



Shire of Dardanup

MINUTES

ROADWISE

COMMITTEE MEETING

Held

5 April 2018

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Committee Members:

- Mr Ken Lowth - Chairperson
- Cr. P Perks - Deputy Chairperson
- Cr. P Robinson - Elected Member
- Cr. J Lee - Elected Member
- Cr J Dow - Elected Member
- Director Engineering & Development Services – Staff
- 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

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 5 APRIL 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 3.30PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Mr Ken Lowth 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 Wardandi 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

Mr Ken Lowth	Chairperson
Cr Peter Robinson	Elected Member
Cr James Lee	Elected Member
Cr Janice Dow	Elected Member
Snr Con Craig Cowcill	WA Police–A/Officer in Charge (3.40pm)
Mr Sam Stubbs	Engineering Technical Officer
Ms Bev Fortescue	Dardanup Primary School
Mrs Jill Cross	Community Member
Mrs Peta Nolan	Executive Governance Officer

Observers

Ms Nicky Smith	Regional Road Safety Adviser
Ms Terri-Anne Pettet	Manager Roadwise Program

2.2

Apologies

Cr Patricia Perks	Elected Member
Mr Luke Botica	Director Engineering & Development Services
Ms Lisa Gartrell	SDERA Consultant, Bunbury

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Roadwise Committee Meeting Held 8 February 2018

OFFICER RECOMMENDED RESOLUTION & ROADWISE COMMITTEE RESOLUTION

RW 5 /18 MOVED - Cr. J Dow SECONDED - Mr Sam Stubbs

THAT the Minutes of the Roadwise Committee Meeting held on 8 February 2018, be confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

Discussion:

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

Ms Terri Anne Pettet, WALGA Manager Roadwise Program advised that, although she is a guest to Committee, she is a member of the Community Road Safety Grants Committee and if we are discussing any project applications today she suggested that she leave the meeting to eliminate the need for her to declare an interest at the Community Road Safety Grants Committee meeting.

Mr Lowth declared to the meeting that he met with a community member regarding the closure of Harris Road to cyclists to discuss the background of this proposal. He advised that there was general discussion about the issue.

Note: Acting Officer in Charge Craig Cowcill joined the meeting [3.40pm].

8 REPORTS OF OFFICERS AND COMMITTEES

8.1 Title: Safe Road Use - School Road Safety Education

At its meeting held on 8 February 2018 the Roadwise Committee resolved:

THAT the Dardanup Roadwise Committee defer this item until the next meeting and request that Ms Lisa Gartrell from SDERA be invited to present the SDERA program to the Committee.

Cr Janice Dow has requested that the Committee consider the following road safety program:-

Is it possible for the Police to hold classes on a regular basis in all schools in the Shire, starting at kindy, about push bike safety and the need to wear helmets and road safety rules and why people are not being chatted by police when they are riding around town without their helmets.

If the police don't have the facilities or manpower for the training courses then it is suggested to research other options such as Westcycle who is the peak body for cycling to hold training classes but funding will need to be looked for.

Executive Governance Officer – Mrs Peta Nolan Comment

Ms Lisa Gartrell from SDERA has advised that she is unable to attend this Roadwise meeting however will attend the next meeting of Thursday 7 June 2018 to discuss the SDERA program.

For Information.

Discussion:

There was general discussion by the Committee about the role that the Dardanup Roadwise Committee could play in the promotion of road safety to schools.

The Committee identified the following programs that are provided to schools by other organisations:-

- 1. RAC Little Legends is a a free road safety education program for all Western Australian children aged between five and 12 years old. The program visits schools from time to time.*
- 2. Constable Care is another organisation that provides safety education for children and young people.*
- 3. National Walk Safely to school day is an annual event when all primary school children are encouraged to walk and commute safely to school.*
- 4. Changing Health Acting Together (Chat) is a SDERA program promoting a whole school approach to any health related issue (including road safety) where schools, parents and communities work together to produce the best health outcomes.*

Ms. Bev Fortescue from the Dardanup Primary School advised that the promotions for these programs are sent directly to the schools and the schools decide on what programs that they are involved in. The Dardanup Primary School is very proactive in promoting the abovementioned programs within their curriculum. Cr. Peter Robinson stated that he felt that it is the schools responsibility to decide on the programs relevant for their students.

Cr. Dow advised the reason that she originally raised this issue is to educate but also to follow up with enforcement, particularly young people wearing helmets. Acting Officer in Charge, Craig Cowcill advised that Police do infringe adults however cannot issue infringements to juveniles. He advised Australind Police will talk to juveniles if they see them not wearing helmets.

Mrs. Jill Cross stated that we know that Dardanup Primary is very proactive in road safety however, do we know what other schools are doing with regards to Road Safety. Ms. Nicky Smith, Regional Road Safety Advisor advised that in her experience teachers within the schools are very interested in the road safety programs and the resources provided by SDERA. She advised that Roadwise Committees across the Region can value add to the SDERA program by considering such programs as running art competitions, developing road safety calendar with artwork from students at schools etc. Cr. Robinson reiterated that we can encourage schools to participate however we cannot dictate what the school does.

It was suggested that the Committee wait until they hear the SDERA presentation and then decide on future action.

ACTION 04-18:

That the Roadwise Committee reconsider their role within schools following the presentation from SDERA at the June Meeting.

8.2 Title: Roadwise Road Safety Advisor – South West Report

Please find attached the report provided by the Roadwise Road Safety Advisor (Appendix DRC: 8.2)

For Information.

RECEIVED.

8.3 Title: Roadwise Strategic Action Plan

Executive Governance Officer – Mrs Peta Nolan Comment

The Plan was endorsed by Council on 24 January 2018 and includes a number of actions for the Committee to undertake over the year. (Appendix DRC: 8.3)

It is recommended that the Committee update the actions and progress within the plan at this meeting.

Discussion:

Executive Governance Officer Mrs. Peta Nolan advised that the Strategic Action Plan 2018 was developed by the previous Committee and subsequently endorsed. Since there has been a number of new members appointed to the Committee it was recommended that the Committee revisit the actions, consider if each action is still relevant to the Committee and report on progress of items.

ROADWISE STRATEGIC PLAN ACTION 01-18:

Executive Governance Officer, Mrs. Peta Nolan to research the current status of this project and report back to the June meeting.

ROADWISE STRATEGIC PLAN ACTION 02-18:

Mrs. J Cross to liaise with Mrs. N Smith and the Shire Variable Message Board Bookings Officer to collate a series of messages and make a booking for one week of every month to promote road safety through the variable message board on an ongoing basis.

ROADWISE STRATEGIC PLAN ACTION 03-18:

Cr. J Dow to provide Slow Down Consider Our Kids stickers to the River Valley Primary School for surrounding residents.

ROADWISE STRATEGIC PLAN ACTION 04-18:

Executive Governance Officer, Mrs. P Nolan to provide the Fleet Safety Kit to the Roadwise Committee for their consideration.

ROADWISE STRATEGIC PLAN ACTION 05-18:

Executive Governance Officer, Mrs. P Nolan to refer information to relevant shire staff for Policy consideration.

ROADWISE COMMITTEE RECOMMENDED RESOLUTION

RW6/18 MOVED - Cr. J Lee SECONDED - Cr. J Dow

THAT the Dardanup Roadwise Committee adopt the changes to the Roadwise Strategic Action Plan 2018 as discussed.

CARRIED

8.4 Title: Safe Road Use - Slow Down and Don't Use Mobile Phone Campaign

At its meeting held on 8 February 2018 the Roadwise Committee resolved:

THAT the Dardanup Roadwise Committee defers this item until the next meeting for further discussion.

Cr. Janice Dow has requested that the Committee consider the following road safety program:-

Apply for funding to have radio advertising - Slow Down Campaign, don't use mobile phones while driving.

Governance Officer – Mrs Peta Nolan Comment

The Road Safety Commission (RSC) is a part of the WA Police and is responsible for tackling Road Safety across the State. The RSC develops mass media campaigns including speed, use of mobile phones, motorcyclists, drink driving, use of seat belts and fatigue. It is recommended that Dardanup Roadwise promote the RSC campaigns in the local community as they are delivered across the State.

The Committee is to discuss the Road Safety Council initiatives it wishes to promote.

Discussion:

Mrs. Smith advised that this item is addressed in the M8 the Call Can W8 Campaign that the Dardanup Roadwise Committee has established in conjunction with the City of Bunbury Roadwise Committee. The City of Bunbury are currently focusing on tying this campaign in with their Youth week events and also promotions on billboards. Mrs. Cross advised that a lot of money has been spent on this project and we need to continue to promote this campaign.

It was agreed that promotions of the M8 the Call Can W8 program to be ongoing.

8.5 *Title: Road Safety Commission Community Grants Discussion*

At its meeting held on the 14 December 2017 the Committee discussed the 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>.

The Committee is to discuss possible projects for submission to the Road Safety Commission Community Grants to be lodged by 6 April 2018.

Discussion:

Ms. Smith advised that funding can be sought bi-monthly even if the Committee have missed the 6 April deadline. There are two categories of grants which are event grants and project grants.

Mr. Lowth requested that the Committee continue to consider projects for submission in the future.

8.6 Title: Dardanup Road Wise Committee Action Sheet

RW RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
RW06/17	14-12-17	Luke Botica	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.	Endorsed by Council on 24-02-2018 Email/data sent to MRWA 23-02-18 Shire Staff met MRWA staff on site Awaiting report from MRWA	Current
	10-08-17	Peta Nolan Executive Governance Officer	Write to Main Roads to give the Committees support for a reduction of the speed limit on Boyanup-Picton Road.	Response received from MRWA requesting supportive data. Correspondence sent to the Equestrian Centre requesting that they forward evidence for Main Roads WA.	Pending
RW02/18	08-02-18	Sam Stubbs Shire Engineering Technical Officer	That Council write to Main Roads WA and requests:- Consideration be given to installing a right turning lane on the South West Highway (southbound) into Hynes Road; and Consideration be given to installing a right turning lane on the South West Highway (northbound) into Martin Pelusey Road.	Endorsed by Council 07-03-18	Current
RW03/18	08-02-18	Sam Stubbs Shire Engineering Technical Officer	Council write to Arc Infrastructure to request a review of the geometry of the section of Russell Road that lies within the rail reserve.	Endorsed by Council 07-03-18	Current
RW04/18	08-02-18	Nicola Smith Roadwise	Council approve the provision of a Trial Motorcycle and Scooter Education session; with funding being sourced from the South West Capacity Building Fund (Roadwise program); and requests support and attendance by the WALGA Regional Road Safety Advisor.	Endorsed by Council 07-03-18	Current
ACT 01/18	08-02-18	Nicola Smith Roadwise	Regional Road Safety Officer, Nicola Smith approach Bethanie Fields to offer a Road Safety Presentation to residents.		Current

RW RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 02/18	08-02-2018	Sam Stubbs Shire Engineering Technical Officer	Shire Officers to report to the next meeting about the outcomes of the trial of the Courtesy Speed Display Board.	Courtesy Speed Display Board booked for delivery on 24 April 2018	Pending
ACT 03/18	08-02-2018	Caitlyn Bassett	To follow up correspondence sent from the Shire to Main Roads WA regarding changes in the traffic light filter at Eaton Drive and Recreation Drive.	Email received from MRWA 22-02-2018	Current
ACT 04/18	08-02-2018	Luke Botica	To provide updates to the Committee regarding the Council resolution to prohibit cyclists on Harris Road from Boyanup Picton Road to Martin Pelusey Road until road widening works are completed on that road, in the interests of safety.	Advertisement in SW Times 08-03-18 Letters sent to key stakeholders 06-03-18 Public Notices on Notice Board Submissions close 06-04-18 for Council Meeting 09-05-18	Current

Discussion:

- 10-08-17 Mrs. Nolan to follow up correspondence sent to the Equestrian Centre requesting that they forward evidence for Main Roads WA.
- RW02/18 Mr. Stubbs advised that he is currently finalising the letter to Main Roads WA.
- RW03/18 Mr. Stubbs advised that he is currently finalising the letter to Arc Infrastructure.
- RW04/18 Ms. Smith advised that she has contacted Dave Wright and he has availability in July 2018. Bunbury Roadwise will be considering the workshop at its next meeting. There is an option to hold a workshop jointly. Ms. Smith to advise.
- ACT 01/18 Ms. Smith advised that she has contacted Bethanie to offer a presentation and they advised that they had just had a road safety talk and to contact again in the future.

ACT 02/18 Mr. Stubbs advised that locations are yet to be decided for the trial of the Courtesy Speed Display Board.

ACT 03/18 Mrs. Nolan advised that Main Roads WA we investigating the options to change the signally as there had been severally traffic incidents at this intersection. Alan Roberts is currently getting quotations for the options.

ACT 04/18 Mrs. Cross expressed disappointment with the way in which the Council endorsed the recommendation to close Harris Road to Cyclists, without further consultation with the Roadwise Committee and key stakeholders. She advised that she understood Council has the ability to make decisions above the Roadwise Committee however she felt that further community consultation would have been more effective prior to this Council Resolution. The Committee and the Shire has worked on partnerships with stakeholders, including cyclist groups, over many years and she feels that these relationships will now be strained through this process.

Mr. Lowth advised that at last meeting all were in favour of not closing the road and he was unsure as to the reasoning for the Council Resolution.

Cr. Dow advised that her and Cr Perks were caught unaware of the Motion at the time it was moved by the Shire President.

Cr. Robinson advised that Harris Road is now classified to RAV 4 Conditional only and safety is of concern.

Mr. Lowth further advised that he had visited the site and witnessed a heavy haulage vehicle passing cyclists safely at the time. If all vehicles are patient the road can be shared

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Roadwise Committee Meeting will be Thursday 7 June 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 5.25pm.