategy.

Resolved to recommend:
1. THAT the information (Active Transport Items Referred to RMS) be received.

Voting was unanimous.

65.  (4.7) Draft NSW Long Term Master Plan


Recommending:
THAT the information be received.

Traffic staff will distribute copies of Council’s submission on the Draft NSW Long Term Master Plan to Sub-committee members.

Resolved to recommend:
1. THAT the information (Draft NSW Long Term Master Plan) be received.

Voting was unanimous.

66.  (4.8) Active Transport Subcommittee Charter
Traffic Engineer: The amended Active Transport Subcommittee Charter as discussed at previous meetings is provided in Attachment 6 for formal adoption by the Subcommittee.

**Recommending:**

THAT the Active Transport Subcommittee Charter be adopted.

**Resolved to recommend:**

1. THAT the Charter be deferred until the next meeting so members can consider the content of the Charter.

**67. General Business**

The southern end of Undercliff Street/ Aubin Street near the walkway to Kurraba Road and the corner of Hayes Street and Kurraba Road need directional walkway signage to Neutral Bay Wharf.

The Regional Bike Committee meeting minutes will be tabled at the next Active Transport Sub-committee meeting.

Russ Webber to provide a list of achievements and highlights of the Active Transport Sub-committee and distribute the list to all members.

Traffic staff to provide members with a link to the Federal Government’s Discussion Paper on Active Transport.

Duncan Mitchell will discuss the concerns raised by Sub-committee members at the Councillor Workshop on the Review of Committee and Reference Group Structures.

There was discussion about lobbying all Councillors prior to the workshop to continue the Active Transport Sub-committee and the possibility of removing it from being an off-shoot of the Traffic Committee.

The RMS advised that Council may apply for funding through the Traffic Route Light Subsidy Scheme.

Bike North informed the Sub-committee that the Federal Government has released a draft report for discussion on Walking, Riding and Access to Public Transport. The report can be viewed at:


**68. Next Meeting Dates**

To be confirmed.
SUBJECT: Draft Charter - Sustainable Transport Reference Group

AUTHOR: Ian Curry, Governance Co-ordinator

EXECUTIVE SUMMARY:

Attached to this report is the draft Charter for the Sustainable Transport Reference Group.

The Charter was approved by the Governance Committee at its meeting on 11 February 2013 however has not yet been formally approved by Council due to a Rescission Motion lodged with respect to the Minutes of that meeting following the Council (Assessments) meeting on 18 February 2013.

The draft Charter is reported to the Reference Group for information.

RECOMMENDATION:

1. THAT the draft Charter for the Sustainable Transport Reference Group be noted.
2. THAT a further report be submitted once the Charter has been formally adopted by Council.

Signed: ______________________________

Endorsed by: __________________________
Director – Corporate Services
LINK TO DELIVERY PROGRAM

The relationship with the Delivery Program is as follows:

Direction:  5. Our Civic Leadership
Goal:  5.4 Ensure the organisation is effective and efficient

BACKGROUND

Council at its meeting of 27 November 2012 resolved, in part:

THAT the existing Charters for continuing Committees, Reference Groups and Working Groups be reviewed and updated and that Charters be drafted for new/amended Committees, Reference Groups and Working Groups in accordance with Attachment 2 for presentation to Council, including setting limits on the number of citizen representatives per Reference Group and Working Group.

The revised Charter for the Sustainable Transport Reference Group was submitted to the Governance Committee at its meeting of 11 February 2013, which recommended to Council that it be adopted.

SUSTAINABILITY STATEMENT

The sustainability implications are of a minor nature and as such did not warrant a detailed assessment.

DETAIL

Council at its meeting of 18 February 2013 resolved that the Minutes of the February Governance Committee, including the draft Charter, be adopted however a Rescission Motion was lodged in respect of this resolution. As a result, the Charter is currently still a draft and can only be submitted to the Reference Group for information at this stage. The draft Charter will be reported to the Reference Group after a final resolution is made by Council in respect of the Minutes of the 11 February Governance Committee.
1. NAME

Sustainable Transport Reference Group

2. STATUS

Special interest group set up by resolution of North Sydney Council.

3. ESTABLISHED

Established: 27 November 2012 (Sustainable Transport Reference Group)
4 November 2011 (Active Transport Sub-committee)
14 August 2002 (Pedestrian Sub-committee)
1 July 1992 (Bicycle Sub-committee)

Reconstituted: 27 November 2012 (Min. No. 708)

Note: Reference Groups are reconstituted in September each year.

4. AIMS

4.1 To consider matters to improve sustainable transport options in recognition of the growth of walking and cycling in the North Sydney local government area, in particular to recognise and plan for their effect on the current road network as the funnel point of access across the Sydney Harbour Bridge.

4.2 To provide a forum to consider alternative sustainable transport options with a view to:

   a) Promote the provision of all forms of sustainable transport, including but not limited to public transport, walking, cycling, car pooling and car share facilities;
   b) Discuss, advise and make recommendations affecting North Sydney in sustainable transport management with priorities for sustainable transport within all Council’s key policy and corporate planning documents and plans for environmental sustainability;
   c) Coordinate community input with other key organisations relating to sustainable transport management;
   d) Assist with the monitoring and review of programs, projects and initiatives that lead to improved and sustainable transport management in accordance with best practice;
   e) Provide input on engineering, enforcement, encouragement and education initiatives related to all facets of sustainable transport within North Sydney.
and its neighbours; and
f) Raise awareness in the community about sustainable transport matters to improve Council’s environmental sustainability.

4.3 To work with the Police, Roads and Maritime Services (RMS), local pedestrian and bicycle groups and Council to create a co-production of improved bicycle and pedestrian facilities at a community/local level.

4.4 To develop sustainable transport strategies to increase the number of bicycle and pedestrian journeys within the local government area including strategies to increase connectivity of active transport (cycling and walking) with other modes of transport, to enable Council to meet its objectives under its various policies and plans (including the 2020 Vision, Community Strategic Plan 2009-2020 and North Sydney Council Sustainable Transport Action Plan 2008-2013)

5. SCOPE

5.1 The functions of the Sustainable Transport Reference Group shall include but not be limited to:

- consideration and discussion of improvements to bicycle and pedestrian facilities and the bicycle and pedestrian networks;
- input into the strategic plan for improvements to bicycle and pedestrian facilities and the bicycle and pedestrian networks;
- input into the design for new bicycle and pedestrian facilities; and
- input into Council’s overall strategic plans in relation to sustainable transport.

6. QUORUM

6.1 The quorum is four participants - including at least three citizen members.

6.2 The designated Councillor as elected by the Council will chair the Reference Group. In the absence of the elected Councillor, another Councillor will chair the Reference Group. In the absence of a Councillor the senior Council Officer present shall take the chair.

7. POWERS OF COMMITTEE

7.1 The Reference Group does not have the power to incur expenditure.

7.2 The Reference Group does not have the power to bind the Council.
8. MEMBERSHIP

8.1 All elected Councillors shall be ex officio members of all Reference Groups.

8.2 Citizen Members - Up to 16 members consisting of:
   a) Up to ten community representatives from community organisations working with the community in North Sydney and representatives from community groups registered on; with a maximum of two representatives from any one group; and
   b) Up to six individuals - North Sydney residents.

8.3 Representatives from the NSW Police Service, the RMS and the local State Member of Parliament (for the location of the issue to be voted upon) shall be members of the Reference Group.

8.4 All citizen members shall have equal voting rights.

8.5 Citizen members will be determined by advertising, calling for expressions of interest for the positions in the local media and on Council’s website. Representatives will be selected on the basis of their stated experiences/skills/interest of relevance to the Reference Group.

9. TIMETABLE FOR MEETINGS

9.1 Three meetings will be held per year as published in Council’s Schedule of Meetings.

9.2 Meetings will be held on Monday evenings at 6.00pm.

9.3 A Reference Group meeting will be limited to a maximum of two hours’ duration unless the Reference Group meeting decides to continue the meeting until a later time or the completion of business.

10. MEETING PRACTICES AND PROCEDURES

10.1 The provisions of Council’s Code of Meeting Principles and Practices shall apply.

10.2 Council Officers will distribute soft copies of the draft minutes to Reference Group members within one week of the meeting. Reference Group members will have one week to advise Council Officers of any errors or omissions from the minutes.

10.3 The minutes of a Reference Group meeting can only be confirmed and adopted by resolution of that Reference Group, passed at a subsequent meeting of that Reference Group. A motion or discussion in respect of the Minutes shall not be in order except as to their accuracy as a record of proceedings. Minutes may not be amended to reflect second thoughts on a resolution - changes may only be made if the accuracy of
the resolution is found to be at fault; as per the *Code of Meeting Principles and Practices*.

10.4 A report on the proceedings of Reference Group meetings are to be submitted to the next available meeting of Council for endorsement, including all recommendations. Any Councillor, irrespective of whether that Councillor is a member that Reference Group, may be the mover or seconder of a motion to confirm the proceedings of a Reference Group meeting.

10.5 Reference Group members will be provided with copies of the agendas and minutes of the meetings. The agendas and minutes of all meetings will also be made available from Council’s website.

10.6 Registrations to speak by non-members (i.e. members of the public) must be made by 12 Noon on the day of the meeting, by contacting Council's Governance Coordinator on 9936 8154. Each speaker is limited to three minutes per agenda item. These items will then be brought forward, in agenda order, and dealt with before items in which there is no interest from the public gallery.

10.7 All Reference Group members and attendees (including speakers) shall register their name on the attendance record provided at the meeting.

10.8 Non-members attending for the first time will include an e-mail/postal address on the attendance record for the receipt of minutes of the meeting they attended, and must indicate they wish to receive agendas and minutes for future meetings.

11. CONDUCT PROTOCOLS FOR PARTICIPANTS

11.1 All Councillor Reference Group members are required to observe the provisions of Council’s *Code of Conduct - Councillors and Staff*.

11.2 All Citizen Reference Group members are required to observe the provisions of Council’s *Code of Conduct - Volunteers and Community Representatives*.

11.3 All Reference Group members as well as other participants are expected to observe the following protocols:

11.3.1 General Responsibilities:

a) Be courteous to other participants, Council staff and Councillors;

b) Help to create an environment that is free of harassment and discrimination; and

c) Protect the health, safety and welfare of yourself and others at meetings and related activities.

11.3.2 Declarations of Interest:
a) Speakers at Reference Group meetings may have a personal (non-pecuniary) or financial (pecuniary) interest in matters being discussed by the Reference Group.
b) Participants are required to disclose any interest in a matter under discussion, particularly when the interest is one of a pecuniary nature. Such declarations will be noted in the minutes.
c) A conflict of interest does not mean that you will be barred from participating in a meeting. Instead, it allows others to understand your position and prevents criticism of Council activities or decisions at a later date.
d) If you are paid lobbyist representing an individual or group, you are required under Council’s Lobbyist Policy to declare your role and to register as a lobbyist on Council’s Lobbyist Register.

11.3.3 Gifts or Benefits - Participants should not offer to a Councillor or Council staff member a gift or benefit that is:

a) designed to gain advantage for yourself or a group you represent; or
b) may be perceived by the public to give advantage to you or a group you represent.

11.3.4 Alcohol and Drugs - Reference Group members and participants shall not attend meetings whilst under the influence of alcohol or other drugs that could impair your ability or cause danger to the safety of yourself or others.

12. PRIVACY

12.1 All Reference Group members are required to observe the provisions of Council’s Code of Conduct - Standards for Volunteers and Community Representatives relating to their access to personal information.

13. ACCESS TO COUNCIL CODES, POLICIES AND GUIDELINES

13.1 Related Council Codes, Policies and Guidelines, including the Code of Meetings Principles and Practices, Code of Conduct for Councillors and Staff, Code of Conduct - Standards for Volunteers and Community Representatives and Lobbyist Policy may be viewed on Council’s website and/or hard copies may obtained upon request from Council’s Corporate Planning and Governance Department.
Sustainable Transport Reference Group

Report ST02 - 25 February 2013

SUBJECT: North Sydney Community Strategic Plan 2020 Vision Review

AUTHOR: Katrina Furjanic, Acting Manager Corporate Planning and Governance

EXECUTIVE SUMMARY:

This report provides an overview of the review of the Community Strategic Plan known as the 2020 Vision, North Sydney Community Strategic Plan 2009-2020. In accordance with legislative requirements, the Community Strategic Plan must be reviewed every four years. Each newly elected council must complete the review by 30 June in the year following the local government elections.

In addition to reviewing the Community Strategic Plan, Council must also review by 30 June 2013, its accompanying Resourcing Strategy including Long Term Financial Plan, Asset Management Strategy and Workforce Strategy, as well as a four year Delivery Program and prepare its Operational Plan and budget for 2013/14.

RECOMMENDATION:
1. THAT the report be received

Signed: ____________________________

Endorsed by: ____________________________

Director Corporate Services
LINK TO DELIVERY PROGRAM

The relationship with the Delivery Program is as follows:

Direction:  5. Our Civic Leadership

Goal:  5.1 Lead North Sydney into a sustainable future

BACKGROUND

Local councils in NSW are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

In accordance with this Integrated Planning and Reporting legislation, the 2020 Vision, North Sydney Community Strategic Plan 2009-2020, was adopted by Council at its meeting of 30 November 2009. The document was readopted by Council on 21 June 2010, following minor amendments that were required following the development of the accompanying sub-plan Delivery Program 2010/11-2013/14.

SUSTAINABILITY STATEMENT

The following table provides a summary of the key sustainability implications:

<table>
<thead>
<tr>
<th>QBL Pillar</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment</td>
<td>• Nil direct implications.</td>
</tr>
<tr>
<td>Social</td>
<td>• In accordance with Section 402 of the Act, Council has prepared and will implement a Community Engagement Strategy based on social justice principles for engagement with the local community in developing/reviewing the Community Strategic Plan.</td>
</tr>
</tbody>
</table>
| Economic | • If the planning process is robust and there is community ownership of the decisions made than long term savings will result. Insufficient or poor quality engagement can result in long term decisions requiring further resources to rectify.  
  • The review of the Community Strategic Plan is provided in the adopted budget for 2012/13. |
| Governance | • In accordance with Section 402 of the Act, Council has prepared and will implement a Community Engagement Strategy based on social justice principles for engagement with the local community in developing/reviewing the Community Strategic Plan.  
  • The planning process will identify the community’s aspirations and assist the Council to make sustainable decisions. |

DETAIL

The following details the key components of Council’s integrated planning and reporting framework that require review by 30 June 2013:
1. Community Strategic Plan

The Community Strategic Plan is the highest level plan that a council will prepare. The purpose of the plan is to identify the community’s main priorities and aspirations for the future and to plan strategies for achieving these goals. In doing this, the planning process must consider the issues and pressures that may affect the community and level of resources that will realistically be available to achieve its aims and aspirations.

While a council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the local government area, it is not wholly responsible for its implementation. Other partners, such as state agencies and community groups may also be engaged in delivering the long term objectives of the Plan.

The revised Community Strategic Plan is being developed over a seven month period which commenced in November 2012, with adoption by Council in June 2013. Council has prepared and adopted a Community Engagement Strategy (CES) to guide the review of the Community Strategic Plan. Stakeholder engagement is occurring at various times during this seven month period as outlined in the following table.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research and Scoping</td>
<td>November 2012-February 2013</td>
</tr>
<tr>
<td>2. Identify aspirations and expectations; and prepare draft goals and strategies</td>
<td>February-April 2013</td>
</tr>
<tr>
<td>3. Developing, allocating and costing strategies</td>
<td>April-May 2013</td>
</tr>
<tr>
<td>4. Final Community Strategic Plan Preparation</td>
<td>May-June 2013</td>
</tr>
</tbody>
</table>

2. Resourcing Strategy

In accordance with Section 403 of the Act, councils must prepare a long term resourcing strategy to achieve the objectives established by the Community Strategic Plan, for which it is responsible. The strategy must include provision for long term financial planning (minimum 10 years), asset management planning (minimum 10 years) and workforce management planning (minimum four years, aligning with the Delivery Program).

The Community Strategic Plan provides a vehicle for expressing long term community aspirations. However, these will not be achieved without sufficient resources - time, money, assets and people - to carry them out. The resourcing strategy is the point where Council assists the community by sorting out who is responsible for what, in terms of the issues identified in the Community Strategic Plan. Some issues will clearly be the responsibility of Council, some will be the responsibility of other levels of government and some will rely on input from community groups or individuals.

annually in conjunction with the preparation of the Operational Plan and components readopted following public exhibition.

2.1 Long Term Financial Plan

The Long Term Financial Plan must be used to inform decision making during the finalisation of the Community Strategic Plan and the development of the Delivery Program.

Council has updated the *Long Term Financial Plan 2010/11-2019/20* annually as part of the development of the Operational Plan.

Council must review the *Long Term Financial Plan 2010/11-2019/20* in detail, as part of the four yearly review of the Community Strategic Plan.

In reviewing the plan we must take into consideration the current special rate variation. Council is currently operating in accordance with Scenario 2B of the plan which includes the approved rate variation. In the new plan Scenario 2B will become Scenario 1, known as the ‘base case’.

Development of the revised plan will occur during Phase 3 of the review of the Community Strategic Plan as outlined above. Due to the rate variation Council’s current plan will be rolled forward by at least four years.

2.2 Asset Management Strategy

Council must prepare an Asset Management Strategy and Asset Management Plan/s to support the Community Strategic Plan and Delivery Program. Council must account for and plan for all of the existing assets under its ownership, and any new asset solutions proposed in its Community Strategic Plan and Delivery Program.

The Asset Management Strategy must identify assets that are critical to Council’s operations and outline risk management strategies for these assets. The plan must also include specific actions required to improve council’s asset management capability and projected resource requirements and timeframes.

Development of Council’s revision of Asset Management Strategy and Asset Management Plan/s will occur during Phase 3 of the review of the Community Strategic Plan as outlined above, in conjunction with the review of the Long Term Financial Plan and Delivery Program.

2.3 Workforce Strategy

A Workforce Management Strategy must be developed to address the human resourcing requirements of Council’s Delivery Program. It must be for a minimum timeframe of 4 years. Development of the revised plan will occur during Phase 3 of the review of the Community Strategic Plan as outlined above, in conjunction with the review of the Long Term Financial Plan and Delivery Program.

3. Delivery Program
The Delivery Program systematically translates the community’s strategic goals, for which Council is responsible for, into actions. These are the principal activities to be undertaken by Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the program, Council is accounting for its stewardship of the community’s long term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be.

Preparation of Council’s Delivery Program for the period 2013/14 to 2016/17 will occur during Phase 3 of the review of the Community Strategic Plan as outlined above. Council must consider priorities and expected levels of service expressed by the community during the engagement process for the Community Strategic Plan when preparing its Delivery Program.

4. **Operational Plan**

Supporting the Delivery Program is an annual Operational Plan. It outlines the individual projects and activities that will be undertaken each year to achieve the commitments made in the Delivery Program.

Year 4 (2013/14) of the current Delivery Program will be used as the basis for the preparation of Year 1 of the new plan and hence the basis of the 2013/14 Operational Plan.

In accordance with Section 405 of the Act, Council must adopt its annual Operational Plan before the beginning of each financial year, outlining the activities to be undertaken that year, as part of the Delivery Program. The Operational Plan must include the Statement of Revenue Policy.

The Draft Community Strategic Plan, Draft Resourcing Strategy, Draft Delivery Program, and Draft Operational Plan will be placed on exhibition for a minimum of 28 days, in accordance with legislative requirements to provide the community an opportunity to make a submission.
Sustainable Transport Reference Group

Report ST03 - 25/2/13

SUBJECT: Bannerman Street at Shellcove Road - Bicycle Facilities

AUTHOR: Michaela Kemp, Traffic Engineer

EXECUTIVE SUMMARY:

At the 76th Meeting of the Active Transport Bicycle Subcommittee held on 1 July 2011 a representative from Bike North raised an item with regards to a pinch point near the intersection of Bannerman Street and Shellcove Road. There was a suggestion to remove the island at Shellcove Road and Bannerman Street and install a formal concrete barrier as well as narrow the southern side of the island.

This report details the investigation by Council staff and proposed treatments.

RECOMMENDATION:

1. THAT the Sustainable Transport Reference Group endorse the plan for modifications to the bicycle facilities in Bannerman Street near Shellcove Road and Harriette Street and the matter be referred to the Traffic Committee for approval.

Signed: ________________________________

Endorsed by: Director, Engineering and Property Services
LINK TO DELIVERY PROGRAM

The relationship with the Delivery Program is as follows:

Direction: 2. Our Built Environment

Goal: 2.4 Encourage Sustainable Transport

BACKGROUND

At the 76th Meeting of the Active Transport Bicycle Subcommittee held on 1 July 2011 a representative from Bike North raised an item with regards to a pinch point near the intersection of Bannerman Street and Shellcove Road. There was a suggestion to remove the island at Shellcove Road and Bannerman Street and install a formal concrete barrier as well as narrow the southern side of the island.

Council’s Traffic staff have investigated the matter. This report details the investigation by Council staff and proposed treatments.

SUSTAINABILITY STATEMENT

The following table provides a summary of the key sustainability implications:

<table>
<thead>
<tr>
<th>QBL Pillar</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment</td>
<td>• There are no perceived current or future environmental impacts.</td>
</tr>
<tr>
<td>Social</td>
<td>• Moderate positive impact</td>
</tr>
<tr>
<td></td>
<td>• Improvement to bicycle facility on existing bike route by enhancing the</td>
</tr>
<tr>
<td></td>
<td>road environment for cyclists, motorists and pedestrians to provide a safer</td>
</tr>
<tr>
<td></td>
<td>environment for cyclists than the current condition may encourage more active</td>
</tr>
<tr>
<td></td>
<td>transport by increasing the confidence of cyclists in using the facility.</td>
</tr>
<tr>
<td>Economic</td>
<td>• There are no perceived current or future economic impacts.</td>
</tr>
<tr>
<td>Governance</td>
<td>• 2020 Vision Direction 2. Our Built Environment</td>
</tr>
<tr>
<td></td>
<td>2.4.1 To increase the use of public transport and alternative travel</td>
</tr>
<tr>
<td></td>
<td>means and reduction in the use and reliance upon private motor vehicles</td>
</tr>
<tr>
<td></td>
<td>2.4.1.3 Increase the amount of street space dedicated to sustainable transport</td>
</tr>
<tr>
<td></td>
<td>modes</td>
</tr>
<tr>
<td></td>
<td>2.4.3 To provide a network of accessible, safe and linked pedestrian paths</td>
</tr>
<tr>
<td></td>
<td>throughout North Sydney</td>
</tr>
<tr>
<td></td>
<td>2.4.3.1 Improve access and connections between open space, villages and</td>
</tr>
<tr>
<td></td>
<td>recreational facilities for pedestrians and cyclists.</td>
</tr>
</tbody>
</table>
DETAIL

The Milsons Point to Cremorne Point Wharf bike route (Bike Route 2 in Council’s 2009 Bike Plan) follows Harriette Street and Bannerman Street. There is a concrete median and pedestrian refuge either side of the intersection with Shellcove Road where the main traffic route and bike route follows a 90 degree bend. There is an existing bicycle shoulder lane on the outside of the bend heading east to guide cyclists around the bend and across the intersection with Shellcove Road, however the bicycle lane tapers away just before the pedestrian refuge.

Figure 1 Median island and bike lane before intersection
Council’s former Sustainable Transport Officer and Bike North have identified a “pinch point”, where motorists may be tempted to overtake a cyclist where the road width is insufficient, at this location due to the concrete median, the pedestrian island and associated kerb blisters. There was a suggestion to remove the island at Shellcove Road and Bannerman Street and install a formal concrete barrier as well as narrow the southern side of the island. Furthermore, Council’s former Sustainable Transport Officer provided the following comments. I don’t think the bicycle lane here is suitable because there isn’t sufficient width for a vehicle to overtake a bicycle at a safe distance (and there is a possibility of vehicles coming round the bend to drift left). I’d either remove the blister or put a bike logo in the middle of the traffic lane.

Additionally for cyclists heading west, the refuge, kerb blisters and median island create similar pinch points. Council’s former Sustainable Transport Officer and Bike North have suggested creating a bypass lane in between the kerb and the kerb blister, similar to that shown below at Broughton Street, Kirribilli, near Willoughby Street.
However, this treatment is not suitable in the case of Bannerman Street. The kerb blisters in Bannerman Street form part of the pedestrian refuge. Kerb blisters are often used in these situations to reduce the regulatory No Stopping distances on approach and departure of a refuge island by increasing pedestrian sight distances. Essentially kerb blisters extend the kerb line out to allow pedestrians a better view to approaching traffic. If a bicycle bypass lane were to be created in between the kerb and kerb blister this would create a conflict point between cyclists and any pedestrians waiting at the kerb blister. Furthermore this arrangement would not comply with RMS Technical Directions for Pedestrian Refuges. The Technical direction also specifies minimum widths for refuge islands and kerb blisters, meaning that there is no opportunity to narrow the islands in Bannerman Street.

Similarly, removing the kerb blisters would require Council to increase the length of the No Stopping zones to ensure there is sufficient sight distance for pedestrians using the refuge which would result in a loss of adjacent on-street parking.

A review of the past 5 years of available RMS crash data revealed: 1 cross traffic crash involving a cyclist (heading west) and a motor vehicle (heading south) at the intersection of Bannerman Street and Shellcove Road; 1 crash involving a motor vehicle heading north and pedestrian in Bannerman Street at Shellcove Road; and 4 crashes where vehicles veered off the carriageway near the bend in Harriette Street (second bend, south of Shellcove Road) including 2 northbound vehicles and 2 southbound vehicles.

The 2009 Bike Plan recommends a mixed traffic treatment for Harriette Street and a parking separation line treatment for Bannerman Street including bike logos. The parking separation line has since been installed in Bannerman Street.

It is therefore recommended that Council remove the existing bicycle lane and install bike logos in the centre of each traffic lane at the median island and pedestrian refuge to give cyclists more prominence at these locations. A plan of the proposed modifications is attached.
Bannerman Street at Shellcove Road

Remove bicycle separation line and bike logos

Install PS-2 bike logos in locations shown as per RMS NSW Bicycle Guidelines

Drawn: M. Kemp 11.2.13
Sustainable Transport Reference Group

Report ST04 - 25/2/13

Attachments:
1. Minutes - North Shore Regional Pedestrian and Bicycle Committee Meeting

SUBJECT: Minutes of the 26th North Shore Regional Pedestrian and Bicycle Committee Meeting - 18 October 2012

AUTHOR: Michaela Kemp, Traffic Engineer

EXECUTIVE SUMMARY:

The 26th Meeting of the North Shore Regional Pedestrian and Bicycle Committee was held on 18 October 2012 at Lane Cove Council. The minutes of the meeting are attached. Attachments to the minutes can be provided on request.

The next meeting is scheduled for 10.15am on 21 February 2012 and will be hosted by Lane Cove Council.

RECOMMENDATION:
1. THAT the information be received.

Signed: ____________________________

Endorsed by: Director, Engineering and Property Services
Minutes of the 26th North Shore Regional Pedestrian and Bicycle Committee Meeting

Meeting location: Meeting Room 1, Lane Cove Library, Library Walk, Lane Cove

Meeting date and time: Thursday 18th October, 10.00am – 12.00pm

Attendees
Melanie Tyas – National Parks
Carolyn New – Bike North
Alister Sharp – Bike North
Chris Standen - North Sydney Council
Phil Jenkyn – Walking Volunteers
Ian Napier – Walking Volunteers
Russ Webber – North Shore Bicycle Group
Warren Yates – Mosman ATWG
Andrew Fraser – Member of NSC Active Transport
Val Stamper – Lane Cove Council

ITEMS:

Item 1

Notification of apologies:
Caroline Kades – Warringah Council
Tim Sullivan – Lane Cove Council
Peter Hay
Joseph Piccoli – Ku-ring-gai Council
Caroline Minogue – Bike North
Veronique Marchandeau – North Sydney Council
Chloe Mason
Michelle Carter – Pittwater Council
James Brocklebank – Willoughby City Council
Item 2

Confirmation of previous minutes

Amendment to 7.4 (North Shore Bicycle Group). Please note the wording should read ‘Key message is 30% increase per annum in cycling over the period (with 125% increase on Sydney Harbour Bridge), probably due to new infrastructure.

Moved: Warren Yates
Seconded: Russ Weber

Item 3 & 4

Suggested topics for discussion – signposting/markings for walking networks. Continuity of bicycle signage. Cycling map legends

3.1 Walking Volunteers tabled a report (please see attachments)

3.2 Walking Volunteers Group would ultimately like to see a coherent, rational signage system for walking routes (reference was made to the existing system in France)

Discussion revolved around how this could ultimately be achieved and how State and Federal Government could be influenced.

Action: Starting at a grass routes level, it was proposed that a report should be drafted looking at the whole integrated walking system. This paper would be a ‘broad, academic paper’ encompassing signage issues for walking from a national, state and local perspective.

The paper will be tabled at the next meeting.

Phil Jenkyn thanked Andrew Fraser for offering to produce the paper.

Moved: Phil Jenkyn
Seconded: Warren Yates

3.3 Second part of the discussion revolved around what could be achieved in regards to the above in the short term.

Action: A motion was passed that Ian Napier compose a short report noting the issues in relations to local Councils recruiting and encouraging local volunteer guides/hosts to monitor the signage of walking routes and their state of repair.

Moved: Phil Jenkyn
Seconded: Warren Yates

3.4 Warren Yates showed the group two versions of letter headed paper (official committee name included) which the committee can now utilise for correspondence.

3.5 Continuity of bicycle signage – City of Sydney bicycle signage was viewed as a superior system to that of Roads and Maritime Services. Committee members are encouraged to visit the City of Sydney website and view the signage system.

Discussion around the opportunity to increase and roll out the same signage into other LGAs.

Item 5

Bike North Report

Bike North distributed their annual report to the committee members

Carolyn showed members the ‘Riding around Lane Cove’ brochure. Carolyn wanted to acknowledge the work of Ian Mellor

Action: Carolyn to forward the pdf of the above brochure to the group.

4 Councils/organisations involved in Bike North Ride to work day (Optus, Ryde, Willoughby City Council & North Sydney)

2 Councils involved in Bike Week activities – Willoughby City Council & Ryde

Bike North expressed their concern in regards to the development of the North Shore cycle way.

Item 6

Update on Harbourlink: North Sydney Council

RMS has held roundtable stakeholder meetings regarding various projects in the Sydney Harbour Bridge precinct. North Sydney Council and bicycle group representatives attended the meeting on 15 February 2012 to discuss progress on the North Shore Cycleway project which has been divided into 2 Stages.

Stage 1 includes the section from Naremburn to Ridge Street. Preliminary concepts for the 2.3km, 3.6m wide shared path were presented at the meeting and it is expected that RMS will seek further consultation with stakeholders shortly before finalising the preliminary concept designs.

Stage 2 includes the continuation from Ridge Street to the Sydney Harbour Bridge and is at a very early conception stage. RMS needs to work on defining route options and considering major challenges such as heritage and constructability issues in consultation with key stakeholders including Council before proceeding to concept plans.
Russ Webber proposed at the meeting that support and momentum should be aimed at building Stage 2 of HarbourLink.

Mr Webber proposed that the Regional Committee invite Tourism OIC Brown and other key officials to a site inspection at Ridge Street Overpass on the St Leonards Park side. From there they can easily conceptualize the suggested route of Stage 2 of HarbourLink along the western edge of the Warringah Expressway looking back towards the Sydney CBD and the Harbour Bridge.

**Item 7**

**Brief update from each member Council/Organisation**

**7.1 National Parks**

$200,000 from Sharing Sydney Harbour Access Program

Works to continue at Bradleys Head and the Hermitage Foreshore on the south side.

There will be also be a track through the Sydney Harbour Federation Trust managed land to meet up with North Head Scenic Drive via a hole in the wall near Fairfax Track.

All of these are funded.

We also applied for the latest SSHAP round of funding which closed on Friday.

We asked for money for:

1. A track to link Collins Beach with Quarantine Station.
2. Maintenance for the track from Shelley Beach to Bluefish.
3. Money to upgrade the remainder of Bradleys Head and the 600m at Milk Beach on the Hermitage Foreshore.

**7.2 North Sydney Council**

- *Walking network*

We have made two grant applications under the Sharing Sydney Harbour Access Program:

- Quibaree Park Foreshore Improvements (pathway and ancillary landscaping works)
- Carradah Park to Coal Loader Link Path

- *Bicycle light education*

With cycling becoming increasingly popular in North Sydney, there is a need to ensure that all bike riders are aware of the importance of being visible, especially at night. By law lights must be visible from at least 200m.
At the same time modern high intensity/strobing LED bicycle lights can dazzle other road/path users. Bicycle lights sold in Australia are not required to meet any standards for flashing frequency, beam angle, beam width or beam cut-off. (In Germany a bicycle headlight can have a maximum frequency of 4Hz, while the beam must be aimed at the ground about 10m in front, and the top of the beam must be cut off to avoid blinding other road/path users).

To address these issues, staff from North Sydney and City of Sydney Councils conducted on-the-ground campaigns at Milsons Point on 25 July during the morning and afternoon peaks, talking to bike riders about the correct use of reflectors and bicycle lights. 346 free bike lights (provided by City of Sydney) were handed out.

Posters highlighting the issue of dazzling have been placed at strategic locations on bike routes (see attached). The poster has also been publicised through social media and cycling websites. Other councils welcome to use.

- **Bike Week 2012**

A Cycling in The City course was run on 16 September as part of Bike Week.

- **Ride2Work Day**

Bradfield Park was transformed into a French village square on Wednesday 17 October for the North Sydney Ride2Work Day Breakfast, when about 2000 hungry commuters were treated to a breakfast of coffee and croissants with live cafe music. There was also free bike servicing and massage, electric bike demos and games of petanque, as well as information and advice from Bike North, Bicycle NSW and Velosure Insurance.

Ride2Work Day is a very effective way of encouraging people to try cycling to work. Last year 38% of people who rode to work for the first time on Ride2Work Day were still doing so five months later. It is also an opportunity for Council to thank people for choosing a low-impact mode of transport for their journeys through North Sydney, and to talk to them about the rules and etiquette for paths and shared paths. Bike riders were invited to sign a pledge committing to (a) slow down and give way to pedestrians, (b) try to maintain a one metre distance when passing, and (c) warn pedestrians early of their approach. Free bicycle bells were given out.

- **Cycling strategy**

We are currently preparing a brief for a new Cycling Strategy. In the meantime work is continuing on projects carried over from last financial year, including Alfred St South, Middlemiss St and HarbourLink Fast-track.

7.3 North Shore Bike Group

- 5 people have yet to be elected onto the bicycle committee
- Russ provided the website details for the petition to not disband North Sydney Council's Active Transport Sub-committee.

Go to the SydneyCyclist website .....
http://www.sydneycyclist.com/forum/topics/help-save-active-transport-signatures-urgently-needed?id=1321712%3ATopic#3A472780&page=1#comments

OR go directly to the petition (currently 326 signatures) ..... http://www.communityrun.org/petitions/support-north-sydney-s-active-transport-voice-1

Please note you will need to cut and paste the above links.

7.4 NSC Active Transport sub committee

Andrew Fraser, Community Pedestrian Member of the NSC Active Transport Sub-Committee gave a report on the motion by the new mayor of NSC to disband the latter committee on 24/09/12. It was agreed that a pdf copy of the speech Mr Fraser addressed to Council opposing the motion on that date should be tabled. The Mayor’s motion was subsequently rescinded on 8/10/12 following a community backlash.’

7.5 Mosman Council

- Warren Yates will continue to be involved with the Council's Active Transport Working Group but as a community representative rather than as a Councillor.
- Cr Tom Sherlock will be chair.
- The Group will continue with its work on a Bike Plan and the implementation of recommendations from the recently prepared PAMP.

7.6 Ku-ring-gai Council

- Consulting with Transport for NSW for the installation of secure bicycle lockers at Gordon and Turramurra railway stations;
- Ku-ring-gai’s bicycle data loggers have been recording activity at the Jubes Mountain Bike Park, North Wahroonga (http://www.kmc.nsw.gov.au/www/html/4785-jubes-mountain-bike-park.asp), and in an undisclosed location in St Ives (to monitor unauthorised use of a natural drain by mountain bike riders);
- The draft Ku-ring-gai Bike Plan has come off exhibition. Not a high level of response, but reasonably detailed. Comments are now being reviewed by consultants.

7.7 Lane Cove Council

- The ‘Riding around Lane Cove’ brochure was well received at the Lane Cove Fair
- The ‘North Sydney Cycling Map’ has recently been reprinted. New routes have been added in LGA of Lane Cove

7.8 Pittwater Council
Successful Bike Week 2012 event held on Sunday 23 September at Winnererreemy Bay.

New cycling around Warriewood and Narrabeen map has been printed.

7.9 Willoughby City Council

We have received 50/50 funding from RMS for the following projects:

- Bike route 3 – Ashley St, Chatswood
- Bike route 18 – Burra Rd, Artarmon Reserve
- Bike route 11 – Fourth Ave, Willoughby
- Gore Hill Freeway/Park Rd – re-align hazardous bend in Shared path

Willoughby City Council have also completed the review of their Bike Plan

Meeting closed at 12:00pm

**Attachment A:** Report of the Walking Volunteers

**Attachment B:** ACF Speech to NSC (NSC Active Transport)

**Attachment C:** Bike light poster cycleway logo (North Sydney Council)

Next meeting scheduled:

Thursday 21st February, 2013 10:15am – 12:15pm.

Meeting Room 1, Lane Cove Library, Library Walk, Lane Cove
Sustainable Transport Reference Group

Report ST05 - 25/02/13

Attachments:
1. Correspondence re Bicycle Head-start Storage Boxes
2. Correspondence re Speed Limits in Laneways
3. Correspondence re Bicycle Parking at Transport Nodes

SUBJECT: Various Bicycle and Pedestrian Matters - Responses from NSW Government

AUTHOR: Michaela Kemp, Traffic Engineer

EXECUTIVE SUMMARY:

At the former Combined 36th meeting of the Active Transport Pedestrian Subcommittee and 78th meeting of the Active Transport Bicycle Subcommittee held on 4 November 2011 it was resolved:

THAT Council write to the (Roads Minister) requesting head-start storage boxes at all signalised intersections

THAT the Mayor write to the Roads Minister regarding to allow Council to have the discretion to set a reduced speed limit in laneways

With regard to bike parking at train stations and other transport nodes:
THAT Council write to the Minister of Transport regarding this matter

Council has received responses to these letters and the relevant correspondence is attached.

RECOMMENDATION:
1. THAT the information be received.

Signed: _______________________________

Endorsed by: Director, Engineering and Property Services
The Hon. Duncan Gay, MLC  
Minister for Roads and Ports  
Level 35 Governor Macquarie Tower  
1 Farrer Place  
Sydney NSW 2000

30 August 2012

Dear Minister,

**RE: BICYCLE STORAGE AREAS AT TRAFFIC SIGNALS**

As you may be aware the North Sydney Active Transport Subcommittee is a special interest group set up by resolution of Council as a sub-committee of the North Sydney Traffic Committee to consider improvements to bicycle and pedestrian facilities and the bicycle and pedestrian networks in the North Sydney LGA.

One of the long-standing items considered by the Active Transport Subcommittee is the conflicts encountered by cyclists at signalised intersections. At conventional signalised intersections cyclists compete for road space with motor vehicles and are unable to accelerate as quickly on the green signal, leaving cyclists vulnerable to conflicts with turning vehicles and impatient motorists. The RMS has attempted to address the issue with the release of Technical Direction TDT 2009/06 which provides criteria and guidelines for the provision of bicycle storage areas.

The Technical Direction does not require bicycle storage areas at all signalised intersections and restricts use to only roads with marked bicycle lanes. As you may know North Sydney LGA has many on-road bicycle routes which do not have dedicated bicycle lanes due to limited road width and parking facilities. Nevertheless the routes are widely used by cyclists and the conflicts at intersections still exist. Often there is sufficient road width to provide an approach bicycle lane at the intersection where parking is not permitted, however the current guidelines do not require a bicycle storage area to be provided unless there is an existing bicycle lane.

The North Sydney Active Transport Sub-Committee therefore requests that consideration be given to a requirement that bicycle storage areas with appropriate approach bicycle lanes be provided for all new and all modified signalised intersections on all known bicycle routes regardless of whether the route has an existing bicycle lane or is a mixed traffic arrangement.

Please contact me on 9936 8113, if you need any further information regarding this matter.

Yours sincerely

Genia McCaffery  
MAYOR

Cc: Ms Gladys Berejiklian, MP, Minister for Transport
Ms Jilly Gibson
Mayor
North Sydney Council
PO Box 12
NORTH SYDNEY NSW 2059

Dear Mayor

I refer to a letter received from the former Mayor, Ms Genia McCaffrey, about bicycle storage areas at signalised intersections.

I share North Sydney Council's concerns about road safety for cyclists. Roads and Maritime Services' (RMS) advises me Technical Direction TDT 2009/06 allows the provision of bicycle storage areas and advanced bicycle stop lines under certain conditions. An existing bicycle lane is not a criterion, however, these facilities do require a length of bicycle lane on the approach.

Under the technical direction, the provision of bicycle storage areas or advanced bicycle stop lines is always an option for RMS to consider. In addition, the council is free to propose and fund such facilities to improve its bicycle network.

The NSW Government's draft Long Term Transport Master Plan includes several new measures which will focus on cyclists' safety. Key measures are a NSW Cycling Investment Program, Connected Cycling Network, and improved partnerships to deliver local cycling infrastructure. You may be interested to read more about these measures on the Transport for NSW website at www.transport.nsw.gov.au, click on Media Centre >draft NSW Long Term Transport Master Plan.

I hope this has been of assistance. For more information, please contact Mr Robert O'Keefe, Manager, Traffic Policies, Guidelines and Legislation, at RMS on (02) 8849 2295.

Yours sincerely

Duncan Gay MLC
Deputy Leader of Government in the Legislative Council
Minister for Roads and Ports
Councillor Jilly Gibson
Mayor
North Sydney Council
PO Box 12
NORTH SYDNEY NSW 2059

ML12/07891

Dear Mayor,

I refer to the enclosed letter from the former Mayor of North Sydney about speed limits in laneways.

A specific document detailing the policy and guidelines of shared zones has recently been released by Transport for NSW. A copy of this document has been attached for your information. Roads and Maritime Services (RMS) requires the following assessment criteria to be met for a 10 km/h shared zone:

- The traffic volume in a shared zone is to be equal to or less than 100 vehicles per hour and equal to or less than 1000 vehicles per day.
- The current speed limit is to be equal to or less than 50 km/h.
- A shared zone is to be equal to or less than 400 metres in length.
- The speed limit on adjoining roads is to be equal to or less than 50 km/h.
- The current carriageway width is to have a minimum trafficable width of 2.8 metres.
- A shared zone must not be located along a bus route or heavy vehicle route (delivery vehicles and garbage trucks excepted).
- Shared zones are to have narrow or no footpaths, where pedestrians are forced to use the road.
- A shared zone should not have a kerb and gutter, unless specific approval is granted by RMS.

In addition to the above, a number of design principles have been identified to provide necessary traffic calming, and to provide a visual indication to motorists of the change in road environment. Further details can be found in the attached document.

RMS advises me that it is happy to meet with North Sydney Council to discuss individual shared zone locations and identify areas where greater discretion may be granted in the design and installation of a shared zone.
I hope this has been of assistance. For more information please contact Mr Peter Crosby, Regional Manager, Sydney, at RMS on (02) 8849 2120.

Yours sincerely

Duncan Gay MLC
Deputy Leader of Government in the Legislative Council
Minister for Roads and Ports

Encl
The Hon. Duncan Gay, MLC
Minister for Roads and Ports
Level 35 Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

30 August 2012

Dear Minister,

RE: SPEED LIMITS IN LANEWAYS

As you may be aware the North Sydney Active Transport Subcommittee is a special interest group set up by resolution of Council as a sub-committee of the North Sydney Traffic Committee to consider improvements to bicycle and pedestrian facilities and the bicycle and pedestrian networks in the North Sydney LGA.

One of the long-standing items considered by the Active Transport Subcommittee is speed limits in shared laneways throughout the North Sydney LGA. As you can appreciate our LGA contains many narrow laneways which were created when our suburbs were first established. In many of these narrow laneways it is not feasible to provide adequate footpaths and pedestrians are forced to walk on the road pavement where the default urban speed limit is 50 km/h. Council has a continued commitment to improve cycling and pedestrian facilities and promote active and sustainable transport. One of the major challenges to this is working with and adding to our existing infrastructure to create a pedestrian-friendly network.

Council does have a plan to create a cyclist and pedestrian friendly environment in as many of Council’s laneways as possible by creating Shared Zones. As you would be aware the speed limit in Shared Zones is reduced to 10 km/h and priority is given to pedestrians which creates a more equitable environment for road users.

Currently, the RMS is the only authority which has the delegation to implement speed zoning and RMS Guidelines state that Shared Zones must be a self-enforcing speed environment. This means that Council must provide traffic calming devices in the areas proposed for Shared Zones such that the vehicle speeds are reduced to 10 km/h. The traffic calming devices which RMS currently considers appropriate for this purpose are often expensive and therefore construction can be delayed for several years due to limited funds and consideration of priorities of traffic facilities across the LGA. In the meantime, pedestrians have no option but to continue to walk in the laneway and give priority to vehicles which can legally travel at 50 km/h; although most motorists in laneways do not reach speeds this high due to the restricted width of the laneways.
With respect to the above, it is felt that more discretion should be given to Local Council’s with regard to setting a reduced speed limit in laneways, particularly where pedestrians are already using them. I agree that some engineering treatment is often required to create a Shared Zone environment which is distinct from a typical local road, however a 50 km/h speed limit is not appropriate for these laneways.

I acknowledge that the intention of the self-enforcing reduced speed environment is to ensure pedestrian safety, however the underlying issue is that pedestrians are already forced to share laneways where motor vehicles have priority and can legally travel at 50 km/h. A reduced speed limit can only improve safety for pedestrians. It is suggested that low-cost treatments, such as stamped pavements, similar to those already used in the City of Sydney, could be used to emphasise the Shared Zone and reduced speed limit, which can be enforced with regulatory signage, rather than imposing a “self-enforced” speed environment with the expensive physical devices.

I would appreciate your consideration of this matter which will greatly assist in improving our pedestrian and cycling networks.

Please contact me on 9936 8113, if you need any further information regarding this matter.

Yours sincerely,

Genia McCaffery
MAYOR
Shared Zones

1 Policy Statement
This document provides the policy and the guidelines for the identification and installation of Shared Zones so that pedestrians and vehicles share that road space safely.

This document is part of policy and guidelines promoting safer speeds that are set at a level more forgiving of human error and reflecting risk to road users.

Other policy and guidelines under this series are:
- NSW speed zoning guidelines
- 40 km/h speed limits in high volume pedestrian areas.

2 Scope and coverage
This document aims to assist the road safety practitioners in Roads and Maritime Services (RMS) and in local councils to assess, design and implement Shared Zone schemes on NSW roads.

It helps practitioners to identify the road and traffic issues that need to be considered in designing and implementing the Shared Zones. One of the key requirements of Shared Zones is that they are attractive and interesting places that reflect local needs and activities. The policy is therefore to be interpreted with some flexibility, and is not intended to limit the creativity of designers. Implementation of this policy must go hand in hand with community involvement and participation.

This document must be read in conjunction with the relevant RMS Supplements and the Austroads Guide to Traffic Management Part 8: Local Area Traffic Management. If there are any differences in practice between these documents, the RMS Supplements will apply.

This policy does not include advice on the installation of School Zones and 40 km/h High Pedestrian Activity Areas. These are covered in the relevant Transport for NSW and Roads and Maritime Services documents.
3 Purpose

The purpose of this policy is to ensure consistency in design and implementation of Shared Zone schemes across NSW so that the proposed Shared Zone schemes:

- are safe for all road users, particularly pedestrians
- reduce the risk of crashes between vehicles and pedestrians
- require lower vehicle speeds
- enhance the quality of the street environment.

4 Shared Zone

- A Shared Zone is a road or network of roads where the road space is shared by vehicles and pedestrians (NSW Road Rule 24).
- All Shared Zones in NSW must display a speed limit of 10 km/h. No other speed limit is allowed.
- Drivers must give way to pedestrians at all times (NSW Road Rule 83). A 'Shared Zone' sign in combination with 'Give Way to Pedestrians' sign must be installed on each entry road into the area.
- An 'End Shared Zone' sign must be installed on each exit road from the area.
- Pedestrians must not cause a traffic hazard by moving into the path of a driver and must not unreasonably obstruct the path of any driver or another pedestrian (NSW Road Rule 236).
- A driver must not stop in a Shared Zone unless the driver stops in accordance with a parking control sign; or in a parking bay; or dropping off or picking up passengers or goods; or the driver is engaged in the door to door delivery or collection of goods, or in the collection of waste or garbage (NSW Road Rule 188).
- If 'Parking in Bays Only' signs are used, they must be installed on each entry road in the area. Where permissive parking control signs are used, they must be installed in accordance with standard practice.
- The street environment of a Shared Zone must ensure that the drivers and pedestrians are made aware that they are entering a location that has different driving conditions.
- In Shared Zones any delineation, kerb and gutter shall be removed to enhance the sense of equality between pedestrians and vehicles, and to ensure that the Shared Zone is a road related area under NSW legislation.
- In special circumstances, kerbs and gutters may be retained, but only if approved by RMS. In such cases the existing footway must be treated so that it cannot be used by pedestrians to ensure that the existing road becomes a road related area.

5 Roles and responsibilities

Shared Zones are generally installed on local roads and the council will have the responsibility for the design of Shared Zones. However, the authorisation of a Shared Zone is not delegated to councils. Shared Zones are speed limits and approval to install them must be obtained from RMS prior to implementing this policy.

Kerbs and gutters may be allowed to remain in a Shared Zone but only if approved by RMS (See Figure 2).

Traffic control devices (for example, signs and markings for which the policy and guidelines are prescribed in this document) referred to in this document shall meet RMS specifications.
6 Definitions

Shared Zone
A Shared Zone is a road or network of roads with a ‘Shared Zone’ sign displayed on each road leading into the area and an 'End Shared Zone' sign displayed on each road out of the area. Drivers must give way to pedestrians at all times (See Section 4 for details).

Speed limit
The maximum legally permissible driving speed along a specific section of road, as defined by the NSW Road Rules and the Road Transport (Safety and Traffic Management) Act 1999.

Speed zone
A length or an area of road along which a signposted regulatory speed limit applies.

Traffic control device
A traffic sign, road marking, traffic signals, or other device, to direct or warn traffic on, entering or leaving a road that is prescribed by the regulations.

Road
A road is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.

Road related area
A road related area is any of the following:
- an area that divides a road
- a footpath or nature strip adjacent to a road
- an area that is not a road and that is open to the public and designated for use by cyclists or animals
- an area that is not a road and that is open to or used by the public for driving, riding or parking vehicles.

Default urban speed limit
Statutory speed limits that apply in the absence of a signposted speed limit in a built-up area. The default speed limit in a built-up area is 50 km/h.

Local roads
All public roads for which a council is the roads authority other than State or regional roads. They comprise the local access and circulation roads which are managed and funded by councils. These roads have a primary function of providing direct access to abutting properties.

May, must, shall, should
May Indicates the existence of an option, which is not mandatory. Mandatory requirements may, however, apply to a particular option once it is selected.
Must Indicates that the statement is mandatory.
Should— Indicates a recommendation.
Shall Indicates that the statement is mandatory.
## Objectives and features

Table 1 outlines the objectives and main features of a Shared Zone.

### TABLE 1: OBJECTIVES AND FEATURES OF SHARED ZONES

<table>
<thead>
<tr>
<th>Features</th>
<th>Shared Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives</strong></td>
<td>• Provide priority for pedestrian movements</td>
</tr>
<tr>
<td></td>
<td>• Reduce the dominance of vehicles along the street</td>
</tr>
<tr>
<td></td>
<td>• Achieve lower vehicle speeds</td>
</tr>
<tr>
<td></td>
<td>• Reduce severity of pedestrian injuries from crashes</td>
</tr>
<tr>
<td></td>
<td>• Improve amenity for pedestrians</td>
</tr>
<tr>
<td></td>
<td>• Enhance the quality of the street environment</td>
</tr>
<tr>
<td><strong>Legal priority</strong></td>
<td>• Pedestrians have priority</td>
</tr>
<tr>
<td></td>
<td>• Drivers must give way to pedestrians</td>
</tr>
<tr>
<td></td>
<td>• Pedestrians must not cause a traffic hazard by moving into the path of a driver</td>
</tr>
<tr>
<td></td>
<td>• and must not unreasonably obstruct the path of any driver or another pedestrian</td>
</tr>
<tr>
<td><strong>Speed limit</strong></td>
<td>10 km/h</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>• Increases safety for pedestrians and cyclists</td>
</tr>
<tr>
<td></td>
<td>• Creates a lower speed environment</td>
</tr>
<tr>
<td></td>
<td>• Improves amenity without affecting access</td>
</tr>
<tr>
<td></td>
<td>• Alerts drivers to a different street environment</td>
</tr>
<tr>
<td></td>
<td>• Encourages a modal shift towards walking and cycling</td>
</tr>
<tr>
<td></td>
<td>• Creates a more socially inclusive street environment</td>
</tr>
<tr>
<td><strong>Appropriate locations</strong></td>
<td>• Low traffic volume streets with high pedestrian activity</td>
</tr>
<tr>
<td></td>
<td>• Where there is a need to provide permanent pedestrian priority in a street segment</td>
</tr>
<tr>
<td></td>
<td>• Areas with a low demand for vehicular movement such as cul de sacs</td>
</tr>
<tr>
<td></td>
<td>• Areas where there is either limited or no formal pedestrian areas such as footpaths</td>
</tr>
<tr>
<td></td>
<td>• Lanes and streets in central business districts, selected residential areas and shopping centres</td>
</tr>
<tr>
<td></td>
<td>• Narrow streets where pedestrians are forced to travel on the road</td>
</tr>
<tr>
<td><strong>Non-appropriate locations</strong></td>
<td>• Roads with high traffic volumes</td>
</tr>
<tr>
<td></td>
<td>• Roads where prevailing vehicle speeds are high</td>
</tr>
<tr>
<td></td>
<td>• Street lengths with notable cross vehicle traffic within the zone</td>
</tr>
</tbody>
</table>
8  Design method

Shared Zones are generally installed on local roads and the council will have the responsibility for the design of Shared Zones.

8.1  DESIGN PHASES

The design process shown in Figure 1, below, must be followed when considering Shared Zones.

<table>
<thead>
<tr>
<th>Define objectives</th>
<th>Define objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The primary objectives of implementing a Shared Zone must be defined.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Understand context</th>
<th>Understand context</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practitioners are to evaluate and understand the context and characteristics of the area and recognise the prerequisites and the objectives of Shared Zones.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Define design principles</th>
<th>Define design principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>The design principles for the proposed scheme must be defined to assist the practitioner to identify the traffic calming provisions that must be included in the scheme.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Develop design features</th>
<th>Develop design features</th>
</tr>
</thead>
<tbody>
<tr>
<td>The design features are to be developed incorporating the objectives and design principles.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval by RMS</th>
<th>Approval by RMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Zones are speed limits and approval to install them must be obtained from RMS prior to implementing this policy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implementation</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement the chosen treatment Consultations with stakeholders</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monitor</th>
<th>Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>The final stage involves monitoring the implementation to ensure conformance with design principles.</td>
<td></td>
</tr>
</tbody>
</table>

Values to be addressed at all stages:

- safety for all road users
- speed reduction
- consultation with the relevant stakeholders.

**FIGURE 1: DESIGN APPROACH FOR SHARED ZONES**
8.1.1 Define objectives

The primary objectives of implementing a Shared Zone in a high pedestrian activity area must be defined. The objectives include:

- improve pedestrian safety
- achieve significant speed reduction
- reduce conflicts between pedestrians and vehicles
- improve facilities and access for pedestrians
- enhance the quality of the street environment.

It is essential to define the objectives to ensure that the appropriate design features are included in order to achieve these objectives. Some of the defined objectives may be of greater importance in some cases and appropriate design features need to be included to emphasise this importance.

8.1.2 Understand the context

Shared Zones must only be installed at locations that meet specific site conditions. Practitioners are to evaluate each proposed site against these criteria to determine if it is suitable.

**Site criteria**

The fundamental prerequisite when considering the implementation of Shared Zones is the definition of an area in which there is an acknowledged high level of pedestrian activity and potential pedestrian and vehicle conflict.

The current site conditions are to be assessed against the criteria for Shared Zones as presented in TABLE 2 below.

<table>
<thead>
<tr>
<th>Features</th>
<th>Shared Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current traffic flows</td>
<td>( \leq 100 \text{ vehicles per hour and } \leq 1000 \text{ vehicles per day} )</td>
</tr>
<tr>
<td>Current speed limit</td>
<td>( \leq 50 \text{ km/h} )</td>
</tr>
<tr>
<td>Length of proposed Shared Zone</td>
<td>( \leq 400 \text{ metres} )</td>
</tr>
<tr>
<td>Current speed limit of adjoining roads</td>
<td>( \leq 50 \text{ km/h} )</td>
</tr>
<tr>
<td>Current carriageway width</td>
<td>minimum trafficable width of 2.8 metres</td>
</tr>
<tr>
<td>Route access</td>
<td>must not be located along bus routes or heavy vehicle routes except delivery or garbage trucks</td>
</tr>
<tr>
<td>Streets with narrow or no footpaths</td>
<td>where pedestrians are forced to use the road</td>
</tr>
<tr>
<td>Kerbs</td>
<td>kerbs must be removed unless excepted by the RMS (See Section 4)</td>
</tr>
</tbody>
</table>

Figure 2, below, is a flowchart to guide practitioners in assessing sites for suitability as shared zones.
Consider other options in consultation with RMS

Does the scheme include the removal of kerb & gutter?

Yes

Suitable for Shared Zone

No

Does RMS approve the special circumstance?

Yes

Unsuitable for Shared Zone

Consider other options in consultation with RMS

No

Min trafficable width of 2.8 m

Yes

Along a bus route or a heavy vehicle route except delivery veh?

Yes

Is the speed limit on approaching roads ≤ 50 km/h?

Yes

Is the current traffic flow ≤ 100 veh/h and ≤ 1000/day?

Yes

Is the current speed limit ≤ 50 km/h?

No

No

No

No

No

FIGURE 2: FLOWCHART FOR SELECTING SHARED ZONES
8.1.3 Define design principles

The design principles for Shared Zones need to be defined to ensure the proposed scheme incorporates the necessary features to provide traffic calming. In particular, the design needs to have an impact which clearly highlights to drivers that there is a change in the street environment and traffic conditions.

Table 3, below, presents the design principles for Shared Zones.

**TABLE 3: DESIGN PRINCIPLES FOR SHARED ZONES**

<table>
<thead>
<tr>
<th>Features</th>
<th>Shared Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street space/kerb and gutter/road</td>
<td>Any delineation, kerb and gutter (unless excepted by RMS) shall be removed to enhance the sense of equality between pedestrians and vehicles, and to ensure that the Shared Zone is a road related area under NSW legislation. Where it is not possible to remove the kerb and gutter then the existing footway must be treated so that it cannot be used by pedestrians to ensure that the existing road becomes a road related area.</td>
</tr>
</tbody>
</table>
| Entrance / exit points                      | • Prominent features such as signs, architectural or landscape features must be provided to indicate a change in the street environment and highlight the start / end of the scheme.  
• Traffic calming or a suitable treatment must also be provided to reduce speeds within the zone.  
• Other features such as architectural and landscaping may also be provided to enhance the scheme. |
| Traffic signs                               | Regulatory traffic signs as per the requirement of NSW Road Rules (See Section 4) are required.                                                |
| Pavement surface                            | The pavement surface shall be changed to highlight the difference in the street environment from the surrounding road network. It must be clearly distinguishable by colour, texture and materials. |
| Distance between traffic calming features/  | ≤ 30 m to encourage consistently slow driving.                                                                                             |
| treatments, if needed                       |                                                                                                                                              |
| Forward visibility                          | • Restricted forward visibility to encourage drivers to reduce their speeds and approach with care.  
• Straight lengths without traffic calming treatment shall not exceed 50 metres.  
• In locations where it is considered necessary to maintain visibility, a stopping sight distance of 12 metres shall be applied. |
| Vehicle mix                                 | Alternative diversion routes for large vehicles such as buses (except delivery/garbage trucks) need to be planned.                           |
| Vehicle accessibility requirements          | • Designs must safely accommodate emergency vehicles, delivery and garbage trucks.  
• Emergency services and Police are to be consulted during the design process.                                                          |
| Car parking                                 | • Car parking provisions may need to be altered to suit the scheme.  
• Car parking bays may be marked along the scheme.                                                                                     |
Designs must include provision to safely accommodate the needs of the mobility and vision impaired.

Refer to Standards Australia, AS / NZS 1248.4.1 Design for Access and Mobility for detailed design requirements.

8.1.4 Develop design features

The design features for Shared Zones are to be developed taking into consideration the objectives of implementing the scheme. Table 3, above describes the various design features that are to be considered for Shared Zones. The design features are to be chosen to accomplish the objectives of the scheme.

The design features are required to be implemented in accordance with the Austroads Guide to Traffic Management Part 8: Local Area Traffic Management and the relevant RMS Austroads Guide Supplements.

**Speed limits**

The speed limit for all Shared Zones must be 10 km/h.

**Entry / exit points**

Table 4, below, describes the options for the features to be used to define the entry and exit points of Shared Zones to ensure pedestrian safety.

### TABLE 4 EXAMPLES OF ENTRANCE / EXIT POINT FEATURES FOR SHARED ZONES

<table>
<thead>
<tr>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road narrowing / kerb extension</td>
<td>• Encourages drivers to reduce their speeds when entering the scheme.</td>
</tr>
<tr>
<td></td>
<td>• Highlights to motorists that they are entering an area with changed traffic conditions such as lower speeds.</td>
</tr>
<tr>
<td>Raised threshold</td>
<td>• Encourages lower speeds when entering the street.</td>
</tr>
<tr>
<td></td>
<td>• Clearly indicates the entry to the zone.</td>
</tr>
<tr>
<td>Traffic signs</td>
<td>regulatory traffic signs as per the requirement of NSW Road Rules (see Section 4)</td>
</tr>
<tr>
<td>Change in carriageway surface and texture</td>
<td>• Shared Zones shall have a different surface colour and texture to emphasise the change in the street environment.</td>
</tr>
<tr>
<td></td>
<td>• Provides a characteristic that distinguishes the start / end of the scheme.</td>
</tr>
<tr>
<td>Architectural and landscaping</td>
<td>• Assists in creating a visible change in the street environment.</td>
</tr>
<tr>
<td></td>
<td>• Helps to enhance the quality of the scheme.</td>
</tr>
<tr>
<td></td>
<td>• Creates a prominent feature that clearly highlights the start / end of the scheme.</td>
</tr>
</tbody>
</table>
Traffic calming

Traffic calming is not normally needed in Shared Zones. If required, traffic calming measures are described in detail in the Austroads Guide to Traffic Management Part 8: Local Area Traffic Management.

Traffic signs

Traffic signs used to prescribe speed limits in a Shared Zone are described in the NSW Road Rules (Section 4) and are illustrated in Figure 3, below (R4-4), Figure 4 (R4-5) and Figure 5 (R2-10). Sign R2-10 must be displayed on all R4-4 signs.

The traffic signs R 4-4 and R 2-10 shall be repeated at regular intervals if needed.

Landscaping and street furniture

Carefully located landscape features and street furniture can encourage lower speeds. Examples of such features are bollards, architectural decorations and lighting.

Provision for the mobility and vision impaired

The design for Shared Zones is required to include provision to safely accommodate the needs of those who are mobility restricted and vision impaired. Features such as tactile paving, hand rails and the careful placement of landscaping and street furniture must be considered during the design process. The Standard AS / NZS 1248 Design for Access and Mobility contains detailed design requirements and must be referred to during the design process.
Road safety audit

Road safety audits provide a means of managing road safety by reviewing the scheme design from a road safety perspective. The process involves identifying road safety risks present in the scheme. The project manager must address all the identified deficiencies, prior to construction.

Road safety audits are to be conducted during the design stage and after implementation. The features provided in Shared Zones must be safe for all road users. The road safety audit is required to identify issues pertaining to vehicle speeds and pedestrian safety. This must be completed in accordance with the Austroads Guide to Road Safety Part 6: Road Safety Audits and the relevant RMS Austroads Guide Supplements.

8.1.5 Approval by RMS

The authorisation of a Shared Zone is not delegated to councils. Shared Zones are speed limits and approval to install them must be obtained from RMS prior to implementing this policy.

8.1.6 Implementation

The final stage involves implementing the chosen treatment option on site. Consultations with stakeholders such as the local council, Police, emergency services, public transport companies, delivery / garbage truck operators and local residents and businesses are needed prior to the implementation of the scheme.

Public awareness

In order to gain support for the implementation of a Shared Zone and to ensure compliance with the road rules, it is important for a public awareness campaign to be conducted prior to the operation of the scheme. The concept and detailed design of a Shared Zone must be developed with the participation of the local community, so that any potential conflicts and problems are resolved.

It is the responsibility of council to initiate such a campaign which may include various methods of communication, such as local door knocking, the media, the placement of posters and signs, distribution of brochures and public exhibitions.

8.1.7 Monitor

The implementation of the scheme must be monitored by the design team to ensure that it is consistent with the design objectives and principles.

8.2 ACTION

Shared Zone policy and guidelines are to be adopted from the effective date and applied as the standard practice when installing Shared Zone schemes.
9 Further information

Roads and Maritime Services
W www.rms.nsw.gov.au
RMS Austroads Guide Supplements
Footway Parking Schemes Technical Direction

NSW Legislation
W www.legislation.nsw.gov.au
Road Transport (Safety and Traffic Management) Act 1999
Road Rules 2008

Austroads Standards
Austroads Guide to Road Safety Part 6: Road Safety Audits

Standards Australia
W http://www.standards.org.au
AS / NZS 1248.4 1 Design for Access and Mobility
Ms Gladys Berejiklian, MP  
Minister for Transport  
Level 35 Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000  

30 August  2012

Dear Minister,

RE:   BICYCLE PARKING AT TRANSPORT NODES

The State Government has over 1,200 bike lockers for hire at more than 140 locations across the NSW public transport network. However there are still a large number of metropolitan train stations in Sydney which do not allow for bicycle parking.

The average work trip in Sydney in 2011 was 14.6 kilometres (Household Travel Survey, Transport Data Centre, 2012). For the average person, bicycles are a good transport mode for journeys of five to ten kilometres. Most people would not wish to ride further than this. For longer trips, bike riders may be content to combine bicycle riding with public transport usage.

It is permitted to take a bicycle onto the train. However, it is difficult to physically fit a bike onto peak-hour Sydney trains due to the number of passengers. Further, if travelling between 6am to 9am or 3.30pm to 7.30pm bike riders must purchase a child ticket for the bicycle as well as a ticket for themselves.

Bike parking at train stations is therefore an important part of integrating bike riding with public transport usage. This supports State Government objectives of encouraging more people to use public transport and alternative transport to get to work and recreational activities. As you know public and alternative transport relieves congestion on the roadways and also has environmental and health benefits to the individual and community as a whole.

It is suggested that bicycle parking at train stations should be a combination of compound bicycle parking and bicycle rails. Bicycle rails are best used for short-term parking, where there is extensive passive surveillance. Bicycle rails are not generally suitable for long-term commuter parking as bikes become susceptible to theft or vandalism.
Compound parking is where a caged space is set aside for bicycle parking. Bike riders are given a security key, for a small deposit, which gives them access to the compound. Inside the compound bikes can be secured to rails. Compound parking provides for a high number of bikes, without taking up as much space as bicycle lockers. Compound parking is more suitable for use by commuter bike riders. A good example of compound parking can be seen near the Manly Ferry Wharf. The Victorian State Government has also installed 56 “Parkiteer” bike compounds at metropolitan and regional stations.

North Sydney Council strongly urges the State Government to provide bike parking at all transport nodes, and in particular North Sydney Train Station, Milsons Point Train Station, Wollstonecraft Train Station and Waverton Train Station to not only encourage the uptake of public transport and alternative transport but also to support the demand that already exists.

Should you wish to discuss this matter further, please don’t hesitate to contact my office on 9936 8113

Yours sincerely

GENIA McCAFFERY
MAYOR
Dear Cr Gibson,

Thank you for the Council’s letter of 30 August 2012 regarding bicycle parking at metropolitan train stations in Sydney. I apologise for the delaying in responding.

The NSW Government recognises cycling as an important part of the transport mix in NSW, and supports its growth as a way to improve the liveability of our cities.

Transport for NSW administers the Secure Bicycle Locker Program which provides secure storage for bicycles at transport interchanges. There are over 1200 bicycle lockers at 148 locations for hire. More information on the Secure Bike Locker Hire can be found at www.131500.com.au or by calling Transport Info on 131500.

The NSW Government remains committed to improving local access to stations and transport interchanges by providing cycling access routes from surrounding areas as well as installing bicycle parking facilities. Transport for NSW also works with local councils to provide cycling infrastructure.

As you would be aware, the NSW Government released the draft NSW Long Term Transport Master Plan recently. For the first time, an overarching strategic framework will guide transport services and infrastructure delivery over the next 20 years, building on the NSW Government’s current commitments.

Thank you for bringing this matter to my attention.

Yours faithfully,

Gladys Berejiklian MP
Minister for Transport

20 Nov 2012
Sustainable Transport Reference Group

Report ST06 - 25/2/13

Attachments:
1. List of recommendations

SUBJECT: Current Sustainable Transport Issues

AUTHOR: Aurelio Lindaya, Manager Traffic Planning

EXECUTIVE SUMMARY:
From time to time, sustainable transport related issues are raised with Council.

Attached is a list of recommendations made to address current sustainable transport issues.

RECOMMENDATION:
1. THAT the recommendations made to address the current sustainable transport issues be adopted.

Signed: ____________________________

Endorsed by: _______________________
Director Engineering and Property Services
CURRENT SUSTAINABLE TRANSPORT ISSUES  
SUSTAINABLE TRANSPORT REFERENCE GROUP 25 FEBRUARY 2013

<table>
<thead>
<tr>
<th>Street</th>
<th>Location</th>
<th>Precinct, Ward</th>
<th>Issue/ Request</th>
<th>Investigation</th>
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<td>1</td>
<td>Entire LGA</td>
<td>North Sydney LGA</td>
<td>All</td>
<td>Concerns have been raised by a resident with cyclists travelling on footpaths in North Sydney Council.</td>
<td>THAT the matter of cyclists travelling illegally on footpaths be referred to the NSW Police for enforcement.</td>
<td>6068656</td>
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Concerns have been raised by a resident with regards to cyclists travelling on footpaths in North Sydney Council. The resident does not differentiate between footpaths and shared paths.

A footpath differs from a shared path in the following ways.

- Footpaths are narrower than shared paths. According to the Australian Standards, the minimum dimensions for a footpath is 1.3m wide. According the current RMS Bicycle Guidelines and Austroads, the minimum dimensions for a shared path is 2.5m wide.

- Shared paths are constructed differently. The RMS bicycle guidelines details different construction methods for shared paths. Shared paths are reinforced differently, have different saw cut lengths and different jointing systems.

- Shared paths are linemarked and signposted differently to footpaths. In some areas, shared paths have behavioural signage to encourage better shared path etiquette.

Many footpaths in the North Sydney Council area are not designed to cater for cyclists. They are too narrow, unsignposted, and, in some situations, carry significant pedestrian numbers.

NSW Road Rule No. 250 states, inter alia, the following:

(1) The rider of a bicycle who is 12 years old or older must not ride on a footpath unless:
(a) if the rider is an adult—the rider is accompanying a child under 12 years of age who is riding on the footpath and the...
<table>
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Child is under the rider’s supervision, or
(b) if the rider is not an adult—the rider is under the supervision of an accompanying adult as referred to in paragraph (a), or
(c) the rider is a postal worker who is riding the bicycle in the course of his or her duties as a postal worker.

Unfortunately Council has no legal power to enforce the NSW Road Rules relating to cyclists riding on footpaths. This power rests solely with the NSW Police force.

It should be noted that Council is currently developing a Cycling Strategy and this strategy will review and comprehensive update the 2009 bike plan to address new priorities, guidelines, trends and best practice in the design and implementation of cycling facilities in the North Sydney LGA. It is envisaged that with the role out of safe, attractive and efficient bike routes within North Sydney Council, the number of cyclists travelling illegally on footpaths should reduce.