



## COMMUNITY ASSISTED TRANSPORT SERVICE (CATS) STAKEHOLDER REFERENCE GROUP MEETING

### MINUTES

**14 September 2023**

Commencing at 2.00 pm  
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 Community Assisted Transport Service (CATS) Stakeholder Reference Group.

Signed: .....

Date **15 September 2023**

(Chief Executive Officer)

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

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.

**Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)**

**Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille**

## **DISCLAIMER**

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

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

# CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS .....	4
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	4
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
5. MATTERS FOR DISCUSSION.....	5
5.1 Financial Statement 30 June 2023.....	5
5.2 Replacement of Community Assisted Transport Service (CATS) Vehicle .....	6
6. MATTERS THAT DO NOT REQUIRE A DECISION (FOR INFORMATION PURPOSES ONLY).....	7
6.1 CATS Vehicle Usage Figures.....	7
6.2 Volunteer Management.....	8
6.3 Client Management.....	8
7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING .....	8
8. NEXT MEETING AND CLOSURE OF MEETING .....	8

**COMMUNITY ASSISTANCE TRAVEL SERVICE (CATS)  
STAKEHOLDER REFERENCE GROUP MEETING MINUTES  
14 SEPTEMBER 2023**

---

**1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

The Acting Presiding Person, Mr Mark Furr, declared the meeting open at 2:07 pm.

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

**CATS Stakeholder Reference Group Members**

Cr Murray Fisher (Delegate)

Mr Allan Corner – Narrogin Lions Club

Mrs Lorraine Larment – Narrogin & District Senior Citizens

Mr Jim Curnow – Volunteer Driver Representative

Mr Clint Ackland – Revheads

Mr Luke Mead - Revheads

**Staff**

Mr M Furr – Executive Manager Corporate & Community Services

Ms P Raworth – Manager Community Services

Mrs V Ward – Executive Support Coordinator

**Absent**

Mr Stan Scott – Chief Executive Officer Shire of Cuballing

Cr Dawson Bradford – Shire of Cuballing

**Apologies**

Cr Graham Broad – Presiding Person

Cr Ann O'Brien – Shire of Wagin

Mr Mark Hook – Acting Chief Executive Officer Shire of Wagin

Cr Sherryl Chilcott – Shire of Wagin

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**

<b>OFFICER'S RECOMMENDATION</b>	
Moved: Mr Jim Curnow	Seconded: Mr Allan Corner
That the minutes of the CATS Committee Meeting held 24 August 2021 be confirmed as an accurate record of the proceedings.	
<b>CARRIED</b>	

5. **MATTERS FOR DISCUSSION**

5.1 **Financial Statement 30 June 2023**

Please note that the following financial represents cash costs only and do not include depreciation and administrative costs with managing the car, including the service and volunteer management.

<b>Community Assisted Transport (CAT)</b>		
<b>Statement of Income</b>		
<b>For the year ended 30 June 2023</b>		
	<b>2022/23</b>	<b>2021/22</b>
	<b>\$</b>	<b>\$</b>
<b><i>Operating Income</i></b>		
Cat Fees	-12,713.06	-9,844.82
Other Shires contributions/ Donations	0	-3,650.00
<b><i>Total Income</i></b>	<b>-12,713.06</b>	<b>-13,494.82</b>
<b><i>Operating Expenditure</i></b>		
Motor vehicle expenses	11,548.85	11,001.31
Telephone	538.95	309.55
Meals	2,432.73	2,258.18
General	21.59	114.64
Miscellaneous	28.00	70.00
<b>Total Operating Expenditure</b>	<b>14,570.12</b>	<b>13,753.68</b>
<b>Operating Surplus/(deficit)</b>	<b>-1,857.06</b>	<b>-258.86</b>
<b>CAT Reserve Fund balance</b>	<b>14,040.00</b>	<b>5,869.00</b>

Ms Larment presented a financial statement which differed from those that were presented.

**Action:**

- *The Executive Manager Corporate and Community Services advised that he would compare the financial figures as presented by Ms Larment and those presented to the Stakeholder Group and advise the attendees of the outcome.*

**5.2 Replacement of Community Assisted Transport Service (CATS) Vehicle**

The current vehicle is a Nissan X Trail (NGN 219) and has travelled approximately 80,000.

**Action:**

- *The Executive Manager Corporate and Community Services to create a Memorandum of Understanding (MOU) outlining vehicle specifications and replacement criteria (including a full size spare tyre)*
- *The Reference Group advised that it was preferable Replacement vehicles to be purchased locally and ideally to have vehicle replaced prior to end of year.*

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

6.1 **CATS Vehicle Usage Figures**

- Cost per Trip (average) \$94.61 (22/23)
- Cost per Trip (average) \$98.23 (21/22)

Question: Is there a need to review the charging regime regarding trips, mileage, meals etc?

# Cats trips per Month		
Month	Bookings	Trips
Jul-21	14	12
Aug-21	16	13
Sep-21	11	9
Oct-21	19	15
Nov-21	15	13
Dec-21	12	11
Jan-22	14	11
Feb-22	15	11
Mar-22	15	11
Apr-22	9	6
May-22	20	15
Jun-22	17	13
Jul-22	16	13
Aug-22	16	13
Sep-22	22	13
Oct-22	19	14
Nov-22	20	13
Dec-22	14	12
Jan-23	13	10
Feb-23	14	10
Mar-23	20	15
Apr-23	16	12
May-23	19	17
Jun-23	15	12

  

# Cats trips per FY		
FY	Bookings	Trips
21_22	177	140
22_23	204	154

**Action:**

- *The Reference Group requested if Actual costs per trip on average to be identified prior to fees being reviewed.*

The following questions were submitted by Cr Sherryl Chilcott – Shire of Wagin:

1. Not enough publicity in Wagin about the CATS Services – does not think that the Wagin Dr is promoting.

*Administration Staff to send correspondence / information to neighbouring Shires and GP's about the CATS service.*

2. How many are utilising this service? What can the Wagin Shire do to assist in promoting?

*See attached breakdown of service usage.*



## **6.2 Volunteer Management**

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

- *Currently have 20 volunteers.*
- *6 volunteer carers*
- *Thanks were extended to Jan Shepherd for all of her hard work over the years.*
- *Thanks to Allan for the many years of washing the CATS Car.*
- *Decline in trips to Bunbury & Perth due to those treatments being offered in Narrogin.*
- *Focus on attracting, retaining and acknowledging volunteers.*

### **Action:**

- *Administration Staff to investigate the implications of having children in CATS Car.*

## **6.3 Client Management**

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

*See 6.2 Update*

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

### **Action:**

- *EMCCS to investigate efficient and effective options in which major contributors/sponsors are recognised on future vehicles.*

## **8 NEXT MEETING AND CLOSURE OF MEETING**

The Committee decided the next meeting will take place Thursday 7 December 2023 @ 2pm.

There being no further business to discuss, the Acting Presiding Member declared the meeting closed at 3.25pm.