

# TOWN OF COTTESLOE



## NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MEETING

# MINUTES

**NORTH COTTESLOE PRIMARY SCHOOL TRAFFIC SAFETY COMMITTEE MEETING**

**HELD IN THE**

**Mayor's Panel, Cottesloe Civic Centre**

**109 Broome Street, Cottesloe**

**2pm Monday, 9 September 2019**

**MAT HUMFREY**  
Chief Executive Officer

12 September 2019

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record.

**Carried 5/0**

**7 PRESENTATIONS**

Nil

**8 REPORTS**

**8.1 REPORTS OF OFFICERS**

**8.1.1 KISS AND DROP COMMUNITY ENGAGEMENT**

**File Ref:** SUB/2630

**Attachments:**

- 8.1.1(a)** North Cottesloe Primary School Community Engagement - Councillor Amendments August OCM
- 8.1.1(b)** Community Engagement Plan - North Cottesloe Primary School Car Park - Cr Tucak amendments
- 8.1.1(c)** Community Engagement Plan - North Cottesloe Primary School Car Park - Cr Harkins Amendments
- 8.1.1(d)** North Cottesloe Primary School - Kiss and Drop Consultation Imagery
- 8.1.1(e)** Arborlogic - Design Specific Tree Assessment Report
- 8.1.1(f)** Traffic Engineering Report - North Cottesloe Primary School

**Responsible Officer:** Mat Humfrey, Chief Executive Officer

**Author:** Denise Tyler-Hare, Project Manager

**Author Disclosure of Interest:** Nil

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**SUMMARY**

The Committee recommendation from the July 2019 Committee Meeting was presented to Council at the August Ordinary Council Meeting. Council has resolved to defer the item to allow the administration to review the proposed amendments.

**BACKGROUND**

At the 8 April 2019 North Cottesloe Primary School Traffic Safety Committee meeting, a Traffic Engineering and Tree Assessment Report were presented to the committee.

At the April 2019 Ordinary Council Meeting, Council accepted the committee's recommendation and approved:

- Limited sight investigation to be undertaken by an Arborist, as recommended in the Tree Assessment Report provided no material damage is done to any tree;
- The preparation of a community consultation plan that provided indicative cost and funding opportunities;
- Extending consultation area for directly impacted stakeholders further south to Napier Street.

The completed community consultation plan provides an outline of proposed online survey questions, public information session details, responses to frequently asked questions and supplementary attachments.

The arborist site investigations have been delayed until detailed design in conjunction with other engineering investigations when a preferred option would then be known. This recommended cost effective approach will provide more relevant and purposeful results to progress the approved concept.

Following engagement with various utility service authorities on the current concept, ATCO Gas and Western Power have indicated that up to twelve weeks lead time is required to obtain approvals to work within close proximity to their infrastructure.

Western Power is also unlikely to support isolating the power supply to Railway Street's overhead power lines for the works during summer due to the higher electricity demand and charges \$6,500 per day to implement this precautionary measure if approved.

Furthermore, the Town would need to engage a contractor to provide a precise construction program before a permit can be issued. Any changes to approved timeframes would require a re-application through the lengthy process that could result in a significant delay and cost to the project.

The attached alternative lower cost concept option that mitigates the above risk has been developed for Council's consideration and included in stakeholder consultation.

### **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 final financial implications will only be known once a preferred concept is approved.

The Town will then negotiate with the Department of Education and Main Roads Western Australia for funding contributions.

Currently, \$350,000 has been approved in the 2019/2020 budget. The initial and alternative concept is estimated to cost \$550,000 and \$350,000 respectively. This includes provisional sums for known risk and contingencies for unforeseen circumstances. Allowance has only been made for road resurfacing without any major road reconstruction earthworks.

Depending on the preferred option approved, outcome of the tender process and State Government funding, any shortfall will be sourced through reserves.

### **STAFFING IMPLICATIONS**

A construction contractor would need to be engaged for the works through an open tender process as the Town does not have sufficient resources to undertake works of this magnitude. Project management and contract administration functions will be undertaken by the Town's engineering staff.

### **ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

Both options are expected to improve traffic flow and safety along Eric Street through a reduction in vehicle queues through the roundabout. This includes new footpath connects to Eric Street bridge and the future principal shared path to promote cycling as an alternative transport mode.

There will be the loss of a small amount of vegetation for either proposed options. The detail design will take into consideration the protection of existing mature trees, in particular Norfolk Island Pines from any adverse impacts. However, the alternative option greatly reduces the risk to the existing vegetation.

### **PROPOSED CONSULTATION**

Main Roads Western Australia

Department of Education

Western Power

ATCO Gas

North Cottesloe Primary School

Residents and Business within the school's vicinity

Broad public consultation

Town Staff

Elected Members

## **OFFICER COMMENT**

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Western Power

ATCO Gas

North Cottesloe Primary School

Residents and Business within the school's vicinity

Broad public consultation

Town Staff

Elected Members

### **OFFICER COMMENT**

The lengthy Western Power and ATCO Gas approval process has a significant impact on the project timeframe for the works to be constructed over the December 2019 and January 2020 school holidays. The application for these permits can only occur at the end of November 2019 after detailed design and engagement of a contractor by Council. March

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2020 would be the earliest that construction can commence when the twelve weeks is applied to this program, provided no further delays are encountered.

Given the above circumstances, the administration proposes the following three options for consideration to progress either project concept to detail design and construction:

<b>Option</b>	<b>Description</b>	<b>Advantages</b>	<b>Key Risks/disadvantages</b>
<b>One</b>	Proceed with the original concept design and tender the works based on this concept with an accompanying specification.	<ol style="list-style-type: none"> <li>1. Early contractor engagement to commence the approval process prior to November in an attempt to meet the December 2019 /January 2020 school holiday construction period.</li> </ol>	<ol style="list-style-type: none"> <li>1. No guarantee that Western Power would approve the works in summer.</li> <li>2. High tender estimates are likely to mitigate the unknown risks normally resolved at detailed design that may result in the project being unaffordable.</li> <li>3. Additional cost associated with Western Power isolation measures amounting to \$6,500 a day.</li> </ol>
<b>Two</b>	Proceed with the original concept design and delay the construction to the April 2020 Easter school holidays.	<ol style="list-style-type: none"> <li>1. Sufficient time to undertake due design diligence and receive more accurate tender prices.</li> <li>2. Sufficient time to seek approvals from Western Power and ATCO Gas.</li> <li>3. Western Power is likely to approve works in autumn, due to lower power demands.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shorter construction time frames available that may require night works, resulting in additional cost.</li> <li>2. Additional cost of \$6500 per day associated with Western Power electrical lines isolation during works</li> </ol>
<b>Three</b>	Proceed with the alternative option with the aim to construct over the December 2019 /January 2020 school holidays.	<ol style="list-style-type: none"> <li>1. Potentially no Western Power approvals required with minimal road re-alignment required to keep away from transmission lines.</li> <li>2. Safer design that</li> </ol>	<ol style="list-style-type: none"> <li>1. Low risk that Western Power approval may be required.</li> <li>2. Alternative concept has not been previously considered by the Council.</li> </ol>

		<p>mitigates the conflict between angled bays reversing vehicles and the kiss and drop traffic in the original concept design.</p> <p>3. Opportunity to rationalise parking for staff bays proposed on the western side of Railway St in conjunction with minimised road re-alignments whilst parents utilise the recommended ten minute time restricted Eric St car park to walk their children to class.</p> <p>4. Congestion alleviation on Eric and Railway Street from the proposed left in and out access arrangement at both carparks turning movements that will provide a safer and efficient interchange for users of the kiss and drop.</p> <p>5. Substantial reduction in construction cost and impact on the existing trees.</p>	
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We recommend the community is consulted on both the original and the alternative concept. Graphics will be developed and survey amended to include the alternative concept during engagement with the opportunity for the community to indicate the preferred option.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

THAT the North Cottesloe Primary School Traffic Safety Committee recommends;

THAT Council

1. NOTES that this item was deferred at the August 2019 Ordinary Council Meeting for the Administration to consider the proposed amendments;
2. NOTES that an alternative concept has been developed to mitigate time risk to the project, however it should be acknowledged that the original plan is the most suitable and time is subordinate to achieving the most desirable outcome for the community as a whole;
3. NOTES the arborist site investigations have been delayed until the detailed design stage and will be undertaken in conjunction with other engineering investigations; and,
4. APPROVES the North Cottesloe Primary School Kiss and Drop Relocation Project Community Engagement Plan and its implementation, subject to the following changes:
  - a. holding an information session prior to the survey being released, on the 12<sup>th</sup> October 2019, with the survey running from the 14<sup>th</sup> October 2019 until the 4<sup>th</sup> November 2019;
  - b. letterbox drop to be from Napier Street to Parry Street, between Stirling Hwy and Railway Street;
  - c. In section 2, engagement text to commence with the following:

The Town's strategic community plan contains an adopted strategy to proactively pursue solutions for improved access to North Cottesloe Primary School, with the view to reducing congestion on Eric Street. The Town's adopted corporate plan outlines actions to achieve this strategy to develop a costed project that relocates the school's parking and drop off point from Eric Street to Railway Street.

Therefore, the Town seeks your feedback on the proposed Kiss and Drop facility for North Cottesloe Primary School, comprising the realignment of Railway Street and construction of a car park and kiss and drop facility, to improve safety for pedestrians, cyclists and motorists, and alleviate traffic congestion in the current Eric St drop off/pick-up zone.
  - d. In section 3, incorporate similar text as per point c above in the survey introduction text. Replace the text "including provisional sums and 10% contingency, with \$350,000 of the funding being provided by the Town of Cottesloe in the recently adopted 2019/2020 budget, and additional funding being sought from the Department of Education and Main Roads Western Australia" with "The town will lobby the state government to seek substantial funding of this project." Also include "The Town engaged an independent traffic expert to review the concept plan and to suggest alternatives. The expert fully supported and endorsed this plan."
  - e. In question 7, include the text "additional trees will be planted as part of the

project”.

- f. In question 11, include as an option “reduce congestion on Eric Street.”
- g. Remove question 16 in light of point 1 above.
- h. In light of all the items listed above, make necessary changes to the Frequently Asked Questions

#### **COMMITTEE RECOMMENDATION**

**Moved Cr Harkins**

**Seconded Cr Tucak**

**That the North Cottesloe Primary School Traffic Safety Committee recommends;**

**That Council:**

- 1. NOTES that this item was deferred at the August 2019 Ordinary Council Meeting for the Administration to consider the proposed amendments;**
- 2. Notes that an alternative concept has been developed to mitigate time risk to the project, (potential delays arising from the proximity from the original concept plan to Western Power and ATCO Gas infrastructure) however it should be acknowledged that the original plan is the preferred option of these two as time is subordinate to the committee achieving the most desirable outcome for the community as a whole.**
- 3. NOTES the arborist site investigations have been delayed until the detailed design stage and will be undertaken in conjunction with other engineering investigations; and,**
- 4. APPROVES the North Cottesloe Primary School Kiss and Drop Relocation Project Community Engagement Plan and its implementation, subject to the following changes:**
  - a. Holding an information session prior to the survey being released, on dates to be confirmed**
  - b. Letterbox drop to be from Napier Street to Parry St., between Stirling Hwy and Railway St.**
  - c. In section 2, engagement text to commence with the following:  
The Town’s strategic community plan contains an adopted strategy to proactively pursue solutions for improved access to North Cottesloe Primary School, with the view to reducing congestion on Eric Street. The Town’s adopted corporate plan outlines actions to achieve this strategy to develop a costed project that relocates the school’s parking and drop off point from Eric Street to Railway Street.**

**Therefore, the Town seeks your feedback on the proposed relocation of the Kiss and Drop facility for North Cottesloe primary School, comprising of the realignment of Railway Street and construction of a car park and kiss and drop facility, to improve safety for pedestrians cyclists and motorists and reduce some of the traffic congestion in the current North Cottesloe Primary School,**

**Eric St. drop off/pick-up zone.**

- d. In section 3, incorporate similar text as per point C above in the survey introduction text.**

**Replace the text “including provisional sums and 10% contingency, with \$350,000 of the funding being provided by the Town of Cottesloe in the recently adopted 2019/2020 budget, and additional funding being sought from the Department of Education and Main Roads Western Australia” with**

**“The estimated cost of the project is \$550,000. The Town has budgeted up to \$350,000.**

**The Town will seek Federal (Roads to Recovery) and State Government funding for the project.”**

**Also include “The Town engaged an independent Traffic expert to review the concept plan and to suggest alternatives. The expert fully supported and endorsed this plan as an effective solution to improve safe access and reduce traffic congestion.**

**The project will commit to protecting the mature trees in the affected area and to increase the tree canopy with additional planting in the area.”**

- e. In question 2 remove the word “Student” from the list of stakeholder groups respondents belong to.**
- f. In question 3, add an initial question “If you are a parent at NCPS, how often do you drop your children at school?” and include options: Never, Rarely, Occasionally, Frequently, Very Frequently”**
- g. In question 7, include the text “additional trees will be planted as part of the project”.**

**ADD, after: “Any future design and construction will be undertaken in accordance with the Town of Cottesloe’s street tree policy which can be found here (insert policy link)” and “any change to it affecting mature trees needing council approval.” Remove “and in accordance with all relevant Australian Standards.”**

**Replace the text “additional trees will be planted as part of the project” replace with “A key criteria of the project will be to increase the tree canopy by planting additional trees.”**

**Replace the text “Given the information provided in relation to the natural environment, are you satisfied that this plan will protect exiting mature trees?**

**With:**

**Given the above approach, how important to you is it that this plan, including any changes to it, protects existing mature trees?**

**Replace the responses with:**

**Not Important  
Slightly Important  
Moderately Important  
Important  
Very Important**

- h. In question 9, add to the response options: "I support the concept design but would not use the new Kiss and Drop facility if implemented"**
- i. In question 11 and 13, include as an option "address congestion on Eric Street."  
ADD another option "other" (with space to write ideas).**
- j. In question 15 after the word "ramping" add "(backing or building up)" and add an option "Keeping the roundabout on Eric St and Railway St clear of traffic"**
- k. Remove question 16 in light of point 1 above.**
- l. In light of all the items listed above, make necessary changes to the Frequently Asked Question.**
- m. In number 4 of the Frequently asked Questions: replace the words "Alternative Plans with "A previous plan" and replace "Since then, concept plans have been created" with "Since then, the current plan has been created"**
- n. Change the wording in number 9 of the Frequently asked Questions to: " the existing Eric Street car park will be utilized for visitors to the school, such as canteen duty, reading duty and meetings."**
- o. Include a one page executive summary for the Traffic Engineering Report and The Tree Report with the survey (in addition to providing links to the entire reports).**
- p. Ensure that the concept plan as per the attachment to the 27 August OCM is included with the survey.**

**Carried 5/0**

**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 announced the closure of the meeting at 3:19pm.