CHILDREN’S CROSSINGS

AND ROAD SAFETY

COMMITTEE

Application to Appeal

The Process or Decision of the

Children’s Crossings and Road Safety Committee

**Contents**

[Purpose 3](#_Toc19688)

[Introduction 3](#_Toc19689)

[Information included in this package 3](#_Toc19690)

[Appeals 4](#_Toc19691)

[Appealing the process 4](#_Toc19692)

[Appealing the decision/recommendation 4](#_Toc19693)

[Submission of appeal documents 5](#_Toc19694)

[Other responsibilities of the appellant 5](#_Toc19695)

[Application for Appeal 6](#_Toc19696)

[Warrant Criteria for a Children’s Crossing 7](#_Toc19697)

[Warrant criteria 7](#_Toc19698)

[Type A children’s crossing warrant criteria 7](#_Toc19699)

[Primary school 7](#_Toc19700)

[Secondary school 7](#_Toc19701)

[Combined secondary and primary schools 7](#_Toc19702)

[Type B children’s crossing warrant criteria 8](#_Toc19703)

[Primary school 8](#_Toc19704)

[Secondary school 8](#_Toc19705)

[Combined secondary and primary schools 8](#_Toc19706)

[Survey Count Information 9](#_Toc19707)

[Proposed children’s crossings 9](#_Toc19708)

[Existing children’s crossings 9](#_Toc19709)

[General 9](#_Toc19710)

[Survey forms - Terms and Definitions 10](#_Toc19711)

[Site Assessment Information 11-13](#_Toc19712)

[Application and Review Process Flow Chart 14](#_Toc19713)

# Purpose

The purpose of this document is to guide school Principals or Presidents/Chairs of school parent bodies to:

1. Appeal the process applied to an application for a new children’s crossing or a review of an existing children’s crossing; or
2. Appeal the decision of the Children’s Crossings and Road Safety Committee regarding an application for a new children’s crossing or a review of an approved children’s crossing.

# Introduction

The Children’s Crossings and Road Safety Committee (CC&RSC) is a Cabinet appointed Committee that oversees all matters relating to applications, reviews and policies for children’s crossings in Western Australia. The Committee performs two functions:

1. Applications Committee - assesses applications for new children’s crossings; and reviews approved children’s crossings to ensure they continue to meet the criteria warranting installation, infrastructure and safety standards.
2. Policy Committee - addresses policy issues relating to children’s crossings and associated road safety; and determines appeals of decisions made by the Applications Committee.

The Applications Committee is chaired by the Western Australia Force. The voting members are representatives from the Western Australia Police Force (WA Police), Main Roads WA (MRWA) and the Department of Education (DoE). Voting outcomes must be unanimous. Other Committee members are representatives from the Western Australian Local Government Association (WALGA), Association of Independent Schools WA (AISWA), Catholic Education Office of Western Australia (CEOWA), and the Western Australian Council of State School Organisations (WACSSO) who act in an advisory capacity.

The Policy Committee is chaired by the Western Australia Police Force and is comprised of the same membership as the Applications Committee. All Committee members vote on matters and outcomes are by majority.

## Information included in this package

The information in this package includes:

Explanatory notes on appealing the process

Explanatory notes on appealing the decision of the CC&RSC

Appeal Application form

Where to submit appeal papers

The following information is provided for the guidance of the appellant:

Other responsibilities of an appellant

Warrant criteria for a children’s crossing

Survey information and definitions

Site assessment information

Application and review process flow chart

# Appeals

## Appealing the process

A school Principal or President/Chair of a school parent body may appeal the process applied to an application for a new children’s crossing or a review of an existing children’s crossing if they believe it was not conducted correctly or in a fair equitable manner. The appellant must lodge their appeal within four (4) weeks of being advised of the Applications Committee’s decision/recommendation by submitting the appropriate appeal documentation to the next Policy Committee meeting. Please ensure completed documentation is received at the Children’s Crossings Unit at least one (1) week prior to the next scheduled meeting.

The following appeal documents must to be submitted to the Children’s Crossings Unit for presentation to the Policy Committee:

1. A covering letter that includes the following statement:

*I seek to appeal the process regarding the new application or review conducted for the children’s crossing in <suburb> on <location> near <street> and ask the Children’s Crossings and Road Safety (Policy) Committee to reconsider the decision made by the Applications Committee. The following information is provided in support of this request……………………..*

The appellant should identify what aspects of the process applied to an application for a new children’s crossing or a review of an approved children’s crossing were not conducted correctly or in a fair equitable manner.

1. Application for Appeal form, which must be signed by both the school Principal and President/Chair of the school parent body.

## Appealing the decision/recommendation

In some cases there may be mitigating factors (special circumstances or environmental factors) that, if considered, may have changed the outcome of the Application Committee’s decision/recommendation. If the appellant considers this is the case, they must lodge their appeal within four (4) weeks of being advised of the Applications Committee’s decision/recommendation by submitting the appropriate appeal documentation to the next Policy Committee meeting.

The following documents must be submitted to the Children’s Crossings Unit for presentation to the Policy Committee:

1. A covering letter that includes the following statement:

*I seek to appeal the decision/recommendation regarding the application or review conducted for the children’s crossing in <suburb> on <location> near <street> and ask the Children’s Crossings and Road Safety (Policy) Committee to reconsider the decision made by the Applications Committee. The following information is provided in support of this request.*

The appellant should identify what aspects of the application/review they believe were not carried out; and/or what information was not included that shows accurate usage of a new or approved children’s crossing location. Provide details of any environmental factors or special circumstances that should be taken into consideration by the Policy Committee when reviewing the decision/recommendation being appealed.

1. Application for Appeal form, which must be signed by both the school Principal and President/Chair of the school parent body.

**Submission of appeal documents**

All completed appeal documents are submitted to:

Chairperson

Children’s Crossings and Road Safety Committee

C/- Children’s Crossings Unit

2 Clayton Street

MIDLAND WA 6056

NOTE: Incomplete appeal documentation will not be submitted to the Children’s Crossings and Road Safety (Policy) Committee for consideration. It will be returned to the sender. Original signatures (not photocopies) only will be submitted to the Committee for consideration.

For further information contact:

Email: childrenscrossingsunitsmail@police.wa.gov.au

Phone: (08) 6274 8767

#

# Other responsibilities of the appellant

1. Inform parents (as required) that only correspondence submitted with the appeal documentation will be forwarded to the Children’s Crossings and Road Safety (Policy) Committee for consideration.
2. Ensure completed documentation is received at the Children’s Crossings Unit at least one (1) week prior to the next scheduled meeting of the Children’s Crossings and Road Safety (Policy) Committee.
3. Prior to the submission of documentation to appeal the decision made by the Applications Committee, contact the Children’s Crossings Unit to ascertain if the factors or circumstances being raised as part of the appeal were considered in the review process.
4. Contact the Children’s Crossings Unit regarding the date of the next Children’s Crossings and Road Safety (Policy) Committee meeting. The appellant should maintain contact with the Children’s Crossings Unit for any change in the Children’s Crossings and Road Safety (Policy) Committee meeting date.

# Application for Appeal

|  |
| --- |
| **Outcome being appealed** (tick as appropriate) |
|  Application for a new children’s crossing – application declined  |
|  Review of existing children’s crossing  |
| **Type of appeal** |
|  Appeal of the process |
|  Appeal of the decision |
| The Application for Appeal must be authorised and signed by both the school Principal and President/Chair of the school parent body. |

|  |
| --- |
| I declare the information in these appeal papers is authorised and correct.  |
| **Principal name**  | Mr/Mrs/Ms/Miss  |   |
| Email  |   |
| Telephone  | Work  |   | Mobile  |   |
| Signed  |   | Date  |   |
| **President/Chair name**  | Mr/Mrs/Ms/Miss  |   |
| Email  |   |
| Telephone  | Work  |   | Mobile  |   |
| Signed  |   | Date  |   |

|  |  |
| --- | --- |
| **School name**  |   |
| Address  |   |
| Email  |   |
| Telephone  |   |

|  |
| --- |
| **Crossing location details**  |
| Suburb  |   |
| Street  |   |
| Near street[[1]](#footnote-1)  |   |

# Warrant Criteria for a Children’s Crossing

The following information is provided for the guidance of an appellant.

## Warrant criteria

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 or Type B 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.

# Type A children’s crossing warrant criteria

## 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

**Type B children’s crossing warrant criteria**

## Primary school

For a primary school, a minimum of 10 students and a minimum of 100 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  |
| 10  | 100 |

Table 1: Student and vehicle numbers required to meet the Type B warrant criteria for a primary school

## Secondary school

For a secondary school, a minimum of 10 students and a minimum of 350 vehicle 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  |
| 10  | 350 |

Table 2: Student and vehicle numbers required to meet the Type B warrant criteria for a secondary school

## Combined secondary and primary schools

For a combined secondary and primary school, a minimum of 10 students and a minimum of 100 vehicle 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  |
| 10  | 100 |

Table 3: Student and vehicle numbers required to meet the Type B warrant criteria for a combined primary and secondary school

**NOTE: A Type A and Type B 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.**

# Survey Count Information

The following is considered when conducting survey counts:

## Proposed children’s crossings

* Two morning survey counts of one hour duration within 50 metres in each direction of the proposed crossing location counting all pedestrians 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).
* Two afternoon survey counts of one hour duration within 50 metres in each direction of the proposed crossing location counting all pedestrians 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).
* The distinction between primary and secondary students is to be made as best as possible. If there is uncertainty, students are to be counted as primary students.

## Existing children’s crossings

* Two morning survey counts of one hour duration during the times the crossing is operational.
* Two afternoon survey counts of one hour duration during the times the crossing is operational.
* Only students who use the crossings are counted.

## General

* Surveys should not be done 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.
* The school will be contacted prior to surveys being conducted to determine if there are any upcoming events, such as, sporting events, camps, or pupil free days that are likely to influence survey counts.
* Schools will not be notified of what dates the surveys will be conducted.
* Formal surveys will be carried out by Survey Officers from the Children’s Crossings Unit.

## Survey forms - Terms and Definitions

|  |  |
| --- | --- |
| SUBURB  | The suburb in which the crossing point is located.  |
| LOCATION  | The street on which the crossing point is located i.e. the street students are actually crossing.  |
| NEAR STREET  | The nearest cross street to the location, or other identifying landmark e.g. opposite school.  |
| COR File  | File number of location, to be provided by the Children’s Crossings Unit.  |
| SPEED ZONE  | The regular posted speed limit of the *location* road.  |
| SCHOOL ZONE  | The location situated within a School Zone.  |
| SCHOOL ZONE HOURS  | What are the Posted School Zone Hours.  |
| CROSSING HOURS  | Operating or proposed time of the crossing.  |
| DATE  | Date survey was completed.  |
| WEATHER and TEMP  | The conditions on the day and time the survey is conducted.  |
| PRIMARY STUDENTS (PED)  | Primary school aged children (grade 1 – 6) who cross the specified street (LOCATION) at the nominated location irrespective of whether they are accompanied by an adult.  |
| SECONDARY STUDENTS (PED)  | Secondary school aged children (grade 7 – 12) who cross the specified street (LOCATION) at the nominated location irrespective of whether they are accompanied by an adult.  |
| ALL OTHER PEDESTRIANS (PED AND CYCLIST)  | All adults, very young children and older teenagers not attending a school who cross the carriageway at the nominated location.  |
| HEAVY VEHICLES  | All vehicles larger than a car that travel along the LOCATION Street through the nominated crossing point e.g. buses and trucks.  |

## Site Assessment Information

A site assessment is required for all new crossing applications and all crossings being reviewed. The site assessment is to be completed by the Officer who conducts the first morning survey at the location. The site assessment is also checked at the time a fourth survey is conducted for any changes to the location.

The three steps to a site assessment are:

1. Complete the Site Assessment form
2. Photograph the site
3. Draw a diagram of the site

|  |  |
| --- | --- |
| **Assessor** |  |
| **Date** |  |
| **Application**  |  |
| **Suburb** |  |
| **Street** |  |
| **Near Street** |  |
| **COR File** |  |
| **School/s** |  |
| **Speed Limit** |  Km/H | **School Zone** | YES/NO |
| **Number of Lanes** | Vehicles |  | **Other Lanes** | TURNING | YES/NO |
| Bus/Bike |  |
| **Road Width** |  M | PASSING | YES/NO |
| **Median/Refuge/Traffic Island** | YES/NOWIDTH M | **Cut out** | YES/NO/NA WIDTH M |
| **Painted Lines** | YES/NO | DIVIDER | **Flashing Lights** | YES/NO | FAL |
| MEDIAN  | 40 |
| **Bends** | N/S/E/WOF CROSSING | **Does the Bend affect line of sight?** | YES/NO/NA |
| **Crests/Incline/Decline** | N/S/E/WOF CROSSING | **Does the Crest/ Incline affect line of sight?** | YES/NO/NA |
| **Round About** | N/S/E/WOF CROSSING | **Does the Round About affect line of sight?** | YES/NO/NA |
| **Symbolic sign distance** | N/S/E/WM | **Method of Operation** | SINGLE/DUAL/STAGED |
| **Symbolic sign distance** | N/S/E/WM | **Tactiles used?** | PRAM RAMPS | YES/NO |
| CENTRE OF ROAD | YES/NO |
| **Symbolic sign distance** | N/S/E/W/NAM | **Tactiles Condition**  | GOOD/WORN/BROKEN/NA  |
| **Sight** **Distance** | N/S/E/WLess than 80M80-120M | **Sight** **Distance** | N/S/E/WLess than 80M80-120M |
| **Bus Stops** | BEFORE the crossing in Vehicle looking N/S/E/WDistance: MBUS STOP/ BAY/ LANE | **Bus Stops** | BEFORE the crossing in Vehicle looking N/S/E/WDistance: MBUS STOP/ BAY/ LANE |
| **Bus Stops** | AFTER the crossing in Vehicle looking N/S/E/WDistance: MBUS STOP/ BAY/ LANE  | **Bus Stops** | AFTER the crossing in Vehicle looking N/S/E/WDistance: MBUS STOP/ BAY/ LANE  |
| **Other Environmental Factors (such as vegetation, power poles and parking restrictions)** | * Parking Restrictions on approaches YES/NO
* Bus/Vehicles parking within 20M on approach / 10M on departure of crossing YES/NO
* Trip Hazards YES/NO (Where?)
* Distance from stop line to pedestrian line, school side M
* Distance from stop line to pedestrian line, non-school side M
* Stop lines through Cycle and Bus lanes YES/NO/NA
* Painted lines condition GOOD/WORN
* Ped lines YES/NO
 |
| **Hazards Observed** | * Compliance of parking restrictions YES/NO/NA
* Other
 |
|  **Photo’s****(1 of sign &8 as directed by arrows)** |  |

 \* Note – site assessment must be completed while crossing is operational

# Application and Review Process Flow Chart

CCU contact school to determine which dates first survey counts should not be conducted.

CCU schedule first survey counts and site assessment.

CCU advises school of children’s crossing review

in writing

CCU compiles and submits report to the Applications Committee containing:

•

Survey count results

•

A diagram and photographs of the location

•

Site assessment information

•

Any information or concerns received from the school

•

Advice if applicant school has requested the Applications Committee to reconsider their application

as a Type B warranted children’s crossing if the application for a Type A children’s crossing is not

approved.

First survey counts conducted, site assessed and photographed

Second survey counts conducted

CCU contact school to determine which dates second survey counts should not be conducted, if not

already advised. CCU schedule second survey counts

CCU provides written advice to school of (1) First survey count results; (2) Site assessment; (3) Warrant criteria

School asked to comment and advise the CCU as soon as possible of any special circumstances or

environmental factors that were not included in the site assessment that requires consideration.

CCU provides written advice to school of second survey count results. School should contact and advise CCU

of any special circumstances within two weeks of date on letter of advice.

**Review of approved children’s crossing**

All Type A and B crossings are reviewed every

five years; or CCU is advised a crossing requires

review

**Application for new children’s crossing**

Children’s Crossings Unit (CCU) receives

application for a new children’s crossing

CCU acknowledges receipt of application in writing

to applicant

1. The nearest cross street to the crossing location or other identifying landmark [↑](#footnote-ref-1)