CHILDREN’S CROSSINGS

AND ROAD SAFETY

COMMITTEE

#### Application for a:

#### Type A

#### Children’s Crossing

Jan 2022

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# Foreword

This information and application pack is designed to assist a school community to address the needs of student pedestrians and enhance their safe movement to and from school. Information contained herein will guide a school Principal or President/Secretary of a school parent body to apply for a Type A children’s crossing.

The information an applicant provides will enable the Children’s Crossings and Road Safety (Applications) Committee (the Committee) to undertake an investigation to consider the needs of student pedestrians. The Committee consists of voting representatives from the WA Police (Chair), Main Roads WA, and Department of Education. The WA Local Government Association, Association of Independent Schools WA, Catholic Education of WA, and WA Council of State Schools Organisations are also members of the Committee in an advisory capacity.

Whilst the Committee’s main purpose is to consider the needs of primary school students, it will consider the needs of secondary school students if there are significant attendant factors, such as, high traffic volumes. The Committee is guided by established criteria and policy. It gathers information from a number of sources, such as, individual schools, Department of Education, Main Roads WA, Local Government, and local police where relevant.

Applications and supporting information are submitted to the Children’s Crossings and Road Safety (Applications) Committee via the Children’s Crossings Unit which provides administrative support to the Committee, and when appropriate, advice to applicants and interested parties.

# Who can apply for a new children’s crossing

The applicant for a new children’s crossing must be the:

* School Principal; or
* President, Secretary or Chair of a recognised school parent body.[[1]](#footnote-1)

Prior to applying for a new children’s crossing, it is recommenced an applicant obtain and read the “Guidelines for Road Safety Around Schools – School Edition”, which can be accessed using the following link:

<http://www.roadwise.asn.au/road-safety-around-schools.aspx>

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# Application Procedure

## Site survey by applicant

Applicants are required to undertake informal counts of pedestrians (recording primary, secondary and other pedestrians separately), as well as vehicles and heavy vehicles (for example trucks) at the nominated location(s) using the survey count forms contained in this pack. These surveys will enable the applicant to determine the suitability of their application based on the minimum warrant requirements. *One AM completed survey count form and one PM completed survey count form must be submitted with the application*.

A copy of the warrant criteria for a primary school, secondary school, and combined primary/secondary school is included in this pack.

## Consent by relevant Local Government

The applicant must contact their relevant Local Government (in most cases the Infrastructure or Engineering Section) and have the application endorsed.

The Local Government will be able to assist by liaising with Main Roads WA regarding on-site suitability, pedestrian treatments and provide advice on any traffic management plans or any future changes for the proposed location.

It should be noted that it is ultimately the decision of the Council of elected members to agree or not agree for the relevant Local Government to install required infrastructure for a children’s crossing if that crossing is to be installed on a local road.

## Important information if Type A application is declined

If the Children’s Crossings and Road Safety Committee declines an application for a Type A children’s crossing, the Committee (at the same meeting) is able to consider the application against the warrant criteria for a Type B children’s crossing.

**Committee to consider Type A only or Type A and Type B Crossing**

The applicant should tick the box below if they want the Committee to consider a Type A warranted children’s crossing only.

* I ask the Committee to consider a Type A warranted children’s crossing only.

Alternatively, if the Committee declines an application for a Type A warranted children’s crossing, it may (at the same meeting) reconsider the application against the warrant criteria for a Type B children’s crossing. The applicant must tick the box below if they wish this to occur.

* I ask the Children’s Crossings and Road Safety Committee to consider a Type B warranted children’s crossing if this application for a Type A warranted children’s crossing is declined.
* I have read the Type B application.
* If a Type B children’s crossing is approved by the Committee, I will provide details of a Traffic Warden within 12 months of the approval date. (Information about providing details of Traffic Warden is contained in the Type B application pack available on the WA Police website).
* I understand the infrastructure for the children’s crossing will not be installed until the Traffic Warden has been nominated and the information provided to the Children’s Crossings Unit.
* I understand the application will be closed if the school or school parent body has not provided the details of a Traffic Warden(s) within 12 months of the application being approved.

## Application Checklist – Must be completed and submitted with application.

* *Guidelines for Road Safety Around Schools – School Edition* obtained and read.
* Survey counts meet minimum criteria.
* One AM and one PM survey count forms completed and attached (**count is for 1 hour immediately before school starts and 1 hour immediately after school finishes**).
* Application endorsed by Local Government.
* *Application for a Type A Children’s Crossing* completed and attached (must be **original signatures**). Please send original documentation only, not a photocopy. Note no action will occur until originals received.
* Map with location of crossing point marked with a cross included.
* If also applying for a Type B children’s crossing, information regarding Type B children’s crossings read and completed.

All correspondence must be submitted via the school Principal, or the President, Secretary or Chair of the school parent body for it to be included in the submission to the Committee.

## Submit the Application

The application is submitted to the:

Chairperson

Children’s Crossings and Road Safety Committee

C/- Children’s Crossings Unit

2 Clayton Street

MIDLAND WA 6056

The Children’s Crossings Unit can be contacted on telephone 6274 8767.

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# Information collected by the Children’s Crossings Unit

On receipt of the written application, the Children’s Crossings Unit will complete the following:

* One or two morning survey counts of one hour duration within 50 metres in each direction of the proposed crossing location counting all pedestrians[[2]](#footnote-2) including cyclists who cross from kerb to kerb, and vehicle traffic. The morning survey counts will be conducted in the hour before school commences on different days of the week in different weeks (where practicable). An applicant school will not be notified when the survey counts are to be conducted.
* One or two afternoon survey counts of one hour duration within 50 metres in each direction of the proposed crossing location counting all pedestrians[[3]](#footnote-3) including cyclists who cross from kerb to kerb, and vehicle traffic. The afternoon survey counts will be conducted in the hour after school finishes on different days of the week in different weeks (where practicable). An applicant school will not be notified when the survey counts are to be conducted.
* The applicant school will be contacted prior to survey counts to determine if there are any upcoming events (sporting events, camps, or pupil free days) that are likely to influence survey count numbers.
* Survey counts will not be conducted on days of extreme weather or rain. Weather is considered extreme when at the time of the survey the temperature is below 5 degrees or above 37 degrees.
* Proposed crossing location photographed.
* Site assessment of the proposed crossing location that includes site drawings.

Note a set of surveys includes 1 morning survey and 1 afternoon survey. Once a set is completed the school will be sent a copy of the surveys.

Additional pedestrian survey counts may be conducted in the case of inclement weather or at the request of the Committee.

The Children’s Crossings Unit will collate the following information into a report to the Applications Committee for its consideration and recommendations:

* Information received from the applicant.
* Formal survey count results, site assessment sheets, drawings and photographs.
* Information from Main Roads WA, relevant Local Government, Department of Education, and/or the relevant Education Authority if required.

# Application Decision

The Children’s Crossings Unit will advise the applicant of the Committee decision.

If the application is approved, an onsite meeting will be conducted with representatives from Main Roads WA, Department of Education, WA Police including the Children’s Crossings Unit, the relevant Local Government (or WALGA). A representative from the relevant education authority, the applicant school principal and a member of the school parent body are invited to attend; however their attendance is not compulsory.

The onsite meeting will discuss the suitability of the location; any safety issues; and any required road and pedestrian treatments.

If the application is declined, an applicant school cannot reapply for 6 months from the date of the letter of advice received from the Children’s Crossings Unit on behalf of the Committee.

**If the Committee approves a Type B crossing:**

# Requirements for a Traffic Warden to operate a Type B Children’s Crossing

Traffic Wardens are authorised by the Commissioner of Police (or their nominated representative) to operate a warranted children’s crossing. Traffic Wardens are subject to the control and direction of the Commissioner of Police through the Traffic Warden State Management Unit under the provisions of the *Road Traffic (Administration) Act 2008*; *Road Traffic Code 2000*; and *Road Traffic (Administration) Regulations 2014.*

The following requirements must be met before a person can become a Traffic Warden and operate a Type B warranted children’s crossing:

* Submit a completed *Traffic Warden Application to operate a Type ‘B’ Children’s Crossing* to the Traffic Warden State Management Unit.
* Possess a current Working with Children Card; or evidence of having applied for a Working with Children Card i.e. the registered number of an application lodged at a Post Office. (Either number must be recorded on the application and reported to your employer.)
* Complete and pass the *Traffic Warden Training Course.* The training and assessments are provided by the Traffic Warden State Management Unit.
* Organise and receive the complete Traffic Warden uniform approved by the Commissioner of Police as well as Warning and Stop flags.
* Possess a ‘Certificate of Authority’ signed by the Commissioner of Police (or their nominated representative), which is supplied by the Traffic Warden State Management Unit.

# Application Form for Type A Children’s Crossing

|  |  |
| --- | --- |
| **School** |  |
| **Address** |  |
| Telephone |  | Fax |  | Email |  |
| Total number of students enrolled |  | Years |  |
| School times | Start |  | Finish |  | Variations |  |
| I, the undersigned, being the Principal of the above school, or President or Secretary of the parent body, apply for a review of the student pedestrian needs at: |
| **Speed Zone** |  |
| **Suburb** |  |
| **Street** |  |
| **Nearest cross street** |  |

|  |  |
| --- | --- |
| **Applicant name** |  |
| Applicant position |  |
| Signed |  | Date |  |
| **Principal name** |  |
| Signed |  | Date |  |

|  |  |  |
| --- | --- | --- |
| **Local Government** | City/Town/Shire name |  |
| Local Government Officer name |  |
| Officer Position/Title(CEO, Director or Manager) |  |
| Contact details: Telephone & Email |  |
| Signed |  | Date |  |
| (If application is successful, the Local Government agrees to install required infrastructure subject to the agreement of the Council of elected members and availability of funding.) |

**\* All original signatures required.**

# Type A crossing - Warrant Criteria Information Sheet

## Pedestrian numbers and vehicle numbers

The warrant criteria for a children’s crossing are contained in the Main Roads WA publication *Planning and Designing for Pedestrians: Guidelines* (version 4 dated 30 November 2011). Generally, the warrant criteria of minimum student pedestrian numbers and vehicle numbers must be met for an application for a new Type A children’s crossing to be viewed favourably by the Committee; however environmental factors, risk factors and local conditions will also be considered by the Committee. Therefore, it is in the best interests of the applicant to advise the Children’s Crossings Unit of any specific factors the Committee should consider in relation to an application for a new children’s crossing.

## Primary school

For a primary school, a minimum of 20 students and a minimum of 200 vehicle movements through the crossing point in the hour immediately before school starts and in the hour immediately after school finishes.

|  |
| --- |
| **Primary school only** |
| Minimum number of students | Minimum number of vehicles |
| 20 | 200 |
| Table 1: Student and vehicle numbers required to meet the Type A warrant criteria for a primary school |

## Secondary school

For a secondary school, a minimum of 20 students and a minimum of 700 vehicles movements through the crossing point in the hour immediately before school starts and in the hour immediately after school finishes.

|  |
| --- |
| **Secondary school only** |
| Minimum number of students | Minimum number of vehicles |
| 20 | 700 |
| Table 2: Student and vehicle numbers required to meet the Type A warrant criteria for a secondary school |

## Combined secondary and primary schools

For a combined secondary and primary school, a minimum of 20 students and a minimum of 200 vehicles movements through the crossing point in the hour immediately before school starts and in the hour immediately after school finishes.

|  |
| --- |
| **Combined secondary and primary school** |
| Minimum number of students | Minimum number of vehicles |
| 20 | 200 |
| Table 3: Student and vehicle numbers required to meet the Type A warrant criteria for a combined primary and secondary school |

**NOTE: A children’s crossing can only be installed on roads whose posted speed is 70 km/h or less. If the road speed is higher, then, a children’s crossing application can only be completed where the location is within a school zone.**

# Pedestrian and vehicle survey count form – AM

|  |  |
| --- | --- |
| Applicant |  |
| Speed Zone |  |
| Suburb |  |
| Location |  |
| Near |  |

***ONLY ONE HOUR NEEDS TO BE SURVEYED – THE HOUR IMMEDIATELY BEFORE SCHOOL STARTS***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **PRIMARY STUDENTS** | **SECONDARY STUDENTS** | **OTHER PEDESTRIANS** | **HEAVY VEHICLES** | **VEHICLE TRAFFIC** |
| **0730 - 0744** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **0745 - 0759** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **0800 - 0814** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **0815 - 0829** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **0830 - 0844** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **0845 - 0900** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |

|  |
| --- |
| The above survey data is true and correct |
| Survey conducted by (print name) |  |
| Signed |  | Date |  |

# Pedestrian and vehicle survey count form – PM

|  |  |
| --- | --- |
| Applicant |  |
| Speed Zone |  |
| Suburb |  |
| Location |  |
| Near |  |

***ONLY ONE HOUR NEEDS TO BE SURVEYED – THE HOUR IMMEDIATELY AFTER SCHOOL FINISHES***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **PRIMARY STUDENTS** | **SECONDARY STUDENTS** | **OTHER PEDESTRIANS** | **HEAVY VEHICLES** | **VEHICLE TRAFFIC** |
| **1430 - 1444** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **1445 - 1459** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **1500 - 1514** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **1515 - 1529** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **1530 - 1544** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |
| **1545 -1600** |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL** |   |   |   |   |   |

|  |
| --- |
| The above survey data is true and correct |
| Survey conducted by (print name) |  |
| Signed |  | Date |  |

1. A *recognised school/parent organisation* may be a Parent and Citizens’ Association, a Parent’s and Friends’ Association, School Council/Board/Authority/Committee, or a school based Management Group. (Task Force on Road Safety at Schools Report, 1991, Volume 2) [↑](#footnote-ref-1)
2. Children attending kindergarten or pre-primary school who use the crossing will be included as other pedestrians during the survey. [↑](#footnote-ref-2)
3. Children attending kindergarten or pre-primary school who use the crossing will be included as other pedestrians during the survey. [↑](#footnote-ref-3)