

Community Public Transport Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Tuesday 6 February 2018

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

- Councillor Craddock, Council Member
- Councillor Greenway, Council Member
- Councillor Welburn, Council Member
- Councillor Granger, 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

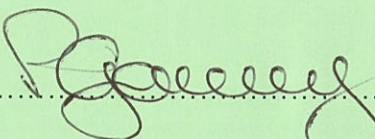
These minutes were approved for distribution on 7 February 2018.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 3-4-18.

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. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.10pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr P Greenway	Council Member
Cr J Dow	Deputy Council Member
Cr R Welburn	Council Member
Mr R Wilkinson	Community Member
Mr B Neville	Community Member
Mrs A Bell	Manager Community Development

Staff

Mrs M Rebane	Executive Assistant
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2.2 APOLOGIES

Cr S Craddock	Council Member
Mr G Nelmes	Community Member
Cr D Granger	Council Member

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 7 December 2017.

OFFICER'S RECOMMENDATION/CPTAC RESOLUTION NO. 01/02/18

MOVED B Neville

That the Unconfirmed Minutes of the Community and Public Transport Advisory Committee Meeting held on 7 December 2017 be confirmed subject to the following amendments:

- Ms Audrey Bell, Manager Community development be noted as an apology;
- Mrs Debra Andrijich, Acting Manager Community Development be included in the record of attendance; and
- Cr R Welburn be noted as an apology.

MOTION CARRIED UNANIMOUSLY 6/0

4.2 Matters arising from previous minutes

4.2.1 Item 5.2.1 Resolution made by CPTAC - Community Bus

The Committee note that the Community Bus organisation distributed their funds according to their constitution. Therefore no further action is required.

4.2.2 Item 5.3.2 future of the Toodyay Community Bus

The Committee note that the CEO will provide an update at the next CPTAC meeting.

4.2.3 Item 7.1 Transport Survey

Whilst there are two responses recorded in the minutes dated 7 December 2017, there were in fact at least six responses submitted during the December 2017 meeting and all members present at this meeting have also indicated that they submitted their own responses after the meeting.

To date no responses have been received from TRANSWA or Aurecon.

Cr Greenway advised that she has been in touch with Mr Woolerson in respect to survey results. His advice was that he would be able to provide the results following a meeting he is attending with Aurecon; scheduled to be held on Thursday 8 Feb 2018.

Action: MCD to follow up on survey monkey results in respect to the survey. An update will be provided to all members from the Manager Community Development, via email, prior to the next CPTAC meeting. [The email will include all the results (as an electronic attachment) to be provided as a hardcopy at the next CPTAC Meeting.]

4.2.4 Item 8.1 School Children Safety

The recommendation made by the Committee will be brought to the February 2018 Council Meeting by the Manager Works and Services, as he was aware of the content of the original item to the CPTAC Committee, and responsible for writing the recommendation made to Council.

4.3 Review of the CPTAC Status Report

4.3.1 Recommendation made at December 2017 CPTAC Meeting.

The Status Report to reflect the recommendation made – so that it is noted it comes to Council at some point in the future.

4.3.2 6.1 Future of the Toodyay Community Bus

The Status report to “keep live” in accordance with Council Policy, the third recommendation made by the Committee as a “Recommendation made to Council”, i.e.

“That Council considers the options for the purchase and operation of a new community bus to replace the present community bus.”

Action: Once the result of the survey is known, the question about the practicalities of continuing to have a community bus may be able to be responded to. This matter to be considered at the next CPTAC meeting, subject to the results being received from the survey.

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

Nil.

6. REPORTS OF OFFICERS

Nil

7. REPORTS OF COMMITTEE MEMBERS

7.1 Roadwise Report

Roadwise Committee Members met with Hon Martin Aldridge recently, asking about funding for Toodyay Road. Other Parliamentarian lobbying will be done by the members of the Roadwise Committee in regard to this.

Extraction Industry – a lot of complaints have been received by the Roadwise Committee about Toodyay Road and the volume of trucks travelling along the main road.

Action:

- B Neville to provide a list of Roadwise Members to the Shire for reference;
- B Neville to provide a hardcopy update from the Roadwise Committee in respect to matters relevant to the CPTAC Committee Brief;
- B Neville to ask the Roadwise Committee to consider reporting to the Works Advisory Committee in respect to matters relating to works required on roads in the Toodyay District.

7.2 Making the CPTAC Meeting (and its minutes) public

MOTION/CPTAC RESOLUTION NO.02/02/18

MOVED Cr Greenway

That the CPTAC recommend to Council the following:

That Council make the CPTAC Committee meetings be open to the public.

MOTION CARRIED UNANIMOUSLY 6/0

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 3 April 2018 commencing at 5.00pm.

The Chairperson of the CPTAC Committee will advise if a special CPTAC Meeting will be required, subject to the availability of the results from the TRANSWA survey and of Mr T Woolerson.

R Wilkinson to provide information, via the Chairperson, for the next CPTAC meeting on or before 2 March 2018.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.20pm.

Attachments to Minutes

Community and Public Transport Advisory Committee

Tuesday 6 February 2018

CONFIRMATION OF MINUTES

5.1 Confirmed Minutes of 7 December 2017	1
5.3 Updated Community and Public Transport Committee Status Report	10
Minutes from Toodyay Community Bus Committee (TCB) dated 13 Sept 2017	13
Correspondence from TCB received 30 Nov 2017	16



Shire of Toodyay

COMMUNITY AND PUBLIC TRANSPORT ADVISORY COMMITTEE MEETING

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Stan Scott, CEO, declared the meeting open at 5.04pm due to there being no elected Chairperson as yet since the October 2017 Ordinary local government elections.

2. ELECTION OF PRESIDING MEMBER

2.1 Election of Presiding Member – CPTAC

Date of Report:	24 November 2017
File Reference:	COC16
Author:	S Scott – CEO
Responsible Officer:	S Scott – CEO
Attachments:	Nil

PURPOSE

To elect the position of Presiding Member of the Committee and if the Committee so chooses, a Deputy Presiding Member.

BACKGROUND

At a Special Council Meeting held on 23 October 2017, Council appointed the following members to the Audit Committee:

- Councillor Craddock, Council Member
- Councillor Greenway, Council Member
- Councillor Welburn, Council Member
- Councillor Granger, 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

OFFICER COMMENT

The CEO will preside over the meeting until the election of the Presiding Member has been completed.

If there is more than one nomination for either position, then members are to vote on the matter by secret ballot as if they were electors voting at an election.

OFFICER'S RECOMMENDATION

The Community and Public Transport Advisory Committee:

1. Elects as Presiding Member; and
2. Elects that a Deputy Presiding Member be nominated at a meeting where the elected Chairperson is an apology.

Cr Greenway was nominated as Presiding Member. Cr Greenway accepted the nomination. There being no further nominations Cr Greenway was elected unopposed.

Stan Scott welcomed Tim Woolerson to the CPTAC Meeting.

DECLARATION

The Community and Public Transport Advisory Committee:

1. Elects Cr P Greenway as Presiding Member; and
2. Elects that a Deputy Presiding Member be nominated at a meeting where the elected Chairperson is an apology.

S Scott departed Council Chambers at 5.15pm.

The Chairperson acknowledged the presence of new member Cr Di Granger and noted that Cr J Dow was not present.

3. RECORDS OF ATTENDANCE / APOLOGIES

3.1 RECORD OF ATTENDANCE

Members

Cr S Craddock	Council Member
Cr P Greenway	Council Member
Cr R Welburn	Council Member
Cr D Granger	Council Member
Mr R Wilkinson	Community Member
Mr G Nelmes	Community Member
Mr B Neville	Community Member
Mrs D Andrijich	Acting Manager Community Development
Mr S Scott	Staff Member

Staff

Mrs M Rebane Executive Assistant

Visitor

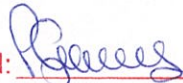
Mr T Woolerson PTA

3.2 APOLOGIES

Cr T Chitty	Deputy Council Member
Mrs A Bell	Manager Community Development
Cr R Welburn	Council Member
Cr J Dow	Deputy Council Member

4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

Signed: 
Presiding Member
Date: 6-2-18

5. CONFIRMATION OF MINUTES

**5.1 Community and Public Transport Advisory Committee Meeting
held on 5 October 2017**

OFFICER'S RECOMMENDATION/CPTAC RESOLUTION NO. 07/12/17

MOVED R Wilkinson

That the Unconfirmed Minutes of the Community and Public Transport Advisory Committee Meeting held on 5 October 2017 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Resolution made by CPTAC – Community Bus

The recommendation made by the CPTAC was discussed. Advice was given that the winding up of the Community Bus happened very quickly that no action could be taken on the recommendation made by the Committee.

The recommendation will be put as “no further action required.”

5.3 Review of the CPTAC Status Report

5.3.1 Retention of the Avon Link Service

Members advised that they had not received an email from the Administration in respect to the revised service times and the timetable for the Avon link services.

Note: An email was forwarded to all members on 11/12/17 (post meeting) in relation to this matter, confirming that members had in fact received the information above via email on 11 September 2017 (Reference No. [OAM31589](#)).

5.3.2 Future of the Toodyay Community Bus

No update was able to be provided. \$60,000 in community bus reserve funding held by the Shire. CEO to provide an update at the next meeting in 2018.

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

Nil.

7. REPORTS OF OFFICERS

7.1 Transport Survey

Date of Report:	5 December 2017
File Reference:	COC16 CPTAC / OFN32658
Author:	S Scott – Chief Executive Officer
Responsible Officer:	S Scott – Chief Executive Officer
Attachments:	1. Survey

PURPOSE

To consider a response to the TRANSWA Transport Survey.

BACKGROUND

On 8 November 2017 Aurecon held a TRANSWA Network Review Workshop in the Toodyay Community Centre.

There was a select group of a few Councillors, Manager Planning and Development, Manager Community Development and community members of the Community and Public Transport Advisory Committee.

At the workshop concerns were discussed, as well as options in respect to particular train/bus combinations. The key outcome was that eventually the Shire would be allowed to survey residents and provide the results to Aurecon enabling them, as facilitators of the process, to obtain data regarding Morangup and Toodyay demand. This data was considered vital due to the current data being inadequate with a zero need currently recorded for Morangup. Aurecon promised to establish a “virtual issues” board for the Shire of Toodyay to coordinate input into.

OFFICER COMMENT

Cr Greenway was contacted by Aurecon on behalf of TRANSWA due to the fact that no information had been uploaded to the “board”.

This contact resulted in Cr Greenway making contact with Stan Scott, CEO, after which a survey was put together (**Attachment 1**).

The survey was handed out at the Christmas Street Party held on Friday 1 December 2017. Copies of the survey were also handed out at the Toodyay Post Office, the Morangup Community Centre, and through the Morangup Progress Association.

The deadline for the survey results is 15 December 2017, confirmed via telephone with an Aurecon Representative on 28 November 2017.

OFFICER'S RECOMMENDATION

The Community and Public Transport Advisory Committee note the Officer's Report and proceed with completing the survey at the meeting.

Acting Manager Community Development provided an overview of what was presented in the report and how the Transport Survey was distributed in the community.

Mr Woolerson provided an overview of the TRANSWA Survey located on the following link: <https://transwa.mysocialpinpoint.com/network-review/>

The link was shown on the Chambers screen and each comment to be made was explained, as well as the process. The types of comments to be made were: (1) Suggest an opportunity; (2) Suggest an improvement; and (3) Suggest a new service or route.

Cr D Granger's number: F4B74F - The new stadium in Perth has been built and therefore it would be great if a train/road coach could be arranged to coincide with events on a case by case basis that occur at the new stadium in Perth to take people down for events and to bring people back. It would be great if for the footy fans a train service could be run to take footy fans to the game and bring the fans back after the game.

Clarification was sought in relation to services, rail and coach, within the Shire of Toodyay.

Cr D Granger's number 8855A1 - could there be a railway stop at Morangup for those wishing to take the train.

*Councillors Greenway and Granger mentioned the fact that they had received a letter from ARC Infrastructure. ** Action: get ARC to come to Council and invite the CPTAC Members.*

At 6.19pm the Acting Manager Community Development and Cr Greenway ran through verbally a summary of some of the 100 responses received so far in respect to the Transport Survey.

Refer to *Survey Monkey* results in the attachments to these minutes.

8. REPORTS OF COMMITTEE MEMBERS

8.1 School Children Safety

Date of Report:	5 December 2017
File Reference:	COC16 CPTAC IAM48882
Author:	S Scott – Chief Executive Officer
Responsible Officer:	S Scott – Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1. Correspondence between Roadwise and SBS (School Bus Stops);2. Maps of school bus routes provided by SBS; and3. SBS's school bus guidelines for location and design of bus stops.

PURPOSE

To consider an issue in relation to School Bus stops discussed by Roadwise at their meeting held on 11 October 2017 wherein that group considered some safety issues with the informal bus stop system for school buses within Toodyay.

BACKGROUND

Mr B Neville, Chairman of Roadwise has been liaising with Ms Claire Martin, Contract Officer – Central | School Bus Services, Public Transport Authority of Western Australia (**Attachment 1**).

Mr Neville requests that the Community and Public Transport Advisory Committee (CPTAC) consider School Bus Stops.

CONSULTATION

Ms Martin was contacted in respect to this report on 5 December 2017. She advised that their process is as follows:

When a request is received for a new School Bus Stop they write to the local government, requesting that the local government make sure that the placement of the school bus stop is adequate. An email will be sent from the local government that will either say yes that stop is adequate, or no – the stop should be moved to a different location for 'x' reason.

Ms Martin advised that whilst she is aware that not every school bus stop may have adequate "bus signage" at them; the signage of a bus stop is a local government responsibility. Maps of the school bus routes have been provided from SBS for the Committee's information (**Attachment 2**).

Ms Martin advised that 'safety audits' are a local government responsibility.

Information provided from TRANSWA in October 2016 indicated that from TRANSWA'S perspective road coaches that enter Toodyay would be Rail Replacement road coaches (stopping at the Toodyay Train Station) when issues are encountered with the AvonLink or Prospector trains. TRANSWA advised

that the only other bus operators in town that have links to the PTA would be from School Bus Services.

OFFICER COMMENT

At the Roadwise Meeting held in October 2017, the minutes stated that *“further discussions will need to be completed prior to writing to relevant bodies.”* Further, the Roadwise Meeting Minutes dated 15 November 2017 stated that the issue of School Bus Stops *“is ongoing with SBS and others.”*

Mr Neville advised that “others” means the contractors who drive the school buses;

Mr Neville advised that “issues” are as follows:

1. that there does not appear to be designated pull off areas for buses to pull off the road;
2. that there does not appear to be designated bus areas and bus stops so that other vehicular traffic / drivers know that a school bus stop is operating; and
3. Some signage is ambiguous.

Mr Neville asked that this item be discussed, and information be exchanged with a view to expanding the issue in the New Year.

It is noted that bus stop locations are requested by the SBS branch of the PTA with the Shire responsible for approving the location and design of the stop. The Shire is also responsible for the installation of any signage related to a bus stop.

An issue experienced with bus stops is that although the Shire approves bus stop locations, the Shire is often not advised when a stop is longer required. This has resulted in many redundant bus stop signs throughout the Shire devaluing signage and having little or no effect on improving safety.

There would be benefit out of reviewing and updating the location of all current school bus stops. The review would include the safety and suitability of current stop locations.

Strategically placing formalised school bus stops throughout the Shire would improve the school bus network as stops would remain constant in location and could be appropriately designed, maintained and signed for optimal safety and use (**Attachment 3**).

OFFICER’S RECOMMENDATION/CPTAC RESOLUTION NO. 08/12/17

MOVED B Neville

The Community and Public Transport Advisory Committee recommends to Council the following:

That Council:

1. Authorise the CEO to undertake a review of the school bus network assessing the safety and suitability of current school bus stops within the Shire of Toodyay.
2. Authorise the CEO to provide a report on the findings of school bus network review with a proposal for strategically placed, permanent

school bus stop locations to Council by May 2018.

MOTION CARRIED UNANIMOUSLY

From: Bob Neville Home [mailto:bneville@bigpond.com]

Sent: Wednesday, November 15, 2017 2:22 PM

To: SBSCentral

Subject: Re: School bus stops - Toodyay

Well, every place the bus picks up or drops off a child. These are not marked or off road areas.

Regards,

Bob Neville

On 15 Nov 2017, at 9:23 am, SBSCentral <central@pta.wa.gov.au> wrote:

Hi Bob,

Please confirm that you are looking at every stop in the Shire of Toodyay?

All Safety Audits would be conducted by the Shire of Toodyay.

Claire Martin

Contract Officer – Central | School Bus Services

Public Transport Authority of Western Australia

From: Bob [mailto:bneville@bigpond.com]

Sent: Wednesday, November 15, 2017 8:42 AM

To: SBSCentral

Subject: Re: School bus stops - Toodyay

Thanks Claire

We have a Roadwise meet this morning so will raise the issue – however yes there are TWO bus stops in Stirling terrace however the local school bus has many other stops around Toodyay – particularly West Toodyay – picking up school children. These “stops” are not regulated or marked and some do pose a safety risk for both children and other traffic at times. Is there an opportunity of a safety audit on these “unregulated” stops and how would that be managed and by who please?

Many thanks

Bob Neville

From: SBSCentral <central@pta.wa.gov.au>

Date: Wednesday, 15 November 2017 at 8:28 am

To: 'Bob' <bneville@bigpond.com>

Subject: RE: School bus stops - Toodyay

Hi Bob,

Thanks for the email and apologies for the late reply to your email. We currently have two stops in the Town Site of Toodyay on Stirling Terrace and all stops are risk assessed by the Shire. I believe the Shire of Toodyay carried out an Audit

on all bus stops and their safety a few years ago. Maybe you should make contact with the Shire to discuss with them?

Claire Martin, Contract Officer – Central | School Bus Services
Public Transport Authority of Western Australia

From: Bob [<mailto:bneville@bigpond.com>]
Sent: Tuesday, November 07, 2017 11:44 AM
To: SBSCentral
Subject: School bus stops - Toodyay

Attention Claire Martin

Hi Claire

I am the chair of Toodyay Roadwise and have been asked to follow through on safety issues in relation to the local school bus services pick up and drop off points around the town of Toodyay.

We would like to go through the safety process of ensuring our school kids and other road traffic are safe, particularly around points where there is little room for busses to clear the road when stopping. We are unsure if PTA can conduct a safety audit on all the local points around town and follow through with recommendations for improvements in some areas, and also who is liable for the cost.

This email is to start the ball rolling to ensure Toodyay can be safe around school bus stops.

I appreciate your assistance

Regards

Bob Neville

Chairperson – Toodyay Roadwise Committee.

9. NEW BUSINESS OF AN URGENT NATURE

Nil

10. NEXT MEETING

The next meeting of the Community and Public Transport Advisory Committee is scheduled to be held on 6 February 2018 commencing at 5.00pm.

11. CLOSURE OF MEETING

Cr Greenway, Chairperson, declared the meeting closed at 6.30pm.



STATUS REPORT

Community and Public Transport Advisory Committee

Including Recommendations made to Council, Action List and Completed items

Recommendations made to Council					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Comment
5.10.2017 CPTAC Meeting	6.1	Future of the Toodyay Community Bus	CEO	That Council considers the options for the purchase and operation of a new community bus to replace the present community bus.	Request to keep this Recommendation to Council made by the CPTAC Committee live at the 6/2/18 CPTAC Meeting.
7/12/2017 CPTAC Meeting	8.1	School Children Safety	MWS/CEO	That Council: 1. Authorise the CEO to undertake a review of the school bus network assessing the safety and suitability of current school bus stops within the Shire of Toodyay. 2. Authorise the CEO to provide a report on the findings of school bus network review with a proposal for strategically placed, permanent school bus stop locations to Council by May 2018.	February 2018 Council Meeting
6/2/2018 CPTAC Meeting	7.2	Making the CPTAC Meeting (and its minutes) public	CEO	That Council make the CPTAC Committee meetings be open to the public.	February 2018 Council Meeting



STATUS REPORT

Community and Public Transport Advisory Committee

Including Recommendations made to Council, Action List and Completed items

ACTION LIST				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
6/2/2018 CPTAC Meeting	4.2.3	Item 7.1 Transport Survey	MCD	MCD to follow up on survey monkey results in respect to the survey. An update will be provided to all members from the Manager Community Development, via email, prior to the next CPTAC meeting. [The email will include all the results (as an electronic attachment) to be provided as a hardcopy at the next CPTAC Meeting.]
6/2/2018 CPTAC Meeting	4.3.2	6.1 Future of the Toodyay Community Bus	CEO	Once the result of the survey is known, the question about the practicalities of continuing to have a community bus may be able to be responded to. This matter to be considered at the next CPTAC meeting, subject to the results being received from the survey.
6/2/2018 CPTAC Meeting	7.1	Roadwise report	B Neville	<ul style="list-style-type: none"> • B Neville to provide a list of Roadwise Members to the Shire for reference; • B Neville to provide a hardcopy update from the Roadwise Committee in respect to matters relevant to the CPTAC Committee Brief; • B Neville to ask the Roadwise Committee to consider reporting to the Works Advisory Committee in respect to matters relating to works required on roads in the Toodyay District.



STATUS REPORT

Community and Public Transport Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
1/6/2017 CPTAC Meeting 5.10.2017	7.1	Retention of the Avon Link Service	CEO	Invite Tim Woolerson to the next Committee meeting in the next two to three weeks	Completed. He had been invited to the Dec 17 mtg.
5.10.2017 CPTAC Meeting	6.1	Future of the Toodyay Community Bus	CEO	<ol style="list-style-type: none"> 1. That Council note the potential wind up of the Community Bus Committee and its proposed distribution of Funds 2. That the CEO enters into an MOU with the Community Bus Committee so that the funds of the Committee be held in a Trust Account managed by the Shire of Toodyay, for a period of no longer than six months. If at the end of the six month period the Shire has not purchased a new community bus that the funds be distributed in accordance with the proposed wind-up arrangements set by the Community Bus Committee; and 3. That Council considers the options for the purchase and operation of a new community bus to replace the present community bus. 	<p>Not gone to Council in its entirety. This is due to the fact that the TCB has wound up</p> <p><i>see attached TCB Minutes dated 13.09.17 and a letter dated 30 Nov. 2017.</i></p>



TOODYAY COMMUNITY BUS INC.

*Life is so much fun
When you are on the
Toodyay Community Bus run*

MINUTES OF THE COMMITTEE OF MANAGEMENT

Held at the 74 Jubilee Street, Toodyay, - 13th September, 2017

President to welcome all and opened the Meeting Time: 10.04 am

Attendance: Jeff Roberts (President), John Henderson (Vice President), Di Roberts (Secretary), Richard Wilkinson (Treasurer), Heather Henderson, Phil Roberts, Janet Wilkinson and Cr. Paula Greenway (Shire Council Representative).

Apologies: Lynette Hooks.

Are there any material or pecuniary interests. **None**

Confirmation of Minutes of the most recent Management Meeting: dated 10th July, 2017.

Moved Phil Roberts, seconded John Henderson. **Carried**

Business arising out of the Minutes of 10th July, 2017. **None**

Secretary's Report:

Correspondence In:

Email from the Visitors Centre re Chaplain Doug McGee hiring the Bus and to have the fee of \$60 waived.

Email from Maria Rebane, Executive Assistant to the CEO, Shire of Toodyay, re a report to the Community & Public Transport Advisory Committee at their meeting on 5th October.

Email from Maria Rebane, requesting the next date of the Community Bus meeting.

Email from Emily Mickle re hiring of the Bus (price etc.,) on 23rd September for the Picnic Races.

Correspondence Out:

Minutes of the Meeting of 14th July to Committee Members..

Email to Committee Members cancelling the August meeting.

Email to Committee Members re waivering fee of \$60 for the hire of the Bus by Doug McGee.

Email to Visitors Centre advising of the waivering of the fee of \$60 for the hire of the Bus by Doug McGee.

Email to Maria Rebane advising of the schedule of the meetings of the Bus.

MINUTES OF THE COMMITTEE OF MANAGEMENT

Held at the 74 Jubilee Street, Toodyay, - 13th September, 2017

Secretary's Report (continued):

Moved: Di Roberts. seconded: Heather Henderson that the Secretary's Report be accepted
Carried

Treasurer's Report:

Nett worth: \$36,091.66

Richard Wilkinson produced a Statement (dated 25th August 2017) from Michelle Hall (Auditor), advising that the accounts had been audited successfully and correct.

Moved Richard Wilkinson, seconded Di Roberts that, the Treasurer's Report be accepted.

Carried

General Business:

Cr. Greenway requested information on the history of the Bus, to which the President advised of when the present Committee took over the administration, running of the Bus (fuelling, maintenance, cleaning and Shire involvement with the Toodyay Visitors Centre, which take the bookings).

A lengthy discussion took place as to the "ownership" of the Bus with input from all Members of the Committee and resolved that "Winding Up" was the only option open to us in the circumstances .

"Winding Up of the Bus"

The President requested thoughts and discussion from the Committee on this procedure.

Points for consideration and based upon:

Rule 23.0 "Distribution of surplus property on Winding Up of Association."

23.0 DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION:

- (a) If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another Association Incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which Association shall be determined by resolution of the members.
- (b) In the event that there are insufficient members to enact this clause, the Shire of Toodyay through a Council Resolution will be responsible for the distribution of said property.

MINUTES OF THE COMMITTEE OF MANAGEMENT

Held at the 74 Jubilee Street, Toodyay, - 13th September, 2017

Strict observance of the Associations Incorporation ACT 2015, as to the conditions and procedures will have to be performed.

It was resolved that this Committee of Management were satisfied that, this organisation was able to meet all financial obligations and therefore Solvent.

Discussion took place as to the distribution of the surplus funds and ideas came forward that these funds were to be for a “specific” purpose. Several Not-For-Profit Organisations were put forward, namely Friends of the River Inc., Toodyay Men’s Shed Inc. and Toodyay Youth CARE Council. through the Agency of The Churches’ Commission on Education (Inc.).

Moved Janet Wilkinson, seconded Heather Henderson that a Special General Meeting be held on Tuesday 10th October, 2017, at 10.00 am at 74 Jubilee Street, Toodyay for the purposes of “Winding Up” the Association.

It was agreed that a notice be put in the October edition of the “Toodyay Herald” advising Members of the Toodyay Community Bus Association Inc, that a Special General Meeting will be held.

Janet Wilkinson suggested that posters be put in the local businesses for their information of the situation with the Toodyay Community Bus.

Any other Business:

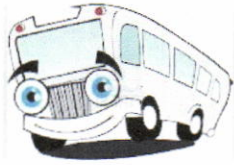
Toodyay Picnic Races and Toodyay Agricultural Show, “Shuttle Bus”.

As there had not been any invitation from either of these Organisations, it was agreed that at this late stage, the Bus would not be available with a driver for these events, but it could be hired as normally through the Visitors Centre.

There being no further business the meeting closed at 11.35 a.m.

Signed.....President

Date.....



SHIRE OF TOODYAY
Record Number: <i>ICR48836</i>
30 NOV 2017
Officer / Dept: <i>EXECSEC</i>
File Number: <i>COM23</i>

Toodyay Community Bus Incorporated
Post Office Box 1587
TOODYAY WA 6566
ABN # 85368160511

The Chief Executive Officer
Shire of Toodyay
15 Fiennes Street
TOODYAY WA 6566

Dear Stan

Please be advised that the Commissioner of Consumer Protection has approved and directed the distribution of all surplus funds pursuant to the "Winding Up" provisions of the Associations Incorporation ACT 2015 and the subsequent cancellation of the Incorporation of this Organisation.

We inform you that the Registers and Books of Toodyay Community Bus Inc. will be closed in the next few days. To the best of our knowledge there remains, no future bookings for the bus and to this end the keys remaining in our possession are to be handed in at your office on the 30th November 2017.

"With Respect" we suggest that new documents are developed by the Shire to accommodate any future "Applications to Hire Forms", "Hirers/Drivers Forms" together with the accounting systems being in place if and when the Bus be "Hired for Use" given the continuance of the role so well done to date by the Visitors Centre as a booking agent.

The Committee of Management extends our best wishes to the Shire of Toodyay for the continuance of a Community Bus Service under new circumstances.

Kind Regards

Jeff Roberts JP President and Di Roberts Secretary
Toodyay Community Bus Inc.

Post Office Box 1587

TOODYAY WA 6566

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Email. roberts138@bigpond.com

29th November 2017