Community Public Transport Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Thursday 7 December 2017

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

MINUTES OF COMMUNITY AND PUBLIC TRANSPORT ADVISORY COMMITTEE MEETING
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 7 DECEMBER 2017

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 25 January 2018.

Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on ...6th Feb 2018.

Signed: ...Paula Greenacre.....

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

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS 1

2. ELECTION OF PRESIDING MEMBER 1

2.1 Election of Presiding Member – CPTAC 1

3. RECORDS OF ATTENDANCE / APOLOGIES 2

3.1 RECORD OF ATTENDANCE 2

3.2 APOLOGIES 2

4. DISCLOSURE OF INTERESTS 2

5. CONFIRMATION OF MINUTES 3

5.1 Community and Public Transport Advisory Committee Meeting held on 5 October 2017 3

5.2 Matters arising from previous minutes 3

5.2.1 Resolution made by CPTAC – Community Bus 3

5.3 Review of the CPTAC Status Report 3

5.3.1 Retention of the Avon Link Service 3

5.3.2 Future of the Toodyay Community Bus 3

6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned) 3

7. REPORTS OF OFFICERS 4

7.1 Transport Survey 4

8. REPORTS OF COMMITTEE MEMBERS 6

8.1 School Children Safety 6

9. NEW BUSINESS OF AN URGENT NATURE 9

10. NEXT MEETING 9

11. CLOSURE OF MEETING 9

ATTACHMENTS *with separate index follows Item 11.*

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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 Community and Public Transport 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

Signed: _____
Presiding Member
Date: 6-2-18

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.

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:	1. Correspondence between Roadwise and SBS (School Bus Stops); 2. Maps of school bus routes provided by SBS; and 3. 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.

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Attachments to Minutes

Community and Public Transport Advisory Committee **Thursday 7 December 2017**

CONFIRMATION OF MINUTES

5.3 Review of CPTAC Status Report **1**
Correspondence from the Toodyay Community Bus 3

REPORTS OF OFFICERS

7.1 Transport Survey **4**
Attachment 1 – Survey 4

REPORTS OF COMMITTEE MEMBERS

8.1 School Children Safety **6**
Attachment 1 – Corro. between Roadwise and SBS; and (incl. in minutes)
Attachment 2 - Maps of school bus routes provided by SBS. 6
Attachment 3 - SBS's school bus guidelines for location & design of stops 19

Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566
T: 9574 9300
F: 9574 2158
E: records@toodyay.wa.gov.au

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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					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Comment

ACTION LIST				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment

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	3. Invite Tim Woolerson to the next Committee meeting in the next two to three weeks **Schedule for December 2017 CPTAC Meeting: Tim Woolerson to be invited.**	**Completed. He had been invited.**
5.10.2017 CPTAC Meeting	6.1	Future of the Toodyay Community Bus	CEO	1. That Council note the potential wind up of the Community Bus Committee and its proposed distribution of Funds;	**Not gone to Council as the TCB has wound up. (see attached letter)**

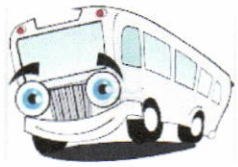
STATUS REPORT

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.
5.10.2017 CPTAC Meeting	6.1	Future of the Toodyay Community Bus	CEO	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;	Not gone to Council as the TCB has wound up. (see attached letter)
5.10.2017 CPTAC Meeting	6.1	Future of the Toodyay Community Bus	CEO	3. That Council considers the options for the purchase and operation of a new community bus to replace the present community bus.	Not gone to Council as the TCB has wound up. (see attached letter)

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



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 cancelation 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
Phone 9574 2498
Mob. 0408 871 406
Email. roberts138@bigpond.com

29th November 2017

Toodyay Public Transport Survey December 2017

Shire of Toodyay Community and Public Transport Committee

The Shire of Toodyay would like to invite residents to participate in a "Community Public Transport Needs" survey.

Completing the survey will help us better understand your needs and give us the evidence we need to advocate for the public transport requirements of our community both now and in the future.

It can be argued that some groups may be disadvantaged by a lack of access to public transports. This could include young people, seniors, and people with disabilities, people with chronic illness or medical needs, people on low incomes and rurally isolated people.

Public transport may facilitate access to alternative educational programs, medical services, work and entertainment. Tourism is very important in this region and integration with a public transport system is a major consideration and is one of the issues addressed in the new local planning strategy.

Access to reliable, affordable and safe public transport may be a factor in economic and social growth in our community. Social inclusion, economic development and access to health, educational and recreational services all contribute to having a healthy community.

Participation in this survey will help us to understand the real impacts of some of these issues

Stan Scott
CHIEF EXECUTIVE OFFICER

How to complete the survey
Questions are based on current transportation options, met or unmet needs and ways of improving existing services.

Privacy: Maintaining privacy is important. To ensure survey confidentially we do not require your personal details.

Queries Councillor Paula Greenway 9574 2116/ 0447 020 262

Return Information Debra Andrijich (A/Manager Community Development) Toodyay Visitor Centre 7 Piesse Street, Toodyay. 9574 9392/ 0475 811 955 events@toodyay.wa.gov.au by Monday **11th December** 2017

Q.1 Which locality of Toodyay do you live in?	Morangup Toodyay Other	☐ ☐ ☐
Q.2 Do you have a disability that restricts your transport options without accessible public transport?	Yes No	☐ ☐

Continue over page

Q.3 Which two of the following best reflects your views on public transport in the Shire of Toodyay?	No bus service Fares to expensive Safety Commute takes too long Fares to complicated Other	☐ ☐ ☐ ☐ ☐ ☐
Q.4 If available how often would you use a coach service?	Daily Several times a week Several times a month Other	☐ ☐ ☐ ☐
Q.5 If available how often would you use a coach service to Northam?	Daily Several times a week Several times a month Other	☐ ☐ ☐ ☐
Q.6 If available would you use a coach service to Midland/Northam on holidays and weekends?	Yes No	☐ ☐
Q.7 How would an improved public transport service improve your lifestyle?	Improved access to facilities Better social outcomes Improved access to health services Improved shopping opportunities Access to more work choices Financial savings	☐ ☐ ☐ ☐ ☐ ☐
Q.8 Which of the following would you use public transport for?	Work Related business Medical Shopping Family Education Personal Business A change in mode of transport Social recreation	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Q.9 If you become limited in your capacity to drive, would you use a public transport option?	Yes No	☐ ☐
Q.10 Choose the two most important factors to meeting your transport needs	Travel to where I want Simple to organise Cost Regularity of service Information about services Direct route Safe travel Must be on time Easy to get on and off Other	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Terminus 1 *(46459)*

2 *(22545)*

3 *(46460)*

4 *(11336)*

5 *(11338)*

6 *(11340)*

7 *(10622)*

8 *(22546)*

TOODYAY DHS *(4555)*

Depot (Act & App) *(35554)*

WATTENING

CULHAM

DEWARS POOL

BEJOORDING

NUNILE

COONDLE

HODDYS WELL

DUMBARTON

KATRINE

WEST TOODYAY

TOODYAY

JULIMAR

Old Plains Rd

Beard Rd

Rockdale Rd

Mount Rd

Wattening Rd

Connor Rd

Wattening Spring Rd

Telegraph Rd

Long Forrest Rd

Eighth Rd

Ninth Rd

Bejoording Rd

Bindi Bindi-Toodyay Rd

One Man Rd

Bindoon Spring Rd

Bindoon-Dewars Pool Rd

Coondle West Rd

Red Gum Cir

Caladenia Dr

White Gum Ridge

Melaleuca Dr

Scaevola Rd

Dawinia Cr

Timber Creek Cr

Horseshoe Rd

Bowers Rd

Coondle Dr

Macpherson Av

Mcintosh Rd

Charlton Blvd

Balgaling Rd

Waters Rd

Picnic Hill Rd

Bindi Bindi-Toodyay Rd

Wilkerson Rd

Hasson Pl

Julimar Rd

D'Leyer Rd

North St

Avon Tce

Toodyay West Rd

Beaufort St

Jay Clarke St

Deepdale Rd

Moran St

River Rd

Adam St

Stevens St

Railway Rd

Toodyay St

Jubilee Dr

Pearce Cr

Lyon Lkt

Drummond St

Duke St

Toodyay Rd

Nottingham Rd

Folewood Rd

Racecourse Rd

Sessells Rd

Stirlingia Dr

Sangplain Rd

Drummond Dr

Harvester Dr

Harders Chitty Rd

Market Rd

Black Wattle Rd

Phillips Rd

Fawell Rd

Church Gully Rd

Throssell Rd

Leeming Rd

Messenger Rd

Solomons Rd

Nunile Rd

Woodlands Rd

Hall Rd

Red Gully Rd

Woodendale Rd

Goomalling-Toodyay Rd

Range Rd

Dawson Rd

Link Rd

Nockdonnie Rd

Whitelakes Dr

Dumbarton Rd

Nairn Dr

Northam-Toodyay Rd

Dr Jmree Dr

Lambert Rd

Kilometres: 0, 1.5, 3, 6

- Institution
- Approved Depot
- Actual Depot
- Student PU/DO *(Stop ID)*
- Transfer Stop *(Stop ID)*
- Unloaded Start
- Loaded
- Unloaded End
- Approved Running
- Car Running/Kindy Run
- Major Roads
- Minor Roads
- Tracks
- Proposed Roads
- Public Transport Area Boundary
- Property Boundary

Contract Name: Toodyay North

AM MAIN RUN - Effective from 1/07/2017

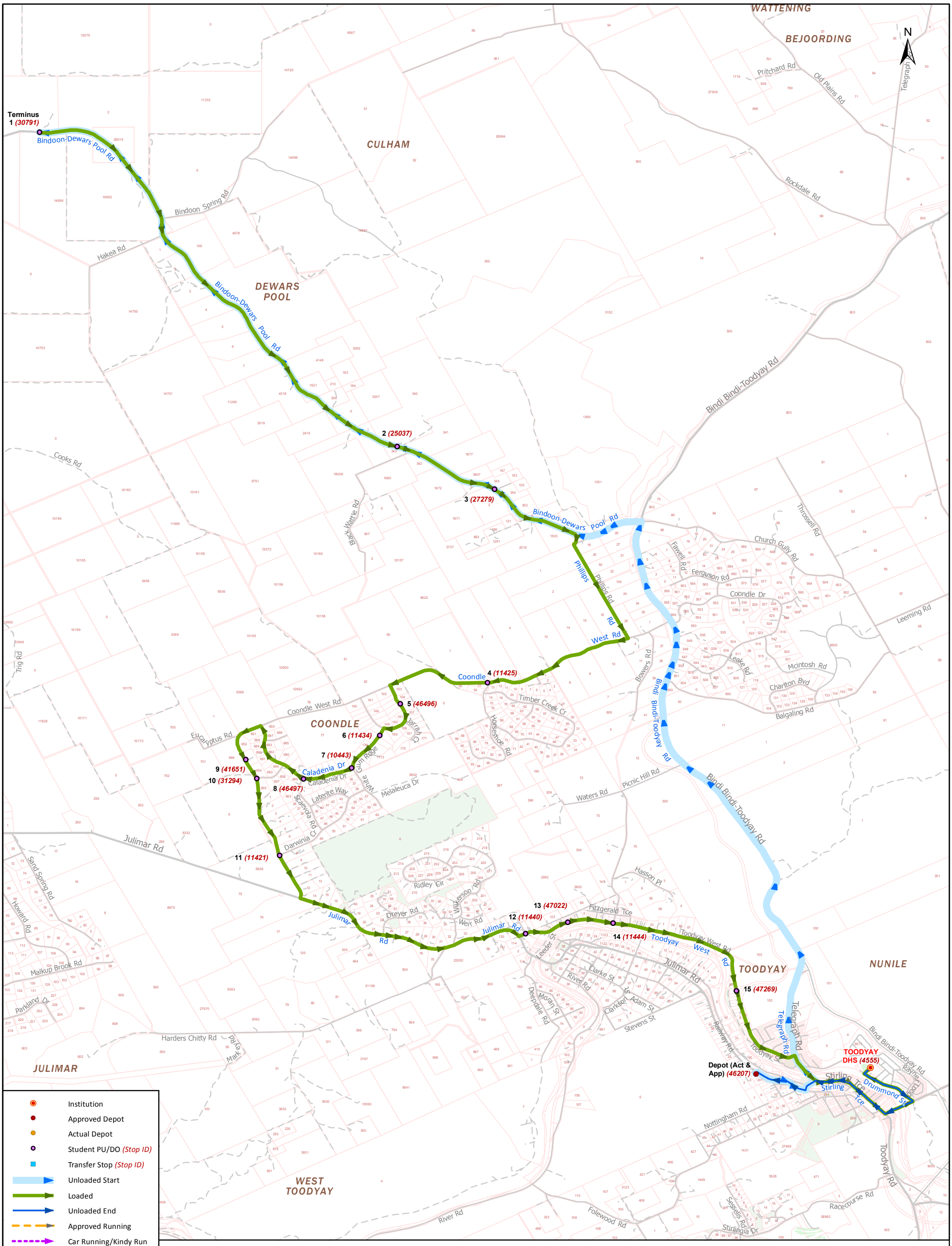
Contract Number: 15087

	Approved and Actual
Unloaded Start	31.8 km
Loaded	34.55 km
Unloaded End	6 km
Service Total	72.35 km
Unsealed	33.05%

ServiceID 82902

SchoolBus Services

Prepared on 20/07/2017 by WEX106224



Contract Name: Toodyay Woodland Heights

AM MAIN RUN - Effective from 9/10/2017

Contract Number: 14625

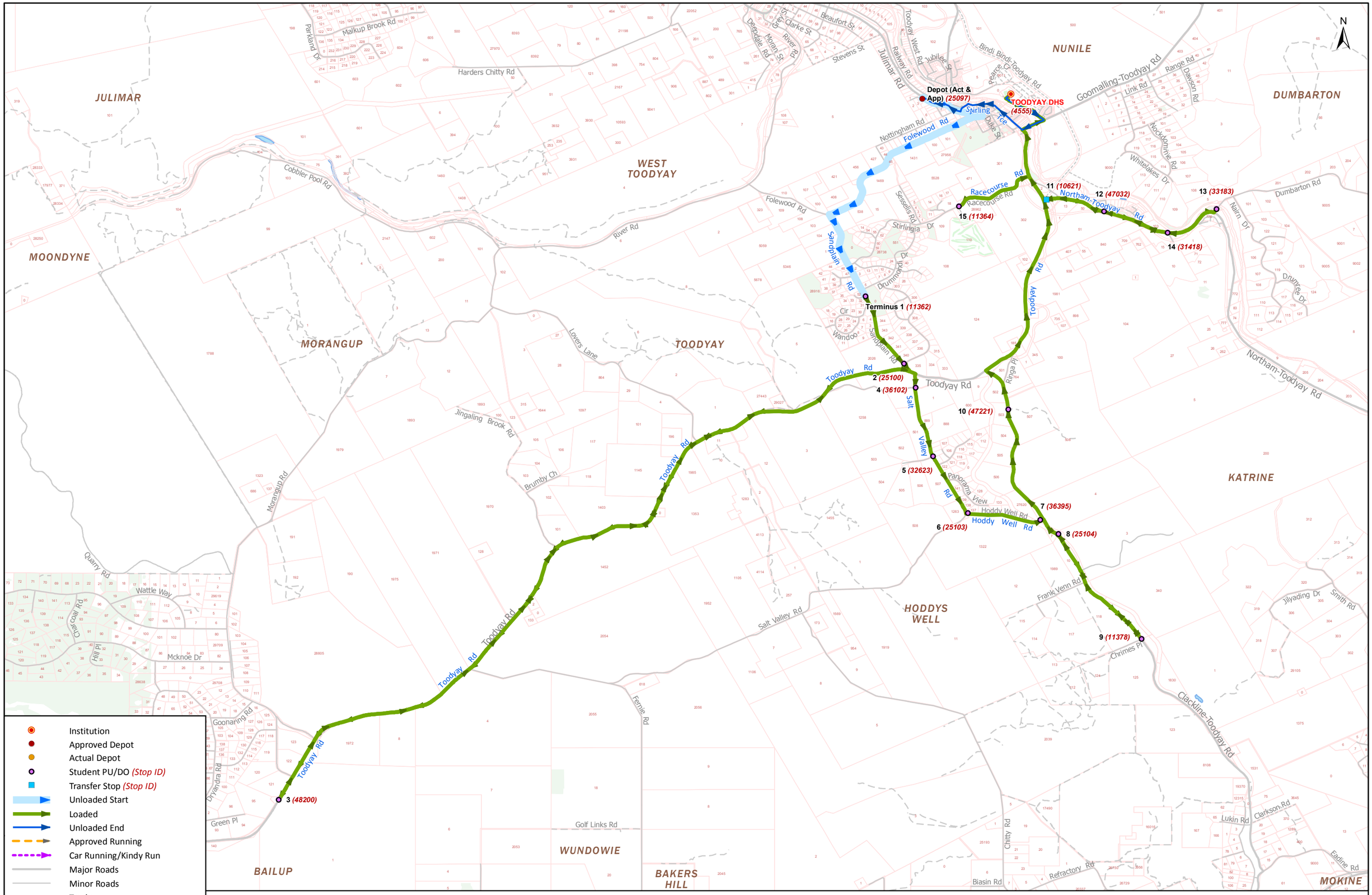
	Approved and Actual
Unloaded Start	25.03 km
Loaded	38.28 km
Unloaded End	3.98 km
Service Total	67.29 km
Unsealed	17%

0 1.25 2.5 5 Kilometres

ServiceID 84623

SBS SchoolBus Services

Prepared on 17/10/2017 by WEX106224



Contract Name: Toodyay South

AM MAIN RUN - Effective from 1/02/2017

Contract Number: 15061

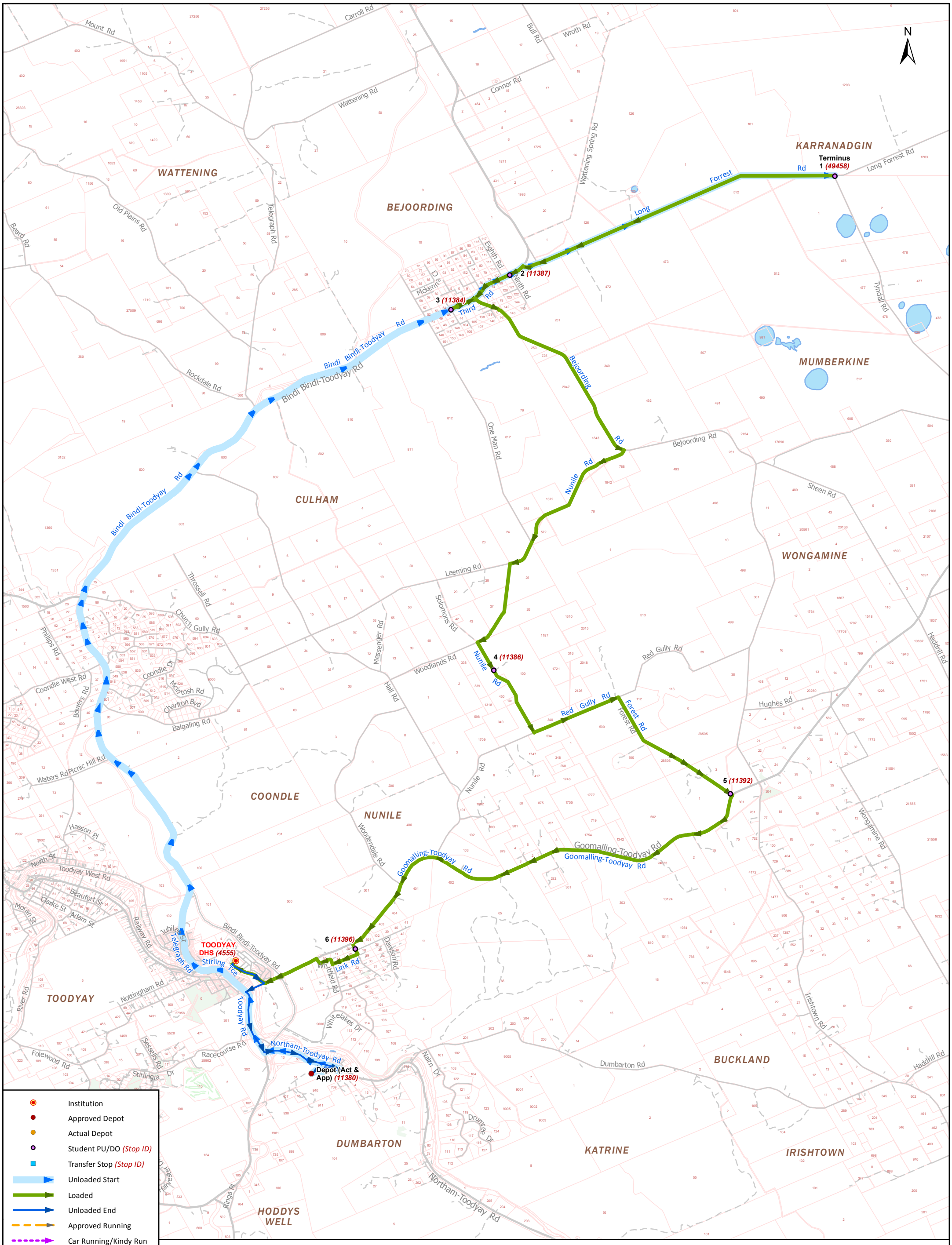
	Approved and Actual
Unloaded Start	7.54 km
Loaded	71.49 km
Unloaded End	3.98 km
Service Total	83.01 km
Unsealed	2.93%

0 2.25 4.5 9 Kilometres

ServiceID 78899

SchoolBus Services

Prepared on 02/03/2017 by WEX106224



Contract Name: Toodyay Wattening

AM MAIN RUN - Effective from 23/10/2017

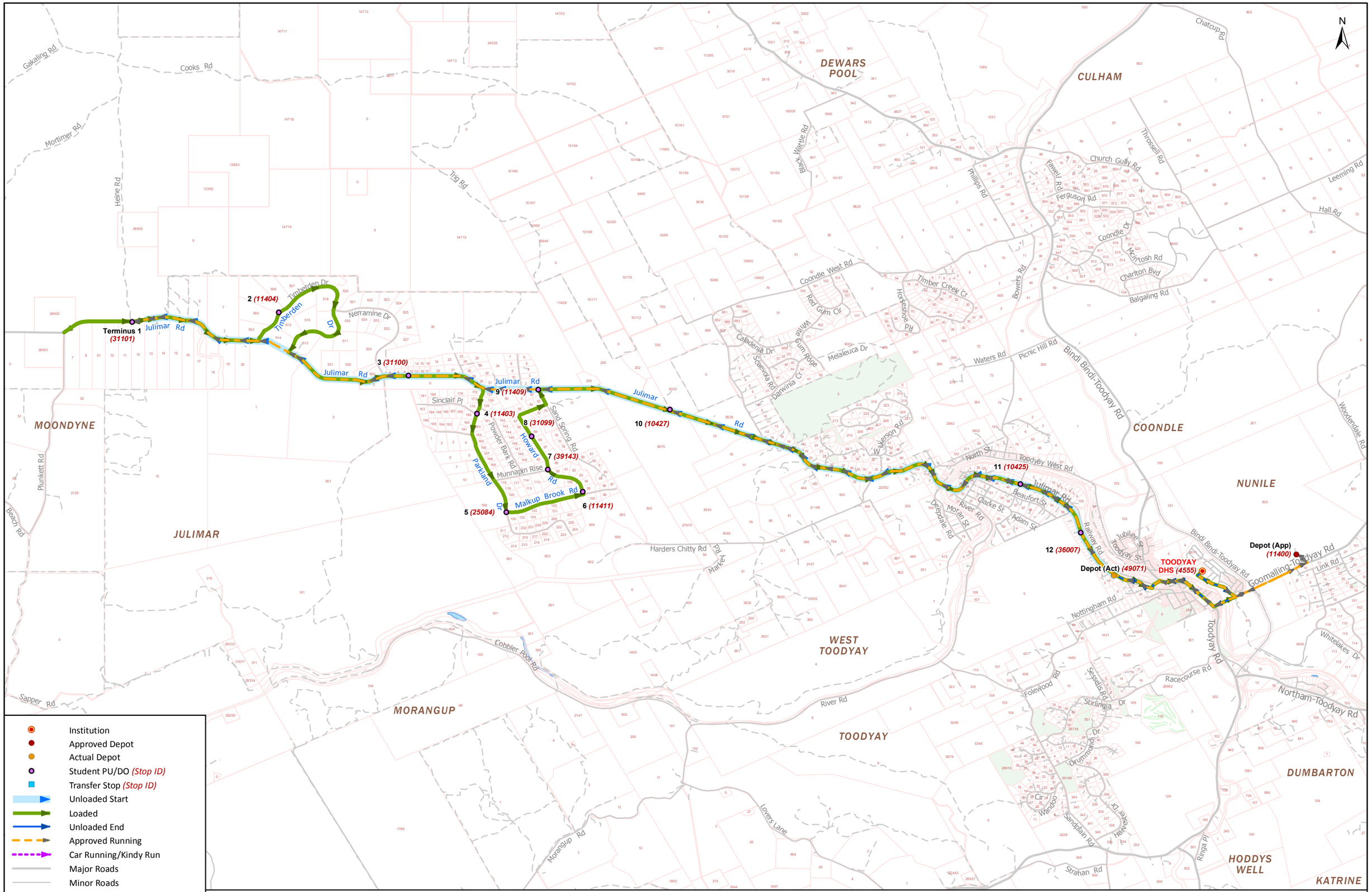
Contract Number: 15053

	Approved and Actual
Unloaded Start	38.74 km
Loaded	46.91 km
Unloaded End	5.99 km
Service Total	91.64 km
Unsealed	33.94%

ServiceID 84873

SchoolBus Services

Prepared on 25/10/2017 by WE18555



- Institution
- Approved Depot
- Actual Depot
- Student PU/DO *(Stop ID)*
- Transfer Stop *(Stop ID)*
- Unloaded Start
- Loaded
- Unloaded End
- Approved Running
- Car Running/Kindy Run
- Major Roads
- Minor Roads
- Tracks
- Proposed Roads
- Public Transport Area Boundary
- Property Boundary

ServiceID 84877

Contract Name: Toodyay West

AM MAIN RUN - Effective from 9/10/2017

Contract Number: 13831

	Approved	Actual
Unloaded Start	27.12 km	22.33 km
Loaded	39.88 km	39.88 km
Unloaded End	3 km	3.98 km
Service Total	70 km	66.19 km
Unsealed	29.06%	29.84%

0 2.25 4.5 9
Kilometres

SBS SchoolBus Services

Prepared on 25/10/2017 by WEX106224

Government of Western Australia
Public Transport Authority

SchoolBus Services

GUIDELINES

DESIGN OF STOPPING LOCATIONS AND TURNAROUNDS FOR RURAL CONTRACT SCHOOL BUS SERVICES

1.0 BACKGROUND

School Bus Services (SBS), a branch of the Public Transport Authority of WA, manages school bus contracts which provide transport assistance services to eligible students in Western Australia. Services operating in rural areas follow routes designed in consultation with contractors, drivers, shire/local councils and, where required or appropriate, Main Roads WA.

Safety is of paramount importance in the design of all service routes, and must be taken into account with respect to the choice of roads and the design and location of stopping locations and turnarounds.

SBS seeks to ensure that all aspects of route design are undertaken with a view to ensuring that routes provide safe pick-up and drop-off locations for students and are appropriate to the predictable road and traffic conditions and the size, type and manoeuvrability of vehicles being used as contract school buses.

2.0 SCOPE

SBS approves the routes along which contract school buses travel; however, responsibility for approving the design and location of stopping locations and turnarounds usually lies with regional shire/local councils or Main Roads WA.

These guidelines have been drafted to assist staff of SBS and regional shire/local councils involved in the selection of sites for, and the design of, stopping locations and turnarounds for contract school bus services operating in rural Western Australia.

Many shire/local councils already have relevant procedures or guidelines in place. In the event of there being any conflict between these SBS guidelines and those of a shire/local council, SBS recommends that the issue should be resolved by reference to the preferred practices of Main Roads WA.

3.0 DEFINITIONS

Approved Route — A route followed by a contract school bus service marked on a route map and approved by SBS. Routes normally follow roads gazetted by the State Government as 'public'.

Spur — A section of an approved route that branches from a main route and along which a contract school bus travels and returns in order to pick up and drop off eligible students.

Stopping Location — A location on an approved route which is used regularly for picking up or dropping off eligible students.

Terminus — On an approved route, the first pick-up point or last drop-off point for eligible students.

Turnaround — A location on an approved route used by the driver of a contract school bus to turn the vehicle around; usually, turnarounds are situated at the end of spurs or terminuses.

4.0 GUIDELINES

4.1 General

In accordance with Main Roads WA standards, the location and design of places used for picking up and dropping off contract school bus passengers and turning buses around must conform to the following objectives:

- Maximization of safety;
- Maximization of operational efficiency – that is: the provision of stopping facilities and turnarounds which result in minimal interruption to traffic flow and inconvenience to road users;
- Cost-effectiveness in terms of construction, maintenance and site location;
- Minimization of adverse impacts and enhancement of the environment and, where possible, visual integration of any stopping location and associated facilities with the surrounding environment; and
- The taking into account of the views of the public, including local residents, parents of student passengers, businesses, community groups and road users.

4.2 Stopping Locations

In addition to satisfying the general objectives set out in item 4.1, stopping locations for contract school bus services should be selected and designed so that, where possible, they:

- Are accessible and useable at all times of year (presuming normal weather conditions);
- Are located on quiet sections of road (in terms of predictable traffic use);
- Preferably allow space for all wheels of the bus normally used on the service to be off the road, and at least allow space for 3/4 of the width of the bus normally used on the service to be off the road, or, in the case of roads that do not have a delimited edge, are located so that other vehicles can safely pass the parked bus;
- Are not located on roads used regularly by heavy vehicles, unless there is space for all wheels of the bus normally used on the service to be off the road or mitigation strategies are in place to reduce the risk associated with the presence of heavy vehicles;
- Allow for clear visibility of traffic in both directions (ideally, 200m), taking into account the speed of traffic using the road;
- Preferably are located on straight stretches of road, and only located at the bottom of hills, half-way up hills or near bends if there is clear visibility of traffic in both directions;
- Preferably are not located directly opposite another stopping location;
- Are located on a type of surface (eg gravel, sealed) appropriate to the bus normally used on the service and normal weather conditions;
- Are not located on highly cambered shoulders; and
- If signage is used to indicate the presence of the stopping location, it should be in accordance with shire/local council standards, and should use Main Roads WA approved or standard international symbols.

4.3 Turnarounds

In addition to satisfying the general objectives set out in item 4.1, the location of turnarounds should be selected so that the available road or clearing space suits the size, type and manoeuvrability of the bus normally used on the route.

4.4 Limited Use of Private Property

The use of vehicles on private property has insurance implications. Accordingly, whilst students are being transported, contract school buses may only be driven onto private

property if SBS, the owner of the property and the shire/local council have agreed in writing to such use – eg if part of a farm is to be used as a turnaround.

5.0 REFERENCES

Austroads Guide to Traffic Engineering Practice

Australian Standards

Main Roads WA publications (Guidelines, Standards and Applications), including:

Provision Guideline (67-08-66 rev 2): Chapter 2

Design Guidelines (67-08-66 rev 3A): Chapter 3

Bus Facilities (67-08-64 rev 1): Chapters 1, 2, 3

National Road Transport Commission Guidelines

6.0 ENQUIRIES

Enquiries concerning these guidelines or the appropriateness of existing or proposed stopping locations or turnarounds for contract school bus services should be directed to:

- The SBS Team Leader for the relevant district or region; or
- The SBS Operations Manager.

Enquiries relating to turnarounds and the manoeuvrability of specific vehicles should be directed to:

- The SBS Team Leader, Vehicle Inspection; or
- The SBS Operations Manager.