



## MINUTES

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

**19 September 2024**

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

Signed:  ..... Date 20 September 2024

These minutes were confirmed at the CATS Stakeholder Meeting held on \_\_\_\_\_

Signed: .....  
(Presiding Person 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  
MINUTES  
19 SEPTEMBER 2024**

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

The Presiding Person, Cr Murray Fisher, declared the meeting open at 2:09 pm.

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

**CATS Stakeholder Reference Group Members**

- Cr Murray Fisher – Presiding Person
- Mr Allan Corner – Narrogin Lions Club
- Mrs Lorraine Larment – Community Representative
- Mrs Jan Shepherd – Narrogin & District Senior Citizens
- Mr Jim Curnow – Volunteer Driver Representative
- Cr Sherryl Chilcott – Shire of Wagin

**Staff (Non Voting)**

- Mr M Furr – Executive Manager Corporate & Community Services
- Ms P Raworth – Manager Community Services
- Ms Anette De Waal – Homecare Finance & Administration Officer

**Absent**

- Cr Clive Bartron – (Delegate)
- Mr Luke Mead – Revheads
- Mr Clint Ackland – Revheads
- Cr Ann O'Brien – Shire of Wagin

**Apologies**

- Cr Scott Ballantyne – Shire of Cuballing
- Mr Stan Scott – Chief Executive Officer, Shire of Cuballing
- Mr Kenneth Parker – Chief Executive Officer, 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 &amp; REFERENCE GROUP RESOLUTION</b>	
<b>Moved: Jim Curnow</b>	<b>Seconded: Lorraine Larment</b>
That the minutes of the CATS Stakeholder Reference Group Meeting held on the 12 December 2023, be confirmed as an accurate record of the proceedings.	
<b>CARRIED</b>	
For:	Cr Fisher, Mr Corner, Mrs Larment, Mrs Shepherd, Mr Jim Curnow, Cr Chilcott
Against:	Nil

5. MATTERS FOR DISCUSSION

5.1 Financial Statement – Executive Manager Corporate & Community Services

<b>Statement of Income July 23 - June 24</b>	<b>2023/24 Actual \$</b>	<b>2023/24 Budget \$</b>	<b>2022/23 Actual \$</b>
<b>Operating Income</b>			
Cat Fees	16,300	12,690	12,711
Stakeholder contributions/ Donations	5,645	5,000	3
<b>Total Income</b>	<b>21,945</b>	<b>17,690</b>	<b>12,713</b>
<b>Operating Expenditure</b>			
Motor vehicle expenses	14,201	13,500	11,549
Admin Allocation*	10,700	10,064	0
Meals	2,745	2,500	2,433
General	38	0	0
Miscellaneous	81	0	0
<b>Total Operating Expenditure</b>	<b>27,764</b>	<b>26,064</b>	<b>13,982</b>
<b>Operating Surplus/(deficit)</b>	<b>(5,820)</b>	<b>(8,374)</b>	<b>(1,269)</b>
<b>Capital Expenditure</b>			
Cost of New Vehicle (PA014G)	30,759	30,000	0
<b>Capital Income</b>			
Proceeds on Disposal of Asset (PD014G)	16,364	15,000	0
Transfer from Reserves	14,000	14,000	0
<b>Total Surplus/ (deficit)</b>	<b>(6,215)</b>	<b>(9,374)</b>	<b>(1,269)</b>

An overview of the Financial Statement for Community Assisted Transport Services 2023/24 was provided by EMCCS

## OFFICER'S RECOMMENDATION & REFERENCE GROUP RESOLUTION

**Moved:** Cr Chilcott

**Seconded:** Mrs Larment

That with respect to the Financial Statement 2023/24, the Committee note the statement as presented.

**CARRIED**

**For:** Cr Fisher, Mr Corner, Mrs Larment, Mrs Shepherd, Mr Jim Curnow, Cr Chilcott

**Against:** Nil

### 5.2 Replacement of Community Assisted Transport Service (CATS) Vehicle 2026 – Executive Manager Corporate & Community Services

- Discussions were held regarding the replacement vehicle including the requirements to replace the vehicle at two (2) years or 60,000kms.

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

### 6.1 CATS Vehicle Usage Figures (see attached) – Homecare Finance & Administration Officer HFAO gave a brief presentation showing the breakdown of CATS trips including:

- Number of clients booked per month;
- Number of Cancellations/Unused days/Service days per month;
- Number of actual trips per month;
- Number of clients per residence per month; and
- Number of trips with one or more than one client in vehicle.

Stakeholder reference group requested an explanation into short trips and long trips:

- Short trips included Perth, Fremantle and Bunbury; and
- Long trips included Joondalup Campus and Busselton.

Discussion with regards to meal fees when there is more than one client in the vehicle.

- This figure needs to be shown as a donation to the CATS service and separate GL codes were requested to that effect.

**Action:** Identify within the 2024/25 Financial Statement the “Meals” income be represented separately in the Operating Income.

### 6.2 Volunteer Management Update – Manager Community Services

MCYS provided update including:

- Current volunteer/carer numbers;
- Attrition numbers;
- General promotion of CATs service in the Regions especially to all new GP's and Practice Managers;
- Training provided throughout the year;
- Service challenges; and
- Volunteer driver matters.

**Action:** Contact new GP surgery in Darkan to promote service

**CATS - BOOKING & TRIP CONFIGURATIONS****Number of Clients booked per Month**

# Clients	Year Month												Grand Total
Category	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	2024-01	2024-02	2024-03	2024-04	2024-05	2024-06	
FUEL CARD		1		1									2
FUEL CARD & CARER		1	1	1	1				1				5
SHORT TRIP	13	15	15	9	12	14	15	16	20	23	22	16	190
SHORT TRIP & CARER	2	2	3	2		1			1		3	2	16
LONG TRIP					1								1
<b>Grand Total</b>	<b>15</b>	<b>19</b>	<b>19</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>22</b>	<b>23</b>	<b>25</b>	<b>18</b>	<b>214</b>

**Number of Cancellations / Unused days / Serviced per Month**

# Clients	Year Month												Grand Total
Category	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	2024-01	2024-02	2024-03	2024-04	2024-05	2024-06	
CANCELLED	2	4	2	5	4	1	6	3	7	3	8	9	54
UNUSED	8	8	4	12	8	3	10	6	5	4	1	4	73
REPAIRS / SERVICED					2						2	1	5
PUBLIC HOLIDAY						2	1		1				4
<b>Grand Total</b>	<b>10</b>	<b>12</b>	<b>6</b>	<b>17</b>	<b>14</b>	<b>6</b>	<b>17</b>	<b>9</b>	<b>13</b>	<b>7</b>	<b>11</b>	<b>14</b>	<b>136</b>

**Number of Trips per Month**

Trips	Year Month												Grand Total
Trip Configuration	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	2024-01	2024-02	2024-03	2024-04	2024-05	2024-06	
1 CLIENT	12	11	6	4	9	8	9	12	8	13	9	5	106
1 CLIENT & CARER	1	2	2	3	1	1					2	1	13
2 CLIENTS		2	2	3	2	3	3	2	5	5	3	3	33
2 CLIENTS & CARER	1	1	2						2		1	1	8
3 CLIENTS			1								0	1	2
<b>Grand Total</b>	<b>14</b>	<b>16</b>	<b>13</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>15</b>	<b>18</b>	<b>15</b>	<b>11</b>	<b>162</b>

**Number of Clients per Residence per Month (Cancellations included)**

Count of Category	Year Month												Grand Total
Client Residence	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	2024-01	2024-02	2024-03	2024-04	2024-05	2024-06	
Boddington		1							1	5	3		10
Cuballing			1	1	1	1	1	1	1		2		9
Narrogin	16	22	16	14	15	14	18	15	24	19	24	22	219
Wagin			3	3	1	1			2	1		3	14
Darkan					1								1
Kulin							2	1	1	1	1		6
Williams			1					2				1	4
Kondinin											1		1
Highbury	1										1		2
<b>Grand Total</b>	<b>17</b>	<b>23</b>	<b>21</b>	<b>18</b>	<b>18</b>	<b>16</b>	<b>21</b>	<b>19</b>	<b>29</b>	<b>26</b>	<b>32</b>	<b>26</b>	<b>266</b>



### 6.3 Client Management Update – Manager Community Services

MCYS provided update including:

- Reduced debtor amounts and effective management by HFAO;
- Hospital discharge matters; and
- Clients' fitness to travel.

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

Nil

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

The Committee decided that the next meeting will take place on Thursday 18 September 2025 at 5.30 pm.

There being no further business to discuss, the Presiding Member declared the meeting closed at 2:57 pm.