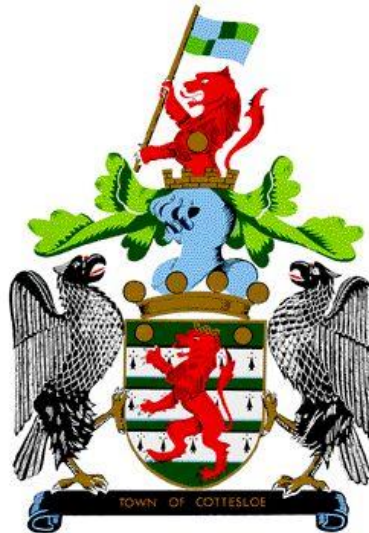


TOWN OF COTTESLOE



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

1:30pm Wednesday, 10 July 2019

MAT HUMFREY
Chief Executive Officer

17 July 2019

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 1.32pm.

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.

There were no questions without notice from the public.

4 ATTENDANCE

Members

Cr Mark Rodda	Presiding Member, Elected Member
Cr Melissa Harkins	Elected Member
Mr Doug Cook	North Cottesloe Primary School Principal
Mr Mark Goodlet	North Cottesloe Primary School P&C

Officers

Mr Mat Humfrey	Chief Executive Officer
Mr Shaun Kan	Manager Engineering Services
Ms Denise Tyler-Hare	Project Manager
Mr David Lappan	Engineering Technical Officer

Visitors

Public and Press

Apologies

Cr Helen Sadler	Elected Member
Cr Michael Tucak	Elected Member
Ms Kirsty Barrett	North Cottesloe Primary School Board

5 DECLARATION OF INTERESTS

Nil

6 CONFIRMATION OF MINUTES

Moved Cr Harkins

Seconded Mr Goodlet

That the Minutes of the North Cottesloe Primary School Traffic Safety Committee Meeting held on Monday 8 April 2019 be confirmed as a true and accurate record.

Carried 4/0

7 PRESENTATIONS

Nil

8 REPORTS

8.1 REPORTS OF OFFICERS

8.1.1 CONCEPT OPTIONS AND COMMUNITY CONSULTATION PLAN

File Ref: SUB/2630

Attachments:

- 8.1.1(a) Community Engagement Plan - North Cottesloe Primary School Kiss and Drop**
- 8.1.1(b) North Cottesloe Primary School - Program - Option 1**
- 8.1.1(c) North Cottesloe Primary School - Program - Option 2**
- 8.1.1(d) North Cottesloe Primary School - Program - Option 3**
- 8.1.1(e) Alternate Design - North Cottesloe Primary School Kiss and Drop**

Responsible Officer: Mat Humfrey, Chief Executive Officer

Author: Shaun Kan, Manager, Engineering Services

Author Disclosure of Interest: Nil

SUMMARY

The Committee is asked to NOTE that:

- The community consultation plan is complete;
- The arborist site investigations have been delayed till detailed design and will be undertaken in conjunction with other engineering investigations when a preferred option would then be approved;
- Western Power and ATCO Gas, the two key utility service approval process for the works would take approximately twelve weeks
- A lower cost alternative concept and three project delivery options have been developed for the original concept to mitigate the risk of lengthy utility service approvals.

The Committee is asked to recommend that Council APPROVE the alternative concept and it's inclusion into the attached community consultation plan to commence the stakeholder engagement for the project.

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:

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- 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;

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- 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 is 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

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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

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 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:

Option	Description	Advantages	Key Risks/disadvantages
One	Proceed with the original concept design and tender the works based on this concept with an accompanying specification.	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.	1. No guarantee that Western Power would approve the works in summer. 2. High tender estimates is likely to mitigate the unknown risks normally resolved at detailed design that may result in the project being unaffordable. 3. Additional cost associated with Western Power isolation measures

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			amounting to \$6,500 a day.
Two	Proceed with the original concept design and delay the construction to the April 2020 Easter school holidays.	<ol style="list-style-type: none"> 1. Sufficient time to undertake due design diligence and receive more accurate tender prices. 2. Sufficient time to seek approvals from Western Power and ATCO Gas. 3. Western Power are likely to approve works in autumn, due to lower power demands. 	<ol style="list-style-type: none"> 1. Shorter construction time frames available that may require night works, resulting in additional cost. 2. Additional cost of \$6500 per day associated with Western Power electrical lines isolation during works
Three	Proceed with the alternative option with the aim to construct over the December 2019 /January 2020 school holidays.	<ol style="list-style-type: none"> 1. Potentially no Western Power approvals required with minimal road re-alignment required to keep away from transmission lines. 2. Safer design that mitigates the conflict between angled bays reversing vehicles and the kiss and drop traffic in the original concept design. 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. 4. Congestion alleviation on Eric and Railway Street from the 	<ol style="list-style-type: none"> 1. Low risk that Western Power approval may be required. 2. Alternative concept has not been previously considered by the Council.

		<p>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 an alternative concept has been developed to minimise Railway Street road re-alignments which will potentially reduce the overall project cost, existing vegetation impact and risk associated with obtaining utility service authority approvals;
2. NOTES the arborist site investigations have been delayed till detailed design and will be undertaken in conjunction with other engineering investigations when a preferred option would then be approved.
3. APPROVES the alternative concept to be included within the North Cottesloe Primary School Kiss and Drop Relocation Project Community Engagement Plan for public consultation;
4. APPROVES the North Cottesloe Primary School Kiss and Drop Relocation Project Community Engagement Plan and it's implementation;
5. APPROVES the commencement of community consultation in line with this plan, subject to Point One, Point Two, completion of graphics and modifications to stakeholder survey that includes the alternative concept.

COMMITTEE RECOMMENDATION

Moved Mr Goodlet

Seconded Cr Harkins

THAT the North Cottesloe Primary School Traffic Safety Committee recommends;

THAT Council:

1. **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;
2. **NOTES** the arborist site investigations have been delayed until the detailed design stage and will be undertaken in conjunction with other engineering investigations; and,
3. **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 10 August 2019, with the survey running from the 12 August 2019 until the 2 September 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.**

Carried 4/0

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 confirmed post community consultation engagement analysis.

12 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 1:50pm.