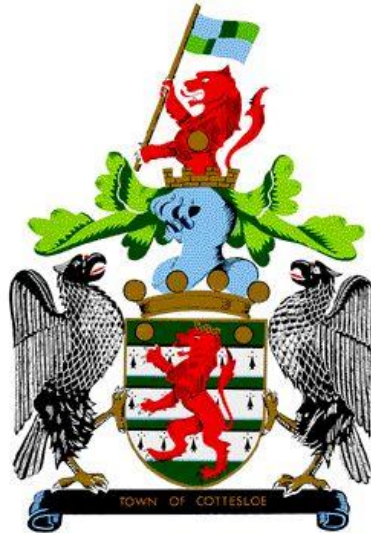


TOWN OF COTTESLOE



NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
1.00PM, TUESDAY 15 MAY 2018

MAT HUMFREY
Chief Executive Officer

14 June 2018

DRAFT

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DRAFT

1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS

Mr Humfrey declared the meeting open at 1.15pm.

2. APPOINTMENT OF PRESIDING MEMBER AND DEPUTY MEMBER

Mr Humfrey called for nominations for the appointment of the Presiding Member.

Cr Rodda nominated himself for Presiding Member. Cr Tucak nominated himself for Presiding Member. A secret ballot declared Cr Rodda the Presiding Member.

Cr Rodda called for nominations for the appointment of Deputy Presiding Member.

Mr Goodlet nominated himself for Deputy Presiding Member. Cr Sadler nominated Cr Tucak for Deputy Presiding Member. A secret ballot declared Mr Goodlet the Deputy Presiding Member.

3. ATTENDANCE**Committee Members Present**

Cr Melissa Harkins	Elected Member
Cr Helen Sadler	Elected Member
Cr Mark Rodda	Elected Member
Cr Michael Tucak	Elected Member
Mr Wayne Press	North Cottesloe Primary School Principal
Ms Kirsty Barrett	North Cottesloe Primary School Board
Mr Mark Goodlet	North Cottesloe Primary School P & C

Officers Present

Mr Mat Humfrey	Chief Executive Officer	left at 2.33pm
Mrs Denise Tyler-Hare	Manager of Projects	
Mr David Lappan	Manager of Assets	
Ms Elizabeth Nicholls	Senior Administration Officer	

Apologies

Cr Sandra Boulter	Elected Member
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4. DECLARATION OF INTERESTS

Nil.

5. OTHER BUSINESS**5.1 Proposed Carpark Plan – September 2017**

Ms Tyler-Hare provided the background of the proposed carpark plan and Item 5.2 Preliminary Assessment of Trees. The Committee discussed the process of approval and building of the carpark at length.

COMMITTEE RECOMMENDATION

Moved Cr Sadler, Seconded Cr Harkins

That the North Cottesloe Primary School Traffic Safety Committee recommend that Council ALLOCATE \$15,000 for a traffic study and broad consultation as part of the planned process, which is:

1. Consultation with Western Power.
2. Undertake a traffic study (report to be provided to the Committee and Council). The traffic study is to include 3 points as follows:
 - a. Define the issue, encompassing pedestrians, cyclists, cars and universal access:
 - i. Safety perspective; and
 - ii. Traffic perspective.
 - b. Review the proposed concept plan to determine whether it is likely to improve these issues and how; and,
 - c. Provide alternative options to improve on these issues, and whether these improvements would be more appropriate than the proposed plan.
3. Focussed and broad consultation on the amended concept plan (as a result of the traffic study) to be undertaken by external consultant (feedback to be provided to the Committee and Council).

Subject to 1,2 and 3 above proceed to points 4 – 7 below:

4. Undertake concept review (report to be provided to the Committee and Council).
5. Detailed design (to be provided to the Committee and Council).
6. Tender process
7. Construction

Carried 7/0

5.2 Preliminary Assessment of Trees

Discussed with Item 5.1 Proposed Carpark Plan - September 2017.

COMMITTEE RECOMMENDATION

Moved Cr Rodda, Seconded Mr Goodlet

That the North Cottesloe Primary School Traffic Safety Committee recommend that Council NOTE the report which is to be used for the concept plan, detailed design and tender of the carpark.

Carried 7/0

5.3 Parking Limit Trials on Railway Street

The Committee discussed the implementation of parking limits opposite the school included time limits and parking permits.

COMMITTEE RECOMMENDATION

Moved Cr Sadler, Seconded Cr Harkins

That the North Cottesloe Primary School Traffic Safety Committee recommend that Council **IMPLEMENT** a three month trial of 4 hour parking limits with parking permits to be issued to school staff.

Carried 6/1

For: Crs Harkins, Sadler, Rodda, Tucak, Mr Press and Ms Barrett

Against: Mr Goodlet

5.4 Upcoming Cottesloe Bike Plan

Cr Sadler advised the Committee on what the Bike Planning Committee is working on.

5.5 North Cottesloe Primary School Traffic Safety Committee Charter

The Committee discussed the draft Committee charter. Amendments were made to the Terms of Reference. The Charter endorsement was amended to accurately state the 'North Cottesloe Primary School Traffic Safety Committee'.

COMMITTEE RESOLUTION

Moved Mr Goodlet, Seconded Cr Harkins

That the North Cottesloe Primary School Traffic Safety Committee recommend that Council **ADOPT** the draft North Cottesloe Traffic Safety Committee Charter.

Carried 7/0

6. GENERAL BUSINESS**6.1 Printing of Agenda and Minutes**

Future Agendas and minutes will be added to the front of the folders the Committee members received at the meeting held 15 May 2018.

7. NEXT MEETING

To be determined.

8. MEETING CLOSURE

Cr Rodda declared the meeting closed at 2.42pm.

Railway Street Car Park Design Proposal

by
Mark Goodlet

Main Roads WA trained road designer
20+ years road design experience

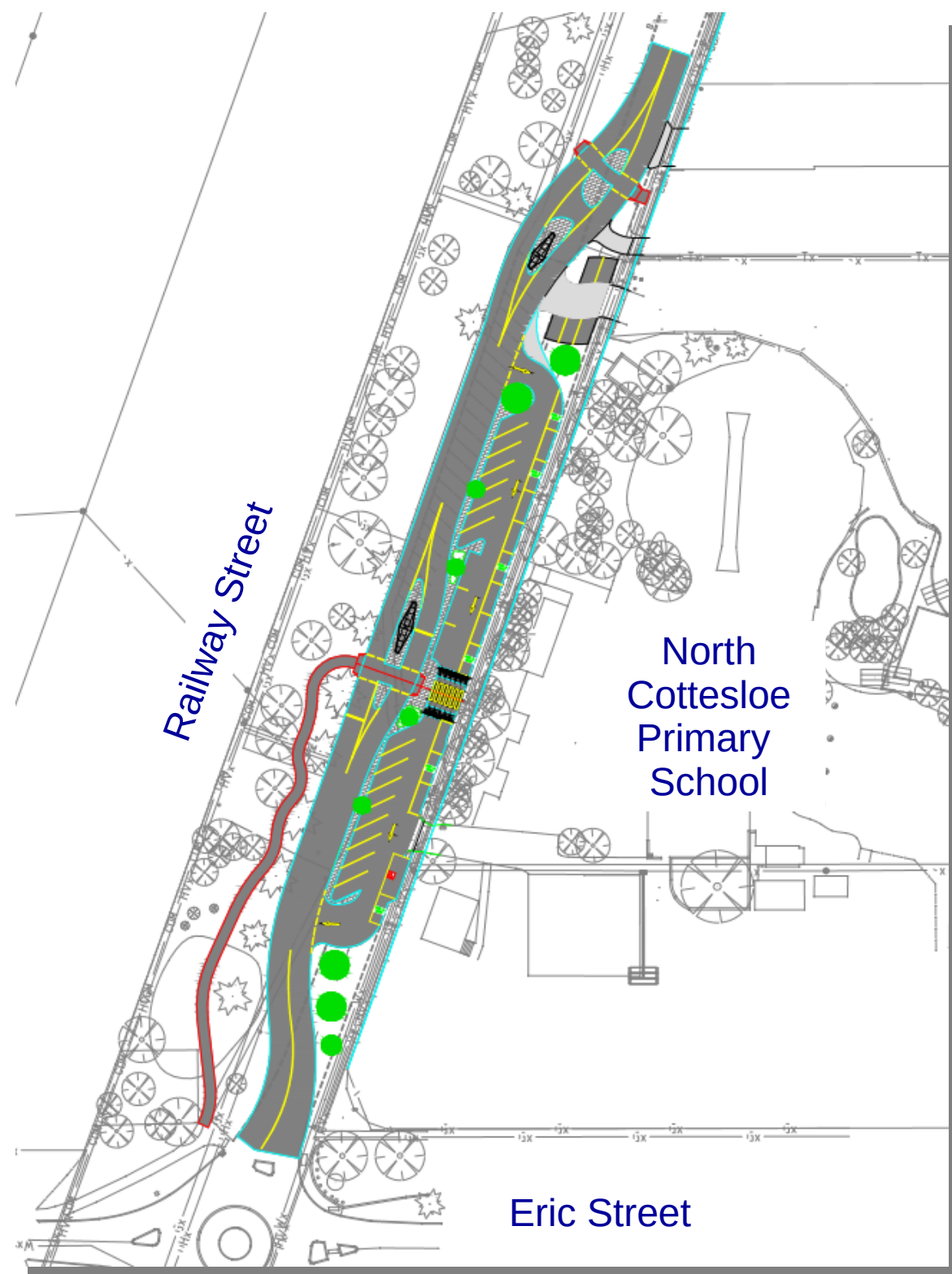
Chartered Professional Civil Engineer

1st class honours degree + master of project management

and more importantly -
father to Esther and Darcy, NCPS Students

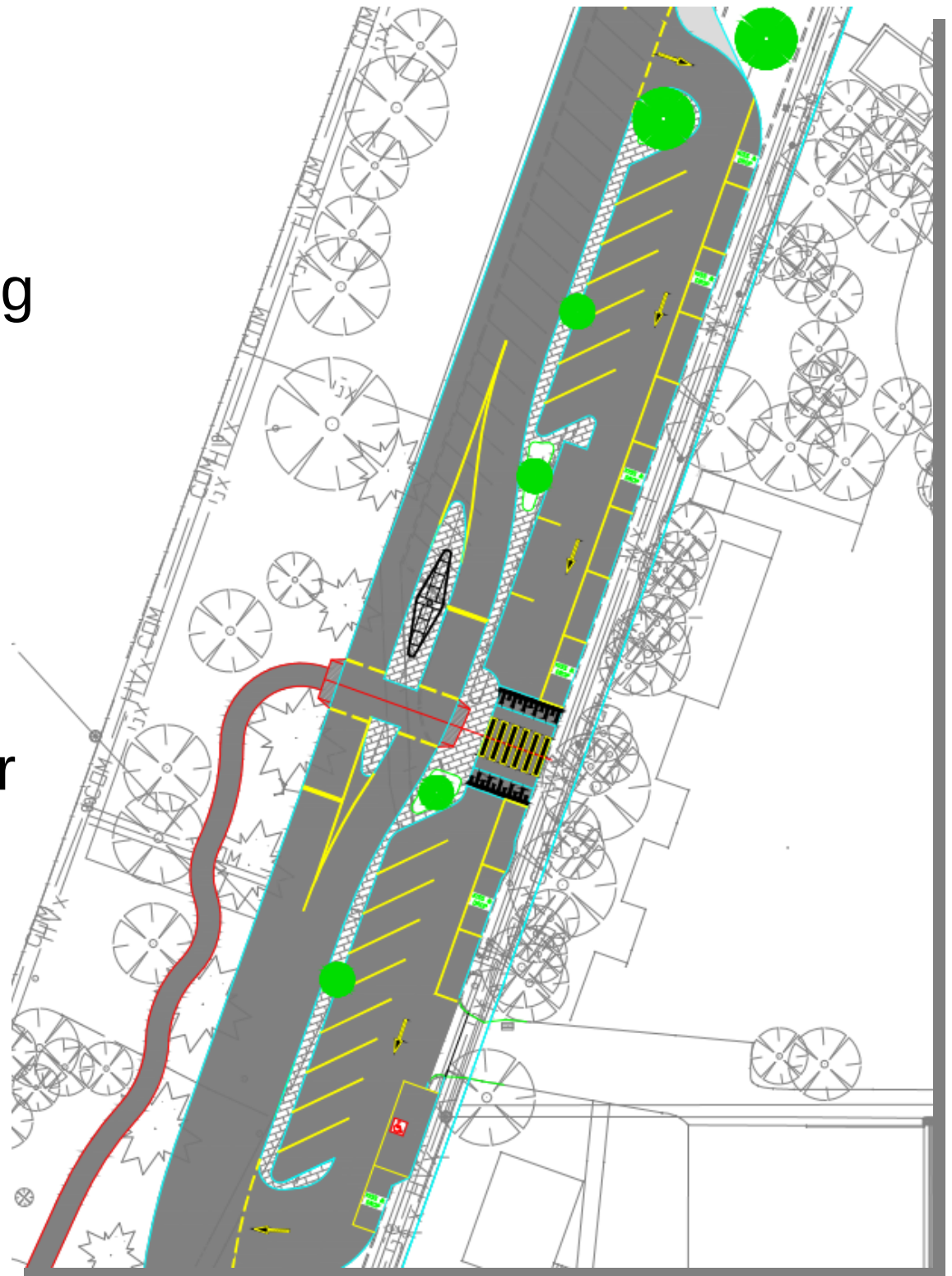
Design Brief

“The clear objective is to create a more accessible and safe environment for the school, while attempting to effect improvements for the community.” (NCPS Board - June 2105)



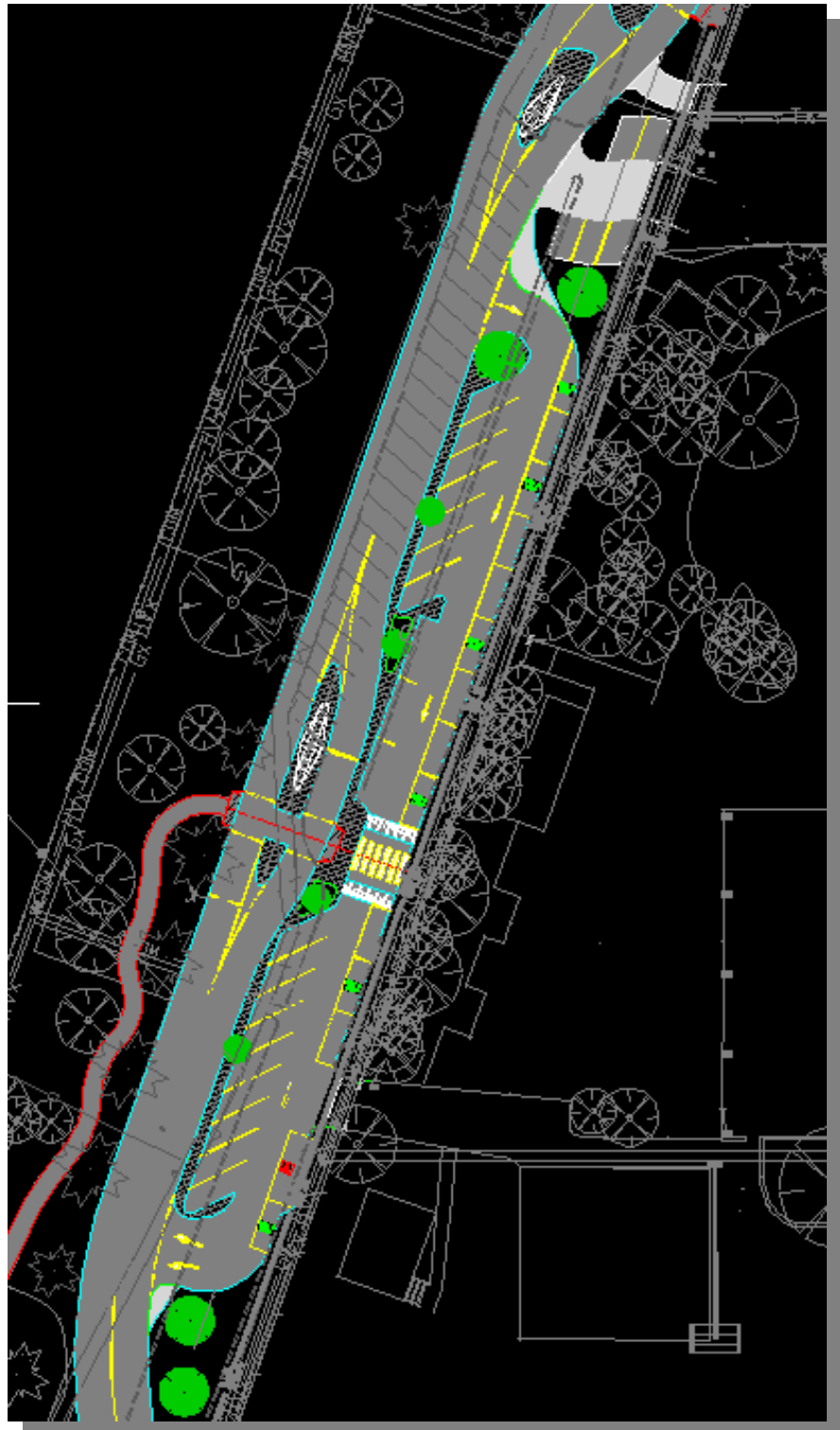
Key Features

- 1) 38 car bays, including kiss-n-drop bays
- 2) + 36 bays in Eric St
- 3) = Total of 64 bays
- 4) Retains assisted (guard) pedestrian crossing
- 5) One way traffic in car park



Parking Benefits

- 6) Kiss-n-drop adjacent to school = safer access
- 7) Parking bays on east side of Railway St = safer access
- 8) 5 bays dedicated to Wanslea
- 9) Compliant ACROD bay
- 10) Bus and garbage truck compliant access into car park



Traffic Benefits

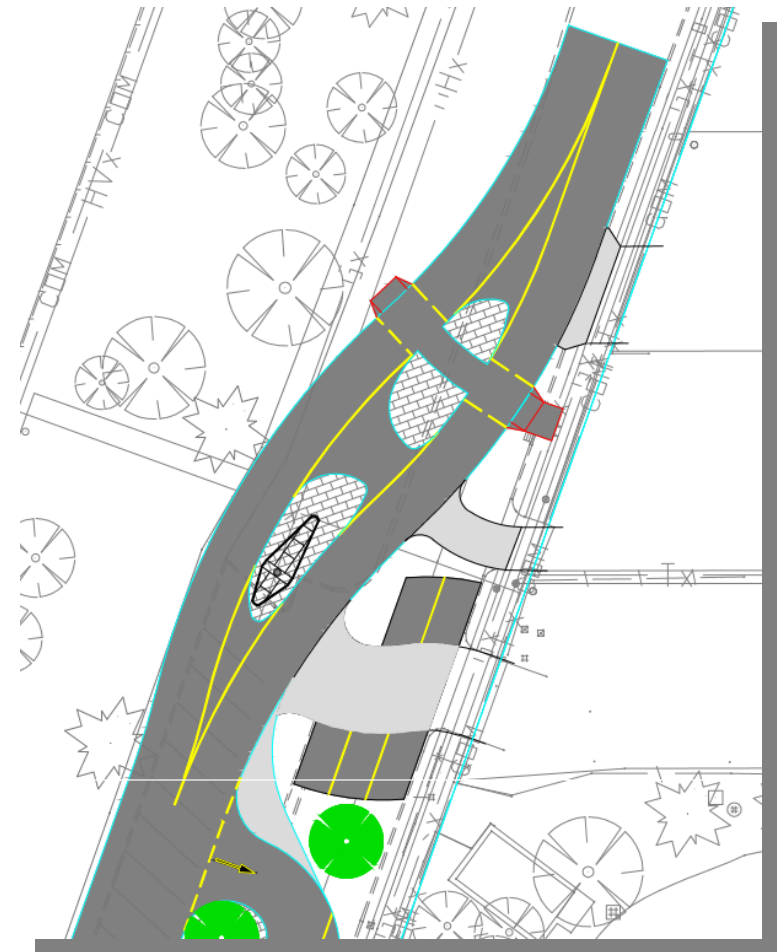
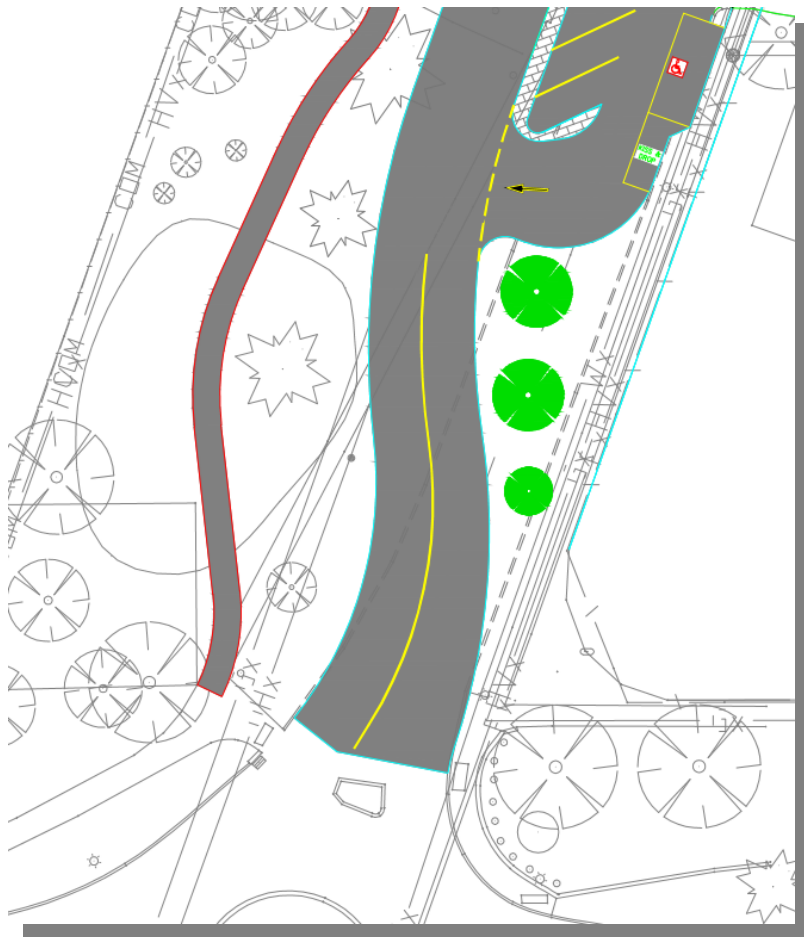
11) Takes traffic off Eric Street reducing congestion

12) Reduces car park entry/exit conflict with road traffic (MRWA aims)



Traffic Benefits

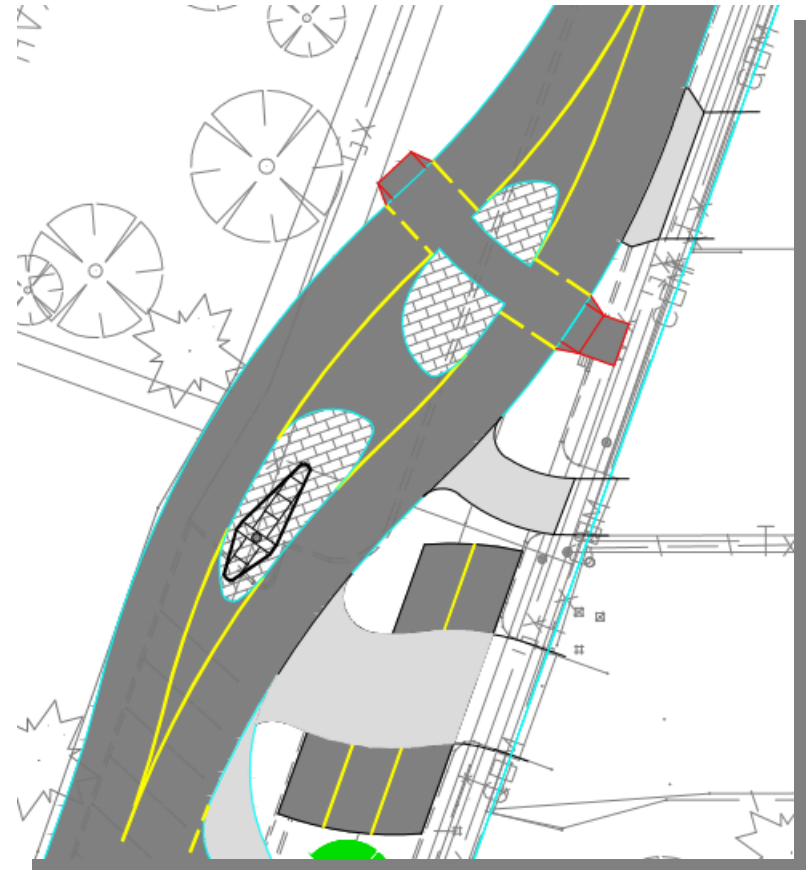
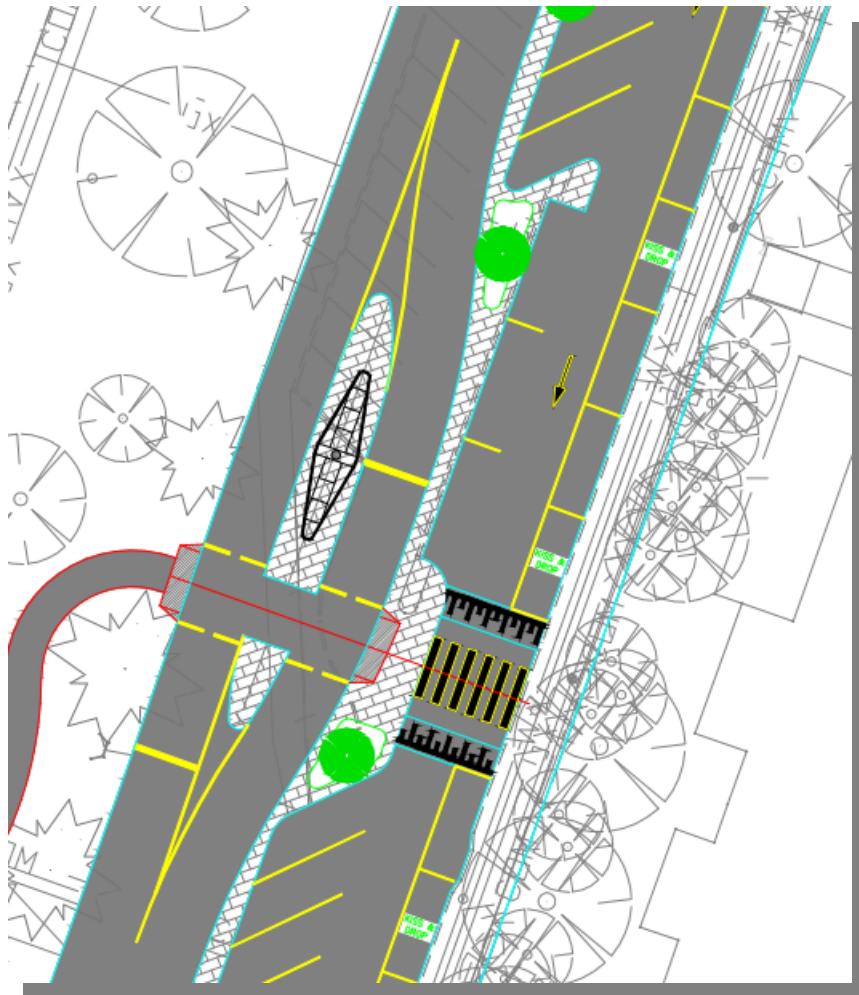
13) Horizontal road deflections slows traffic alongside school and at roundabout entry



Traffic Benefits

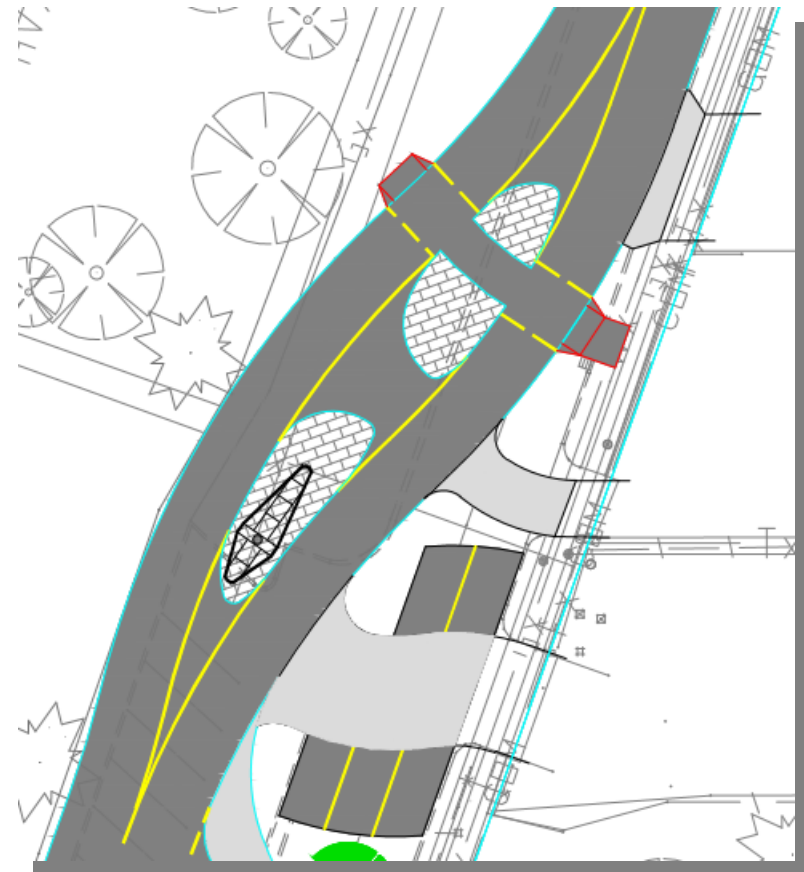
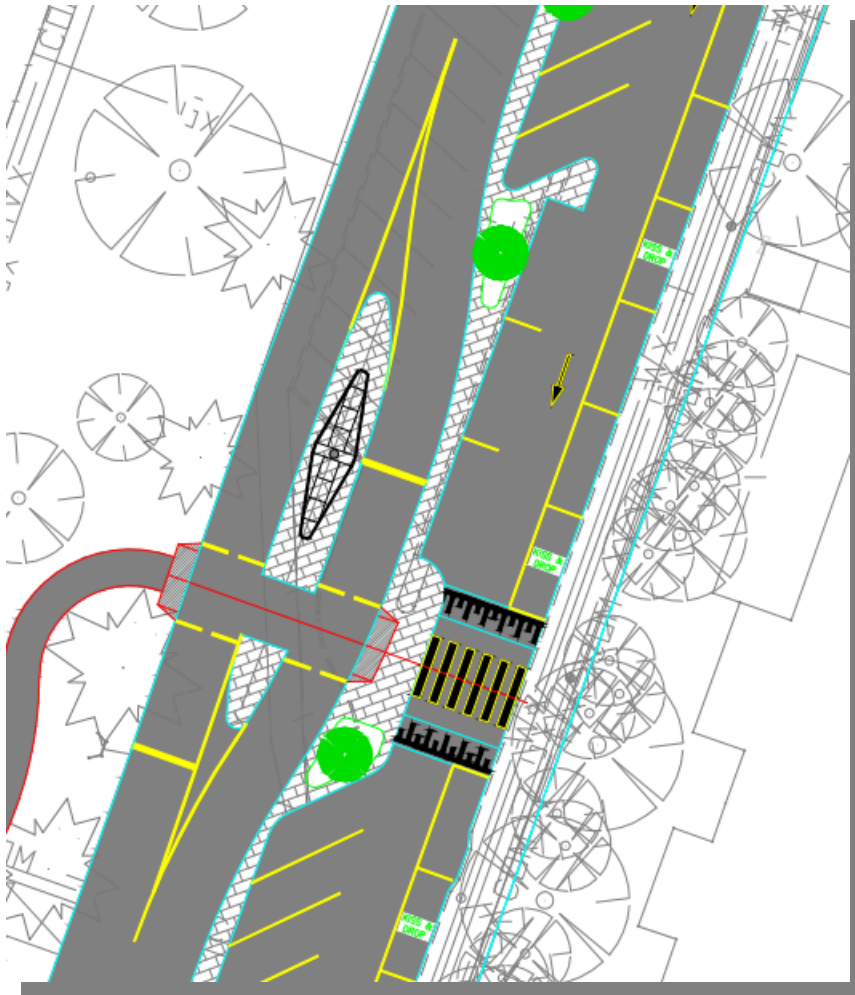
14) Islands compliment existing traffic calming in Eric Street and Railway St (precinct effect)

15) and discourage rat-run traffic on Railway St (broader residential benefit)



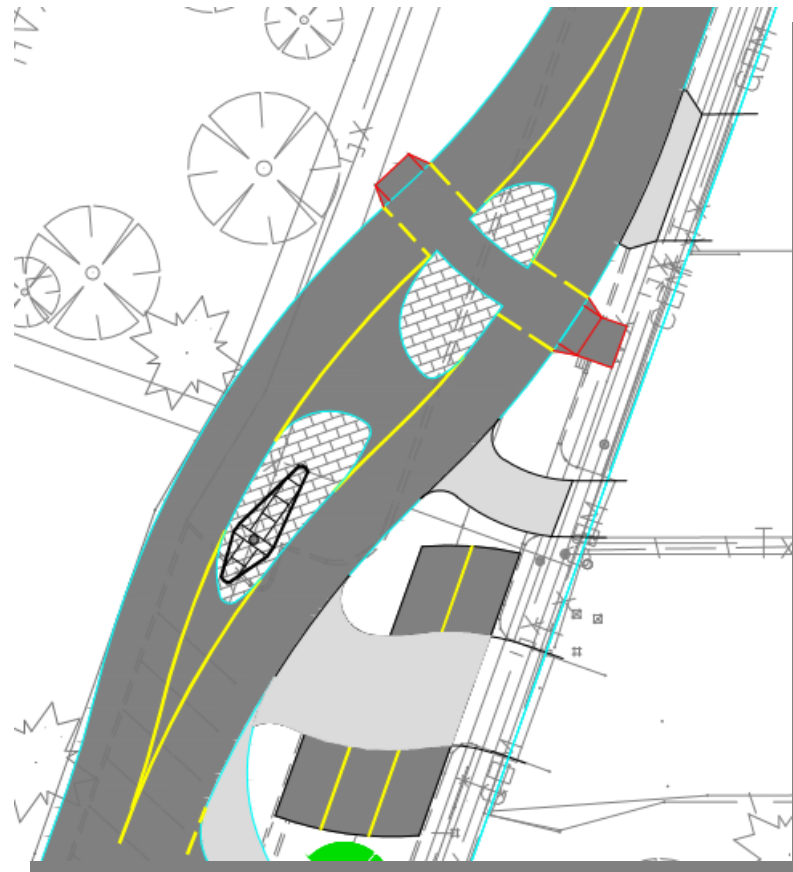
Pedestrian / Cycling Benefits

16) Islands provide safer staged pedestrian road crossing points with bicycle compliant island widths



Pedestrian / Cycling Benefits

17) Northern island provides an additional crossing (unassisted) point for pedestrian access to railway



Pedestrian Benefits

Currently an average of 119 pedestrians crossing at crossing guard each period.

but an average of **115 pedestrians also cross unassisted** from western car park.



Pedestrian Benefits

18) New car park will dramatically reduce the 115 unassisted road crossings

19) and reduce the guard crossings by about 17%

20) also reducing traffic congestion marginally (less queuing)

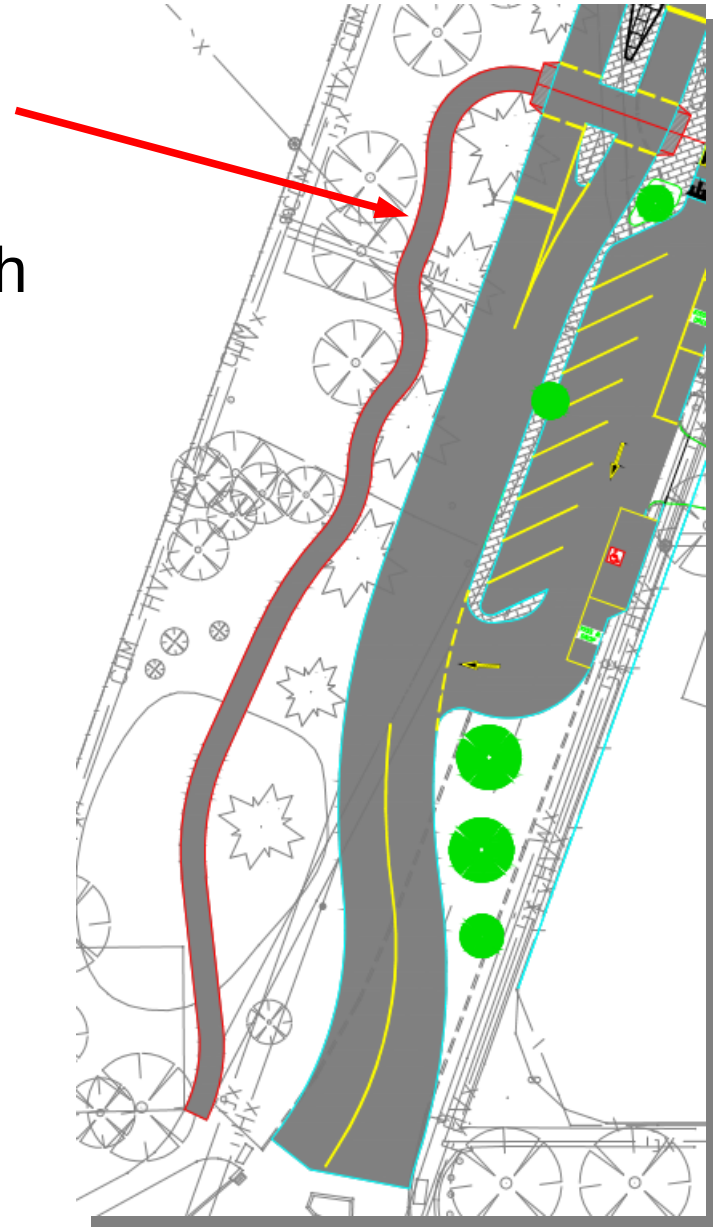
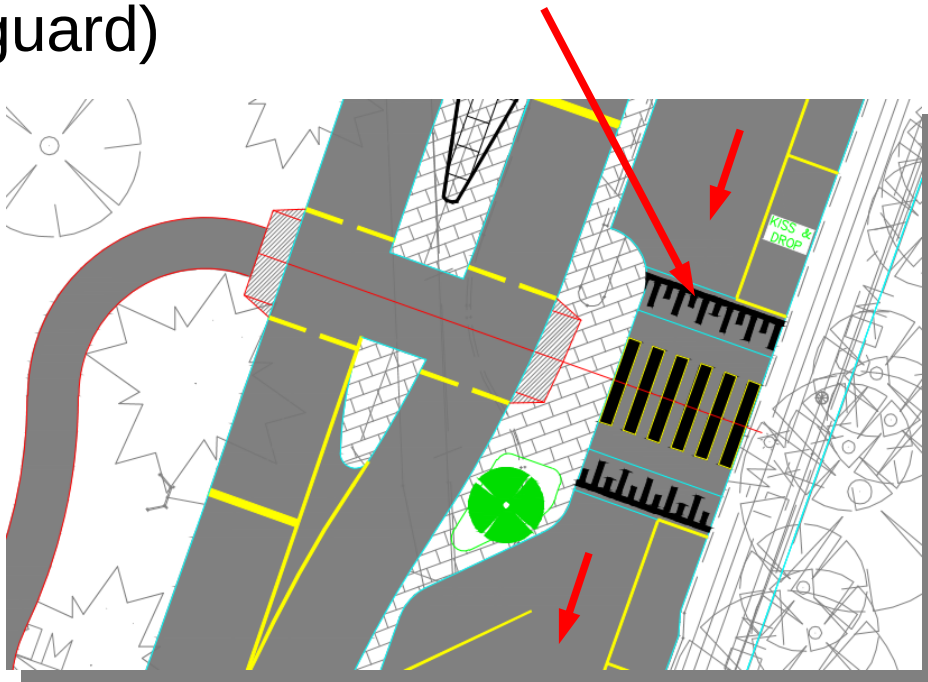


Pedestrian / Cycling Benefits

21) New path is offset from the road edge – better practice (final location to be determined with arboricultural input)

22) Raised pedestrian crossing through car park

23) One way traffic improves ease of crossing car park & can be assisted (guard)



Sustainability



Sustainability

24) Reduced road/car park footprint compared to previous plan

25) Will be able to overlay existing pavement – reduced construction requirements

26) Norfolk Pines retained



Sustainability

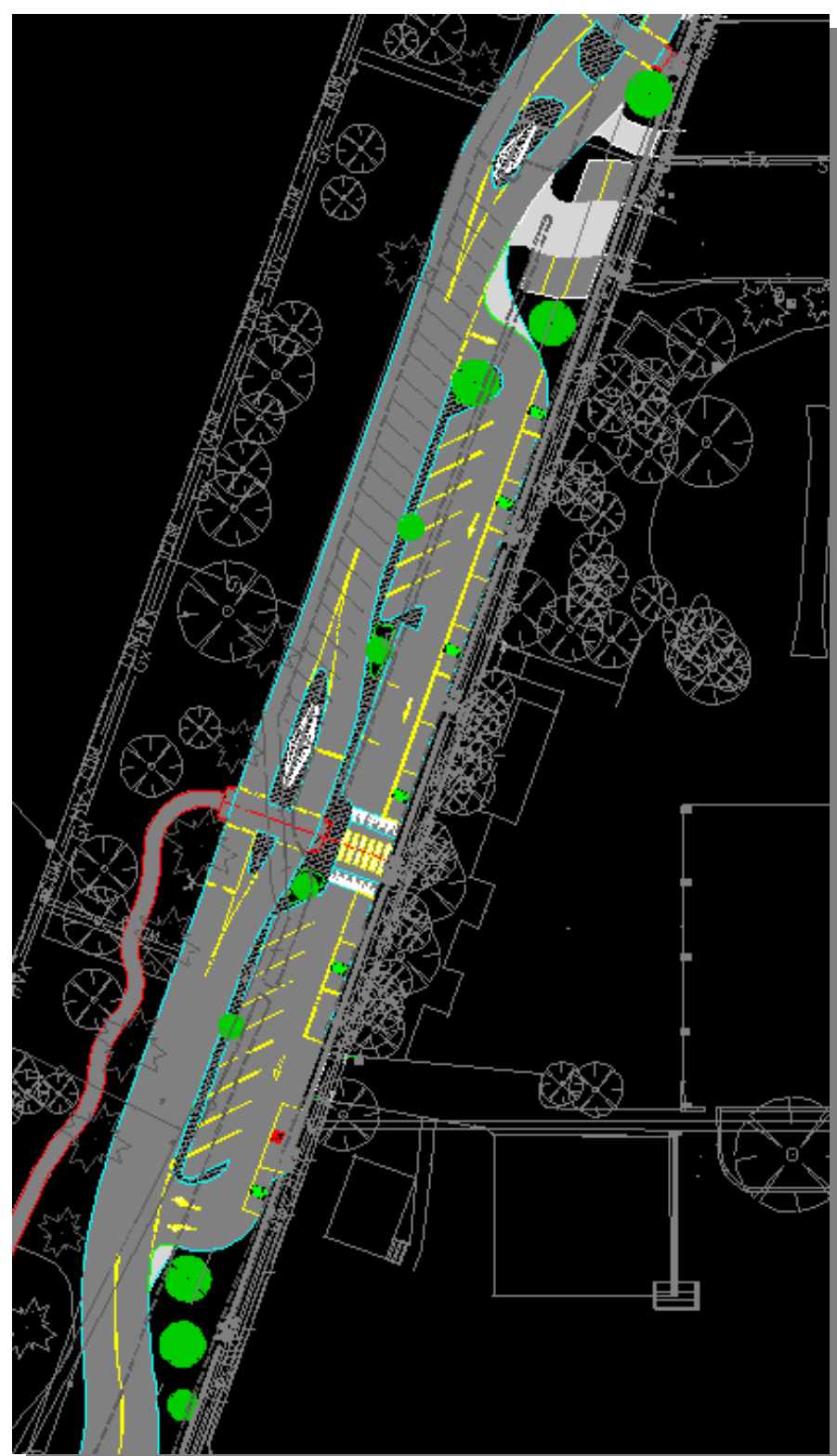
- 1 juvenile peppermint tree to be removed. Tree is poorly located as it is compromised by proximity to power line with a future of top and west side pruning.



Sustainability

27) 9-10 new tree planting opportunities are available to new design (green in the plan).

- Subject to arboricultural design for species selection, location confirmation, root zone design and possible irrigation.



Design Outcome

There is not one over-arching critical reason for this proposal. There are instead, 27 safety and access improvements that can be made, which together -

“Create a more accessible and safe environment for the school, while attempting to effect improvements for the community”

thereby meeting the 2015 NCPS Board Objective.

Charter – North Cottesloe Primary School Traffic Safety Committee



Town of Cottesloe

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe North Cottesloe Primary School Traffic Safety Committee, established by Council pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

1. Name

The name of this Committee is 'Town of Cottesloe North Cottesloe Primary School Traffic Safety Committee'. All references to 'Committee' in this charter mean 'Town of Cottesloe North Cottesloe Primary School Traffic Safety Committee'.

2. Establishment

This Committee is established under the provisions of the *Local Government Act 1995*, particularly section 5.8 of the Act.

At the Ordinary Meeting of Council held 26 September 2017 it was resolved:

That Council

- 1. Endorse the concept plan as shown in Attachment 1 for further consultation and development; and*
- 2. Endorse the formation of a committee, comprising 3 elected members and 3 representatives of North Cottesloe Primary School, to oversee improvements to deal with the traffic and safety issues at North Cottesloe Primary School.*

3. Guiding Principles

This Committee is established with its guiding principles in accordance with the *Local Government Act 1995*, sections 5.8 to 5.25.

4. Vision

The Vision of this Committee is to improve traffic and safety issues at North Cottesloe Primary School.

5. Terms of Reference

- To oversee improvements to deal the traffic and safety issues at North Cottesloe Primary School.
- To oversee improvements to develop the design of a carpark and traffic zone at North Cottesloe Primary School.
- Make recommendations to Council on matters relevant to the Committee.

The Committee shall agree project approval milestones upon commencement of a project to endorse to the Council for approval. These milestones will be developed with due

consideration to the impact on project success, timing, size, budget and risk. In all cases, the number of approvals required from Council shall be as low as possible. Opportunities to obtain multiple approvals at the same time should be actively pursued. If the project permits, opportunities to reduce the number of approvals should be actively pursued. For example, the Council may acknowledge that after concept design, and assuming that the tender is within the approved budget, there is no need to return to Council.

6. Membership

At the Ordinary Meeting of Council held 27 February 2018 it was resolved:

That Council make the following appointments to the various Committee as below:

11.APPOINT Cr Boulter, Cr Harkins, Cr Sadler, Cr Tucak, Cr Rodda, the Principal of North Cottesloe Primary School (or their delegate), a representative of the North Cottesloe Primary School P&C and a representative of the North Cottesloe Primary School Board to the North Cottesloe Primary School Traffic Safety Committee...

Membership of this Committee will comprise of:

- Five Town of Cottesloe Elected Members
- The North Cottesloe Primary School Principal (or their delegate)
- A representative of the North Cottesloe Primary School P&C
- A representative of the North Cottesloe Primary School Board

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

7. Meetings

7.1 Annual General Meeting

Nil

7.2 Committee Meetings

Meetings shall be held not more frequently than every month, unless a special meeting of the Committee is called for a specified purpose.

7.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent plus 1 members (voting or non-voting) as endorsed by Council at the time of the meeting.

7.4 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

Non-voting members are able to be counted towards a quorum and may move and vote on the acceptance of the Minutes of the previous meeting only.

7.5 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of ‘action items’, summarising the agreed actions.

7.6 Who acts if the presiding member is unavailable

Shall be in accordance with section 5.14 of the Act.

7.7 Meetings

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

7.8 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

7.9 Members’ Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
 - Town of Cottesloe *Standing Orders Local Law 2012*;
 - Town of Cottesloe Code of Conduct;
 - *Local Government (Rules of Conduct) Regulations 2007*; and
 - Regulation 34C of the *Local Government (Administration) Regulations 1996*,
- with respect to their conduct at meetings and their duty of disclosure.

CHARTER – NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member or representative appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

7.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties:

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

7.11 Presiding Member

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

7.12 Meeting attendance fees

Nil

8. Delegated Authority

This committee has no delegated authority.

9. Endorsement

This Charter was endorsed by the Town of Cottesloe North Cottesloe Primary School Traffic Safety Committee at its meeting on 15 May 2018.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on _____.