

**Scotland Island Residents' Association Incorporated (SIRA)
Committee of Management (SIRAC)
Community Vehicle Service**



The Constitution of the Scotland Island Residents' Association vests in the Committee of Management (SIRAC) the "power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association" (Article 12), and provides for delegation to a sub-committee "the exercise of such of the functions of the committee as are specific in the instrument [of delegation]" (Article 20).

The Committee (SIRAC) delegates to the Community Vehicle Service the following specific functions:

1. To provide a reliable transport service for residents of and visitors to the Island
2. To ensure adequate funding for the maintenance of the service
3. To manage the annual funding agreement with Transport for NSW
4. To provide quarterly reports to Transport for NSW
5. To manage the vehicle lease agreement with Pittwater Council

Funding for the Scotland Island Community Vehicle is provided by the NSW Government under the Community Transport Program (CTP) which aims to address transport disadvantage at the local level primarily by promoting efficient use of transport resources that exist within the community.

The CTP targets people whose access to mainstream transport services is limited by physical, social or geographical factors. For example: people who live in villages of less than 500 people that do not have access to conventional transport systems.

Addendum to SIRAC Community Vehicle Service Charter

Community Vehicle Service Team (Reports to SIRAC)

Team Leader: Graeme Crayford

Members: Cass Gye, All Drivers, Gill Unwin

Major Goals

1. To provide a reliable transport service for residents of and visitors to the Island
2. To ensure adequate funding for the maintenance of the service
3. To obviate the need for residents to have their own vehicles on the Island
4. To educate residents in the availability of the vehicle and the advantages of using it as an alternative to bringing their own vehicles on to the island
5. To maintain a sufficient number of volunteer drivers to enable a reliable service

Key Documents

Annual Funding Agreement with Department of Transport

Vehicle Lease Agreement with Pittwater Council

Community Vehicle Operations Manual

Current Assets

1. Mitsubishi Triton 4x4 Crew-Cab, 4WD utility with tonneau cover, automatic transmission and air-conditioning. Additions include bull-bar, spotlights, metal utility box. Licence plate number BJ 09 HG
2. Tyre-inflation attachment for compressed air device
3. Eight, 10-litre fuel cans

Current Liabilities

1. Pittwater Council Lease over 4 years
2. Samsung Mobile Phone, 2 year Vodafone contract

Current Responsibilities

Graeme Crayford, Co-ordinator:

- SIRA representative to work with NSW Department of Transport, Community Transport Organisation and Pittwater Council regarding funding and leasing arrangements
- Purchase and deliver fuel for vehicle.
- Prepare meeting agenda, arrange meetings, assist with notices, take minutes at meetings, distribute minutes, design of notices, print log sheet and accident report forms
- Maintain roster, update driver list,
- Report to SIRAC

Cass Gye, Operations:

- Operational contact person, emergencies and troubleshooting, enlist and train new drivers, accident reports; arrange regular maintenance service, book barge, liaise with Steve Valenti for minor repairs; reconcile financial accounts, fuel invoices, concession payments
- Report to SIRAC

Steve Valenti: Maintenance and minor repairs, tyre repair

Jenelle Barnett: Clean vehicle, check oil and water