Notice is given that a meeting of the Community Passenger Network Committee will be held on Thursday, 21 August 2014 in the Council Chambers (Meeting Room 2) commencing at 9am.

(Acting) Chief Executive Officer

1.0 Present and Apologies

2.0 Minutes of Community Passenger Network Meeting – 29 April 2009
RECOMMENDATION
That the Minutes of the Community Passenger Network Meeting held on Wednesday, 29 April 2009, be accepted.

3.0 Terms of Reference

4.0 Election of Presiding Member

5.0 CPN Officer’s Update

6.0 New Business
   6.1 Rockhopper
   6.2 CPN Eligibility
   6.3 Reporting requirements
   6.4 Future of the CPN

7.0 Other Business

8.0 Next Meeting

9.0 Closure
Minutes of a Community Passenger Network Committee Meeting held in Interview Room, 43 Dauncey Street, Kingscote on Wednesday, 29th April 2009 commencing at 12.35 pm

1.0 Present

Cr B Davis (Chairperson - Council), Christine Kelly (Coordinator CPN - Council), Sharon Westerman (Manager - Community Health), Ian Kent (Principle - KICE), Peter Wyatt (KI Transfers), Cath Cantlon (Community Development Officer - Council), Lynlee Heinrich (Employment Consultant – FWS)

2.0 Apologies

Steve Laybourn (Director Marketing & Business Development - SmartCar), Daniel Rowley (Community Infrastructure & Services Manager - Council), Kerry Kaye-Boss (Project Development, Manager - FWS), Tessa Shalay (Community Services Team Leader - Health), Julie Saunders (Regional Manager - FWS),

3.0 Guests

Penny Wheaton, PA for Michael Pengilly - Member for Finnis, Annette Roestenburg (RSL)

4.0 Confirmation of minutes from meeting held on 25 February 2009

The minutes of the meeting held on Wednesday, 25th February 2009 were confirmed.

Moved: Peter Wyatt Seconded: Sharon Westerman CARRIED

5.0 Business Arising – Actions from Previous Minutes

5.1 Coordinator requested feedback on the blurb for the brochure. Suggested that HACC to be included in the blurb as they are an integral partner of CPN. Committee accepted the blurb with the change and Coordinator to distribute electronically for further recommendations.

5.2 Health advised bus finally passed its inspection, however, no guarantee of its sustainable availability for future use, which will be a recommendation at the HAC meeting in May. Coordinator advised that Michelle Spagnoletti will be in contact to arrange a meeting on the Island with Health, HAC, DTEI and CPN; to discuss the Health Bus.
6.0 **New Business**

6.1 **Client Transport Authorisation Form** *(for use by Volunteer Drivers in the transportation of patients being released from Hospital etc)*

Coordinator distributed the new form to be used by Volunteer Drivers upon collection of patients from Hospitals; which was emailed to all (11) eleven South Australian CPN Coordinators. The email was generated from Michelle Spagnoletti (DTEI), after consultation with other CPN Coordinators and Country Health SA are happy to commence distribution to hospitals. Sharon Westerman (Health) advised they do not use this type of form. The issue of Insurance and taking responsibility was a concern and Sharon will pass it onto Health’s legal advice, for possible feedback by next CPN committee meeting.

6.2 **Update from DECS**

Ian Kent (Principle - KICE) advised the DECS bus fleet has diminished over the last (3) three weeks. There had been a small possibility of CPN coordinator using the Karratta Camp bus, however; even KICE faces difficulty in servicing its own students. Even “kindy” aged children cannot use a DECS bus. Ian advised he will be tackling the department on the above issues and it was suggested, if required; supporting letters from the CPN committee members and other agencies on the Island could be provided as support for this cause.

Ian Kent (Principle – KICE) advised a sub-committee of KICE Governing Council is to be formed and to advise DECS re ongoing issues surrounding loss of spare buses and tyranny of distance when breakdown occurs with only one spare bus available.

7.0 **Other Business**

7.1 Annette Roestenburg (RSL) suggested Department of Veteran Affairs as another avenue for funding. Coordinator to investigate and ascertain if an option and will provide feedback at next meeting.

7.2 Coordinator requested that each agency please complete and email back “KI Community Passenger Transport Committee - Questionnaire - Proposed Timetable of Travel Requirements”. This will provide an analysis of the gaps/needs for travel for disadvantaged groups on the Island. *(this was an outcome of the workshop held March 18, 2009).* This will enable the coordinator to use this as a “vehicle” for funding applications, increasing assistance with brokering travel requests for all agencies.

8.0 **Correspondence:**

Nil
9.0 **Next Meeting**
Discussion around Thursday being an alternative day for CPN Committee Meetings.

Decision unanimously decided that Wednesday is the most convenient day for all to attend the CPN committee meetings. Coordinator to address, next meeting TBA.

10.0 **Closure**
Meeting declared closed at 1.24 pm.

**ACTION PLAN**

**29 April 2009 CPN Committee Meeting**

<table>
<thead>
<tr>
<th>Minute Number/Subject</th>
<th>Responsible Officer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Email electronic version of brochure</td>
<td>Coordinator</td>
<td>To be actioned incorporating the change to the blurb allowing comment for further recommendations</td>
</tr>
<tr>
<td>6.1 Health to advise on the legal advice for the “Client Transport Authorisation Form”</td>
<td>Sharon Westerman (Health)</td>
<td>To be actioned if possible by next meeting</td>
</tr>
<tr>
<td>6.2 Update from DECS re if any more information on use of School buses and the ongoing compounding issues</td>
<td>Ian Kent (KICE)</td>
<td>To be actioned no timeframe</td>
</tr>
<tr>
<td>7.1 Investigate funding from Veteran Affairs</td>
<td>Coordinator</td>
<td>To be actioned and advice by next meeting</td>
</tr>
<tr>
<td>7.2 Proposed Timetable of Travel Requirements to be completed, so a complete analysis can be formulated for applications for funding – concentrating more on possible, future and permanent travel requirements</td>
<td>Health, FSW, DECS</td>
<td>To be actioned and to be provided to coordinator before next meeting</td>
</tr>
<tr>
<td>Investigate in assisting Health with Penneshaw &amp; Parndana i.e. men’s/social/shopping trips</td>
<td>Coordinator</td>
<td>Ongoing – no timeframe</td>
</tr>
<tr>
<td>Names &amp; numbers of volunteers to Coordinator</td>
<td>Sharon Westerman</td>
<td>To be actioned. Advised will be supplied by next meeting</td>
</tr>
<tr>
<td>Future bi-monthly trips for youth events requiring funding</td>
<td>Coordinator</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Communication through Council Matters re travel facilities available</td>
<td>Coordinator</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Task</td>
<td>Coordinator</td>
<td>Notes</td>
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<td>----------------------------------------------------------------------</td>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td>To ascertain criteria re Volunteers driving their own cars</td>
<td>Coordinator</td>
<td>Coordinator to advise information from DTEI – next meeting</td>
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<tr>
<td>Investigate possible partnership with Red Cross on the Island</td>
<td>Coordinator</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Liaise with Kerry (FWS) re admin assistant</td>
<td>Coordinator/Kerry</td>
<td>Ongoing</td>
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</tbody>
</table>