

# MINUTES

ACTIVE TRANSPORT REFERENCE GROUP  
5PM ON WEDNESDAY 04 FEBRUARY 2015



L10 COMMITTEE ROOM 1

PRESENT	
Councillor Ann Martin (Chair)	Phil Latz
Councillor Jill Merrin	Stuart Porter
Peter Nunn, Transport & Stormwater Services Manager (WCC)	Lachlan Anderson
Werner Steyer	

IN ATTENDANCE	
Ted Collins, Traffic Unit Manager (WCC)	Bianca Daxner (WCC)
Naomi Reid (WCC)	

1) **APOLOGIES** – Apologies were received and accepted on behalf of Mike Dowd

2) **DECLARATIONS OF INTEREST** – NIL

3) **CONFIRMATION OF MINUTES OF MEETING HELD ON 3 JUNE 2014**

**Recommendation:** The minutes of the meeting held 03 December 2014 be confirmed as true and accurate.

4) **BUSINESS ARISING FROM PREVIOUS MINUTES**

Action #13 was discussed regarding the next DCP review, with a request to see private parking available to public after hours.

Werner Steyer stated there were 4 issues he raised in the last meeting which he would like to see documented (will be placed in action summary).

5) **GENERAL BUSINESS**

ITEM 1: PRESENTATION BY BRIDGET JARVIS – “PUBLIC SPACES PUBLIC LIFE”

A few major dot points summarised below:

- Pedestrian counts showed numbers significantly dropped off along the foreshore
- A review of building facades showed they were not inviting especially from WEC to Lang Park.
- Need of activities/ features to entice people to the foreshore from the Mall and vice versa.

ITEM 2: OTFORD STANWELL PARK TUNNEL RAIL TRAIL – SUMMARY

The Council resolution extracted from the minutes of Council Meeting held on 27 Jan 2015 was brought forward for information. The Otford Stanwell Park Tunnel Rail Trail Inc. will be compiling the application for implementation of the rail tunnel as a cycleway.

Group members stated that the wording of the letter of support from Council to be written, was extremely important with a view of Council providing strong support.

ITEM 3: DRAFT CAPITAL WORKS PROGRAM

The Draft Capital Works was discussed, noting that Councillors will be attending a workshop to go through the program. The program will be sent to the Reference Group members after the Councillors receive the Draft Program on the 9<sup>th</sup> February 2015.

Feedback from Active Transport Reference Group members is encouraged, with all feedback to be emailed to Peter Nunn or Bianca Daxner by 16 February 2015.

## 6) OTHER BUSINESS

### INTRODUCTION OF NEW ROAD SAFETY OFFICER

Naomi Reid was introduced to the group, she has filled the position of Road Safety Officer, which is funded 50/50 split between the RMS and Council as part of a 3 year contract.

Naomi provided an overview of the position and the key areas she will be focusing on; being pedestrian safety, motorcyclist safety and speeding (in the range of 50-60km/h).

The group also discussed the Road Safety Officer being involved in planning for Bike Week 2015.

Action: Noted

### ITEMS RAISED BUT NOT TO BE INCLUDED IN GENERAL BUSINESS

Two items were raised by Werner Steyer for inclusion in February's meeting (Sea Cliff Bridge to be made back into share path and for cyclists to be allowed along path behind south beach SLSC).

Council staff felt that these items were more capital requests which did not fit the charter of the Active Transport Reference Group. It was emphasised that the Groups purpose was for policy and strategy rather than infrastructure requests (which can be made via Council's customer request portals).

Action: Noted

### FRED FINCH PARK SHARED PATH ACCESS

Councillor Martin raised for discussion the current access block on the shared path at Fred Finch Park. Vandalism had occurred earlier in the year, the shared path was thought to have been the vehicle access. For this reason temporary concrete barriers have been placed to restrict vehicle access. These barriers have also prevented cycle access. Inappropriate use of guard rail was also raised.

Council stated that this was only a temporary measure and a longer term solution is being devised. Werner raised the point of multiple access ways, that Council should address each access at the same time, and for design and maintenance to be mindful of treatments for the back of guardrail (as specified in Austroads) for safety of pedestrians and cyclists.

Action: Noted

### PEDESTRIAN PLAN

Council officers gave an update on the status of the pedestrian plan, as being in initial planning phase. Members are encouraged to bring ideas to future ATRG meetings.

Action: Noted

### OTHER MATTERS DISCUSSED

- Lachlan Anderson, the newest pedestrian representative, was introduced to the group.
- Phil Latz asked for a list of projects that Council is constructing as part of RMS funding. In response, Council will send out a marked up map of the projects being constructed with RMS funding.
- It was raised by members that the minutes should be published on Council's website, and have not been since February 2014. Council will rectify the matter.
- A review of city signage is being carried out with a new style to roll out this year
- It was brought to the group's attention that there are heat maps available on the internet that will be useful for planning new bicycle infrastructure. The heat maps show routes most frequented. (Strava is an example of such)

NEXT MEETING

The next meeting is to be held on Wednesday 1 April at 5:00pm

The meeting concluded at 6:45pm.

**ACTION SUMMARY**

No.	Meeting Date	Action	Officer	Status
13	21.11.13	Traffic Unit to investigate development related mechanisms for the next DCP review where private developments make parking available to the general public outside trading hours	WG	To proceed as part on next DCP review
21	3.6.14	Incorporate suggestions put forward by the Active Transport Reference Group at the meeting on 3 June 2014 into the scope of the future city wide pedestrian plan	WG	In progress
24	3.12.14	Luminous path marker product sample and information obtained by Stuart Porter at Walk21 conference to be distributed to WCC Design and Works staff	BD	Complete
25	3.12.14	The "Tactical Urbanism" website to be brought to the notice of Council's strategic planners involved in the Wollongong Centres "Public Spaces, Public Life" project team (Bridget Jarvis). (Website made aware at the walk 21 conference)	BD	Complete
26	3.12.14	Report to Council for endorsement of delegation to Dutch Bicycle Conference in 2015. Information to be provided by Phil Latz	BD / PL	In progress
27	3.12.14	Discuss with Council Design Engineers, methods to prevent construction issues such as the power pole in the centre of the new cycleway at Kembla Grange	BD	Complete
28	4.02.14	Items raised by Werner Steyer to be documented: <ul style="list-style-type: none"> <li>i) Kembla Grange share path, power pole in centre of path</li> <li>ii) Kembla Grange race course slip lane conflict with cyclists</li> <li>iii) Pavement bike signage at north end of Gloucester Blvd</li> <li>iv) Engineer and recreation officer comments on assessment of Skydive the Beach plans</li> </ul>	BD	In progress
29	4.02.14	Draft Capital Works Project to be sent out to ATRG members	PN	Complete
30	4.02.14	List of RMS funded and partially funded projects to be sent to ATRG members	BD	In progress
31	4.02.14	Updated contact list of ATRG members to be sent out	BD	In progress

## **2015 Dates for Active Transport Reference Group meetings**

### **February**

Wednesday 4 February 2015 – 5:00pm, Administration Building Level 10, Committee room 1

### **April**

Wednesday 1 April 2015 – 5:00pm, Administration Building Level 10, Committee room 1

### **June**

Wednesday 3 June 2015 – 5:00pm, Administration Building Level 10, Committee room 1

### **August**

Wednesday 5 August 2015 – 5:00pm, Administration Building Level 10, Committee rooms 2+3

### **October**

Wednesday 7 October 2015 – 5:00pm, Administration Building Level 10, Committee rooms 2+3

### **December**

Wednesday 2 December 2015 – 5:00pm, Administration Building Level 10, Committee rooms 2+3

# CHARTER

## ACTIVE TRANSPORT REFERENCE GROUP

### 1 INTRODUCTION

The Active Transport Reference Group has been established to provide advice to Council on the preparation and implementation of active transport (bicycle and pedestrian) policies and strategic plans in Wollongong. The Group comprises Councillors from Wollongong City Council, community representatives in the areas of bicycles and pedestrians plus a staff representative. Other external transport experts may be invited to attend to provide advice as required.

### 2 AUTHORITY

The Active Transport Reference Group will provide advice, feedback and support to Council in developing, implementing and monitoring bicycle and pedestrian strategies and policies.

The Group does not have decision making authority, the power to bind the Council or the power to incur expenditure.

### 3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Active Transport Reference Group are to assist and advise Council on:

- promoting active transport (especially cycling and walking) for improved health and environmental outcomes
- development of a better understanding of issues preventing increases in cycling and walking as transport choices
- review of the needs for active transport connections to public transport opportunities
- reviewing the Wollongong Bike Plan in accordance with NSW Guidelines
- town centre planning with respect to provision of suitable bicycle and pedestrian infrastructure
- priorities for the implementation of policies or strategic plans to encourage a shift to active transport options

### 4 PRIORITIES

- Ensure Council policies and strategies encourage the use of active transport methods.
- Work in partnership with other organisations to improve the percentage of trips made using active transport, within Wollongong and external to Wollongong.
- Contribute to the revision and development of the "Wollongong Bike Plan 2012 – 2016".

### 5 COMPOSITION OF COMMITTEEREference Group

The Active Transport Reference Group is proposed to be made up of:

- three (3) councillors
- one (1) Council officer from the Infrastructure Strategy & Planning branch
- two (2) community representatives from cyclist organisations
- two (2) community representatives with an interest in improving pedestrian facilities

The Chairperson will be appointed by Council from the councillor representatives. Vacancies that occur on the Reference Group will be filled by nomination. Council staff from Environmental Strategy and Planning, City Planning, Infrastructure, and City Works divisions may be requested to attend meetings as observers, to provide information to the Reference Group or to fulfil an administrative function (e.g. taking minutes). These staff will act as ex-officio members. Term of appointment is to be for the term of the 2011/2016 Council.

### 6 OBLIGATIONS OF MEMBERS

Members of the Active Transport Reference Group, in performing their duties, shall:

- Act honestly and in good faith
- Participate in the work of the Reference Group
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Reference Group

# CHARTER

## ACTIVE TRANSPORT REFERENCE GROUP



- Exercise the care, diligence and skill that would be expected of a reasonable person
- Comply with the Reference Group Charter
- Comply with Council's Code of Conduct

### 7 MEETINGS AND MINUTES

The Group shall meet bi-monthly or more often as required to meet the responsibilities and functions of the Group. A quorum will consist of at least one Councillor, two community representatives (one from each active transport mode) and a Council officer. Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson being the second Councillor member to preside over such meeting.

The Active Transport Reference Group has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Reference Group may be presented with supporting and dissenting views of members.

### 8 REPORTS

The minutes of Active Transport Reference Group meetings will be provided to all Councillors and executive management for information. Minutes will also be distributed to all Reference Group members. Advice and decisions of the Reference Group relating to specific Council strategies or plans will be reported to Council as part of the project reporting process. Any matters arising that require a decision of Council may be reported to Council by the Manager Infrastructure Strategy and Planning.

### 9 EVALUATION AND REVIEW

A review of the Active Transport Reference Group will be undertaken annually to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes. The review will be undertaken by the Reference Group.

### 10 REMUNERATION AND EXPENSES

There is no remuneration for members. Reasonable expenses incurred by the Active Transport Reference Group members in relation to their responsibilities as members of the Reference Group will be met by prior approval. These expenses should relate directly to tasks completed for Reference Group business and will be reimbursed at the discretion of Council.