

Minutes

Active Transport Advisory Committee Meeting

Thursday 12 March 2026

The Presiding Member will confirm and sign these minutes at the next Active Transport Advisory Group Meeting – date to be confirmed.

Cr Nat Latter

PRESIDING MEMBER

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Minutes of the Active Transport Advisory Committee Meeting of the Bayswater City Council which took place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on Thursday 12 March 2026.

1 OFFICIAL OPENING

The Director Infrastructure and Assets, Luke Botica, declared the meeting open at 6:35pm.

2 ACKNOWLEDGEMENT OF COUNTRY

Noongar Language

Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Wadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.

English Language Interpretation

We acknowledge the Traditional Custodians of the Land, the Whadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.

The Director Infrastructure and Assets, Luke Botica, acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar nation, and paid respects to Elders past, present and emerging.

3 ATTENDANCE

3.1 Attendance

Members

Cr Elli Petersen-Pik – Deputy Mayor
Cr Cale Black
Cr Nat Latter
Kate Bowker
Clare Chamberlain
Georgina Ker
Dan West

Officers

Luke Botica Director Infrastructure and Assets
Bryce Coelho Manager Infrastructure Projects
Fatima Al Ghanimi Transport Infrastructure Manager
Siiri Clausnitzer Executive Assistant - Infrastructure and Assets (Minute taker)

3.2 Apologies

Dan West

3.3 Approved Leave of Absence

Nil.

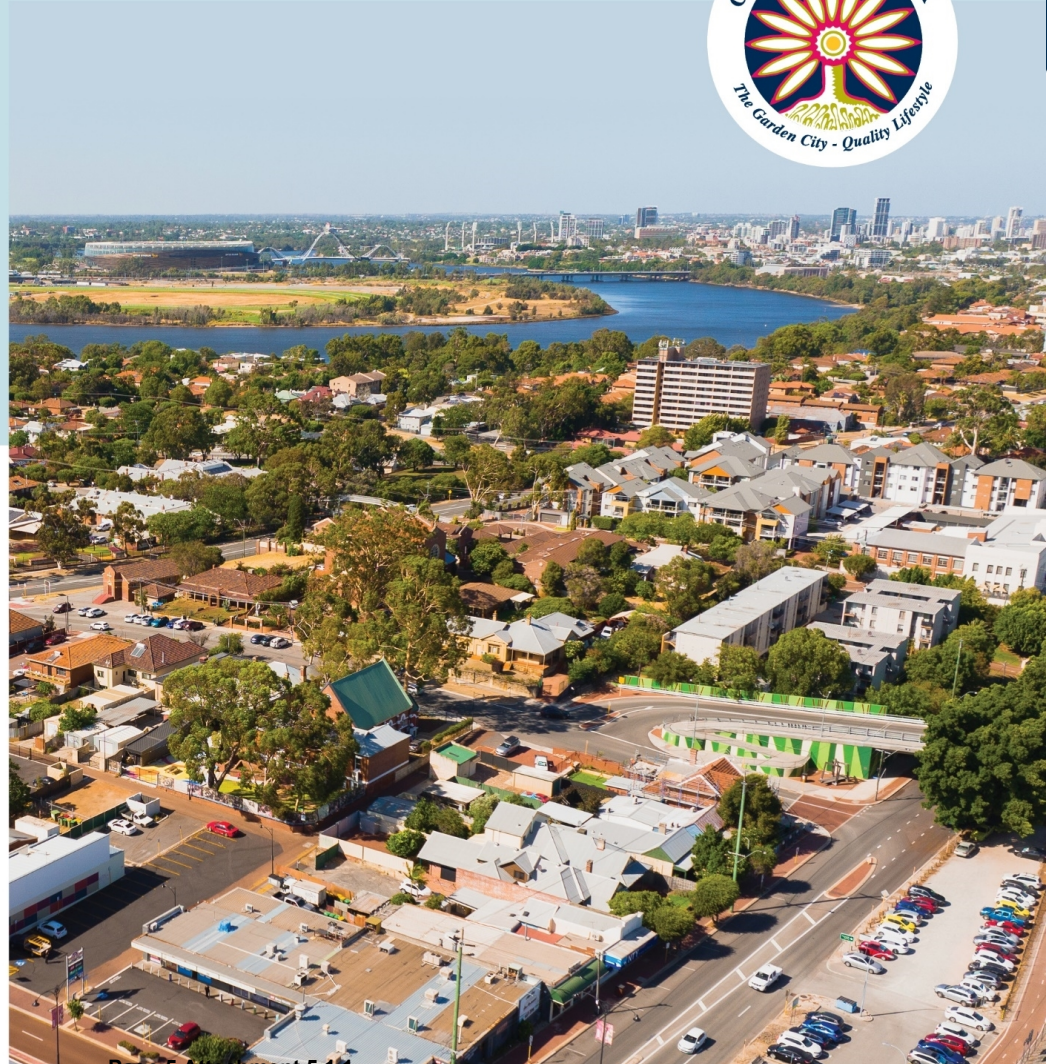
4 DELEGATED AUTHORITY BY COUNCIL

There are no item appearing in this agenda for which the Active Transport Advisory Group has been granted delegated authority by Council in accordance with section 5.23(1)(b) of the *Local Government Act 1995 (WA)*; this meeting is closed to the Public.

5 INTRODUCTION TO THE ACTIVE TRANSPORT ADVISORY GROUP

Luke Botica, Director Infrastructure and Assets, welcomed new members and provided a brief introduction to the Active Transport Advisory Group. Members were informed they would receive a copy of the PowerPoint presentation with the Minutes of the meeting.

City of Bayswater



Active Transport Advisory Group Induction

Acknowledgment of Country

Ngalla City of Bayswater kaatanginy baalap Noongar Boodja baaranginy, Wadjuk moort Noongar moort, boordiar's koorra koorra, boordiar's ye yay ba boordiar's boordawyn wah.

The City of Bayswater acknowledges the Traditional Custodians of the land, the Whadjuk people of the Noongar Nation, and pays its respects to elders past, present and emerging.

Introduction

- Local Government Act and Regulations
- Roles and Responsibilities
- Terms of Reference
- Decision-making
- Declarations of Interest
- Agendas and Minutes
- Confidentiality

LG Act and Regulations

- Highly regulated environment
- Over 400 different pieces of legislation that apply to local governments
- *Local Government Act* and regulations – system of local government
- Sets out roles and responsibilities
 - Mayor
 - Councillors
 - Chief Executive Officer
 - Committees of Council

Roles and responsibilities

The role of Council:

- Governs LG affairs; responsible for LG functions; oversees allocation of finances and resources; and determines policies.

The role of the Mayor:

- Presides at Council Meetings; provides leadership and guidance to the community; carries out civic and ceremonial duties; speaks on behalf of the local government; performs any other functions as given under the Act or any other written law; and liaises with the CEO on the LG's affairs and performance of its functions.

The role of Councillors:

- Represent the interests of electors, ratepayers and residents; provide leadership and guidance to the community; facilitate communication between the community and the Council; participate in local government decision-making processes at Council and Committee Meetings; and perform functions as given to Councillors by the Act or other written laws.

The role of the CEO:

- Advise the Council; ensure advice and information is available for Council to make informed decisions; implement Council decisions; manage day to day operations; liaise with the Mayor on LG affairs and performance of functions; speak on behalf of the LG if the Mayor agrees; responsible for employment, management, supervision, direction and dismissal of employees; ensure records are properly kept; and perform any function specified or delegated by the local government, or imposed under the Act or any other written law for the CEO.

Advisory Groups

- Council can form Committees, Advisory Groups, Panels, etc. to help support its work.
- Advisory Groups can be made up of:
 - Elected Members
 - Employees
 - Other persons
 - A mixture of the above
- Council appoints members to the Advisory Groups
- Council establishes the Terms of Reference for Advisory Groups

Terms of Reference

- Council has established the Active Transport Advisory Group (ATAG)
- The ATAG has been tasked by the Council to *“provide advice and input to Council on initiatives, programs and infrastructure improvements that promote sustainable and healthy active transport options”*.
- This group performs an advisory function and does not have any delegated authority.

Decision-making

The Group must ensure that when performing these functions that recommendations to the Council are:

- Free of bias or conflict of interest
- Based on facts and merits

Declarations of Interest

- Whilst the ATAG has no decision-making power, they are still providing advice to Council, so it is important that the Council is aware of any potential conflicts of interest that they may have.
- ATAG Members with a potential conflict of interest are to declare this to the Chairperson at the commencement of the meeting.

Exempt Interests

There are several interests that do not have to be disclosed:

- Interest-in-common
- Interest in the imposition of a rate, fee or charge
- Interest relating to LG payments or gifts
- Interest relating to pay, terms and conditions of an employee (unless spouse or child)
- Interest relating to being an office bearer of a non-profit making organisation
- Interest arising because you are a public servant

Agenda and Minutes

- All Advisory Group meetings are supported with an agenda.
- Agendas for the meeting will be distributed one week before the meeting.
- Minutes of the meeting will be released within seven days after the meeting.

Confidentiality

- As an Advisory Group member, you may receive access to information that may be confidential
- This may be for different reasons (privacy, commercial, legal, etc.)
- It may also be that you are privy to information before it is ready for public release.
- The City will mark confidential information as being confidential when it is provided in the agenda.
- Advisory Group meetings are closed to the public.

Questions

6 APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

In accordance with the Terms of Reference, the members of the Advisory Group were called to nominate Elected Members to assume the role of Chairperson and Deputy Chairperson.

Cr Nat Latter nominated themselves for the role of Chairperson. As no other nominations were received, Cr Latter was elected unopposed as the Chairperson of the Active Transport Advisory Committee, for the term ending 16 October 2027.

Three members nominated Cr Cale Black as Deputy Chairperson. As no other nominations were received, Cr Black was elected unopposed as the Deputy Chairperson of the Active Transport Advisory Committee, for the term ending 16 October 2027.

7 DISCLOSURE OF INTEREST SUMMARY

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

The following disclosures of interest were made at the meeting:

Name	Item No.	Type of Interest	Nature of Interest
Cr Nat Latter	10.2	Impartial	Cr Latter resides on Sherwood Street, Maylands which is shown on the map in the attachment to the report.

8 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION

That the Active Transport Advisory Group notes the minutes of the Active Transport Advisory Committee meeting of 4 August 2025 and recommends to Council that these minutes be confirmed as a true and accurate record.

Cr Elli Petersen-Pik - Deputy Mayor Moved, Cr Cale Black Seconded

CARRIED UNANIMOUSLY

For: Cr Petersen-Pik, Deputy Mayor, Cr Cale Black, Cr Nat Latter, Georgina Ker, Clare Chamberlain and Kate Bowker.

Against: Nil.

9 TERMS OF REFERENCE

Purpose

The purpose of the Active Transport Advisory Group is to provide advice and input to Council on initiatives, programs and infrastructure improvements that promote sustainable and healthy active transport options, including walking, running, cycling, electric-assisted bicycles, electric scooters and other e-Rideables. The Group aims to foster community engagement and collaboration to encourage active travel as part of everyday life across the City.

In addition, the Group will advise on active transport matters affecting people with a disability, ensuring that accessibility and inclusion are integrated into active transport planning and design. This includes providing feedback on infrastructure, path networks and crossings to support safe and equitable access for all community members.

Through its inclusive and consultative approach, the Active Transport Advisory Group will help Council advance connected, safe and accessible transport choices that contribute to a healthier, more sustainable and inclusive community.

Membership

Two Elected Members as appointed by Council.

Up to eight community representatives who reside in the City of Bayswater or represent a service provider or organisation within the City of Bayswater. Priority will be given to ensure diverse representation of different transport needs.

Community Members will be appointed and paid in accordance with the *Independent Advisory Group Member Policy*.

All Councillors are appointed as Deputies.

Members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.

Chairperson

The Advisory Group members are to elect a Chairperson and Deputy Chairperson at the first meeting, both of whom must be an Elected Member of Council.

The Chairperson will preside at all meetings. In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair.

The Chairperson is responsible for the proper conduct of the Advisory Group.

Delegated Authority

This Group performs an advisory function and does not have any delegated authority.

Meetings

The Group shall meet three times per year, or as required, at the City of Bayswater Civic Centre.

Administration

Notification of the meeting will be provided at least a fortnight prior to the meeting date.

An agenda shall be provided to members one week before the meeting. Minutes of the meeting will be provided to all members, and all City Councillors, within 14 calendar days following the meeting date.

Liaison Officer

Director Infrastructure and Assets

10 REPORTS

10.1 Pathway Prioritisation Program

SUMMARY

Council has endorsed a Pathway Master Plan, including updated Footpath Prioritisation Assessment scoring criteria, which now form part of the City's *Footpath Policy*. The Policy therefore needs to be updated to align with the Master Plan.

The City is seeking the Active Transport Advisory Group's feedback on the proposed amendments to the *Footpath Policy* before it is presented to Council for adoption.

NOTES

Bryce Coelho, Manager Infrastructure Projects, spoke to the PowerPoint presentation, explained each of the Policy Statements, and invited members to provide feedback.

Policy Statement 2

Members requested the word "or" be changed to "and", as follows:

"All streets within the City (excluding cul-de-sacs with traffic volumes less than 600 vehicles per day ~~or~~ and no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves) are to have a footpath on at least one side and to provide a contiguous footpath network."

Members then suggested that the Policy Statement be amended to bullet points, for clarity, as follows:

"To provide a contiguous footpath network, all streets within the City are to have a footpath on at least one side of a street, except cul-de-sacs:

- *With traffic volumes less than 600 vehicles per day; and*
- *With no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves."*

Policy Statement 3

Members agreed that the following statement be incorporated into the policy.

"All District Distributor Roads (District Distributor A and B) are to have a footpath on each side of the road."

Policy Statement 4

Members did not discuss this statement as there were no proposed changes.

Policy Statement 5

This statement was amended to account for potential gaps along arterial roads (District Distributors A & B), where the need for a second path may take precedence over local roads that do not have an existing path.

In light of the above, members agreed that the second sentence of the statement should be removed, as follows:

"Priority should be given to roads that currently have no footpaths." ~~Roads with an existing path on one or both sides will be considered following the completion of the new path network across the City.~~

Policy Statement 6

Members agreed on the following:

The City shall construct footpaths through existing crossovers to maintain continuous, legible pedestrian paths along streets, irrespective of road hierarchy.

New footpaths shall be aligned further from the kerb (towards the property boundary) to minimise conflicts with bin placement and on-street parking and to improve pedestrian safety.

Where practicable, footpaths shall be located along or near the property boundary.

Policy Statement 7

Members agreed that this statement can be merged with Policy Statement 6, as preference is for the path to be constructed through existing crossovers.

GENERAL COMMENTS

Cr Latter raised concerns about the low score weighting for the aged care criteria and thinks it should be given a higher priority. The Director Infrastructure and Assets said officers could propose to amend this at a future Policy Committee Meeting.



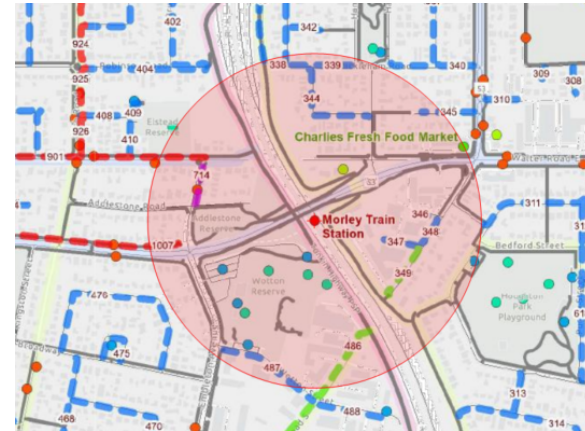
Active Transport Advisory Group 12 March 2026

Bryce Coelho | 12 March 2026

Active Transport Advisory Group (ATAG)

Footpath Program

Criteria	Ranking
Road Hierarchy	
District Distributor	3
Local Distributor	2
Local Access	1
Bus Route and Bike Plan Connectivity	
High Frequency Route/Direct Connection	2
Low Frequency Route/Indirect Connection	1
Community Facility	
Regional facility	2
Local Park	1
School/Aged Care	
Adjacent	3
Direct Connection	2
Next Connection to direct	1
Shopping Centres	
Regional Centre	2
Neighbourhood	1



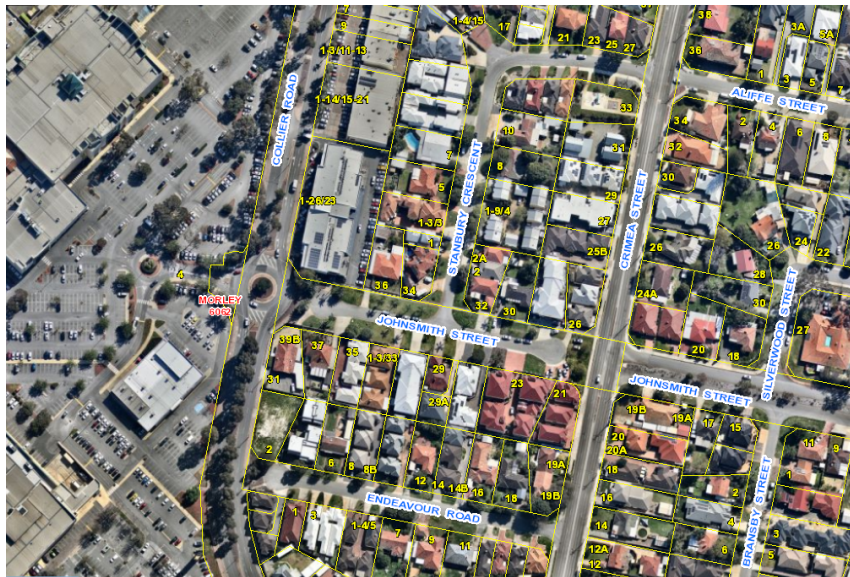
Path provision criteria added and ranking

- Bus stops and bus interchanges
- Childcare facilities
- Shopping precincts
- Routes identified within the Long-Term Cycle Network (LTCN)
- Number of properties served by the route
- Proximity to train stations
- Connections to parks and reserves
- Routes identified under the Safe Routes to School program

Active Transport Advisory Group (ATAG)

Footpath Policy Policy Statement 2

All streets within the City (excluding cul-de-sacs with traffic volumes less than 600 vehicles per day or no connection to pedestrian access ways (PAWs) or nearby amenities such as parks and reserves) are to have a footpath on at least one side and to provide a contiguous footpath network.



Active Transport Advisory Group (ATAG)

Footpath Policy

Policy Statement 3

All District Distributor Roads (District Distributor A and B) are to have a footpath on each side of the road.

Policy Statement 5

Priority should be given to roads that currently have no footpaths. Roads with an existing path on one or both sides will be considered following the completion of the new path network across the City.

Active Transport Advisory Group (ATAG)

Footpath Policy Policy Statement 6



Policy Statement 7

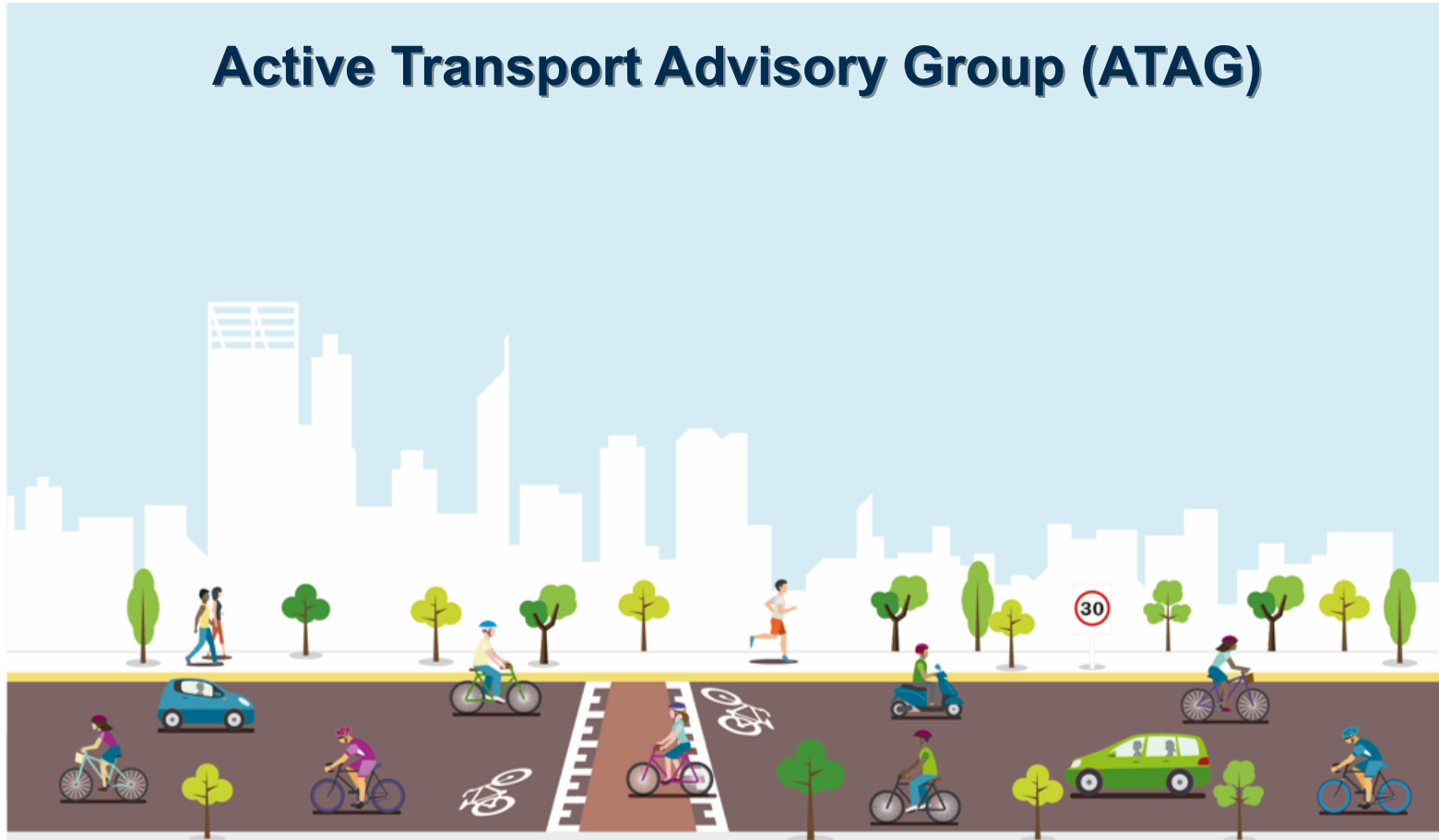


Active Transport Advisory Group (ATAG)





Active Transport Advisory Group (ATAG)



10.2 Guildford Road Signalised Pedestrian Crossing

SUMMARY

The City is proposing a targeted amendment to the Long-Term Cycle Network (LTCN) in the Maylands Peninsula area to better align with a proposed signalised mid-block pedestrian crossing on Guildford Road.

The proposed crossing location aligns with pedestrian desire lines and improves access to Maylands Peninsula Primary School and surrounding destinations.

NOTES

Fatima Al Ghanimi, Transport Infrastructure Manager, spoke on the maps presented to members.

- The City has applied for Black Spot funding. A Road Safety Inspector found lack of pedestrian facilities in the area.
- Closure of Caledonian Avenue – no changes proposed. Fatima asked members where they think the crossing should be installed; closer to Traylen or Grosvenor?
- The City still needs to undertake area-wide engagement.

Key discussion points focused on cycling access, crossings, and the Local Town Cycling Network (LTCN):

- Concerns remain about cyclist connections to Meltham Station, with uncertainty around potential changes before a State Government decision on Meltham crossing. There are limited safe crossing points along Guildford Road, with up to 850m between crossings in some sections. If riders cannot cross at Meltham, they must detour to Third Avenue or Leake Street. Community expectations are to include more crossings along Guildford Road and improved long-term connectivity to Meltham Station.
- Sherwood Street and Darby Street are steep (around 5% incline) and rarely used by cyclists; most riders instead use Traylen Street and attempt to cross at Grosvenor Street. Some proposals suggest shifting the LTCN from Grosvenor Street and Caledonian Avenue to Charles Street, though there is support for retaining Caledonian Avenue. Options discussed include a potential median refuge on Guildford Road, possible design changes near Traylen and Grosvenor Streets, and whether Grosvenor Street could become a Safe Active Street (though width may be an issue).
- The southern end of Charles Street (near cafés) currently has significant illegal parking, and the City is reviewing parking arrangements.
- Ferguson Street is considered unsafe for cycling due to traffic and intermittent parking, while Caledonian Avenue is widely used and provides convenient access to amenities and a signalised crossing at Whatley Crescent.
- Constraints limit new crossings or grade separations in some locations due to road width, nearby side roads, and safety requirements.
- The next step is to undertake community engagement, noting that consultation must clearly outline the limited options available.



IN THE ABSENCE OF THE APPROVED SIGNATURE THIS DRAWING SHALL BE TREATED AS PRELIMINARY

IMAGES TAKEN FROM CITY SPATIAL © CITY OF BAYSWATER 2023

ALL SIGNAGE AND LINE MARKING TO BE RETAINED UNLESS OTHERWISE INDICATED

AMENDMENTS	DATE	DESCRIPTION	BY	VERIFIED
A	23/8/23	PLOT FOR REVIEW AND APPROVAL	B.T.	
Rv1		AMENDMENT		VERIFIED/DRAWN APP

Works & Infrastructure Division

61 Broun Avenue, Morley, WA 6062 | P: 9272 0622
www.bayswater.wa.gov.au



DESIGNED BY	B. KING
DESIGNED DATE	15/08/2023
DRAWN BY	B. THIEU
DRAWN DATE	15/08/2023
SURVEYED BY	N.A.
SURVEYED DATE	N.A.

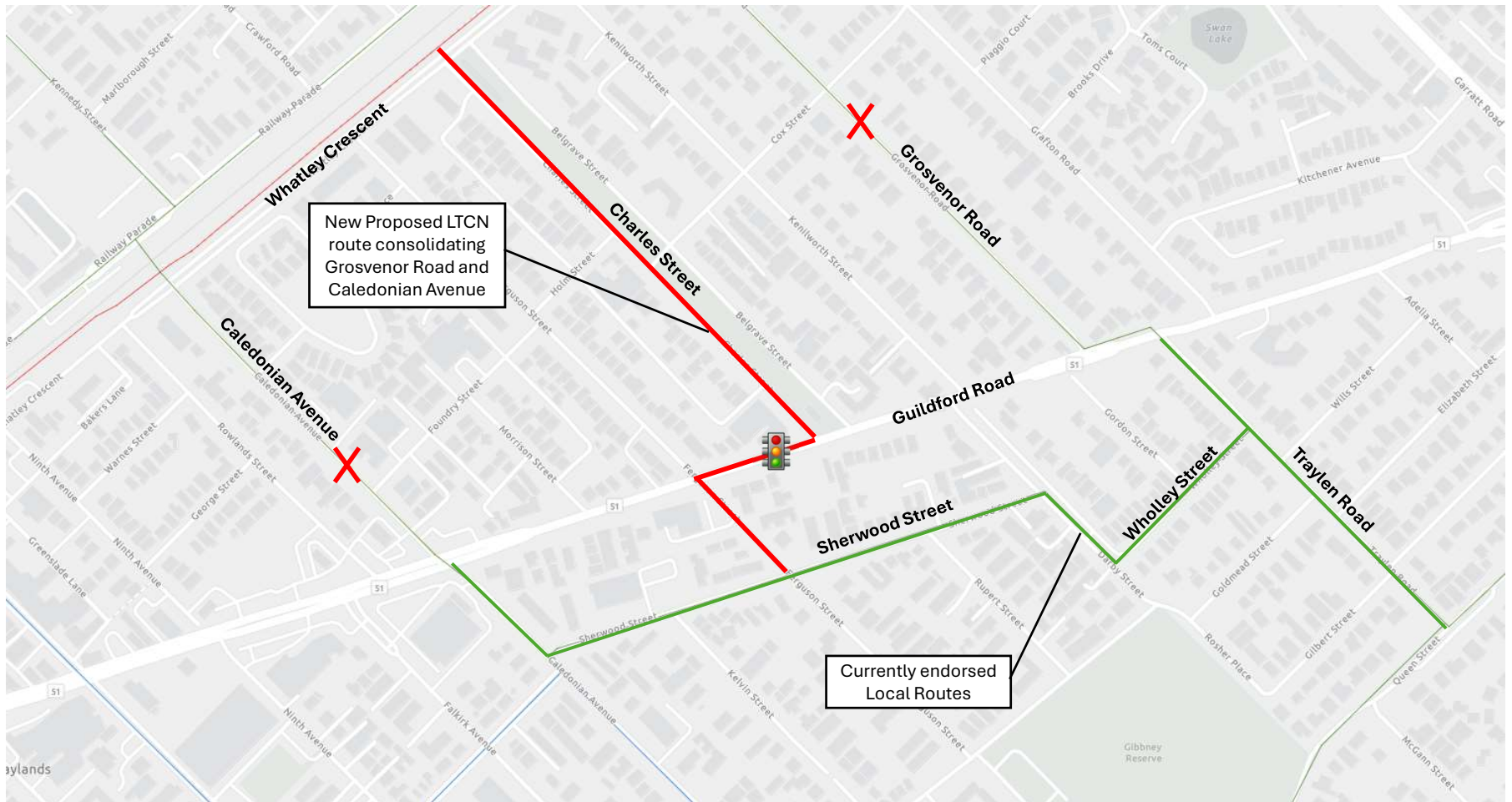
DATUM	AHD	GRID	PCG 1994
SCALE	SCALE: 1:300	CHECKED BY	
RECOMMENDED BY		APPROVED BY	

DRAWING	
MRWA Ref No.	COB Ref No.
DATE	MRWA CONTACT
PLOT: 23/08/2023	
DRAWING STAGE: PRELIMINARY	

GUILDFORD ROAD MID-BLOCK PEDESTRIAN CROSSING CONCEPT PLAN

SHEET 1 of 1
DRAWING NUMBER
81/23
AMENDMENT
A

T:\cad_Jobs\2023\01_2023_CURRENT\GUILDFORD RD (CHARLES ST & FERGUSON ST) - MIDBLOCK PED CROSSING 81-23\GUILDFORD RD (CHARLES ST & FERGUSON ST) - MIDBLOCK PED CROSSING 81-23.dwg, 23/08/2023 12:36:54 PM



11 CONFIDENTIAL ITEMS

Nil.

12 GENERAL BUSINESS

Nil.

13 NEXT MEETING

The next meeting of the Active Transport Advisory Group will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley, on a date to be confirmed commencing at 6.30pm.

14 CLOSURE

There being no further business to discuss, the Presiding Member, Cr Nat Latter, declared the meeting closed at 8:29pm.