



COMMUNITY ASSISTED TRANSPORT SERVICE (CATS) STAKEHOLDER REFERENCE GROUP MEETING

MINUTES

12 December 2023

Commencing at 10.00 am
Meeting Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Community Assisted Transport Service (CATS) Stakeholder Reference Group.

Signed:  Date **10 January 2024**

(Chief Executive Officer)

These minutes were confirmed at the Community Assisted Transport Service (CATS) Stakeholder Reference Group Meeting held onDate

Signed:

(Presiding Member at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyen Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Please note that meetings may be recorded for minute taking purposes.

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**COMMUNITY ASSISTANCE TRAVEL SERVICE (CATS)
STAKEHOLDER REFERENCE GROUP MEETING
12 DECEMBER 2023**

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Person, Cr Murray Fisher, declared the meeting open at 10:04 am.

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

CATS Stakeholder Reference Group Members

Cr Murray Fisher – Presiding Person (Left meeting at 10.23am)

Cr Clive Bartron – Delegate (Presiding at 10.23am)

Mr Allan Corner – Narrogin Lions Club

Mrs Lorraine Larment – Narrogin & District Senior Citizens

Mrs Jan Shepherd – Narrogin & District Senior Citizens

Mr Jim Curnow – Volunteer Driver Representative

Mr Clint Ackland – Revheds

Cr Sherryl Chilcott – Shire of Wagin

Staff

Mr M Furr – Executive Manager Corporate & Community Services

Ms P Raworth – Manager Community Services (Joined meeting at 10.12am)

Mrs Anette De Waal – Homecare Finance & Administration Officer

Ms S Gallagher – Executive Support Officer – Minutes

Absent

Mr Stan Scott – Chief Executive Officer Shire of Cuballing

Cr Julie Christensen – Shire of Cuballing

Apologies

Mr Mark Hook – Acting Chief Executive Officer Shire of Wagin

Cr Ann O'Brien – Shire of Wagin

Mr Luke Mead – Revheads

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

Name	Item No	Interest	Nature

4. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

OFFICER'S RECOMMENDATION	
Moved: Mrs Lorraine Larment	Seconded: Mr Jim Curnow
That the minutes of the CATS Committee Meeting held 14 September 2023 be confirmed as an accurate record of the proceedings.	
CARRIED 5/0	

5. **MATTERS FOR DISCUSSION**

5.1 **Financial Statement**

Ms De Waal and Mr Furr presented the revised finance reporting documentation for FY2023/24.

**Community Assisted Transport (CAT)
Statement of Income
For the 4 Months ended 30 October 2023**

	2023/24 Actual \$	2023/24 YTD Budget \$	2022/23 Actual \$
<i>Operating Income</i>			
Cat Fees	5,148.56	5,287.50	5,489.97
Other Shires contributions/ Donations	0.00	0.00	2.50
Total Income	5,148.56	5,287.50	5,492.47
<i>Operating Expenditure</i>			
Motor vehicle expenses	-4,330.13	-5,625.00	-4,400.19
Telephone	0.00	0.00	0.00
Meals	-765.00	-1,042.00	-780.00
General	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Total Operating Expenditure	-5,095.13	-6,667.00	-5,180.19
Operating Surplus/(deficit)	53.43	-1,379.50	312.28
CAT Reserve Fund balance	14,040.00		14,040.00

Action:

- *The Reference Group requested quarterly financial reports. (Agreed)*
- *The Reference Group requested monthly vehicle statistics.(Agreed)*
- *The Executive Manager Corporate and Community Services to investigate the financial implication of client paying for service via PATS or fuel card.(Agreed)*

5.2 Replacement of Community Assisted Transport Service (CATS) Vehicle

Proposed budget amendment in Feb 24 to include CATs vehicle replacement.

Mr Furr advised the meeting that vehicle will be replaced in the February budget review process. Contributions are to be sought from other Shires.

Ms Raworth advised the meeting that RFQ requirements were sent to car dealerships. Toyota was the only dealership to respond.

The Reference Group noted that the preferred vehicle is Mitsubishi Outlander, dependent on availability.

Action:

- *Manager Community Services to seek updated quotes.*
- *The Reference Group requested that supply and storage capacity of a full-size spare tyre be considered when selecting a replacement vehicle.*

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

6.1 Revised Terms of Reference

Reviewed and endorsed by the Council 23 October 2023.

6.2 CATS Service Update

Update on current service provision including vehicle usage figures.

Cr Sheryl Chilcott advised the reference Group that new CEO to commence at Shire of Wagin 29 January 2024. Availability of service needs to be promoted in Wagin.

Action:

- *Manager Community Services to forward service information to stakeholders in Wagin.(Agreed)*
- *The Reference Group requested statistics include time car is unused (including no bookings, servicing).(Agreed)*

6.3 Volunteer Management

Update by the Manager Community Services on current volunteer numbers and volunteer management including any issues.

The Executive Manager Corporate and Community Services acknowledged the valuable contribution made by the CATS Volunteer Coordinator.

Thank a Volunteer Day event to be held 22 February 2024. This will be an opportunity for CATS to promote and recruit volunteers.

6.4 Client Management

Update by the Manager Community Services on current client numbers and client management including any issues.

Manager Community Services updated the Reference Group on difficulty faced by service when hospitals discharge patients on Saturday or out of business hours. It is not always possible to schedule client trips to occur during daylight hours.

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

Action:

- *Mr Curnow requested the Shire raise the issue of CPI on PATS with State Government. (Agreed)*
- *Mr Curnow requested the Reference Group meet annually, more often than to discuss replacing the vehicle. (As Required)*

8. NEXT MEETING AND CLOSURE OF MEETING

The Committee decided the next meeting will take place in the third week of August 2024.

There being no further business to discuss, the Presiding Member declared the meeting closed at 11.14 am.