



AGENDA

TRANSPORT AND TRAVEL STRATEGIC REFERENCE GROUP

Notice is hereby given that a meeting of the Transport and Travel Strategic Reference Group will be held online via Zoom

THURSDAY 24 MARCH 2022

Beginning at 6:00PM for the purpose of considering matters included in this agenda.

Committee Members

Cr Sarah Grattan (Chair)	Manly Ward
Mayor Michael Regan	Frenchs Forest Ward
Cr Michael Gencher	Pittwater Ward
Cr Ruth Robins	Narrabeen Ward
Graeme Laughton	
Emma Tonkin	
Andrew Chivers	
Wendy Dunnet	Newport Residents Association
Keith Povah	
Richard Saunders	Manly Warringah Cycling Club
John Hawkins	Bicycle NSW
<i>Vacant</i>	
Craig Smith	
Colin Langford	Transport for NSW
Mary Whalan	RMS
Dan Giles	Easylink

Council Officer Contacts

Craig Sawyer	Executive Manager Transport & Civil Infrastructure
Tamara Lukic	Governance

Quorum

A majority of members including the Chair or one of the elected Councillors.

**Agenda for Transport and Travel
Strategic Reference Group Meeting
to be held online via Zoom on Thursday 24 March 2022
Commencing at 6:00PM**

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NEXT MEETING Thursday 26 May 2022

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

All members are expected to attend the meetings or otherwise tender their apologies to the Chair and Governance at governance@northernbeaches.nsw.gov.au.

3.0 DISCLOSURES OF INTEREST

Members should disclose any "pecuniary" or "non-pecuniary" interests in matters included in the agenda. The [Northern Beaches Council Code of Conduct](#) (the Code) provides guidance on managing conflicts of interests.

A **pecuniary interest** is defined in Section 4 of the Code as:

A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

A **non-pecuniary conflict of interest** is defined in Section 5 of the Code as:

A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

If you required further information or guidance about disclosing an interest please contact Governance at governance@northernbeaches.nsw.gov.au.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 MINUTES OF TRANSPORT AND TRAVEL STRATEGIC REFERENCE GROUP MEETING HELD 11 NOVEMBER 2021

RECOMMENDATION

That the minutes of the Transport and Travel Strategic Reference Group meeting held 11 November 2021, copies of which were previously circulated to all members, be confirmed as a true and correct record of the proceedings of that meeting.

6.0 AGENDA ITEMS

ITEM 6.1	WELCOME AND INTRODUCTIONS TO NEW COUNCILLORS - CRAIG SAWYER - 20 MINS
REPORTING OFFICER	MANAGER TRANSPORT NETWORK
TRIM FILE REF	2022/160533
ATTACHMENTS	1 Terms of Reference and Charter

EXECUTIVE SUMMARY

PURPOSE

To welcome the new Councillors, introduce the other members and provide an overview of what the Transport and Travel Strategic Reference Group has previously achieved and where we are heading in the future.

REPORT

Staff would like to thank our new Councillors, Councillor Michael Gencher and Councillor Ruth Robins for giving their time to the Transport and Travel SRG, along with the Chair, Councillor Sarah Grattan and Mayor Michael Regan for their ongoing support of the group.

Our community representatives and the representatives from Transport for NSW who attend to provide a reference across the broader community and transport network, which has been invaluable in previous discussions.

The current representation is detailed below for reference and the charter of the Transport and Travel Strategic Reference Group is attached for reference and discussion.

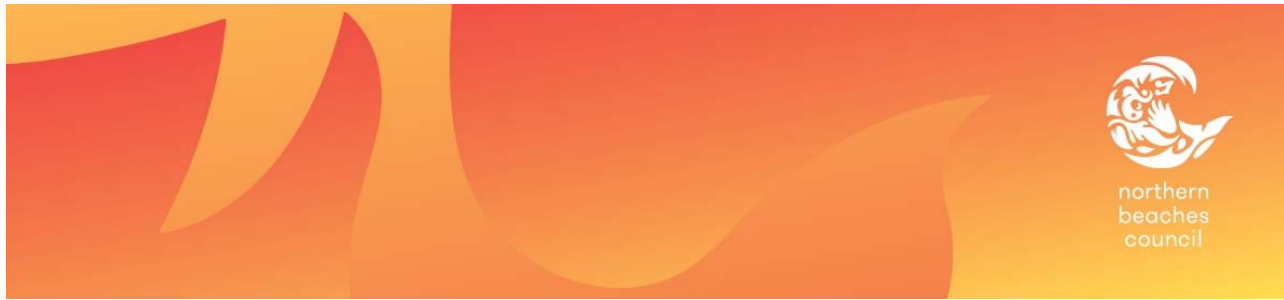
Name	Representing
Councillor Sarah Grattan (Chair)	Manly
Mayor Michael Regan	Frenchs Forest
Councillor Michael Gencher	Pittwater Ward
Councillor Ruth Robins	Narrabeen Ward
Graeme Laughton	Community representative - Frenchs Forest Ward (appointed February 2018)
Emma Tonkin	Community representative - Manly Ward (appointed February 2018)

Andrew Chivers	Community representative - Manly Ward (appointed February 2018)
Wendy Dunnet	Newport Residents Association (appointed February 2018)
Keith Povah	Community representative - Narrabeen Ward (appointed February 2018)
Richard Saunders	Manly Warringah Cycling Club (appointed February 2018)
John Hawkins	Bicycle NSW (appointed February 2018)
Colin Langford	Transport for NSW (appointed February 2019)
Mary Whalan	RMS (appointed March 2018)
Craig Smith	Individual with experience and expertise in strategic parking (appointed May 2018)
Dan Giles	Easylink (appointed February 2020)

RECOMMENDATION OF MANAGER TRANSPORT NETWORK

That:

1. The Transport and Travel Strategic Reference Group welcome the new councillors.
 2. The Transport and Travel Strategic Reference Group review the charter and discuss the ongoing input of the group as a vital resource for the Transport Network group.
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Strategic Reference Groups

Terms of Reference

November 2017

1 PURPOSE

Strategic Reference Groups (SRGs) are advisory groups that are aligned to the Community Strategic Plan (CSP) outcome areas. The purpose of each SRG will be to consider and advise on projects aligned to their respective CSP goals and strategies. They contribute advice, feedback and other support to Council in relation to issues, initiatives and requirements outlined in their Charters.

These groups provide an avenue for the local community and key stakeholders to play an active and meaningful role. They help shape Council plans, policies and strategic outcomes, with informed consideration of needs across the whole Northern Beaches area and the community as a whole.

2 CHARTERS

Each Strategic Reference Group (SRG) operates according to these Terms of Reference and to their relevant Charter. Terms of Reference and Charters are adopted by resolution of Council and may also be amended by Council from time to time. The scope of each SRG is detailed in the respective Charters (Attachment 1).

3 MEMBERSHIP

The membership composition is detailed in the detailed in the respective Charters (Attachment 1).

Councillor representation

- a) The Mayor (and delegate) and up to three (3) Councillors can be appointed to a Strategic Reference Group.
- b) Councillor membership will be endorsed by Council along with the election of Chair.
- c) Other Councillors may attend Group meetings as observers only.

Community and other stakeholders

- a) Memberships by community representatives and other experts or stakeholders will be in accordance with the membership provisions of the individual SRG Charters

4 ELIGIBILITY

- a) All Councillors are eligible for nomination and membership on one or more SRG.
- b) Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.
- c) An individual may only serve as a community representative on one (1) SRG unless approval has been granted by the Chief Executive Officer.

5 SELECTION PROCESS

- a) Council will advertise nominations for community representation on SRG.
- b) The selection of members will be undertaken in accordance with Council Policy for Appointment of Community and Stakeholder Representatives on Committees and in line with the criteria detailed in the relevant charter.

6 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the groups the terms of Councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the general election and 12 months later, reciprocally from Councillors to incoming community members:

- a) The term for the SRG is two (2) years for Councillor members or 12 months following election of a new Council. All Councillor memberships will cease at the time of the general election and new Councillors should be appointed to existing Strategic Reference Groups at the earliest opportunity following the council election.
- b) The term for community and other members is four (4) years, commencing within 12 months after an election of Council.

- c) In the event of a resignation, replacement members will be appointed in accordance with the Policy for Appointment of Community and Stakeholder Representatives on Committees.

7 SUPPORT PROVIDED

- a) Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- b) Council officers may attend meetings to provide information and/or to discuss specific issues and projects with the Group. Council officers may also request that they attend a future meeting in relation to a particular matter of interest.

8 TIMETABLE FOR MEETINGS

- a) The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year, with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members at the beginning of each year.
- d) An agenda will be sent at least 7 days prior to the meeting.

9 ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings or otherwise tender their apologies to either the Chair or Governance.
- b) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair and Governance. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- c) While other Councillors may attend Group meetings as observers, the meetings will not be open to other members of the public.

10 MEETING PRACTICES AND PROCEDURES

- a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.
- b) The quorum for each meeting will be one half plus one of the elected Councillors or Chair. If a quorum is not present within 30 minutes of the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- c) The Chair directs the progress of all meetings. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda. The Deputy Chair performs this role in the absence of the Chair.
- d) Meetings will be collaborative discussions of ideas and feedback, with the intention of reaching consensus when endorsing items and recommendations. It will be at the discretion of the Chair when a matter is to be put to the vote, by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied (or Deputy in the absence of the Chair).

11 MODEL CODE OF CONDUCT FOR STRATEGIC REFERENCE GROUPS

- a) All members are required to observe Council's adopted Model Code of Conduct, and any other policy or requirement relevant to the proper functioning of the Group.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and

trusting atmosphere. The Group requires openness and honesty in order to function well, and members should feel free to express their opinions and views without fear of recrimination.

- d) A breach of the Terms of Reference may lead to the member being removed from the Group, and shall be managed by the Chair.
- e) Members do not have the authority to make representations to the media on Council's or the Group's behalf. In line with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Group.
- f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 *Local Government Act 1993*.
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

12 Council's Values:

All members are expected to observe Northern Beaches Council's adopted Values, outlined below:

- **Trust**: Because being open brings out our best.
- **Integrity**: Because we are proud of doing what we say.
- **Teamwork**: Because working together delivers.
- **Service**: Because we care as custodians for the community.
- **Respect**: Because valuing everyone is how we make a difference.
- **Leadership**: Because everyone has a leading role.

Transport & Travel SRG CHARTER	
<p>Established: November 2017</p> <p>Term: Councillors: Appointment for 2 Years or until the election care taker period commences Community and Stakeholder Representatives: Appointment for 4 years including one year following council election</p>	<p>Function: This Reference Group will consider goals and strategies contained within the Economic Pillar; Transport, Infrastructure & Connectivity (16-18) of the Community Strategic Plan. Items presented to the group during the term may include Transport Strategy, Transport & Urban planning etc. The Group's clear focus will be on assisting strategic decision-making by Council.</p>
<p>Quorum and Voting:</p> <ul style="list-style-type: none"> The quorum for each meeting will be one half plus Chair or one of the elected Councillors. If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made. Strategic Reference Group meetings should have the intention of reaching consensus when endorsing items and recommendations. 	<p>Composition/Membership: The Chairperson is the Mayor or his nominated delegate on this group and Deputy Chair as elected by the Mayor. The following Council members will be appointed:</p> <ul style="list-style-type: none"> Mayor + 3 Councillors <p>The group will consist of up to twelve (12) members of the following Northern Beaches organisations and community groups:</p> <ul style="list-style-type: none"> 7 representatives of organisations or individuals with expertise and experience in one or more of the following areas: <ul style="list-style-type: none"> Representative from RMS Representative from Transport NSW Cycling organisation or group Community Transport organisation or group Active Travel organisation or individual (including cycling, walking etc) Plus a member with strategic parking expertise 5 Community members or groups interested in representing a broad range of strategic views in this topic across the Northern Beaches including one youth representative (under 24) or delegate from Councils Youth Advisory Group (* Ideally one member per ward).
<p>Meetings:</p> <ul style="list-style-type: none"> The Strategic Reference Groups are to meet quarterly (four (4) times) throughout the year with the possibility of two (2) extraordinary meetings which may be called by the Chair with a minimum of two (2) weeks' notice. The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to the meeting 	
<p>Reporting Procedures:</p> <ul style="list-style-type: none"> Minutes of meetings to be reported to Council 	
<p>Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.</p> <p>Lead Council Officers: Executive Manager Transport & Civil Infrastructure</p> <p>Business Units: Transport & Civil Infrastructure</p>	<p>Notes:</p> <ul style="list-style-type: none"> All other Councillors are invited to attend and observe. The group must be a balance of location, gender and area of expertise

Community Strategic Plan: Social Goals and Strategies	
Transport & Travel	
<p>Goal 16 - Our integrated transport networks meet the needs of our community</p> <p>Strategies: 16a. Advocate for improved transport options and networks 16b. Ensure transport planning is integrated with land use planning and takes account of emerging technologies 16c. Facilitate and promote safe transport options that reduce car-based commuter travel 16d. Maintain and enhance roads and road-related infrastructure</p>	<p>Goal 17 - Our community can safely and efficiently travel within and beyond Northern Beaches</p> <p>Strategies: 17a. Improve public transport options and connectivity to better meet our community's travel needs 17b. Facilitate and promote safe cycling and walking networks as convenient transport options 17c. Improve parking options in centres, villages and places</p>

ITEM 6.2	ITEMS FOR CONSIDERATION - PHIL DEVON - 30 MINS
REPORTING OFFICER	MANAGER TRANSPORT NETWORK
TRIM FILE REF	2022/158213
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

To provide the Transport and Travel Strategic Reference Group with a snap shot of the upcoming program that the Transport Network Team will be undertaking in the current term of the group.

REPORT

The support of the Transport and Travel Strategic Reference Group has been critical in the development of Council's Move Transport Strategy, Walking, Road Safety, and Bike Plans, along with numerous other policy and project items.

The initial focus will be on the development and finalisation of the remaining plans under the Move Transport Strategy – Parking Plan, Public Transport Plan, Road Network Plan, and Freight Plan.

These items have been previously discussed at a high level and we will be moving into the document development, consultation and delivery phase of the projects between now and the end of 2023. The Transport and Travel SRG is critical in the development and the finetuning the documents prior to the public consultation and again at the conclusion to address the community input/comments.

Some of the project/policy items may include Car Share Policy, Place Plans, Strategic Centres, and other items as they arise. There will also be ongoing updates on the programs the Transport Network Team are running – Safer Schools, Active Transport Infrastructure, and regional connectivity projects.

RECOMMENDATION OF MANAGER TRANSPORT NETWORK

That:

1. The Transport and Travel Strategic Reference Group note the upcoming projects that will be brought to future meetings
 2. The members assist in communicating the work to their networks and provide feedback to the project teams as requested
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REPORT

CONSULTATION

All projects undertaken will include an engagement plan, including consultation with the SRG, community, and resident associations. The project timing will be based on the scheduled meeting and if needed additional meetings may be required.

Various methods will be employed based on the impact of the project on the community and level of participation expected based on the subject matter.

TIMING

The program of works is based on the workload across the team and the other projects being undertaken in tandem. The remaining plans are currently programmed to be completed by the end of 2023.

ITEM 6.3	SAFER SCHOOLS PROGRAM UPDATE - PHIL DEVON - 40 MINS
REPORTING OFFICER	MANAGER TRANSPORT NETWORK
TRIM FILE REF	2022/158720
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

To provide an update to the Traffic and Transport SRG on Council's successful grant funding through the NSW Government Federal Stimulus - School Zone Infrastructure Program.

REPORT

As part of the Federal Stimulus - School Infrastructure Program, Council has secured \$8,571,000 in grant funding for pedestrian improvements around 32 local schools.

This important work to improve safety for school children and their families will be carried out in three key stages over an 18-month period up to June 30, 2022.

The following projects have been completed:

TRANCHE 1 PROJECTS	
Manly West Public School	Upgrade of two pedestrian crossings to raised crossings
Collaroy Plateau Public School	Install pedestrian refuge, pram ramps and connecting footpath
North Curl Curl Public School	Pitt Road, North Curl Curl - Upgrade existing pedestrian crossing, removal of median, addition of blisters, change of pram ramps on Pitt and Playfair
Loquat Valley Anglican Preparatory School	Pittwater Road, Bayview - Upgrade existing pedestrian crossing, install small blisters
Manly Village Public School	Darley Street, Manly - Upgrade pedestrian existing crossing, pram ramps
TRANCHE 2 PROJECTS	
Manly Village Public School	Victoria Parade, Manly - Upgrade existing pedestrian crossing, pram ramps, including removal of parking and curb extension
Mackellar Girls High School and Manly Vale Public School	Addiscombe Road, Manly Vale - Install missing link shared path for access from Manly Village to both Mackellar Girls High School and Manly Vale Public School
Loquat Valley Anglican Preparatory School	Loquat Valley Road, Bayview - Upgrade existing pedestrian crossing, pram ramps
Cromer Public and Cromer High Schools	<ul style="list-style-type: none"> - Ryrie Avenue and Fisher Roads Cromer - Install pedestrian refuge - Upgrade pedestrian crossing at Lillihina Street Cromer
Forestville Public School	Violet Lane and Darley Street, Forestville - Install kerb blisters to prevent parking across pram ramps on approach to the school
Bilgola Plateau Public School	Plateau Road, Bilgola Plateau - Install safety improvements to school pick-up zone

St Mary's Catholic School	Raglan Street, Manly - Raise existing pedestrian crossing
Pittwater House School	South Creek Road, Cromer - Upgrade existing pedestrian crossing, pram ramps
Curl Curl North Public School	Playfair Road, North Curl Curl - Install connecting shared path to network in John Fisher Park
Narrabeen North Public School	<ul style="list-style-type: none"> - Garden Street, Narrabeen North - Upgrade existing pedestrian crossing - Namona Street, Narrabeen North - Upgrade existing pedestrian crossing and provide missing footpath link - Jacksons Road, Warriewood – section of path from shared path to reserve entrance gate
Elanora Heights Public School	Upgrade of two pedestrian crossings to raised crossings in Elanora Road and Anana Road
Wakehurst Public School	Forest Way, Forestville - Connect Forest Way to Lionel Watts Regional Park (Glen Street)
Cromer Public School	Lillihina Street, Cromer - Upgrade existing pedestrian crossing and conduct Road Safety Audit on design
Narraweena Public School	Waratah Street, Narraweena
St Martin's Catholic School	Prahran Avenue, new footpath from Kambora Avenue to Prahran Avenue
Brookvale Public School	Alfred Road, Brookvale - Upgrade existing pedestrian crossing, pram ramps
Newport Public School	Beaconsfield Street, Newport - Upgrade and relocate existing pedestrian crossing
Beacon Hill Public School	Tristram Road, Beacon Hill - Upgrade existing pedestrian crossing, pram ramps and raised intersection
Mimosa Public School and Davidson High School	<p>Blackbutts Road and Mimosa Road, Frenchs Forest - Upgrade existing pedestrian crossing, pram ramps</p> <p>New footpath in Pound Avenue from Kawana Street and Mimosa Street</p>
Arranounbai School	Aquatic Drive new shared path constructed from Allambie Road and Madison Way
Avalon Public School	Old Barrenjoey Road, upgrade pedestrian crossing to raised crossing

There are currently two outstanding projects from Tranche 2 program of works:

1. St John the Baptist, Freshwater: Upgrade existing pedestrian crossing and pram ramps
2. Sacred Heart Catholic School, Mona Vale: Upgrade existing pedestrian crossing and pram ramps.

The following Tranche 3 projects are under development or underway:

1. Barrenjoey High School, Avalon: Pedestrian refuge, pedestrian fencing and footpath in Catalina Crescent

2. Seaforth Public School, Seaforth: Pedestrian crossings/refuges and footpaths in Yatama Street and Benelong Street
3. Harbord Public School, St John the Baptist Catholic Primary School, Freshwater: on-road cycleway
4. Curl Curl North Public School, Curl Curl: Shared path in Abbott Road
5. Covenant Christian School and Kamaroi Rudolf Stenier School.

RECOMMENDATION OF MANAGER TRANSPORT NETWORK

That the Transport and Travel Strategic Reference Group:

1. Note the outcome of the funding application and program developed to implement the improvements to the Safer Schools program.
 2. Provide feedback to the Transport Network Team on other locations to be considered for future safety improvements around our schools.
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REPORT

CONSULTATION

Council has been liaising with residents and schools in the vicinity of the upgrades.

TIMING

Works will be completed over an 18-month period.

Tranche	Period	Funding
Tranche 1: 2020/21 FY Completed	January – June 2021	\$810,000
Tranche 2: 2021/22 FY Nearing completion	July – December 2021	\$3,311,000
Tranche 3: 2021/22 FY Under construction	January – June 2022	\$4,450,000