

TOWN OF COTTESLOE



BIKE PLAN REVIEW WORKING GROUP MINUTES

HELD IN THE
Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
4.00 PM, TUESDAY 18 JULY 2017 (PART I)
and
4.00 PM, TUESDAY 01 AUGUST 2017 (PART II)

MAT HUMFREY
Chief Executive Officer

23 August 2017

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BIKE PLAN REVIEW WORKING GROUP

1 DECLARATION OF MEETING OPENING & ANNOUNCEMENT OF VISITORS

The Chair announced the meeting open at 4:03 PM, and commenced proceedings by delivering an Acknowledgement of Country. The Chair welcomed Ms Sharon Forester and Mr Edward Rose from Main Roads Western Australia and thanked them for their attendance.

2 ATTENDANCE

Working Group Members

Cr Sandra Boulter (Chair)	Elected Member of Council
Cr Sally Pyvis	Elected Member of Council
Dr Helen Sadler	Resident, Town of Cottesloe
Cr Rob Thomas	Elected Member of Council

Officers Present

Mr Mat Humfrey (<i>part one only</i>)	Chief Executive Officer
Mr Nick Woodhouse	Manager Engineering Services
Ms Samantha Hornby	Governance Coordinator
Ms Adeline Morrissey (<i>part one only</i>)	Acting Sustainability Officer

Visitors In Attendance

Mayor Jo Dawkins (<i>part one only</i>)	Mayor, Town of Cottesloe
Ms Sharon Forster (4.10 PM) (<i>part one only</i>)	Main Roads Western Australia
Mr Edward Rose (<i>part one only</i>)	Main Roads Western Australia

2.1 APOLOGIES

Ms Melissa Rachan	Sustainability Officer
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3 RATIFICATION OF THE PREVIOUS MINUTES – *as attached.*

All present Working Group members confirmed that the Minutes of the previous meeting (22 June, 2017) are a true and accurate record, subject to the following amendments:

1. That Dr Helen Sadler be listed as a voting member of the Working Group.
2. That the word '*pending*' appearing under Item 3, paragraph one be replaced with the words '*subject to*'.
3. That use of the term '*ALL IN FAVOUR*' throughout the document be removed and replaced with the word '*UNANIMOUS*'.

4. That the words *'resolve to adopt'* appearing in the Resolution under Item 4.1 be replaced with the word *'prepare'*, and the words *'for consideration by Council'* be added after the words *'Active Transport Policy'*.
5. That the word *'round-a-bout'* be written as *'roundabout'* throughout the document.
6. That the term *'Action Listing'* throughout the document be removed and replaced with *'Action List'*.
7. That the words *'and will be included in each Agenda'* be added following the words *'responsible officer'* under Item 4.2, subheading Action List.
8. That page numbers be added to the document.
9. That a Resolution be added to the Action List, and to the Minutes as follows:

That the CEO will raise the issue of integrated bike paths at the next WESROC Meeting.

UNANIMOUS

10. That use of the term *'Committee'* throughout the document be removed and replaced with *'Working Group'*.
11. That Item 3 on the Agenda (Ratification of the Previous Minutes) be amended to include Item 3.1 Ratification of the Previous Minutes, and Item 3.2 Updated Previous Minutes, and that a copy of the updated Minutes be included as an attachment to the Agenda going forward.
12. That additional items be added as standing items on the Agenda going forward:

- | | |
|----------|--------------------|
| Item 4 | CORRESPONDENCE |
| Item 4.1 | CORRESPONDENCE IN |
| Item 4.2 | CORRESPONDENCE OUT |
| Item 5 | ACTION LIST |

Moved Cr Pyvis, seconded Helen Sadler

UNANIMOUS

4 BUSINESS ARISING

4.1 MAIN ROADS WA ADDRESS

Roundabouts and Line Marking

Main Roads WA confirmed that typically cycle lanes marked on the road should cease on the approach to a roundabout, as it is deemed more dangerous to maintain a cycle lane through a roundabout. Research has shown that motorists and other road users tend not to see cyclists as easily in this position on roundabouts. Cyclists should safely leave the marked cycle lane on the approach to the roundabout, prioritising themselves amid traffic as it is safer on

roundabouts for cyclists to ride in front of cars rather than side-by-side; therefore not allowing vehicles to squeeze around them.

It is hoped that the Town will be able to develop a form of visual integration between cars and cyclists using markings as the cycle lane tapers off, so that it is clear to motorists that bicycles may be merging with traffic at this point. Main Roads WA confirmed that any surface treatment that is applied to the roundabout and the road leading up to it must accommodate the application of give way lines and other regulatory devices. Additionally, Main Roads hold warrants for pedestrian crossings in WA, therefore any proposal to establish a pedestrian crossing in the Town would need to meet the warrant in order to be considered.

ACTION: Main Roads WA to forward current plans for the new roundabout development in the City of Wanneroo to the CEO by email, as an example of surface treatments that extend onto the preceding road.

Main Roads WA do not have an approval process in place for various surface treatments used by local governments, so long as the design that is implemented does not impact upon the give way lines, or effect the general traffic function of the roundabout itself. It was noted a green colour treatment is generally reserved by Main Roads WA for use on traffic signalled intersections. Aside from this, whilst there is no real restriction on colour choice/artwork on roundabouts for local governments, the Town needs to be cautious to not distract drivers who ought to be focusing on other road users and giving way etc.

Whilst it is encouraged for cyclists to ride to the middle of the roundabout and progress through the centre island if they wish, it is not recommended that line markings be used to indicate this. At conflict points such as this, research has shown that the less guidance that is provided, the higher the use of logic by cyclists. Main Roads WA advised that there are sample pictures/standard drawings available on their website for viewing.

Painted bike symbols are to be funded by the Town unless the bike path in question a recognised Main Roads WA path. The Department of Transport are currently running grant programs for things like this.

Speed Bumps and Raised Plateaus

If used, speed bumps will need to have a small gap on either side for cyclists to bypass them. The rubber strip speed bumps are effective but are subject to rapid wear and tear which can become costly.

Creating raised plateaus for the Town's roundabouts is also an option but these will require Main Roads WA approval for regulatory signage and line marking and can be very costly to implement. Additionally, on ramps and off ramps to the shared path should be provided for those cyclists who do not wish to contend with the roundabout using the road. Ideally raised plateau roundabouts should be at level with footpath which also prioritises pedestrians.

ACTION: Main Roads WA will email the Town with good examples of raised plateaus and roundabout treatments, plus any current standards that exist regarding gradients/kerb differentials.

Speed Limit on Marine Parade

The current speed limit on Marine Parade is 50km/hr and 40km/hr on the busy café strip area. To drop this to 30km/hr may be difficult as this is not a commonly used speed limit and is not widely applied in WA. Approval for this speed limit would require the Town to provide specific reasons in its application as to why this is necessary. However with the current level of activity on Marine Parade and the broad scope of road users, an application for a reduced speed limit here may be looked upon favourably by Main Roads WA. Oxford Street in Leederville for example is currently trialling 30km/ph as a busy precinct with high volumes of road traffic and pedestrians.

The Town is free to submit a proposal to Main Roads WA to apply to have the speed limit in this area reduced to 30km/hr through the proper channels, but it is unlikely to be picked up immediately and may take some time. The application would need to include speed survey data and information regarding what plans the Town has to change the environment on Marine Parade to make the area more conducive to a 30km/hr speed limit. The infrastructure needs to be self-imposing and not rely on signs alone to communicate the new speed limit to road users.

ACTION: Mr Nick Woodhouse to liaise with Main Roads WA with regards to the formal application process for a reduced speed limit trial.

Traffic Flow on Marine Parade

There is a standard process in place through Main Roads WA for councils to apply to change traffic flow or direction on a local road. Changing traffic direction from one-way to two-way is less difficult to achieve as resident's access is not being impeded; reducing a road to one-way traffic however impacts more on residents in that it impedes their access in various ways. Additionally, there is an increased risk for local pedestrians who are accustomed to automatically glancing to the left or the right before crossing a certain road, and there is often a lengthy adjustment period needed to change this way of thinking. Also it has been identified that converting a road from being two lanes/two-way to one lane/one-way often leads to increase traffic speeds.

WORKING GROUP RESOLUTION

Moved Helen Sadler, seconded Cr Pyvis

That the Working Group requests that the Manager Engineering Services submits a grant application to the Department of Transport for the works to be done on the Grant Street Bike Plan treatments, to meet 11 August deadline.

UNANIMOUS

Due to time restraints, the meeting was suspended at 5.00 PM and will resume at 4.00 PM on Tuesday 01 August. The remaining Items on this Agenda were addressed at this time.

The Bike Plan Review Working Group reconvened at 4.00 PM on Tuesday 01 August 2017.

1 DECLARATION OF MEETING OPENING & ANNOUNCEMENT OF VISITORS

The Chair announced the meeting reopened at 4:06 PM, and commenced proceedings by delivering an Acknowledgement of Country.

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5 GENERAL BUSINESS

5.1 COMMITTEE EMAIL CORRESPONDENCE – *as attached.*

- J Dr Helen Sadler reiterated her offer to assist Nick Woodhouse in writing the Department of Transport grant application due 11 August 2017.
- J Julie Bishop's Stronger Communities Grant is also open now to expressions of interest, but closes shortly on 07 August.

WORKING GROUP RESOLUTION

Moved Helen Sadler, seconded Cr Boulter

That Dr Helen Sadler submit a draft application to Mr Nick Woodhouse for the Julie Bishop Stronger Communities Grant, tentatively covering all the intersections that fall along Curtin Avenue, Cottesloe.

UNANIMOUS

- J Cr Pyvis referred to Ms Rosie Walsh's email from 03 July 2017 requesting new symbols/alert writing be painted along the shared beach path leading towards Rous Head. It was agreed that this should be able to be accommodated using funds from this year's budget.

ACTION: Develop a concept plan for recommendation from the Australian Standards for graphics on cycle ways.

ACTION: Find out if the CEO has responded to Ms Rosie Walsh's email, and if not, the Working Group will do this.

5.2 BIKE PARKING AT THE JOHN STREET CAFÉ – *Dr Helen Sadler*

A brief discussion was had around the current bike parking facilities at the John Street Café. It was suggested that perhaps the Working Group should engage with the owners of the John Street Café with regards to improving bike parking facilities here.

ACTION: Mr Nick Woodhouse to liaise with the owner of John Street Café to discuss possible reconfiguration of the car park to incorporate bike parking facilities.

ACTION: Mr Nick Woodhouse to investigate whether a parklet would be permitted under John Street Café's current licence.

5.3 BIKE PARKING IN NAPOLEON STREET– *Dr Helen Sadler*

It was agreed that Council have done great work in reducing car parking and increasing street furniture in Napoleon Street, however there does not seem to be a plan as such for its layout. Some of the street furniture should be moved to make the area more user friendly and accessible for bikes and pedestrians. This is not urgent, but something that could be considered by the Working Group.

ACTION: Dr Helen Sadler and Cr Boulter to meet with Mr Kevin McCabe of ProCott, with regard to reconfiguring the street furniture.

ACTION: Mr Nick Woodhouse to circulate the page relating to Napoleon Street from the Blackwell & Associates plan.

5.4 BIKE COUNTER 2016 – *Mr Nick Woodhouse*

This was placed on the northern side of Grant Street between Griver St and Curtin Ave? Who placed it there and why, and provide the Committee with any data obtained from that count.

Attached to the Agenda for this meeting is the data collected from the 2016 bike count on the corner of Griver Street and Curtin Avenue. This was one of the counter locations selected as part of last year's report. Dr Helen Sadler will incorporate these figures into her grant submission.

Forrest Street, Eric Street, Marine Parade and Broome Street (between Eric Street and Napier Street) were also identified as key locations where bike counters may be placed.

ACTION: Mr Nick Woodhouse to confirm whether the Town already has data collected from these locations, and explore other possible locations to place bike counters for the purpose of obtaining current grant application data.

ACTION: Mr Nick Woodhouse to collate the last five years worth of bike count data collected by the Town for circulation to the Working Group.

5.5 MAIN ROADS WA DISCUSSION - *Mr Nick Woodhouse*

What were the outcomes of discussions with Main Road about any rules and restrictions concerning what can/cannot be placed on/painted on the road surface in respect of cycle paths and roundabout treatments, including artwork?

Mr Nick Woodhouse summarised some of the main points taken from the recent information workshop for WABN Grant Applications hosted by the

Department of Transport. In relation to Grant Street for the Town, the Department of Transport are very focused on the protection of on road cycle lanes, and red asphalt is a commonly used road treatment for this purpose.

5.6 COMMITTEE MOTION

Moved Cr Boulter, seconded Dr Helen Sadler.

That the Town of Cottesloe administration prepare a draft Bike Infrastructure Performance Targets table for consideration at the next Bike Plan Committee meeting, which includes each street in order of priority and with a proposed date for completion for each street.

UNANIMOUS

6 OTHER BUSINESS

It was agreed that the Notice of Motion submitted by Dr Helen Sadler as attached to the Agenda for this meeting be suspended until the next meeting.

The Working Group's Name: Following a short discussion it was agreed that due to the changing nature of the Working Group's focus, we shall now be referred to as the 'Bike Planning Committee'.

ACTION: All Committee members to give some thought to the Terms of Reference for this Committee, along with the objectives that we wish to achieve by the next meeting.

Grant and Eric Street Concept Plans: Following advice received at the Grants Information Workshop hosted by the Department of Transport, Mr Nick Woodhouse tabled maps outlining the concept plans for Grant and Eric Streets. It was reported that the consultant, GTA, has estimated \$609,000 for works on Grant Street.

7 NEXT MEETING

The next meeting of the Bike Planning Committee will take the form of a workshop, and is scheduled for 17 August, 9.00 AM in the Mayor's Parlour

8 MEETING CLOSURE

The Chair closed the meeting at 5.47 PM.

Action List

No.	Action	Timeline and Responsible Officer	Status
1.	<p>Low cost projects be prepared for implementation;</p> <ol style="list-style-type: none"> 1. East West roads 2. Grant Street as a priority (see Cardno Plan) 3. Symbols for Town wide implementation 	<p>Next Committee meeting</p> <p>Nick Woodhouse</p>	<p>Concept plans presented. Direction required from Committee.</p>
2.	<p>Round-a-bouts</p> <ol style="list-style-type: none"> 1. Design options in consultation Main Roads WA (MRWA) 2. Create “self explaining designs” for key round-a-bouts (including community involvement in the design) 3. Implement test areas 	<p>Next Committee meeting</p> <p>Nick Woodhouse Melissa Rachan</p>	<p>MRWA have attended meeting. Test areas identified for Grant St.</p>
3.	<p>Lower the speed limit on Marine Parade</p> <ol style="list-style-type: none"> 1. Speed advisory trailer 2. Resolution to lower speed limit (40 – 30, 50 – 40) and altering low speed sections 3. Infrastructure to reduce speed limit 4. One way for Marine Parade? 	<p>Ask the design team (lead) to attend a committee meeting;</p> <p>Administration to provide a report to implement lower speed limits on Marine Parade for Council's consideration.</p>	<p>Marine Pde included in speed trailer roster.</p> <p>Report to be circulated to Committee (Marine Pde speed limit).</p>
4.	<p>Investigate alternative solutions for Broome Street that doesn't require ripping up the existing bitumen.</p>	<p>Next Committee meeting</p> <p>Nick Woodhouse</p>	<p>Verge Path as existing road is too narrow</p>
5.	<p>Look at renaming the Committee to reflect wider transport options</p>	<p>Next Committee meeting</p> <p>All of Committee</p>	<p>Complete</p> <p>01 August 2017</p>
6.	<p>Contact Main Roads WA with regards to the Principal Shared Path (confirm extent and timing).</p>	<p>Next Committee meeting</p> <p>Nick Woodhouse</p>	<p>Complete</p> <p>Path delayed - 3yrs</p>

No.	Action	Timeline and Responsible Officer	Status
7.	CEO to raise the issue of integrated bike paths at the next WESROC Meeting.	Next WESROC Meeting Mat Humfrey	Complete 09 July 2017
8.	Main Roads WA to forward current plans for the new roundabout development in the City of Wanneroo to the CEO by email, as an example of surface treatments that extend onto the preceding road.	As Requested Sharon Forster (Main Roads WA)	In Progress
9.	Main Roads WA to email the Town with good examples of raised plateaus and roundabout treatments, plus any current standards that exist regarding gradients/kerb differentials.	As Requested Sharon Forster (Main Roads WA)	In Progress
10.	Mr Nick Woodhouse to liaise with Main Roads WA with regards to the formal application process for a reduced speed limit trial.	Next Committee meeting Nick Woodhouse	In Progress
11.	Develop a concept plan for recommendation from the Australian Standards for graphics on cycle ways.	Ongoing All of Committee	In Progress
12.	Find out if the CEO has responded to Ms Rosie Walsh's email, and if not, the Working Group will do this.	Next Committee meeting Nick Woodhouse	Complete Follow up letter to be drafted
13.	Mr Nick Woodhouse to liaise with the owner of John Street Café to discuss possible reconfiguration of the car park to incorporate bike parking facilities.	Next Committee meeting Nick Woodhouse	In Progress
14.	Mr Nick Woodhouse to investigate whether a parklet would be permitted under John Street Café's current licence.	Next Committee meeting Nick Woodhouse	In Progress
15.	Dr Helen Sadler and Cr Boulter to meet with Mr Kevin McCabe of ProCott, with regard to reconfiguring the street furniture.	Next Committee meeting Dr Helen Sadler, Cr Sandra Boulter	In Progress

No.	Action	Timeline and Responsible Officer	Status
16.	Mr Nick Woodhouse to circulate the page relating to Napoleon Street from the Blackwell & Associates plan.	Next Committee meeting Nick Woodhouse	In Progress
17.	Mr Nick Woodhouse to confirm whether the Town already has data collected from these locations, and explore other possible locations to place bike counters for the purpose of obtaining current grant application data.	Next Committee meeting Nick Woodhouse	In Progress
18.	Mr Nick Woodhouse to collate the last five years worth of bike count data collected by the Town for circulation to the Working Group.	Next Committee meeting Nick Woodhouse	In Progress
19.	All Committee members to give some thought to the Terms of Reference for this Committee, along with the objectives that we wish to achieve by the next meeting.	Ongoing All of Committee	In Progress