



## Bunbury RoadWise Committee

### Notice of Meeting & Agenda Monday 13 February 2017

#### Committee Terms of Reference

The Bunbury RoadWise Committee is to make recommendations to Council based on the following ***Terms of Reference***:

1. Formation, Meetings and General Procedures

- 1.1 The formation and conduct of the Bunbury RoadWise Committee is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.
- 1.2 The quorum for a meeting of the committee is set at 5 members.
- 1.3 The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections
- 1.4 Members shall act in the best interests of the committee and their represented organisation at all times.
- 1.5 The committee to meet bi monthly following the 17 October 2015 elections.
- 1.6 Any requests for public comment made to committee members by the media shall be referred to the committee's Presiding Member or in his/her absence, the Deputy Presiding Member.
- 1.7 The committee is an Advisory Committee of the Bunbury City Council and as such its recommendations will be presented to Council for consideration and a decision.

- 1.8 Minutes of Bunbury RoadWise Committee Meetings shall be presented to Council on a regular basis to keep the Council informed of the committee's activities.
- 1.9 The Bunbury RoadWise Committee shall not direct Council Officers.
- 1.10 Members of the general public will be encouraged to make written submissions to the committee for discussion at meetings.
- 1.11 The committee may call upon consultants or special guest speakers from time to time to attend meetings and provide advice but it should be noted these persons will not be entitled to vote at the meeting.

2. Aims and Objectives

The Bunbury RoadWise Committee will work with the Peel South West Regional Road Safety Committee and Road Safety Council to:

- 2.1 Prepare, implement and evaluate a local road safety action plan.
- 2.2 Engage the local community (including individuals, community groups and government and commercial organisations) on matters relating to road safety issues.
- 2.3 Establish and maintain an effective network of road safety stakeholders within the area.
- 2.4 Use road safety statistics and statewide campaigns to increase the community awareness of major road safety issues in the area.
- 2.5 Coordinate agency responses to identify road safety issues in the area in partnership
- 2.6 Provide information and feedback to Local, State and Regional levels concerning road safety issues relevant to Bunbury
- 2.7 Identify and become involved in programmes, projects and initiatives including grant funding.
- 2.8 Promote Bunbury RoadWise and its programmes to the community
- 2.9 Delegate tasks amongst members to share the expertise and human resources of the committee.
- 2.10 Evaluate on an ongoing basis, the effectiveness of projects and committee operations.

# Bunbury RoadWise Committee

## Notice of Meeting

Dear Committee Members

The next Ordinary Meeting of the Bunbury RoadWise Committee will be held in the *Ocean Room, City of Bunbury Administration Building, 2-4 Stephen Street, Bunbury on Monday 13 February 2017 following Bunbury RoadWise Workshop commencing at 10:00 am*



Signed:

Gavin Harris

**Director, Works and Services**

(Date: 08/02/2017)

### Agenda

13 February 2017

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

#### Committee Members:

Member Name	Representing	Present
Cr Betty McCleary	City of Bunbury Council	
Cr Karen Steele	City of Bunbury Council	
Sgt Craig Clarke	WA Police	Apology
Lyn Gell	St John Ambulance	
Lisa Gartrell	SDERA – Road Aware School Consultant	
Peter Stewart	DFES	
Brad Brooksby	Community Member	
Paul Cassidy	Community Member	
Keith Carraway	RAC South West	Resigned
Gavan Hayllar	RoadWise Officer	Resigned

#### Ex-officio Members

Name	Title
Shaun Millen	Manager of Engineering

#### Support Staff:

Name	Title
Asher Woodward	Engineering Technical Officer – Minute Taker

#### Guest

Name	Title
Terri-Anne Pettet	WALGA Manager RoadWise Program

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**1. Declaration of Opening**

The Chairperson declared the meeting open at \_\_\_\_\_.

**2. Disclaimer**

Not applicable to this committee.

**3. Announcements from the Presiding Member**

**4. Attendances**

**4.1 Apologies**

Sgt Craig Clarke  
Keith Carraway – Resigned  
Gavan Hayllar - Resigned

**4.2 Approved Leave of Absence**

**5. Declaration of Interest**

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member <u>before</u> the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.
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**6. Confirmation of minutes**

Committee Decision:                      Moved \_\_\_\_\_                      Seconded \_\_\_\_\_

The Minutes of the Bunbury RoadWise Committee Meeting held on 10 October 2016, are confirmed as a true and accurate record.

CARRIED/LOST

**7. Petitions, Presentations and Correspondence**

**7.1 Petitions**

Nil

**7.2 Presentations**

Nil

## 8. Reports

### 8.1 Appointment of new Community Representative – Peter Westgate

<b>File Ref:</b>	A04616
<b>Applicant/Proponent:</b>	Cr Betty McCleary, Presiding Member
<b>Responsible Officer:</b>	Alison Baker, EA Works and Services
<b>Executive:</b>	Gavin Harris, Director Works and Services
<b>Attachments:</b>	

#### Summary

This report is to consider recommending Peter Westgate become a community representative of Bunbury RoadWise Committee

#### Executive Recommendation

Bunbury RoadWise Committee recommends to Council that Peter Westgate become a community representative of the Bunbury RoadWise Committee

#### Strategic Relevance

Key Priority Area 5	Corporate
Objective 5.2	Maintain a high standard of corporate governance and improve access to information.

#### Background

Cr Betty McCleary has met with Peter Westgate who has expressed an interest in becoming a community member of the Bunbury RoadWise Committee. Mr Westgate has recently relocated from Broome to Bunbury to take up role as Operations Manager for Department of Transport for the South West. Mr Westgate through Kimberley Transport played an active role in the Broome RoadWise Committee and supported the Derby and East Kimberley RoadWise Committees. Mr Westgate was involved in the in the award winning 'Hooves and Hornes' campaign, "choose your ride" Belt Up" and few other's along with driver reviver stations in peak holiday times. Transport in the Kimberley in conjunction with WAPOL and RoadWise also developed a presentation for 16/17 yr olds looking to get their licence, focussing on scooter riders, which Mr Westgate is looking at utilising this in schools in 2017 in the Bunbury area.

#### Council Policy Compliance

Not applicable

#### Legislative Compliance

Subdivision 2 of Division 2 of Part 5 of the *Local Government Act 1995* deals with the establishment of committees.

**Officer Comments**

The Bunbury RoadWise Committee consists of 2 (two) City of Bunbury Councillors plus up to twelve (12) community representatives with preference given to Police, Emergency Services, Educational Institutions, Government and Insurance Agencies and special interest groups ie Blind Associations or Roadskills Australia. There is currently 4 vacant community representative positions on the committee and no representation from Department of Transport.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Nil

## 8.2 Review of Bunbury RoadWise Committee – Membership and Terms of Reference

<b>File Ref:</b>	A04616
<b>Applicant/Proponent:</b>	Bunbury RoadWise Committee
<b>Responsible Officer:</b>	Mr Gavin Harris, Director Works and Services
<b>Executive:</b>	Mr Gavin Harris, Director Works and Services
<b>Attachments:</b>	Nil

### Summary

All Committees of Council are required to review their operations (ToR, membership, composition etc.) prior to the October Council elections.

### Executive Recommendation

The Bunbury RoadWise Committee recommend to Council:

1. The Bunbury RoadWise Committee will consider disbanding and establish the Bunbury RoadWise Working Group
2. Confirm the Terms of Reference for the Bunbury RoadWise Committee

To plan, develop, implement and evaluate road safety programs and initiatives within the City of Bunbury

- Improve road safety; within the City of Bunbury
- Raise community awareness of road safety issues and initiatives with the City of Bunbury
- Facilitate community planning, development and implementation of road safety programs and promotions.
- Develop and deliver programs and initiatives which target groups and issues identified in the State Road Safety Strategy

3. Confirm the Membership of the Bunbury RoadWise Committee

- a. Councillor Betty McCleary
- b. Councillor Karen Steele
- c. Representative Bunbury Police
- d. Representative St John Ambulance;
- e. Representative RAC SDERA
- f. Representative RAC
- g. Representative Department of Fire and Emergency Services
- h. Representative Main Roads WA
- i. Road Safety Advisor.
- j. Brad Brooksby – Community Member ;
- k. Paul Cassidy - Community Member
- l. Peter Westgate – Community Member
- m. Vacant Position x 2



### **Strategic Relevance**

Key Priority Area 5	Corporate
Objective 5.2	Maintain a high standard of corporate governance and improve access to information

### **Background**

Committees of Council term of office expire on Election Day October 2017.

Prior to the Council election all Committees of Council are to review their operations so that Council can endorse the Committee structure and nominations can be sought during August / September 2017. At the first OCM following the elections, Council can then appoint all members (community and elected) to its committees, who can then commence operations immediately.

### **Council Policy Compliance**

Not Applicable.

### **Legislative Compliance**

Subdivision 2 of Division 2 of Part 5 of the *Local Government Act 1995* deals with the establishment of committees.

### **Officer Comments**

The advantages of the RoadWise Committee disbanding and forming the Bunbury RoadWise Working Group are:-

- Less formal meetings as standing orders don't apply, therefore no quorum required
- Allows for greater general discussion of issues without the formality of a committee
- Minutes/notes still go to council for noting so Council is aware of the outcomes of the Working Group
- Membership can still be formalised and lined up with the election cycle but based on position / organisation rather than individual name in addition to Elected and Community Members.
- Any recommendation that needs a council decision is presented to council for consideration as a separate report. Those decisions that don't need council approval just get implemented ie fitting of car seat campaign

In addition to considering establishing a Working Group the Terms of Reference and membership should also be reviewed.

### Terms of Reference

Council officers have reviewed other RoadWise Committees and Working Groups and provide the following as the Terms of Reference for the Bunbury RoadWise Working Group

To plan, develop, implement and evaluate road safety programs and initiatives within the City of Bunbury

- Improve road safety; within the City of Bunbury
- Raise community awareness of road safety issues and initiatives with the City of Bunbury
- Facilitate community planning, development and implementation of road safety programs and promotions.
- Develop and deliver programs and initiatives which target groups and issues identified in the State Road Safety Strategy

### Establishment and Membership

It is proposed to change the membership to community members and representatives of organisations. This will allow organisations to be represented on the Committee group by another staff member should it be required.

The Bunbury RoadWise Committee consists of 2 (two) City of Bunbury Councillors plus up to twelve (12) community representatives with preference given to Police, Emergency Services, Educational Institutions, Government and Insurance Agencies and special interest groups ie Blind Associations or Roadskills Australia. There is currently 4 vacant community representative positions on the committee. A nomination has been received for an additional Community Member, however the December meeting did not have a quorum for the item to be considered, refer Item 8.1. Keith Harraway (RAC Southwest) and Gavan Hayllar (Road Safety Advisor) have resigned from the Committee and will be required removed as members of the committee regardless of the proposed changes.

The recommended Working Group membership is as follows:-

- a. Councillor Betty McCleary – Chairperson
- b. Councillor Karen Steele
- c. Representative - Bunbury Police
- d. Representative - St John Ambulance
- e. Representative - RAC SDERA
- f. Representative - RAC
- g. Representative - Department of Fire and Emergency Services
- h. Representative - Main Roads WA
- i. Road Safety Advisor
- j. Brad Brooksby – Community Member
- k. Paul Cassidy - Community Member
- l. Peter Westgate – Community Member

The term of membership for Councillors and Community members be aligned with Council elections.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Nil

**Councillor/Officer Consultation**

Not Applicable.

### 8.3 Bunbury RoadWise Committee Meeting Dates

<b>File Ref:</b>	A04616
<b>Applicant/Proponent:</b>	Cr Betty McCleary, Presiding Member
<b>Responsible Officer:</b>	Alison Baker, EA Works and Services
<b>Executive:</b>	Gavin Harris, Director Works and Services
<b>Attachments:</b>	

#### Summary

This report is to advise the Committee of the meeting dates for the Bunbury RoadWise Committee for the remainder of its current term, expiring on Council Election Day 2017.

#### Executive Recommendation

Bunbury RoadWise Committee notes the following meeting dates and times of the Bunbury RoadWise Committee for the remainder of its current term.

- Meetings are held on the second Monday bi-monthly at 10:00am in the Ocean Room, City of Bunbury Administration Building, 2 - 4 Stephen Street, Bunbury
  - 10 April 2017
  - 12 June 2017
  - 14 August 2017
  - 9 October 2017

#### Strategic Relevance

Key Priority Area 5	Corporate
Objective 5.2	Maintain a high standard of corporate governance and improve access to information.

#### Background

As per procedure the meeting dates for Council Committees is set at the first meeting following the Council Election. At the 10 December 2016 meeting it was decided that the meetings would occur on the first Thursday bi-monthly at 1:00pm. At the 7 April 2016 meeting the day was changed to second Monday bi-monthly at 4:30pm. At the 19 August 2016 the meeting time was changed to 10:00am and this continues to be the time of the meeting.

#### Council Policy Compliance

Not applicable

#### Legislative Compliance

Subdivision 2 of Division 2 of Part 5 of the *Local Government Act 1995* deals with the establishment of committees.

#### **8.4 Report of Local Traffic counts –City Of Bunbury**

<b>File Ref:</b>	A04616
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	Asher Woodward
<b>Executive:</b>	Shaun Millen, Manager of Engineering
<b>Attachments:</b>	BRWC 1 Traffic Counts – October 2016 – January 2017

##### **Summary**

A summary of recent traffic counts are attached for the committee's information.

##### **Executive Recommendation**

That Bunbury RoadWise Committee notes the report.

##### **Background**

The City of Bunbury positions traffic counters at strategic locations across the city to allow the ongoing analysis of speed and traffic across its local road network.

##### **Officer Comments**

The traffic count data indicates the 85<sup>th</sup> percentile speed and traffic volumes for the road network. Where excessive speeds are identified and there is no engineering solution available to reduce speeds the resultant information is forwarded to Police for enforcement.

##### **Analysis of Financial and Budget Implications**

The cost to install and monitor the traffic counters can be accommodated within existing budget allocations.

##### **Council Policy Compliance**

Not Applicable

##### **Officer Comments**

This report is for information purposes.

##### **Analysis of Financial and Budget Implications**

Nil

##### **Community Consultation**

Nil

**9. Questions from Members**

**9.1 Response to Previous Questions from Members taken on Notice**

**9.2 Questions from Members**

**10. New business of an Urgent nature introduced by decision of meeting**

**11. Date of Next Meeting**

Monday 10 April 2017 10 am - 12pm

**12. Close of Meeting**

The Presiding Member closed the meeting at \_\_\_\_\_.

**Actions Required after Meeting**

1. Minutes of meeting to be sent to Council for noting.
2. Items to be raised for Council following requests/recommendations/motions by committee.
3. Any other actions required.

BRWC 1 Traffic Counts – October 2016 to January 2017

Site_Description	Direction A to B	Counter #	Start_Date	End_Date	Duration	AWDT	ADT	Limit (km/h)	85% Speed (km/h)	% exceeding	%Commercial	Police informed?	Scheme
Moore Street (#9)	A= North Bound	1	10.00am Friday 23/09/16	Monday 10/10/16	2 weeks	306	281	50	42	2.1	3.30%	No	AustRoads94
Jacksonia Street (#14)	A= North Bound	3	10.40am Friday 23/09/16	Monday 10/10/16	2 weeks	331	329	50	49	12.9	4.50%	No	AustRoads94
Salvia Link (#11)	A= North Bound	4	11.00am Friday 23/09/16	Monday 10/10/16	2 weeks	145	141	50	40	0.7	2.30%	No	AustRoads94
Stockley Road Laneway (4m Stockley Road Path)	A= North Bound	7	2:00pm Thursday 06/10/16	Monday 24/10/16	2 weeks	51	42	50	17	0	4.30%	Yes	AustRoads94
Hudson Road (#36)	A=West Bound	5	1:30pm Thursday 06/10/16	Monday 24/10/16	2 weeks	3417	3190	60	61	19.1	2.00%	No	AustRoads94
Jeffrey Road (Lot 24)	A=West Bound	8	2:30pm Thursday 06/10/16	Monday 24/10/16	2 weeks	451	452	50	70	63.7	13.30%	Yes	AustRoads94
Jeffrey Road (#98)	A=West Bound	10	3:00pm Thursday 06/10/16	Monday 24/10/16	2 weeks	1910	1783	50	64	56.6	18.30%	No	AustRoads94
Miligan St. (#7)	A= North Bound	1	Monday 10/10/16	Wednesday 26/10/16	5 Days	851	833	50	55	6.3	5.00%	No	AustRoads94
Mosedale Ave. (#24)	A= West Bound	8	Thursday 27/10/16	Wednesday 16/11/16	3 weeks	370	356	50	55	32.2	4.58%	No	AustRoads94
Brand Ave. (#23)	A= North Bound	5	Thursday 27/10/16	Wednesday 16/11/16	3 weeks	582	556	50	60	59	10.42%	No	AustRoads94
Crampton Ave. (#32)	A= West Bound	10	Thursday 27/10/16	Wednesday 16/11/16	3 weeks	1914	1823	50	58	60	4.00%	No	AustRoads94
Dudley Dr. (#8)	A= North Bound	4	Thursday 27/10/16	Wednesday 16/11/16	3 weeks	930	876	50	57	46	2.38%	No	AustRoads94
Nalbarra DR. (#5)	A= North Bound	7	Friday 28/10/16	Thursday 17/11/16	3 weeks	1657	1597	50	56	36	19.32%	No	AustRoads94
Nalbarra DR. (#26)	A= North Bound	3	Friday 28/10/16	Thursday 17/11/16	3 weeks	1102	1057	50	54	30	10.38%	No	AustRoads94
Naturaliste Ave. (#44)	A= West Bound	1	Friday 28/10/16	Thursday 17/11/16	3 weeks	1024	1026	50	50	16.5	3.15%	No	AustRoads94
Mossop Street (#9)	A= North Bound	11	Thursday 03/11/16 9:30am	Thursday 17/11/16	1 week	537	503	50	46.8	7	5.91%	No	AustRoads94
Minninup Road (#57)	A= North Bound	12	Thursday 03/11/16 10:00am	Thursday 17/11/16	1 week	5467	4893	50	57.6	57	6.13%	No	AustRoads94
Washington Ave. Parade-Bussell (east of BMX intersectio)	A= West Bound	5	Thursday 17/11/16	Wednesday 07/12/16	2 weeks	3362	3207	80	83.5	24.2	15.32%	No	AustRoads94
Washington Ave. Parade-Ocean (on top of hill)	A= West Bound	4	Thursday 17/11/16	Wednesday 07/12/16	2 weeks	4375	4238	60	65.5	48.6	4.93%	No	AustRoads94
Centenary Rd. Parade-Bussell (midway)	A= West Bound	10	Thursday 17/11/16	Friday 02/12/16 rubbers Cut	1 week	3124	2646	70	75	35.22	4.80%	No	AustRoads94
Lockwood Cr. (#42)	A= North Bound	3	Thursday 17/11/16	Friday 02/12/16 rubbers cut	1 week	466	401	50	55	30.6	16.60%	No	AustRoads94
Minninup Rd. (#57)	A= North Bound	12	Thursday 17/11/16	Friday 02/12/16	2 weeks	5553	5147	50	57.2	53.6	5.97%	No	AustRoads94
Mossop St. (#9)	A= North Bound	11	Thursday 17/11/16	Friday 02/12/16	2 weeks	528	505	50	47.2	8.5	7.70%	No	AustRoads94
Ashrose Dr.(15)	A= North Bound	8	Monday 21/11/16	Wednesday 07/12/16	2 weeks	673	642	50	54	27.1	7.90%	No	AustRoads94
King Rd.(#54)	A= North Bound	1	Monday 21/11/16	Wednesday 07/12/16	2 weeks	4246	4286	50	55.8	45	7.54%	No	AustRoads94
Koombana Dr.	A= West Bound	7	Monday 21/11/16	Wednesday 07/12/16	2 weeks	10711	10539	50*	60.1	69.5	5.45%	No	AustRoads94
Old Coast Road-midway Hamilton Rd-Australind Bypass	A= North Bound	4	Thursday 08/12/16	Thursday 23/12/16	2 weeks	5719	5272	80	74.2	3.36	3.41%	No	AustRoads94
Albert Rd. on bend near Sandridge Rd	A= North Bound	8	Friday 09/12/16	Thursday 23/12/16	2 weeks	3350	3039	50	40.3	0.6	16.70%	No	AustRoads94
Scott St. near Ocean Dr.	A= West Bound	1	Thursday 8/12/2016	Thursday 23/12/16	2 weeks	834	732	50	42.8	1.8	8.28%	No	AustRoads94
Ocean Dr. 100m south of Scott St.	A= North Bound	5	Friday 09/12/16	Thursday 23/12/16	2 weeks	5126	5133	60	66.6	35.3	13.30%	No	AustRoads94
Austral Pde. #9	A= West Bound	8	Monday 09/01/17	Tuesday 24/01/17	2 weeks	4636	4430	50	55.1	38.2	10.40%	No	AustRoads94
Koombana Dr. 150m West of new roundabout	A= West Bound	1	Monday 09/01/17	Tuesday 24/01/17	2 weeks	12074	11666	70	63.4	1.6	3.06%	No	AustRoads94
Burt St. #3	A= North Bound	4	Monday 09/01/17	Tuesday 24/01/17	2 weeks	454	459	50	52.9	24	1.48%	No	AustRoads94
Perkins Ave. #16	A= North Bound	3	Tuesday 10/01/17	Tuesday 24/01/17	2 weeks	329	327	50	53	24	11.45%	No	AustRoads94
Bonnefoi Blvd.	A= North Bound	5	Tuesday 10/01/17	Tuesday 24/01/17	2 weeks	1242	1320	50	25.6	0	6.55%	No	AustRoads94