



Town of Cottesloe

I hereby certify that the minutes of the Bike Planning Committee meeting held on

7 March 2019

were confirmed as a true and accurate record by committee resolution.

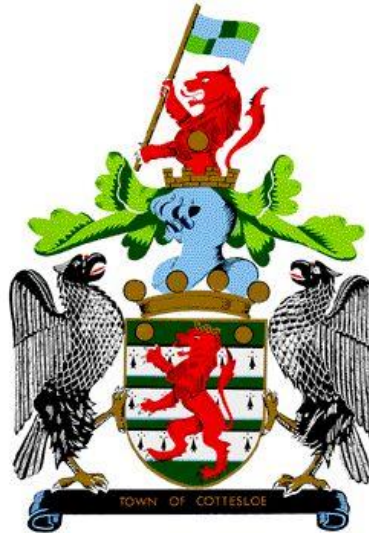
Name (Print) HB SADLER

Signed: 

Presiding Member

Date: 4/4/2019

TOWN OF COTTESLOE



BIKE PLANNING COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
8:00AM, THURSDAY 7 MARCH 2019**

**MAT HUMFREY
Chief Executive Officer**

13 March 2019

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1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS

Cr Sadler declared the meeting open at 8:07am.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LANDS

Cr Sadler acknowledged the traditional owners of the lands, past and present.

3. ATTENDANCE**Committee Members**

Cr Helen Sadler	Presiding Member, Elected Member
Cr Lorraine Young	Elected Member
Mr Mark Powell	Community Representative

Officers

Mr Shaun Kan	Manager of Engineering Services
Ms Ann-Marie Donkin	Governance Officer

Apologies

Mr James Atkinson	Community Representative
Mr Mat Humfrey	Chief Executive Officer

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Moved: Mr Mark Powell Seconded: Cr Young

That the Minutes of the Bike Planning Committee meeting held 23 October 2018 be confirmed as a true and accurate record.

Carried 3/0

5. DECLARATION OF INTERESTS

Nil

6. REPORTS OF OFFICERS

6.1 Bike Planning Committee – Meeting Schedule 2019

File Ref:

Attachments: Proposed Bike Planning Committee Meeting Schedule 2019
Committee Meeting Administrative Procedure

Responsible Officer:

Garry Bird, Deputy Chief Executive Officer

Author:

Ms Ann-Marie Donkin, Governance Officer

Proposed Meeting Date:

5 February 2019

Author Disclosure of Interest:

Nil

SUMMARY

Under Section 5.8 of the *Local Government Act 1995* a Local Government may establish committees.

All ToC committees are open to the public unless closed due to confidentiality reasons under the parameters of the *Local Government Act 1995*.

BACKGROUND

Currently the Bike Planning Committee meeting dates are determined on an ad hoc basis before the conclusion of a meeting, or by email after the meeting.

To ensure an equitable process, committee recommendations should follow the same due process as an officer's report, in that it is presented in a timely manner to Elected Members prior to an Agenda Forum or Ordinary Council Meeting, thus providing them with enough time to seek clarification, and/or seek guidance from the administration that will assist in their decision making.

To encourage best practice in governance and ensure actions from committee recommendations are not being undertaken prior to Council's endorsement, a set meeting schedule for 2019 has been prepared for the committee's consideration.

The meetings, where possible, have been scheduled to be held prior to an Agenda Forum meeting to allow time for committee minutes to be circulated and provided to all Elected Members for- due consideration at the monthly Ordinary Council Meeting.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 6: Providing open and accountable local governance.

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

There are no perceived financial implications arising from the officer's recommendation.

STAFFING IMPLICATIONS

Setting meeting dates for the year will allow for a more structured approach to allocating resources. It is the aim of the administration to ensure each committee is provided with the support it requires to meet agreed outcomes.

The current scheduling places an inordinate strain on resources. Several committee meetings can be scheduled on a day and often in conjunction with Agenda Forums, Special Meetings and Ordinary Council Meetings.

Staff responsible for meetings are required to meet deadlines in relation to agenda settlement, compilation and delivery undertaken Thursdays, Fridays and Mondays. Most committee meetings are held early in the week; Minutes preparation and distribution must be undertaken within 5 days of the meeting.

SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

CONSULTATION

Transparency and accountability in decision making is a community expectation. Set meeting dates provides the Cottesloe community with an opportunity to plan to attend committee meetings, to be involved with or bear witness to that process.

STAFF COMMENT

VOTING

Simple Majority

OFFICER/COMMITTEE RECOMMENDATION

Moved: Cr Young

Seconded: Mr Mark Powell

That the Bike Planning Committee ADOPT the proposed meeting schedule as attached for the 2019 meeting calendar and advertise the dates on the Town of Cottesloe website; and

That the Bike Planning Committee recommend to council;

That the Council ENDORSE the Bike Planning Committee 2019 meeting schedule as attached.

Carried 3/0

7. OTHER BUSINESS

Items requested for discussion – Cr Sadler

7.1 Marine Parade resurfacing Road Safety Grant

Mr Kan, Manager Engineering Services (MES) advised the committee of the following:

- Funds for maintenance not road safety and finance through Roads to Recovery, a State Government program
- Vera View to North Street – resurfacing this section
 - Asphalt surface has been budgeted for
 - Possibility of ‘rumble’ strips as a traffic calming measure
- Marine Parade between Napier Street and Pearse Street – remove asphalt surface and resurface
- Consultant advice would need to be obtained in relation to the median removal on Marine Parade as part of the resurfacing works
- This line marking plan would need to be approved by Main Roads before the median is removed.
 - Median removal can be done as a separate exercise in the next financial year if the approval is received on time.

The committee discussed at length how to make Marine Parade safer for cyclists including bike symbol road signage that indicates where cyclists should be riding and the provision of passing opportunities for cars.

COMMITTEE RECOMMENDATION

Moved: Cr Young Seconded: Mr Mark Powell

The Bike Planning Committee requests ToC Administration, as part of the Roads to Recovery resurfacing grant to consider line marking reinstatement treatments to improve safety for pedestrians, bike riders and cars e.g. rumble strips, bike symbols and median islands rationalisation.

Carried 3/0

7.2 Cottesloe Wayfinding PTA Grant Update

MES will provide update via email

7.3 Feedback from the Routes Survey

Mr Kan, Manager Engineering Services (MES) advised the committee of the following:

- Results were mainly as expected

- The only unexpected results were the identification of North Street and Jarrad Street as local cycle routes
- The Department of Transport (DoT) has a copy of the survey report
 - Further consultation will be undertaken with DoT
 - A draft cycle network should be available by the end of this year

The committee discussed the potential outcomes of a cycle network plan and the need for an annual (automatic) budget allocation to the Active Transport Reserve Fund to help support and maintain the network.

COMMITTEE RECOMMENDATION

Moved: Cr Sadler Seconded: Cr Young

The Bike Planning Committee requests the Administration to bring the following information back to the next meeting;

- **Spending over the last 5 years on:**
 - **Cycle infrastructure**
 - **Grant funded Roads**
 - **Ratepayer funded Roads**
 - **Footpaths**

with a view to the Bike Planning Committee recommending an annual allocation of the ToC budget to Active Transport Infrastructure.

Carried 3/0

7.4 Safety Concern for Bike Riders – Marine Parade

The committee discussed the incident outlined in the email from Mr Michael Thomas and made the following recommendation:

COMMITTEE RECOMMENDATION

Moved: Mr Mark Powell Seconded: Cr Young

The Bike Planning Committee requests the Administration to:

- **Provide a copy of the incident report to the road safety auditors and;**
- **Notify Mr Thomas of the above;**
- **Thank Mr Thomas for his letter ;**
- **Notify Mr Thomas that interim measures are being considered as part of the Roads to Recovery project this year; and,**
- **Longer term solutions are being sought.**

Carried 3/0

From: Thomas, Michael
Sent: Monday, 25 February 2019 8:42 AM
To: council
Cc: CR Helen Sadler
Subject: Marine Pde - safety concern for bike riders

Hi,

I witnessed a very nasty crash on Marine Pde on Sunday morning at around 8am. See attached map for the location.

A car door was opened in the way of a bike rider, and the bike rider impacted the car door. The impact made a sickening noise and had such force that the car door was completely bent forwards. The bike rider was on the ground for a long time and was in considerable pain. I suspect he was seriously injured.

Could I ask that you please report this crash to the Road Safety Council, and provide copy to Bike Planning Committee?

Having parked cars alongside the road is a major safety concern for bike riders for this very reason. I understand the future design of Marine Pde is being considered in the near future, and this information and report will be useful for them to consider.

Kind regards

Michael

7.5 Standing Item - PSP Activation

Cr Sadler gave a summary of an email received from Fiona Goodbody from the Department of Transport, advising of consultation relating to the activation of the PSP.

The committee discussed this briefly including considering those groups that should be of the consultation.

8. ACTION LIST

The action list was reviewed and updated.

9. NEXT MEETING

The next meeting will be held on Thursday 10 April.

10. MEETING CLOSURE

Cr Sadler thanked everyone for their attendance and closed the meeting at 9:35am.