MINUTES

COMMUNITY ASSISTED TRANSPORT SERVICE (CATS)

STAKEHOLDER REFERENCE GROUP MEETING

11 AUGUST 2026

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

Signed: …… Date ...../...../….....

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 ngiyan 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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CATS STAKEHOLDER REFERENCE GROUP MEETING

11 AUGUST 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Chair Cr Murray Fisher opened the meeting at 11.04am.

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

Elected Members (Voting)
Cr M Fisher –Presiding Member
Allan Corners – Narrogin Lions Club
Jim Curnow – C.A.T. S Driver
Colin Sampson– C.A.T. S Driver Coordinator
John Fathers – Shire of Wagin
Sam Kempton – Shire of Boddington
Peter Stubbs – Shire of Williams

Staff
I Graham – Executive Manager Community & Corporate Services
R Razumovskaya – Manager Community & Economic Services

Leave of Absence

Apologies
K Zolopa – Revheads
David Annear - Revheads
Lorraine Larment – Community Member
Patricia Moulton – Narrogin & Surrounds Senior Citizens Centre

Absent

Visitors

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

Name	Item No	Interest	Nature
nil			

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

That the minutes of the CATS Stakeholder Reference Group Meeting held on 18 September 2025 be confirmed, as an accurate record of the proceedings.

Moved: A Corners Seconded: J Curnow

CARRIED 7/0

5. ACKNOWLEDGEMENT OF SERVICE – COLIN SAMPSON

Prior to consideration of the matters requiring decisions, the Shire of Narrogin and the Stakeholder Reference Group formally acknowledged Colin Sampson's contribution and volunteer service as C.A.T.S. Driver Coordinator.

The Group expressed its appreciation for Colin's commitment to the service, including his coordination and communication with volunteer drivers, assistance with organising trips and his flexibility in responding to changes and unexpected circumstances.

Colin was thanked for the important role he has played in supporting the successful operation of C.A.T.S. and the community members who rely on the service.

6. MATTERS WHICH REQUIRE DECISIONS

6.1 Financial & Service Statistics Report Summary 2025/26

Purpose

To present the C.A.T.S. financial and service performance for the 2025/26 financial year and provide the Stakeholder Reference Group with an overview of the Scheme's current financial position, service utilisation and key operational indicators.

Background

The C.A.T.S. Financial Report to 30 June 2026 indicates total operating income of $21,239, compared with a budget of $16,560. Total operating expenditure was $15,567, compared with the budgeted $20,930, resulting in an actual operating surplus of $5,672. After excluding the non-cash depreciation expense of $4,290, the service achieved an operating cash surplus of $9,963 for the 2025/26 financial year.

This represents a significant improvement on both the budgeted cash deficit of $1,295 for 2025/26 and the $854 cash surplus achieved in 2024/25. The stronger result was supported by higher-than-budgeted fees and charges of $21,239, together with lower-than-budgeted operating expenditure, particularly vehicle servicing and maintenance costs.

During 2025/26, the C.A.T.S. vehicle was replaced at a cost of $30,260, with $20,909 received from disposal of the previous vehicle. The resulting net vehicle changeover cost was therefore $9,351, substantially below the budgeted deficit of $15,000.

The C.A.T.S. Reserve opened the year with a balance of $15,258. The 2025/26 financial report records $657 in interest and a $5,000 transfer of the cash operating surplus to the Reserve, together with a $15,000 transfer out for the vehicle replacement, producing a reported closing balance of $5,915.

Importantly, the financial report identifies two adjustments to be recognised in 2026/27: $5,649 relating to the lower-than-budgeted vehicle changeover cost and $4,963 relating to the additional 2025/26 cash operating surplus above the $5,000 already transferred. Together with the forecast 2026/27 cash operating surplus of $4,940 and $500 interest, the C.A.T.S. Reserve is budgeted to increase to approximately $21,967 by 30 June 2027.

Overall, the 2025/26 financial result demonstrates a stronger-than-anticipated financial position for C.A.T.S. The service generated a substantial cash operating surplus, while the vehicle replacement was completed at a lower net cost than budgeted. On the basis of the current 2026/27 budget, participating Shires are budgeted to contribute $500 each ($1,500 in total), with a further $500 in contributions/donations budgeted. No additional capital contribution is currently identified as being required from community partners.

The attached service statistics report shows that C.A.T.S. processed 190 booking requests during 2025-26, comprising 126 completed specialist medical transport trips and 64 cancelled bookings.

The service supported 80 unique clients during the financial year. Narrogin residents represented 87.5% of clients, with C.A.T.S. also supporting residents from Wagin, Williams, Boddington, Kulin and Wickepin.

Of the 126 completed trips, 26 (20.6%) required a support person. This demonstrates that a notable proportion of C.A.T.S. users require additional assistance to access specialist medical care.

Twenty-seven completed trips (21.4%) involved appointments outside the preferred 10:00 am to 2:00 pm appointment window, highlighting the operational flexibility required to accommodate specialist appointment availability.

OFFICERS RECOMMENDATION

That the financial and service statistics reports to 30 June 2026 are noted.

Moved: S Kempton Seconded: A Corners

CARRIED 7/0

6.2 Proposed Permanent C.A.T.S. Vehicle Storage Facility

Purpose

To seek the Stakeholder Reference Group’s support in principle for the construction of a permanent, secure and weather-protected storage facility for the C.A.T.S. vehicle on Shire of Narrogin premises.

Background

Following the transition of Home Care services to Silver Chain and the leasing of Jessie House, the C.A.T.S. vehicle no longer has access to its previous permanent storage arrangement. As an interim measure, the vehicle is currently being stored at a private address in Narrogin.

The option of allocating a designated parking bay within the Shire of Narrogin car park was considered; however, the C.A.T.S. group did not support this option as the proposed location would not provide undercover protection for the vehicle.

David Annear and Jim Curnow subsequently initiated investigations into establishing a permanent vehicle storage facility on Shire-owned premises. The proposed solution is a 9 m × 6 m steel-framed, gable-roof shed incorporating two roller doors and one personal access door, constructed on a reinforced concrete slab.

Three quotations have been obtained covering the principal components of the project:

Component	Quoted Cost (inc. GST)
Steel shed kit – Wide Span Sheds	$15,030.00
Construction labour and rubbish removal – JAX Building	$5,566.00
Concrete slab and footings – Madej Concreting	$7,202.80
Total quoted works	$27,798.80

The Wide Span Sheds quotation is for supply of the steel building kit, manufactured in Bunbury, while the building quotation covers construction of the 9 m × 6 m shed. The concreting quotation provides for a 9 m × 7 m × 100 mm concrete floor plus footings, including concrete, F72 reinforcing mesh, associated materials, labour and bobcat works.

The combined quoted cost is therefore approximately $27,800 (inc. GST). In addition, site preparation and associated preliminary works will be required, which are proposed to be undertaken or funded by the Shire of Narrogin. Accordingly, an overall project allowance of approximately $30,000 is considered appropriate at this stage.

The quotations do not include items such as power, plumbing or insulation, and the building quotation specifically assumes that the shed will be constructed on a completed slab.

Establishing a permanent C.A.T.S. vehicle storage facility would:

- provide a secure, dedicated and weather-protected location for the C.A.T.S. vehicle;
- remove the need to store a community service asset at a private residence;
- protect the vehicle from prolonged exposure to weather conditions;
- provide a long-term asset solution independent of changes to leased premises or service-provider arrangements; and
- provide greater certainty for volunteers and coordinators regarding vehicle access and storage.

The proposed funding arrangements for the approximately $27,800 construction cost are yet to be determined and will require further consideration by the C.A.T.S. Stakeholder Reference Group and the Shire.

OFFICERS RECOMMENDATION

That the construction of a CATS vehicle storage facility proceeds, subject to 100% external funding, on a site to be agreed with the Shire.

Moved: J Curnow Seconded: A Corners

CARRIED 7/0

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

7.1 C.A.T.S. Fees and PATS Reimbursement

Jim Curnow raised concerns regarding the current C.A.T.S. fees, noting that the fees charged to clients are higher than the amount reimbursed through the Patient Assisted Travel Scheme (PATS).

A further concern was raised regarding the requirement for C.A.T.S. clients to pay the full fee upfront, with eligible clients receiving their PATS reimbursement at a later date.

The Group discussed the current fee structure and noted that, while C.A.T.S. fees are higher than the applicable PATS reimbursement, the difference is relatively small, being approximately $11–$12.

The upfront payment requirement was also discussed. It was acknowledged that maintaining upfront payment provides a simpler and more manageable administrative process. Previous Shire Homecare experience demonstrated that collecting outstanding payments after a service had been provided required additional staff time and follow-up.

Following discussion, the Group agreed to retain the existing C.A.T.S. fees and upfront payment arrangements at this stage, with the fee structure to be reconsidered as part of the next annual Shire Fees and Charges review.

AGREED ACTION

That the current C.A.T.S. fees and upfront payment arrangements remain unchanged and be reviewed as part of the next annual Shire of Narrogin Fees and Charges review.

7.2 Peter McMahon – Participation in C.A.T.S. Volunteer Service

The Group discussed correspondence received from Peter McMahon regarding his potential involvement in providing transport services through C.A.T.S.

It was agreed that the Shire would first seek advice from LGIS regarding available insurance and/or other options that may enable the proposed arrangement.

Should there be no suitable option available through LGIS, the Shire will contact Mr McMahon to discuss an alternative arrangement whereby one C.A.T.S. client per week could potentially be referred to him. Under such an arrangement, Mr McMahon would charge the client an amount equivalent to the applicable C.A.T.S. fee, enabling him to contribute to the broader community transport service.

AGREED ACTION

1. That Peter's offer is acknowledged and appreciated, however it does not fit with the C.A.T.S operating model, and additionally there are insurance and onboarding issues. The Reference Group suggests that Peter:

   A). Joins as a volunteer driver to operate the existing C.A.T.S vehicle as per other volunteer drivers, or;

   B). Runs a separate service under his own business structure, fully independent of the Shire and C.A.T.S

7.3 Driver Coordinator

Jim Curnow stated that a replacement C.A.T.S Driver Coordinator was required. Regina Razumovskaya confirmed that David Russell has been confirmed as a replacement.

AGREED ACTION

Nil required.

8. NEXT MEETING

The next meeting is scheduled on 10 August 2027.

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 12.11 pm.