




**MINUTES
CATS STAKEHOLDER REFERENCE GROUP MEETING**

20 February 2019

The Chief Executive Officer recommends the endorsement of these minutes at the next CATS Stakeholder Reference Group Meeting.

Signed:  Date 25 February 2019

These minutes were confirmed at the CATS Stakeholder Meeting held on _____

Signed:
(Presiding Person at the meeting at which minutes were confirmed)

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CATS STAKEHOLDER REFERENCE GROUP MEETING AGENDA

20 FEBRUARY 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Person, Cr Bartron, declared the meeting open at 5:35 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

CATS Stakeholder Reference Group Members

Cr Clive Bartron – Presiding Person
Mr Allan Corner – Narrogin Lions Club
Ms Kirsty Simkins – Shire of Wagin
Ms Lorraine Larment – Narrogin & District Senior Citizens
Mr Jim Curnow – Volunteer Driver Representative

Apologies

Mr Peter Webster – Chief Executive Officer Shire of Wagin
Mr Gary Sherry – Chief Executive Officer Shire of Cuballing
Cr Dawson Bradford – Shire of Cuballing
Mr D Stewart – Chief Executive Officer

Staff

Mr F Ludovico – Executive Manager Corporate & Community Services
Ms L Yorke – Manager Community Care Services

Absent

Ms Joanne Leeson – Revheads

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION AND REFERENCE GROUP'S RESOLUTION	
Moved: Mrs Larment	Seconded: Mr Corner
That the minutes of the CATS Stakeholder Reference Group Committee Meeting held 31 October 2018 be confirmed as an accurate record of the proceedings.	
CARRIED 5/0	

5. MATTERS FOR DISCUSSION

5.1 Financial Statement 31 January 2019 (copy attached)

The Reference Group discussed the following matters:

- Invoices had been sent to the Shire's of Cuballing (\$1,000) and Wickepin (\$500);
- Letters had been written to Shires of Boddington and West Arthur. They had requested further information which was supplied. No further response has been received;
- The Shire of Narrogin contribution of \$3,000 needs to be clearly identified in the Financial Statement.

5.2 Replacement of Community Assisted Transport Service (CATS) Vehicle. A schedule will be presented at the meeting.

A vehicle evaluation was tabled at the meeting (copy attached – 20190220 Vehicle Evaluation)

The Reference Group discussed the following matters:

- 1 multi-year arrangement did not provide any significant financial benefits;
- The various vehicles were evaluated by drivers and a group of clients;
- It would be worthwhile to obtain changeover prices when the vehicle had reached 30,000km to see if it would be economical to changeover at that stage.

REFERENCE GROUP'S RESOLUTION	
Moved: Mr Curnow	Seconded: Mrs Larment
That the Reference Group support the proposed outright purchase of the Nissan Xtrail 2WD Auto ST from Narrogin Auto Centre for a changeover price of \$8,397.50.	
CARRIED 5/0	

6. MATTERS THAT DO NOT REQUIRE A DECISION (FOR INFORMATION PURPOSES ONLY)

6.1 CATS Vehicle Usage Figures

	Number of clients	Number of trips	Shires	Establishments visited	Drivers Used
Jan 2019	19	17	2	11	11
Feb 2018	18	14	3	11	9
Mar 2018	17	13	5	11	10
Apr 2018	18	10	5	10	8
May 2018	17	15	3	9	9
Jun 2018	18	13	6	8	9
July 2018	19	18	5	12	9
Aug 2018	24	19	5	14	11
Sept 2018	23	15	5	13	10
Oct 2018	24	24	4	13	10
Nov 2018	33	33	3	15	10
Dec 2018	15	10	3	10	8
TOTAL	245	201			

The Vehicle Usage figures were noted.

7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

7.1 Volunteers

The Lions are conducting an auction in the near future and it would be worthwhile to display the new CATS vehicle at that event to raise the profile of the Service and seek additional volunteer drivers.

8. NEXT MEETING AND CLOSURE OF MEETING

The Committee decided the next meeting will take place in October 2019.

There being no further business to discuss, the Presiding Member declared the meeting closed at 6.17 pm.