Report to the Future Melbourne (Transport) Committee

Design and Positioning of Level Access Tram Stops

4 August 2015

Presenter: Geoff Robinson, Manager Engineering Services

Purpose and background

1. The purpose of this report is to inform the Future Melbourne Committee of Public Transport Victoria’s (PTV) strategy for the proposed roll-out of level access tram stops in the central city and for the Committee to endorse the process by which the installation of level access tram stops is considered and approved should funding be provided. This report was requested by resolution of Council at its meeting of 16 December 2014.

2. PTV has an obligation under the Disability Discrimination Act 1992 (DDA) to significantly increase the number of level access stops and low-floor trams on the network over time. The DDA stipulates that Victoria must achieve 100 per cent DDA compliance on the tram network by 2032. The changes also support the larger rolling stock of trams which recently commenced operation.

Key issues

3. The existing and proposed locations of level access tram platforms in the central city area are shown at Attachment 2. This includes 45 existing level access paired or island tram platform stops which are shown as green rectangles. Two of the three level access tram platform stops which are shown as purple rectangles have recently been constructed (Queensbridge St and Collins and William Sts) with the final one in Flinders St scheduled soon. A total of 16 new proposed level access tram platform stops, primarily located along the La Trobe Street and William Street corridors, shown as blue ovals. The plan also includes the lengthening of four existing tram platform stops along Collins Street to alleviate passenger crowding and accommodate longer trams. This program also includes the removal of existing tram safety zone stops, which will result in a net reduction of eight tram stop locations throughout the Central City (yellow dots).

4. The construction of the proposed level access tram stops will be the subject of a future PTV budget submission to State Government. The community consultation and stakeholder engagement for this program will be developed and undertaken by PTV/ Yarra Trams in partnership with City of Melbourne.

5. Regular meetings between PTV, Yarra Trams and the Chair of Council’s Transport Portfolio Committee have been established. Details are provided at Attachment 1.

6. The proposed locations of new tram platform stops are indicative. The design of each tram stop will be guided by a number of criteria which are detailed in Attachment 3. The concept design will then be referred to Councillors, via a briefing paper, and by Yarra Trams to the community for feedback. Councillors will be informed about the final design of tram stop proposals before any approval is given under delegation. Attachment 4 outlines PTV’s engagement process for individual stop upgrades.

7. Statutory requirements associated with the final design such as Road Closures and Planning Permit issues will be addressed by separate approval processes. Tram stop proposals extending across laneways and consequently restricting vehicular access require the Council to undertake legal procedures under the Local Government Act 1989. This requires Council to consider submissions received via the Submissions (Section 223) Committee. Planning permits may be required for the construction of the level access platform or for installation of advertising signage.

Recommendation from management

8. That the Future Melbourne Committee notes the information in this report and endorses the process for installation of improved tram infrastructure proposed by Public Transport Victoria.

Attachments:
1. Supporting Attachment
2. Proposed CBD Tram Stop Upgrade Plan
3. Tram Stop Location Criteria
4. Community Engagement Process
Supporting Attachment

Legal

1. No direct legal issues arise from the recommendation from management.

Finance

2. The cost of installing level access tram stops and ancillary works is fully funded by PTV.

Conflict of interest

3. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Relation to Council policy

4. The PTV’s strategy for the roll-out of level access tram stops in the Central City area as shown on the plan at Attachment 2 is consistent with the following:
   4.1. Future Melbourne.
   4.5. Road Safety Plan 2013-17
   4.6. Walking Plan 2014-17

Environmental sustainability

5. The PTV’s strategy for the roll-out of level access tram stops is expected to have a significant impact on environmental sustainability encouraging increased usage of public transport.

Stakeholder consultation

6. The intended community consultation and stakeholder engagement plan will be developed by PTV. Councillors will be briefed ahead of and at the completion of each community engagement phase. Issues arising or those expected to arise will form part of the briefing.

7. PTV has indicated that the formal public release of the overall proposal can now occur.

8. Regular meetings between Yarra Trams, PTV, and the Chair of Council’s Transport Portfolio Committee have been established. Bi-annual briefings to Councillor Forum meetings are also intended. Details are noted in Table 1 below:
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Purpose</th>
<th>Attendees</th>
<th>Frequency</th>
<th>Standing agenda</th>
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</table>
| Councillor Forum              | Share the vision around trams in the City                               | Melbourne City Councillors Mark Wild, CEO, PTV Clément Michel, CEO, YT Ben Rimmer, CEO, CoM | Biannually | • Share overall vision for tram network  
  • Outline imperatives for success  
  • High level overview of current and future works |
| Briefing Cr Oke (as Chair of Transport Portfolio) | Provide update on strategy                                              | Cr Oke, Councillor, CoM Director of Network Strategy & Growth, YT Director, Infrastructure, YT Principal Advisor, Sustainability & Engagement Director of Network Planning, PTV Director, Asset and Program Management, PTV Director, Communications, PTV Manager, Engineering Services, CoM | Quarterly | • Status of projects in progress  
  • Benefits and fit within vision  
  • Impacts on other modes and businesses  
  • Engagement status  
  • Forward look at prospective projects  
  • What is funded/not funded?  
  Key actions and outcomes to be circulated to all relevant Directors of YT, PTV, and CoM |
| Tram strategy in the CoM      | Review program implementation progress and issues arising                | Director of Network Strategy & Growth, YT Director, Infrastructure, YT Director Network Planning (PTV) Director Asset and Program Management (PTV) Manager Engineering Services (CoM) Manager Urban Design (CoM) | 6-weekly  | • Delivery challenges/escalations  
  • Progress of implementation  
  • Future works proposals  
  • Timeline drivers  
  • Issues of concern |
| Implementation and Planning Working Group | Follow up in detail what has been flagged at 6-week meetings with a principle of consulting early in the project development cycle | Relevant officers, managers, and advisers in project specific meetings | Monthly   | • Detailed delivery plans  
  • Understanding of impacts and benefits  
  • Plans to manage impacts and engagement  
  • Timeframes for delivery  
  • Concept, functional & detailed design review & approval |
PTV Proposed CBD Level Access Stop Upgrades

Proposed Stop Removals

Note: Stop locations and designs are only indicative at this stage. Includes upgrades to existing Collins St stops.
Tram Stop location criteria

The PTV considers numerous criteria such as location and spacing of Stops (between 200 and 400 metres). Other criteria considered includes:

1. Safety for all road users including tram passengers and pedestrians;
2. Passenger walking distance;
3. Passenger access to Tram Stops and other public transport in intersecting streets;
4. Passenger access to nearby transport interchanges eg. Southern Cross and City Loop railway stations;
5. Overall tram travel and walking time for passengers;
6. Road network capacity, particularly at intersections;
7. Motor vehicle circulation and access to intersecting streets, laneways and adjoining properties;
8. The need to undertake legal procedures under the Local Government Act if the platforms of any level access Tram Stop proposal extend over laneways, thereby restricting traffic access to left turn in and left turn out;
9. Large service vehicle and tour bus circulation and access requirements;
10. DDA requirements such as the gradient of roads;
11. Tram passenger patronage;
12. Tram passenger amenity, shelter, lighting, real-time information;
13. Impact on the provision of essential on-street parking facilities, such as loading zones, disabled parking spaces, taxi ranks, bus stops and short term parking;
15. Visual impact on streetscape;
16. Emergency vehicle access;
17. Construction costs; and
18. Statutory Planning considerations including future major land use developments; and
## Attachment 4: Community Engagement Process

<table>
<thead>
<tr>
<th>Phase &amp; description</th>
<th>Action</th>
<th>CoM Role</th>
<th>Timing</th>
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<tbody>
<tr>
<td><strong>Phase 1 Pre individual project delivery</strong>&lt;br&gt; Briefing Council through bi-annual briefings with PTV &amp; Yarra Trams CEOs and quarterly meetings with Cr Oke and relevant Directors of PTV and Yarra Trams (new formalised process)&lt;br&gt; Monthly meetings between CoM, PTV, Yarra Trams and VicRoads officers</td>
<td>Council is briefed early in the process on the overall tram network plan and upcoming individual projects</td>
<td>Early input to overall tram network plan within the CBD&lt;br&gt;&lt;br&gt;Input to timing and engagement strategies for individual projects</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Phase 2 Project Overview</strong>&lt;br&gt; Stakeholders are identified &amp; made aware of project (New structured time frames for allowing for earlier consultation, enabling impacted communities to be better informed)</td>
<td>Distribution of community brochure outlining project. Brochure includes:&lt;br&gt;• Overall rationale for project and how it relates to broader tram network upgrades&lt;br&gt;• Description of project (location and design)&lt;br&gt;• Clear identification of what is negotiable about the project and why certain features may not be&lt;br&gt;• Clear statement of consultation period and feedback closing date&lt;br&gt;• Invite to community information session&lt;br&gt;• Identification of other feedback channels (email, website, phone)</td>
<td>Input to stakeholder identification, noting particular stakeholders that may require personal attention&lt;br&gt;&lt;br&gt;Input to brochure</td>
<td>Brochure distributed minimum 2 weeks prior to information session</td>
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<td><strong>Phase 3 Project Engagement/Consultation</strong>&lt;br&gt; Engagement and consultation (where possible) about location, design and timing of project (In line with IAP2 principles, a clearer expectation will be provided to the community about what is being consulted on and what is for information; include an explanation for why some aspects are non-negotiable)</td>
<td>Information session with design material and other information on display; project team available to answer questions&lt;br&gt;&lt;br&gt;Individual meetings/briefing with key stakeholders as necessary</td>
<td>Council officer invited to attend information session&lt;br&gt;&lt;br&gt;Attend individual stakeholder meetings if appropriate</td>
<td>Information session two week prior to consultation closing</td>
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## PTV/Yarra Trams/CoM Engagement Framework
### Community Engagement Process – for new and upgraded stops

<table>
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<td><strong>Phase 4 Project finalisation and approval</strong>&lt;br&gt;CoM approval or request for changes following consultation&lt;br&gt;Inform stakeholders of final design and results of consultation&lt;br&gt;(New step where PTV/Yarra Trams will provide feedback on the consultation, providing more information before stakeholders receive notification of works letters)</td>
<td>Consultation report is submitted to CoM by Yarra Trams&lt;br&gt;Advice to CoM re any proposed changes to project as a result of consultation&lt;br&gt;Letter to community to inform of consultation results and final design (noting any changes made as a result of consultation); note construction date.</td>
<td>Final approval of project</td>
<td>Consultation report to CoM two weeks after consultation closes and 12 weeks prior to construction</td>
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<td><strong>Phase 5 Project delivery</strong>&lt;br&gt;Provide detail of works schedule &amp; associated disruptions, road closures etc.</td>
<td>Two letters to resident/traders:&lt;br&gt;• Letter 1 – construction notification; details of works schedule and associated disruptions&lt;br&gt;• Letter 2 – reminder letter&lt;br&gt;Communications activities to advise motorists and tram passengers of road closures and service disruptions (this may include advertising, VMS signs, information on board trams, announcements at stops and on board trams)</td>
<td>Receive material prior to distribution</td>
<td>Letter 1: 6 weeks prior to construction&lt;br&gt;Letter 2: 4 weeks prior to construction&lt;br&gt;Letter 3: 1 week prior to construction&lt;br&gt;Communications activities for motorists &amp; tram passengers: 2 weeks prior to construction and during construction</td>
</tr>
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<td><strong>Phase 6 Post-implementation</strong>&lt;br&gt;Evaluation of process &amp; lessons learned on completion of project&lt;br&gt;(New step in overall process to ensure that learnings from the project are captured for future engagement)</td>
<td>Standing agenda item on monthly coordination meeting to discuss delivered projects and identify issues for addressing on future projects</td>
<td>Part of discussion about delivered projects and the communications strategy; recommend actions for future project delivery.</td>
<td>Ongoing – standing agenda item</td>
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