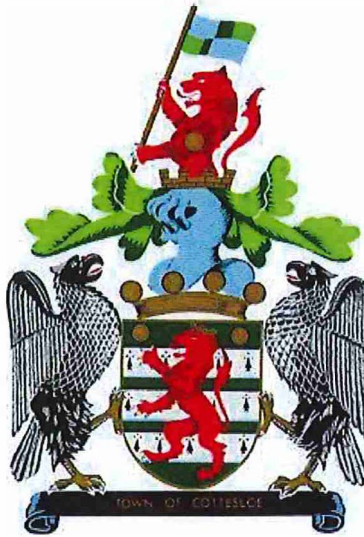


TOWN OF COTTESLOE



NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MEETING

MINUTES

NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MEETING
HELD IN THE

War Memorial Hall, Cottesloe Civic Centre
109 Broome Street, Cottesloe
1:00pm Monday, 14 September 2020

A handwritten signature in blue ink, appearing to read 'Matthew Scott', is written over a blue horizontal line.

MATTHEW SCOTT
Chief Executive Officer

18 September 2020

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting open at 1:03pm and read the Acknowledgement of Country.

1.1 ACKNOWLEDGEMENT OF COUNTRY

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

2 DISCLAIMER

The Presiding Member drew attention to the Town's Disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member announced that the meeting is being recorded, solely for the purpose of confirming the correctness of the Minutes.

4 ATTENDANCE

Members

Cr Melissa Harkins	Presiding Member/Elected Member
Cr Lorraine Young	Elected Member
Cr Michael Tucak	Elected Member
Mr Douglas Cook	North Cottesloe Primary School Principal
Mr Bernard Seeber	North Cottesloe Primary School P&C
Ms Nicole de le Motte	North Cottesloe Primary School Board

Officers

Mr Matthew Scott	Chief Executive Officer
Mr Shaun Kan	Manager Engineering Services
Mr David Lappan	Project Manager
Ms Ann-Marie Donkin	Governance Officer

Visitors

3 community members were noted in the Public Gallery.

Apologies

Cr Paul MacFarlane	Elected Member
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5 DECLARATION OF INTERESTS

There were no declarations made.

6 CONFIRMATION OF MINUTES

Moved Cr Young Seconded Cr Harkins

That the Minutes of the North Cottesloe Primary School Traffic Safety Committee Meeting held on Monday 10 August 2020 be confirmed as a true and accurate record.

(Foreshadowed by Cr Young)

AMENDMENT

Moved Cr Tucak Seconded Ms de la Motte

That the Minutes of the North Cottesloe Primary School Traffic Safety Committee Meeting held on Monday 10 August 2020 be confirmed as a true and accurate record subject to it being noted at 9.1 second paragraph that distinct from the process of appointment to the committee, Cr Tucak welcomed Mr Seeber to the Committee.

**Lost 1/5
For: Cr Tucak**

Against: Cr Harkins, Cr Young, Mr Cook, Ms de la Motte and Mr Seeber

SUBSTANTIVE MOTION AND COMMITTEE RESOLUTION

That the Minutes of the North Cottesloe Primary School Traffic Safety Committee Meeting held on Monday 10 August 2020 be confirmed as a true and accurate record.

**Carried 5/1
For: Cr Harkins, Cr Young, Mr Cook, Ms de la Motte and Mr Seeber
Against: Cr Tucak**

7 PRESENTATIONS

Nil

8 REPORTS

8.1 REPORTS OF OFFICERS

8.1.1 NORTH COTTESLOE PRIMARY SCHOOL KISS AND DROP RELOCATION - DETAILED DESIGN AND ROAD SAFETY AUDIT NORTH COTTESLOE PRIMARY SCHOOL BOARD FEEDBACK

File Ref: SUB/2630

Attachments: 8.1.1(a) North Cottesloe Primary School Board - Response to Road Safety Audit Report [under separate cover]

Responsible Officer: Matthew Scott, Chief Executive Officer

Author: Shaun Kan, Executive Manager Engineering Services

Author Disclosure of Interest: Nil

SUMMARY

At the August 2020 Ordinary Meeting, Council accepted the committee's recommendation for the matter to be deferred to allow the North Cottesloe Primary School more time to provide feedback to the findings within the road safety audit.

The Town's Administration has met with the school representatives to discuss their feedback and attached is correspondence providing a response to the road safety audit report.

Given the impacts of the future Eric Street Bridge Upgrade design on both the school's existing (on Eric Street) and proposed (on Railway Street) Kiss and Drop facilities are uncertain, the committee is asked to consider the following recommendations to Council:

That the Town's Administration engages with Main Roads Western Australia and the Department of Education to determine the:

- Extent of impact by the Eric Street Bridge Upgrade design developed to date on the current North Cottesloe Primary School Kiss and Drop facility along Eric Street;
- Level of State Government support for the 85% kiss and drop design presented at the July 2020 North Cottesloe Primary School Committee; and
- Compatibility of the 85% Kiss and Drop design presented at the July 2020 North Cottesloe Primary School Committee with Eric Street Bridge Upgrade design developed to date.

Following the completion of the above, a report recommending to Council the future of the North Cottesloe Primary School Kiss and Drop Relocation Project will then be brought back to the committee for consideration.

BACKGROUND

At the July 2017 Ordinary Council Meeting, Council rejected the initial design that involved the removal of several trees including a number of Norfolk Island Pines. A revised concept has since been developed.

At the June 2018 Ordinary Council Meeting, Council accepted and resolved to advertise the amended concept design for broad public consultation before the detailed design is developed.

In September 2019, the concept was approved by Council for public consultation in October 2019. A total of 286 responses were received of which 52% were against and 48% in support of the project.

Council then noted the survey results at the February 2020 meeting and asked the Administration to liaise with the State Government to:

- Determine the timing of the Eric Street upgrade design; and
- Obtain written confirmation that the approved kiss and drop concept will improve safety for all road users.

In April 2020, following Administration meetings with the State Government, the Department of Education and Main Roads Western Australia provided a contribution for the detailed design development and two road safety audits. Council then approved the concept for the purpose of detailed design development and required for the final drawings to be brought back to a council meeting for endorsement before submitting to the State Government for construction funding consideration.

In August 2020, a copy of the concept road safety audit and 85% detailed design was provided to the committee for endorsement whereby a recommendation was made to and accepted by Council for the matter to be deferred. This was to allow the North Cottesloe Primary School more time to review and provide feedback on both documents.

In September 2020, following meetings with the Town's Administration, the North Cottesloe Primary School sent the attached letter providing their feedback.

STRATEGIC IMPLICATIONS

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

Priority Area 2: Achieving connectivity between east and west Cottesloe

Major Strategy 2.4: Proactively pursue solutions for improved access to North Cottesloe Primary School, with a view to reducing congestion on Eric Street.

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

Priority Area 5: Providing sustainable infrastructure and community amenities.

In the 2017-2018 Corporate Business Plan, 4 actions were contained to the strategy, being:

- a. Develop a costed project that relocates the school's parking and drop off point from Eric Street to Railway Street;
- b. Develop a costed solution for the intersection of Railway Street and Eric Street;

- c. Lobby the State Government to make an appropriate allocation for the parking relocation; and
- d. Lobby to the State Government to upgrade the Eric Street rail bridge and the intersection of Curtin Avenue and Railway Street.

Actions a. and b. were allocated to the 2017/2018 year in the Corporate Business Plan, with actions c. and d. to commence in the 2018/2019 financial year.

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

FINANCIAL IMPLICATIONS

The Department of Education has contributed \$60,000 to develop the detailed design. Main Roads Western Australia has provided \$8000 for the Administration to appoint their accredited Road Safety Auditor to carry out the safety analysis for the approved concept and final detailed design.

The final financial implications will only be known once a cost estimate is completed for the detailed design. State Government will then be approached again to discuss opportunities for construction funding contributions.

Depending on the outcome of subsequent negotiations with the State Government, Council will need to determine how (or if) any shortfall is funded.

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There will be a number of small trees that would need to be removed or relocated.

CONSULTATION

The consultation period ran from 21 October 2019 to 12 November 2019.

A Concept Design, Arborist Report and a list of Frequently Asked Questions were presented with a survey to the community for comment.

Two Information Sessions with site walkthroughs were conducted at the school on 21 October with a total of 30 people attending.

The survey was available from 22 October 2019.

48 percent were supportive and 52 percent were against the proposed project.

Ongoing consultation with MRWA and Education Department.

Fire and Emergency Services (Congdon Street Fire Station) were consulted to ensure that sufficient emergency access has been considered as part of the detailed design development.

OFFICER COMMENT

The feedback from the North Cottesloe Primary School Board can be summarised as follows:

- Co-linear arrangement of the crossing within the proposed facility and across Railway Street proves to be unsafe for pedestrians;
- Support from the school for the Administration to liaise with both the Department of Education and Main Roads Western Australia to determine the impact of the future Eric Street Bridge Upgrade on the proposed design;
- Further consideration of accessible parking and safe pedestrian thoroughfare to the Wanslea Early Childhood Centre including sufficient car bays for staff;
- Take any future widening of Eric Street into consideration in the design of any parking or drop of facilities; and
- Additional 14 points of comment within the attached letter in relation to the findings of the Road Safety Audit Report

Given the feedback provided by the school and their support for the Administration to further discuss the Eric Street Bridge Project with the State Government, it is recommended that the Kiss and Drop project be deferred until such discussions have occurred. This would allow for informed decisions to be made.

The outcome of this engagement with the State Government should provide answers to the following matters to determine the best approach to move the project forward. This would be particularly important especially when it comes to working with the school to address their concerns in line with the concept approved by Council:

- Impact of the bridge project on the existing Kiss and Drop facility along Eric Street;
- Is the State Government supportive of the 85% detailed design; and
- Compatibility and required changes to the proposed Kiss and Drop design along Railway Street

Once this is completed, a committee report recommending the future of the Kiss and Drop Project will then be prepared for Council's consideration.

For Noting: Cr Tucak raised the point that Paragraph 2 of the BACKGROUND in the Officer's Report was incorrect as it stated "At the June 2018 Ordinary Council Meeting..." Cr Tucak advised this had occurred at a different meeting.

Executive Manager Engineering Services acknowledged Cr Tucak's query and took it on notice.

Post Meeting Note: The Administration have reviewed the advice from Cr Tucak, and have found the stated date in the report to be correct. The Council resolution referred to in the

report was within item 10.2. Reports of Committees of the Minutes, for the Ordinary Council Meeting held on 26 June 2018. However, the resolution was to note the committee report for the development of a concept, detailed design and construction tender.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT the North Cottesloe Primary School Traffic Safety Advisory Committee recommends;

THAT Council:

1. Thanks the North Cottesloe Primary School Board for their letter providing feedback on the detailed design and road safety audit report;
2. APPROVES for the Administration to engage with both the Department of Education and Main Roads Western Australia on the future of Eric Street Bridge Upgrade Project and particularly to determine the following matters:
 - a. Impact of the Eric Street Bridge Upgrade Project on the existing Kiss and Drop facility along Eric Street;
 - b. State Government feedback on the 85 percent detailed design drawings and concept road safety audits for the proposed relocation of the kiss and drop to Railway Street;
 - c. The compatibility of the 85% detailed design drawings for the kiss and drop relocation to Railway Street with the proposed Eric Street Bridge Upgrade design
3. REQUESTS that the Administration provide a response to the North Cottesloe Primary School Board letter mentioned in point one with the proposed intentions in point two; and
4. NOTES that the North Cottesloe Primary School Kiss and Drop Project will be deferred till the matters in point two have been resolved and a report to Council recommending the future of this project will be submitted through the North Cottesloe Primary School Traffic Safety Committee for Council's further consideration

COUNCILLOR MOTION

For Noting: Cr Harkins (amendments at point 1 and 3) and Cr Young (amendment 2b) agreed to incorporate their amendments in this motion.

Moved Cr Harkins Seconded Cr Young

THAT the North Cottesloe Primary School Traffic Safety Advisory Committee recommends;

THAT Council:

1. Thanks the North Cottesloe Primary School Board and the [Parent and Citizens Association \(P and C\)](#) for their letter providing feedback on the detailed design and road safety audit report;
2. APPROVES for the Administration to engage with both the Department of Education

and Main Roads Western Australia on the future of Eric Street Bridge Upgrade Project and particularly to determine the following matters:

- a. Impact of the Eric Street Bridge Upgrade Project on the existing Kiss and Drop facility along Eric Street;
 - b. State Government feedback on the 85 percent detailed design drawings and concept road safety audits for the proposed relocation of the kiss and drop to Railway Street, **to include consideration of whether the concept will result in a significantly safer environment, as compared to the current arrangement, for pedestrians and cyclists entering and exiting the school grounds.**
 - c. The compatibility of the 85% detailed design drawings for the kiss and drop relocation to Railway Street with the proposed Eric Street Bridge Upgrade design
3. REQUESTS that the Administration provide a response to the North Cottesloe Primary School Board **and the P and C** letter mentioned in point one with the proposed intentions in point two; and
 4. NOTES that the North Cottesloe Primary School Kiss and Drop Project will be deferred till the matters in point two have been resolved and a report to Council recommending the future of this project will be submitted through the North Cottesloe Primary School Traffic Safety Committee for Council's further consideration.

AMENDMENT

Moved Cr Tucak Lapsed for want of a seconder.

To include the following words in the amended Officer's Recommendation at Point 2b:

- b. State Government feedback on the 85 percent detailed design drawings and concept road safety audits for the proposed relocation of the kiss and drop to Railway Street, **to include consideration of whether the concept will result in a significantly safer and overall improved environment, as compared to the current arrangement, for pedestrians and cyclists entering and exiting the school grounds, as well as for motorists in the vicinity.**

SUBSTANTIVE MOTION AND COMMITTEE RECOMMENDATION

THAT the North Cottesloe Primary School Traffic Safety Advisory Committee recommends;

THAT Council:

1. **Thanks the North Cottesloe Primary School Board and the Parent and Citizens Association (P and C) for their letter providing feedback on the detailed design and road safety audit report;**
2. **APPROVES for the Administration to engage with both the Department of Education and Main Roads Western Australia on the future of Eric Street Bridge Upgrade Project and particularly to determine the following matters:**
 - a. **Impact of the Eric Street Bridge Upgrade Project on the existing Kiss and Drop facility along Eric Street;**
 - b. **State Government feedback on the 85 percent detailed design drawings and concept road safety audits for the proposed relocation of the kiss and drop to**

Railway Street, to include consideration of whether the concept will result in a significantly safer environment, as compared to the current arrangement, for pedestrians and cyclists entering and exiting the school grounds.

- c. The compatibility of the 85% detailed design drawings for the kiss and drop relocation to Railway Street with the proposed Eric Street Bridge Upgrade design**
- 3. REQUESTS that the Administration provide a response to the North Cottesloe Primary School Board and the P and C letter mentioned in point one with the proposed intentions in point two; and**
- 4. NOTES that the North Cottesloe Primary School Kiss and Drop Project will be deferred till the matters in point two have been resolved and a report to Council recommending the future of this project will be submitted through the North Cottesloe Primary School Traffic Safety Committee for Council's further consideration.**

Carried 5/1

For: Cr Harkins, Cr Young, Mr Cook, Ms de la Motte and Mr Seeber

Against: Cr Tucak

8.2 ITEMS FOR DISCUSSION

Nil

9 GENERAL BUSINESS

9.1 COMMITTEE MEMBERS

Nil

9.2 OFFICERS

Nil

10 MEETING CLOSED TO PUBLIC

10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11 NEXT MEETING

To be advised.

12 MEETING CLOSURE

The Presiding Member thanked committee members (past and present), and the Administration for all the work that has been done to get to this point and announced the meeting closed at 1:34pm.