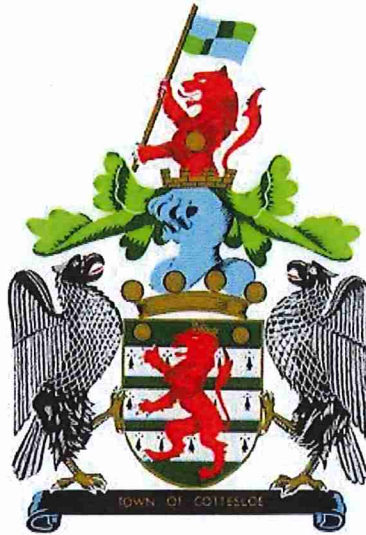


# TOWN OF COTTESLOE



## NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MEETING

# UNCONFIRMED 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, 10 August 2020

A handwritten signature in black ink, appearing to read 'Matthew Scott', is written over a large, stylized, horizontal oval shape.

**MATTHEW SCOTT**  
Chief Executive Officer

15 August 2020

## TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	1
1.1	ACKNOWLEDGEMENT OF COUNTRY .....	1
2	DISCLAIMER.....	1
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....	1
4	ATTENDANCE.....	1
5	DECLARATION OF INTERESTS .....	2
6	CONFIRMATION OF MINUTES .....	2
7	PRESENTATIONS .....	2
8	REPORTS.....	3
8.1	REPORTS OF OFFICERS .....	3
10.3.1	NORTH COTTESLOE PRIMARY SCHOOL - DETAILED DESIGN	3
8.2	ITEMS FOR DISCUSSION .....	8
10.3.2	TINY DROP PARK	8
9	GENERAL BUSINESS .....	10
9.1	COMMITTEE MEMBERS.....	10
9.2	OFFICERS .....	10
10	MEETING CLOSED TO PUBLIC .....	11
10.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	11
11	NEXT MEETING .....	11
12	MEETING CLOSURE .....	11

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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member announced the meeting open at 1:00pm

**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.
- Cr Harkins invited Mr Chris Kelly – Elected Chair, Cottesloe Residents and Ratepayers Association to speak to the Committee regarding Public Questions he had submitted today:
  - Mr Kelly confirmed to Cr Harkins that the questions presented were akin to the correspondence sent to the Town (attachment - 10.3.1(e), for item 10.3.1) of the meeting agenda and agreed for the questions to be noted by the committee.
- Cr Harkins welcomed and introduced Mr Bernard Seeber, replacing Mr Goodlet as the school's P and C Representative and the Town's new CEO Mr Matthew Scott.

**4 ATTENDANCE**

**Members**

Cr Melissa Harkins	Presiding Member/Elected Member
Cr Lorraine Young	Elected Member
Cr Paul MacFarlane	Elected Member
Cr Michael Tucak	Elected Member
Mr Douglas Cook	North Cottesloe Primary School Principal
Mr Bernard Seeber	North Cottesloe Primary School P and 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	Manager of Assets
Ms Ann-Marie Donkin	Governance Officer

**Visitors**

Mr Chris Kelly - Cottesloe Residents and Ratepayers Association

**Apologies**

Nil

**5 DECLARATION OF INTERESTS**

Nil

**6 CONFIRMATION OF MINUTES**

Moved Cr Tucak Seconded Cr MacFarlane

That the Minutes of the North Cottesloe Primary School Traffic Safety Committee Meeting held on Wednesday 8 April 2020 be confirmed as a true and accurate record, subject to the following correction –

Inserting at item 8.1.1

**AMENDMENT**

Moved Cr Tucak      No Seconder, LAPSED

That a new point #4 be added as follows after the current point #3 (and other points be renumbered accordingly) – “4. REQUEST Main Roads to complete their traffic analysis to feed into the detailed design process.”

Carried 7/0

**7 PRESENTATIONS**

Nil

8 REPORTS

8.1 REPORTS OF OFFICERS

10.3.1 NORTH COTTESLOE PRIMARY SCHOOL - DETAILED DESIGN

File Ref: SUB/2630

Attachments: 10.3.1(a) North Cottesloe Primary School Kiss and Drop - Concept Design - Road Safety Audit Officer Comments [under separate cover]  
10.3.1(b) North Cottesloe Primary School Kiss and Drop - Detailed Design [under separate cover]  
10.3.1(c) North Cottesloe Primary School Kiss and Drop - Lighting Design [under separate cover]  
10.3.1(d) OCM 25 February 2020 - Report/Resolution - Item 10.3.1 [under separate cover]  
10.3.1(e) Correspondence - Cottesloe Residents and Ratepayers Association [under separate cover]

Responsible Officer: Shaun Kan, Executive Manager Engineering Services

Author: David Lappan, Engineering Technical Officer

Author Disclosure of Interest: Nil

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SUMMARY

At the April 2020 Ordinary Meeting, Council resolved as follows:

*THAT Council:*

1. *THANKS the Department of Education and Main Roads Western Australia for their contributions;*
2. *APPROVES the use of the attached concept for the purpose of a detail design development in conjunction with a road safety audit that (that is consistent with the 25 February 2020 Ordinary Council Meeting item 10.3.1 – Kiss and Drop Community Engagement Committee Recommendation and Council Resolution Point (2( (b) (i))), is carried out by Main Road's suggested safety auditor and re-engagement with the State Government to discuss opportunities for construction funding opportunities;*
3. *APPROVES the engineering consultant who undertakes the detailed design to develop the design and a cost estimate together with traffic analysis for further discussions with the State Government to explore construction funding opportunities;*
4. *NOTES that subject to point two:*
  - a. *The Administration will work closely with the Department of Education and Main Roads Western Australia to progress the design of the attached concept;*
  - b. *The final design will be subject to a second road safety audit covering the*

*safety of the design for all users including pedestrians and cyclists accessing the school site; and*

- c. Following the completion of the second road safety audit, the detailed design plans and the road safety audit report will be brought to an Ordinary Council Meeting to ensure the concerns raised by the community have been adequately addressed before formally submitting to the State Government for consideration to provide construction funding for the project.*

- 5. That in addition to the minutes being on the Town of Cottesloe website under the 'Committees and Working Groups' page, the committee minutes for the North Cottesloe Primary School Traffic Safety Committee be also included under the heading 10.3.2 of the Council Agenda page.*

*Carried (7/2)*

A road safety audit has been carried out by a Main Roads Western Australia accredited consultant for the Council approved concept. The recommended corrective actions from this investigation have been implemented within the 85 percent design. Both documents have been attached.

The North Cottesloe Primary School Traffic Safety Committee is asked to provide comments and consider making a recommendation to Council to accept the 85 percent completed detail design. This would then allow for any design changes to be considered before the traffic analysis is done and a cost estimate prepared. The final design will then be tabled at a later committee meeting for consideration to make an appropriate recommendation to Council.

## **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 detail 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 detail design development and two road safety audits. Council then approved the concept for the purpose of detail 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 line with the April 2020 Ordinary Council Meeting resolution, the Administration has:

- Completed the road safety audit for the approved concept using a Main Roads Western Australia accredited consultant; and
- Completed 85 percent of the detail design.

Both documents have been attached.

### **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 detail 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 detail design.

The final financial implications will only be known once a cost estimate is completed for the detail 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 detail design development

### **OFFICER COMMENT**

Council at the February 2020 Ordinary Council Meeting has asked for the Administration to request Main Roads Western Australia to undertake an analysis of the approved concept and provide written confirmation that the proposed design will improve the safety for all road users around the school.

Funding has been provided by Main Roads for the Town to engage their accredited road safety auditor to provide such an opinion. The attached report has identified safety issues associated with the proposed concept and have recommended solutions towards mitigating these issues. The Administration's comments on the road safety auditor's recommendations have been annotated in red within the document and changes have been made to the detail design accordingly.



**NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MEETING MINUTES**  
**10 AUGUST 2020**

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Both the Committee and Council are asked to note that recommendation one within item six of the road safety audit report where the road safety auditor in his comments have indicated in principle support for the relocation of the kiss and drop facility to Railway Street. This is on the basis that Railway Street carries significantly less through traffic in comparison to Eric Street.

Committee and elected members are asked to provide feedback on the attached documents and endorse the attached design for the drawings to be finalised. The traffic engineering analysis and cost estimation can then be undertaken once any further required changes have been incorporated.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

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

THAT Council:

- (1) NOTES the attached 85 percent detail design drawings, the Road Safety Audit Report and the letter received from the Cottesloe Residents and Ratepayers Association, 22 July 2020;
- (2) APPROVES the attached 85 percent detailed design drawings for the traffic analysis, cost estimation and the second road safety audit to be undertaken; and
- (3) NOTES that upon the completion of point two, the matter will be brought back to Council for approval before engaging with the State Government to request for construction funding.

**PROCEDURAL MOTION**

**Moved Cr Harkins      Seconded Cr Young**

**DEFER consideration of this item for two weeks to allow the committee further deliberation of the attached plans.**

**Carried 7/0**

## 8.2 ITEMS FOR DISCUSSION

### 10.3.2 TINY DROP PARK

Attachments: Nil

This Item was requested by Cr Tucak .

Eric & Curtin – “Tiny Drop Park” for those Ok to drop kids on the west side of the Bridge (ie kids cross at the lights, or lollipop crossing a little up toward Florence St).



Cr Tucak opened discussion on this item, providing the following information:

- This would be an add on not a replacement to the existing design
- Creating a smaller circular (drive in and out- one way), would reduce the impact of the future Kiss and Drop zone
- Would reduce congestion issues
- For dropping off older more confident children, noting 2 points that would allow safe crossing;
  - The pelican crossing on Curtin Avenue (just out of the picture), and
  - Traffic lights to the Eric St Corner.
- Half of the area is already is already surfaced (possibly crushed lime), it would be a simple undertaking, requiring a minimal amount of work to implement (though not sure of the cost);
  - Trim back some vegetation;
  - Out down a porous layer to allow the flow through to the existing crossover;
  - Removal of 1 or 2 smaller plants.
- Discussion has not been had with the administration as yet, regarding the cost of the work required.

Cr Tucak then requested feedback from Members.

Leading the discussion, through the Chair, Cr Young enquired:

- Who owns the land?
  - Mr Lappan – Project Manager, advised WAPC owned the site, however it is vested to the Town. NB: It is a contaminated site – previous petrol station.
- Is an entry and exit point like this so close to an intersection likely to be approved by Main Road (or other entity with jurisdiction over the site)?
  - Mr Lappan – Project Manager, advised that as it is within 200m of an intersection it would require Main Roads approval for a crossover at the entry point. He could not say if it would be approved.
  - Cr Tucak raised the point of the existing crossover - Mr Lappan advised that this was for entering for maintenance only.
- It would be useful to have an objective assessment or opinion regarding any issues exiting the site (concern people are not going to be able to get out).

Mr Kan – Executive Manager Engineering Services, advised that if implemented, in his opinion it would not be sufficient to address current issues. In reference to the likelihood that people may get stuck in the circuit and unable to exit, Mr Kan advised that it was also a possibility that 'queuing to get into the site could also become an issue. Noting however, that without proper traffic analysis it was speculation at this point.

Members discussed the item further, providing the following feedback:

- Not in favour of administration investigating this further.
- Very busy crossing/scary intersection – concern for children's safety:
  - Children would not walk down to the crossing guard on Railway Street – site is to far north (in proximity to the school).
  - Traffic lights where they would cross is extremely busy
- To far West (from school entry).
- If pursued the Town would need to engage with neighbours abutting the site;
  - Gates from properties onto the site.
  - Various uses by residents.
- Children would need to walk West to the median island (near scout hall) – to far West (in proximity to the school)
- Centre refuge island (wedge shaped island, Curtin Avenue) is very small – would be used to cross Eric St without using the lights (consider amount of children being dropped off and crossing). Wouldn't encourage use by primary school children.
- Traffic travels very fast through there.

Cr Harkins enquired whether Cr Tucak wanted to put the idea forward as a motion. Cr Tucak thanked everyone for their feedback, this was all he required at this time.

**9 GENERAL BUSINESS**

**9.1 COMMITTEE MEMBERS**

Cr Tucak enquired as to whether committee discussions were happening that were not involving all committee members.

Cr Harkins confirmed with Cr Tucak that he was speaking with regard to the recent change to the North Cottesloe Primary School's P and C Representative (relating to change of committee member), not being advised to the committee other than through the meeting papers.

Cr Harkins advised that it is the nature of the school that the Board and P and C Reps are going to change as children move school, or if a Principal changes. The Committee's charter allows for a representative of each, it does not state the names of representatives. Advice was provided via a letter of endorsement from the P and C to the Town prior to the meeting (last week) and the committee's membership was updated by the Administration accordingly.

Committee members discussed the appointment of Mr Seeber by the P&C briefly:

- Cr MacFarlane suggested an email from the administration advising of the change would have been appropriate.
- Cr Tucak reiterated his concern that committee business was being undertaken without consultation of all committee members.
- Other members responded that they were not aware of this happening.
- Mr Seeber offered an apology for the delay in advice from the P and C.
- Cr Tucak requested the Administration provide better communication to the committee in these instances.

All suggestions were noted by the Administration.

**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 announced the closure of the meeting at 2:10pm.