

The logo for the Shire of Dardanup features a stylized, flowing line in shades of green and blue, resembling a mountain range or a wave.

Shire of Dardanup

MINUTES

ROADWISE COMMITTEE MEETING

Held

14 December 2017

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Committee Members:

- Cr. L Harris - Elected Member
- Cr. P Perks - Elected Member
- Cr. J Lee - Elected Member
- Cr J Dow - Elected Member
- Director Engineering & Development Services – Staff
- Senior Engineering Technical Officer – Staff
- Roadwise Road Safety Advisor – South West - Community
- Representative – Main Roads WA – Community
- Representative – Main Roads WA – Community
- Police District Traffic Coordinator – Community
- Representative – Dardanup Primary School – Community
- Representative – Australind Police – Community
- Representative – Department of Transport – Community
- Mrs Jill Cross – Community
- Mr Ken Lowth - Community

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ROADWISE COMMITTEE MEETING HELD ON THURSDAY 14 DECEMBER 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 3.30PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Director Engineering & Development Services, Mr Luke Botica declared the meeting open at 3.30pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Gnaala Karla Booja people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr Danny Harris	-	Elected Member
Cr Patricia Perks	-	Elected Member
Cr Janice Dow	-	Elected Member
Mr Luke Botica	-	Director Engineering & Development Services
Mr Sam Stubbs	-	Senior Engineering Technical Officer
Mrs Nicola Smith	-	Roadwise Road Safety Advisor
Mrs Jill Cross	-	Community
Mr Ken Lowth	-	Community
Mrs Peta Nolan	-	Executive Governance Officer

2.2 Apologies

Cr. James Lee	-	Elected Member
Snr Sgt Paul Williams	-	Australind Police Station
Ms Beverley Fortescue	-	Dardanup Primary School
Ms Caitlyn Bassett	-	Main Roads WA

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON

3.1 Election of Chairperson

Nominations for the position of Chairperson were given to Mr Luke Botica who was the Presiding Officer for the election in writing [forms available from the Presiding Officer].

The position of Chairperson will expire on the October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Mr Ken Lowth was nominated for the position of Chairperson by Cr Danny Harris, Mr Ken Lowth accepted the nomination.

As there were no other nominations Mr Ken Lowth was declared as Chairperson.

Mr Ken Lowth assumed the Chair.

3.2 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson were given to the Chairperson in writing [forms available from the Presiding Officer].

The position of Deputy Chairperson will expire in October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr Patricia Perks was nominated for the position of Deputy Chairperson by Cr Janice Dow. Cr Patricia Perks accepted the nomination.

As there were no other nominations Mr Ken Lowth declared Cr Patricia Perks as Deputy Chairperson.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

**Mr Ken Lowth - Chairperson
Cr Patricia Perks - Deputy Chairperson**

of the Roadwise Committee.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Roadwise Committee Meeting Held 14 September 2017

**OFFICER RECOMMENDED RESOLUTION
& ROADWISE COMMITTEE RESOLUTION**

DRC 04/17 MOVED - Mrs J Cross SECONDED - Cr D. Harris

THAT the Minutes of the Roadwise Committee Meeting held on 14 September 2017, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8. DECLARATION OF INTEREST

Discussion:

Chairperson, Mr Ken Lowth asked the Committee if there were any Declarations of Interest to be made.

There was no response.

9. REPORTS OF OFFICERS AND COMMITTEE MEMBERS

9.1 Title: Dardanup Roadwise Committee – Strategic Action Plan

The Committee has been in the process of reviewing the Strategic Action Plan with the assistance of the Regional Road Safety Officer, Nicola Smith.

At the last meeting, it was agreed that Committee members would consider and collate ideas and that an action plan would then be developed from this information. The draft action plan has been developed and is attached for the Committees consideration. Please find attached the Draft Strategic Action Plan at (Appendix DRC 9.1)

Discussion:

Director Engineering & Development Services, Mr Luke Botica advised that the document is still in draft form for the Committee's consideration. Once the Committee has endorsed the Plan this will then be taken to Council for consideration and adoption.

Mr Ken Lowth enquired about the Safe Roads and Roadside element. Why was Fitzroy Cycles the only shop identified in the Plan? Mr Botica advised that the project has commenced and this shop was the only participating retailer at the time.

Mr Lowth and Cr. Perks queried the schools listed in the ANCAP promotion under the Safe Vehicles element. It was agreed to list Eaton Community College, the only secondary school in the Shire, as School Drug Education Road Aware (SDERA) and Roadwise will ensure that promotional materials are provided to schools in neighbouring local government areas.

**OFFICER RECOMMENDED RESOLUTION
& ROADWISE COMMITTEE RESOLUTION**

DRC 05/17 MOVED – Cr. P Perks

SECONDED – Cr. J Dow

THAT the Dardanup Roadwise Committee recommends that Council endorses the 2018 Roadwise Strategic Action Plan (Appendix DRC: 9.1).

CARRIED

9.2 Title: Waterloo Road – Road Safety Concerns

Correspondence has been received (Appendix DRC 9.2) by the Shire from a resident who lives on Waterloo Road regarding road safety concerns. The main concern is the speed limit currently applied to the road (100kph), particularly in the section of the road where there are curves and s-bends. Speed limits are set by Main Roads WA and local government does not have the authority to alter speed zone signage. However, Shire staff have committed to the following actions:-

- To contact Main Roads WA to seek a reduction to the speed limit, with a suggestion that it be brought down to 80 km/h. The resident's correspondence will be used to support the Shire's position on the matter when requesting the change.
- To refer the matter to the Dardanup Roadwise Committee for consideration and support in requesting Main Roads WA for a speed zone change.
- To carry out an inspection of the vegetation to improve sightlines along the road. The Shire will arrange any pruning or vegetation removal required to enhance safety and will also request private landowners to consider the same for vegetation within their properties.

Discussion:

Cr. Perks discussed issues of the non-attendance of MainRoads WA staff at recent meetings. Mr Lowth advised that it is essential that a representative from MainRoads WA attend each meeting to respond and provide advice on road safety issues on main roads.

ACTION 01-17:

That Director Engineering & Development Services, Mr Luke Botica send correspondence to Main Roads WA requesting that a representative attend each Roadwise Meeting.

Cr. Perks asked if there is anything more that can be done to improve road safety in this area. Mr Botica advised that Council has previously offered for crossovers to be moved however the resident advised that moving the crossover is not an ideal solution. There has also been a request for the removal of trees on private property however property owners are reluctant to remove these trees. The Shire has pruned and removed verge trees where possible.

Mr Botica also advised that when the road was widened it wasn't speed zoned. At the time there were discussions with Main Roads WA about the speed limit however the official speed zoning came back as 100kph.

Cr. Perks advised that the resident is requesting the bend be taken out of the road.

Cr. Perks suggested that the Shire consider requesting Main Roads WA reconsider a reduction in the speed limit at the southern end of Waterloo Road. She advised that heavy haulage vehicles are speeding through this area.

Mr Botica advised that the Shire has asked for reductions in the speed limit previously. Historically, Main Roads WA has not approved a reduction for Waterloo Road or Ferguson Road.

Cr. Dow supported that a request be made to Main Roads WA for a reduction in the speed limit at the southern end of Waterloo Road. Mrs Cross suggested consideration of a reduction from Harris Road to Ferguson Road.

ROADWISE COMMITTEE RESOLUTION

DRC 06/17 MOVED - Cr. P Perks

SECONDED –

Mrs J Cross

THAT the Dardanup Roadwise Committee recommends that Council write to Main Roads WA and request a reduction to the speed limit along Waterloo Road in the vicinity of Harris Road to Ferguson Road from 100kph to 80kph.

CARRIED

9.3 Title: Harris Road – Road Safety Concerns Vehicle & Cyclists

Correspondence has been received by the Shire from a heavy haulage operator who uses Harris Road regarding road safety concerns and the use of the road by cyclists. Please find attached the correspondence and photo evidence at (Appendix DRC 9.3).

The Shire has acknowledged the concerns and is aware that Harris Road is used frequently by local cycle groups as a route to the Ferguson Valley.

There are plans in place to upgrade Harris Road in future to a wider sealed surface which will safely accommodate cyclists on a sealed shoulder. This is in the project planning stage and is subject to securing funding, therefore construction is not expected to happen for at least a couple of years.

The complainant has been advised that in the meantime, the matter of cyclists using the road and the safety implications will be referred to the Dardanup Roadwise Committee. The Committee has been liaising with the local cycle clubs on cycling routes and other matters relating to road safety, and the Committee is well placed to engage the cycle group in regards to the concerns raised and to consider interim solutions until such time as the road is upgraded in future.

It is requested that the Committee considers interim solutions for vehicle and cyclist safety on Harris Road and actions to be placed in the Roadwise Strategic Action Plan.

Discussion:

Mr Lowth advised that he visited the site and can see the concern however he believes that, as it is a public road, cyclists should be allowed to use it. Mr Botica advised that everyone has a right to use the road. He advised that the Shire can put an order on the road however this is a very unusual practice. There are future plans to widen the road. Next year there will be funds for design work to prepare the alignment and land requirements. The design work will also include service relocations and traffic modelling. In the long term this road will service a built up area. The widening will allow shoulders and room for cyclists. Construction will commence in 2019/2020. There will be a Stage 2 of the project which will include changing the road to include kerbing, piped drainage, street lighting etc. The road will transform dramatically in the long term.

Cr. Perks advised that the photos supplied by the complainant do not show cyclists doing anything wrong. Mrs Cross advised that previously they have promoted a code of conduct for road users in the Ferguson Valley and it may be timely to promote this again.

Regional Road Safety Officer, Mrs Nicola Smith advised that there are new laws that vehicles can now pass cyclists on a double white line if it is safe.

Mr Botica advised that he had responded to the complainant by email.

Cr. Perks recalled that the Department of Transport conducted a community workshop in regards to cycling and advised that there are roads that are well used by cyclists. Mr Botica advised that road funds being received by Council have been boosted because the cyclists are using this area. Discussions have occurred with the Southwest Cycle Club who use these

roads to get to the Ferguson Valley. Cycling heat maps are available on the internet and Harris Road is the most direct road to ride down.

ACTION 02-17:

Director Engineering & Development Services, Mr Luke Botica to respond to the complainant to advise of the program of works that will be commencing and the future plans for this road.

9.4 Title: Roadwise Road Safety Advisor – South West Report

Please find attached the report provided by the Roadwise Road Safety Advisor (Appendix DRC: 9. 4).

For information.

Discussion:

Mrs Smith addressed the projects within the report and thanked the Shire of Dardanup for supporting the road ribbon program.

She also congratulated the Shire for receiving the Injury Prevention Award for the M8 the call can W8 project. Mrs Smith is looking at expanding the campaign in the new year through schools.

Cr. Perks advised that she has assisted in making some funding submissions for programs for young people for youth week in Burekup and Eaton. She advised Mrs Smith to contact the Shire's Cultural and Community Services Officer, Mel Serra who will be working on youth programs in 2018.

Mrs Smith advised that the "M8 the call can W8" project is in the action plan. Mrs Smith has been advised by young people that the stickers are not that popular and that research has shown that young people are taking selfies whilst driving. Mrs Smith showed that City of Bunbury have made some pouches for mobile phones to give to young people as part of their campaigns. For any events that the Shire may hold the selfie photo frame can be provided by Mrs Smith.

Mrs Smith advised that the Road Safety Council has held a trial with Police on Mandurah Bridge and it showed that 30 people a day were using their phones whilst driving.

9.5 Title: Road Safety Commission Community Grants

Roadwise Committees have an opportunity to apply for grants through the Road Safety Commission. These are assessed bi-monthly and applications need to be submitted before the first Friday in February, April, June, August, October and December 2018. Further information can be found at <https://www.rsc.wa.gov.au/About/Community-Grants>.

Discussion:

Mrs Smith advised that there are two types of grants - event grants and project grants.

An example of a recent grant is where the City of Bunbury applied for \$27,000 for the "M8 the call can W8" project.

Cr. Perks advised she is interested in the Kombie Van photo booth which could be used for youth week.

Mr Lowth suggested we consider making an application in April 2018 which will give the Committee time to consider projects.

Mrs Smith advised that if the Shire finds the speed sign trial a success in April, there is an opportunity to make a submission for a grant to purchase a set of the signs. The Shire can build a campaign around the use of the speed signs. The Committee agreed that Eaton Drive would be a good location for the speed signs.

ACTION 03-17:

The Committee to consider possible projects for submission for the Road Safety Commission Community Grants to be discussed at the February 2018 meeting. Peta Nolan to include item in February agenda.

9.6 Title: Dardanup Roadwise Committee – Action Sheet

Below is the update on projects for the Committee member's information, any queries regarding the progress of an item, please contact the Director Engineering & Development Services.

MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
12/05/16	Luke Botica	Liaise with Roadwise to obtain funding for its own SAM Trailer.	No further update. Was with Roadwise – status unclear due to staff changeover. Temporary one booked <i>14/12/17 – Mr Botica advised the speed signs have been booked for April 2018.</i>	Complete
12/05/16	Jill Cross	Liaise with new Management of the Dardanup Tavern regarding the Skippers Program. <i>14/12/2017 - Liaise with new Management of the Smalls Bar regarding the Skippers Program.</i> <i>14/12/2017 – Liaise with South Western Times</i>	No further update. Still waiting to make contact with the Manager. <i>14/12/17 -Mrs Cross advised that the program is already running at Eaton Tavern. She visited the Dardanup Tavern who are now also participating. She advised she would organise some media with the South Western Times. Mrs Cross to contact Kate Fielding from SW Times to arrange a promotion in the weekly road safety section.</i> <i>Mrs Cross advised that the Burekup Country Club was contacted however they did not feel it was worthwhile for them to participate as many people walk to the Club. Cr. J Dow suggested that Mrs Cross contact Cassie Fry to reconnect with the new President. Mrs Cross also advised that she will approach Smalls Tavern. Roadwise are able to provide some more resources for participants as they need them.</i> <i>Committee endorsed Mrs Cross to arrange media for this campaign and Mrs Smith offered to provide sample media releases to Mrs Cross.</i>	Referred to Strategic Action Plan

MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
12/05/16	Peta Nolan/ Kristy Hitchens in liaison with Jill Cross and Nicky Smith	Organise information to be added to the Dardanup Times Newsletter from the Roadwise Meetings.	Prepare a communications plan as addressed in the Strategic Action Plan. Mrs Jill Cross to look into this and add information about the cycle lights. <i>14/12/17 – to be referred to the Strategic Action Plan for progress in 2018.</i>	Referred to Strategic Action Plan
28/07/16	Luke Botica	Discuss with Mainroads the changes in the traffic lights at Eaton Drive and Recreation Drive.	Correspondence sent although no information received back as yet – 13/10/16.	Pending Main Roads WA Response
13/10/16	Committee	“Be Safe, Be Seen” campaign Work on a joint promotion between the Shire of Dardanup and the local Cycle Shops in Bunbury.	Cr. J Lee advised that he has spoken to a few cycle shops and Fitzroy’s Cycles are keen to come on board, although would like an email from the Committee regarding information and how the campaign will be run. The Committee agreed on the name “Be Seen, Be Safe” for the campaign <i>14-12-2017 – Mr Botica advised that this is a campaign to promote lights on bikes. Cr Lee has been running with this project. Follow up with Cr Lee to get an update for next meeting.</i>	Referred to Strategic Action Plan
13/10/16	Cr. James Lee, Cr. Danny Harris	Approach the Dardanup Lions and the Millbridge Lions for their help in the application of these Slow down consider our kids stickers.	Stickers have arrived and the Committee now needs a plan for distribution. Remaining areas for distribution are Millbridge and Dardanup West. <i>14-12-2017 – Mr Botica advised that this project is ongoing and will be actioned in the new year.</i>	Referred to Strategic Action Plan
8/12/16	Cr. J Lee and Mrs J Cross	Discuss with Kristy the “Be Safe, Be Seen” campaign, including dates, promotion information and photographs.	Amalgamate with previous Bike shop project.	Referred to Strategic Action Plan

MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
10/08/17	Nicola Smith	Provide booking information on signage available to loan through WALGA	<i>14-12-2017 – Mrs Smith advised that speed trailer has been booked.</i>	Completed
10/08/17	Snr Sgt Smith and Luke Botica	Write to Main Roads to give the Committees support for a reduction of the speed limit on Boyanup-Picton Road.	<p><i>Letter sent from the Shire.</i></p> <p><i>14/12/17 – Mr Botica tabled the response from Main Roads WA stating that they had deemed the speed limit of 110kph to be appropriate and advised the Shire would need to submit supportive data to show there has been an increase in traffic and speed in the vicinity of this intersection.</i></p> <p><i>Following discussion by the Committee it was agreed that correspondence be sent to the Equestrian Centre requesting them to forward any evidence that they may have of accidents or near-misses that can be then referred to Main Roads WA.</i></p>	Ongoing

10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

11. NEW BUSINESS OF AN URGENT NATURE

None.

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Roadwise Committee Meeting will be 8 February 2018, commencing at 3.30pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 4.45pm.