

Community Public Transport Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Thursday 1 August 2019

Committee Brief

The purpose of the Community and Public Transport Committee be to develop plans and advocacy positions for consideration by Council in the areas of community and public transport including but not limited to:

- Identifying current, emerging and/or potential public transport issues likely to result from a growing, ageing and more diverse Shire;
- Identifying current, emerging and/or potential public transport accessibility issues likely to affect people with disability or with mobility issues across the Shire;
- Providing advice on public transport projects, initiatives and strategies; and
- Investigating other forms of public transport that may enhance the Avon Link and Merredin Link Rail Services.

Members as per Council Resolution No. 176/10/17 & 230/09/18

- Councillor Greenway, Council Member
- Councillor Manning, Council Member
- Mr R Wilkinson, Community Member
- Mr G Nelmes, Community Member
- Mr B Neville, Community Member
- Mr S Scott, Chief Executive Officer
- Mrs A Bell, Manager Community Development
- Councillor Chitty, Council Deputy Member
- Councillor Dow, Council Deputy Member

Preface


When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Community and Public Transport Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 2 August 2019.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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ATTACHMENTS *with separate index follows Item 10.*

Shire of Toodyay

COMMUNITY AND PUBLIC TRANSPORT ADVISORY COMMITTEE MEETING

MINUTES

1 AUGUST 2019

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting commenced at 4.07pm.

In light of the Presiding Member, Cr Greenway, being an apology to this meeting and consequently unavailable, in accordance with Section 5.14 of the *Local Government Act 1995* a motion was made as follows:

MOTION/OFFICER'S RECOMMENDATION

MOVED B Neville

That Cr Manning is nominated to preside at the CPTAC Meeting, in accordance with Section 5.14 of the *Local Government Act 1995*.

MOTION CARRIED

Cr Manning assumed the Chair.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr B Manning	Council Member
Mr G Nelmes	Community Member
Mr B Neville	Community Member

Staff

Mrs M Rebane	Executive Assistant
Mr S Patterson	Manager Works & Services

2.2 APOLOGIES

Cr P Greenway	Council Member
Mr R Wilkinson	Community Member
Mrs A Bell	Manager Community Development

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

**4.1 Community and Public Transport Advisory Committee Meeting
held on 2 May 2019.**

OFFICER'S RECOMMENDATION/CPTAC RESOLUTION NO 08/08/19

MOVED B Neville

That the Unconfirmed Minutes of the Community and Public Transport Advisory Committee Meeting held on 2 May 2019 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

The matters arising from the minutes were discussed.

4.2.1 Resolution 06/05/19

Council discussing this at their Quarterly Strategic Forum.

Manager Works and Services advised as follows:

That a report written by the Manager Community Development was taken to the May 2019 Council Meeting, but Council requested that it be brought back to the Quarterly Strategic Meeting.

4.2.2 Resolution 07/05/19

The Manager Works and Services advised that a community bus will be purchased during this financial year, but may take a few months in relation to the actual purchase because the purchase has been included as part of the fleet management purchases; anticipated that it can be purchased sooner rather than later due to the funding set aside.

Advised that it is a two to three months process in respect to obtaining a vehicle.

4.3 Review of the CPTAC Status Report

The status report was reviewed.

5. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

6. REPORTS OF OFFICERS

Nil.

7. REPORTS OF COMMITTEE MEMBERS

Nil.

8. NEW BUSINESS OF AN URGENT NATURE

Nil

9. NEXT MEETING

The next meeting of the Community and Public Transport Advisory Committee is scheduled to be held on 7 November 2019 at 4.00pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.55pm.

Attachments to Minutes

Community and Public Transport Advisory Committee

1 August 2019

CONFIRMATION OF MINUTES

5.3 Updated CPTAC Status Report

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STATUS REPORT

Community and Public Transport Advisory Committee

Including Recommendations made to Council, Action List and Completed items

Recommendations made to Council				<i>Responsible Officer CEO / MCD</i>
Meeting Date	Item	Title/Description of Item	Recommendation Made / Other Comment	Meeting Date

ACTION LIST				<i>Responsible Officer CEO / MCD</i>
Meeting Date	Item	Title/Description	Actions to be taken	With the Aim of:
02/10/2018 CPTAC Meeting	6.2	Annual Evaluation of the Committee's Effectiveness Manager Works and Services provided a verbal report from Manager Community Development.	<ul style="list-style-type: none"> No further action until after the Strategic Quarterly Forum where a report is to be presented on all Committees going into the next few years and their effectiveness. All Committees are reviewed with new members being called for following Council Elections in October 2019. Elected Members will also be given the opportunity to give feedback on the Committees that they are members of. Q: How is the effectiveness of the Committee measured? A: What recommendations have gone to Council and have they fulfilled purpose. 	<i>Informing the Council discussion in relation to Council Committees at the Strategic Forum.</i>
2/5/2019	Status Report	School Bus Manager Works and Services provided a verbal report on the progress of the liaison with the PTA	<ul style="list-style-type: none"> Review has begun where existing bus shelters are as they don't line up with current bus stops. Concentrating on Morangup first – as it is the main concern. Buses had been stopping in unsafe locations. Permanent strategically placed bus stops included as part of the review / discussions taking place. Identifying safe stops /pull off areas, shelter locations, and considering parents parking at reasonable distances around the sub-division as part of the review. Signage aspects also to be considered. Program into capital works program. Shire not responsible for bus stops. Joint effort between the Shire and the PTA. Their acceptance of the review is the first step. 	<i>Side Project – updates to be provided to the Committee in respect to the project.</i>



STATUS REPORT

Community and Public Transport Advisory Committee

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COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)				
Meeting Date	Item	Title/Description of Item	Status / Action / Notes	RESOLUTION NO.
02/10/2018 CPTAC Meeting	6.1	Community Bus	Prior to a new bus being purchased, a survey be conducted to determine the community interest for the purchase and use of a new 12 seater community bus.	Completed and presented at Meeting on 7 Feb 2019.
Revised 5 June 2018 CPTAC Meeting Minutes	4.2.1	School Bus Stops	Cr Greenway to follow up with MWS and CEO on the progress of the school bus network review and report which will include a proposal for strategically placed, permanent school bus stops bus locations	Completed – Requests that if there are further updates in relation to this matter they be brought to either a Special CPTAC Meeting or the next scheduled CPTAC meeting for further discussion.
2/5/2019	6.2	Toodyay Community Bus	That Council purchase a new 12 seater Community Bus.	Gone to Council
2/5/2019	6.1	Intra-Town Bus Service	That Council considers using a Community Bus for the purposes of an Intra-Town Bus Service subject to Council proceeding with the acquisition of a Community Bus.	Gone to Council
7/02/2019 CPTAC Meeting	6.1	Toodyay Community Bus 5.10.2017 CPTAC Meeting (commenced) 6.2.2018 Request to keep this Recommendation to Council made by the CPTAC:- <i>That Council considers the options for the purchase and operation of a new community bus to replace the present community bus.</i>	7.2.2019 - That Council note that the CPTAC is in favour of purchasing <i>a 12 seater Community Bus (C Class licence) with no wheelchair access, subject to clarification in respect to:</i> <ul style="list-style-type: none">• If hired out do we have different categories/pricing for non-commercial or commercial usage?• Leasing vs. owning the vehicle outright; and• What are the life-cycle costs of running a community bus?	Completed



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COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)				
Meeting Date	Item	Title/Description of Item	Status / Action / Notes	RESOLUTION NO.
7/02/2019 CPTAC Meeting	4.2.4.	Replace 'Green' with Public Transport Service	2.10.2018 - That Council work with PTA and community on possible future inter town public transport expectations and requirements. 7.2.2019 - No recommendation was made in relation to this matter because the Committee was mindful of the fact that to move forward with a project of this nature would require Council support.	Completed.
2/5/2019	Status Report	School Bus	Invite the MWS to the August 2019 CPTAC Meeting for an update	<i>MWS will be available during discussion of the Action List in regard to this matter.</i>