



Memorandum of Understanding Community Assisted Transport Service

Between the Shire of Narrogin, Narrogin Revheads and Narrogin Lions Club and
participating local governments.



1. Purpose

This Memorandum of Understanding (MOU) outlines the cooperative agreement between the Shire of Narrogin, Narrogin Revheads and Narrogin Lions Club, and other participating local governments that elect to support the Community Assisted Transport Service (CATS) (hereinafter referred to as "the Parties").

The CATS service provides transport for community members who require access to specialist medical appointments or services that are not available locally.

2. Objectives

The Parties agree to:

- Support the sustainability of the CATS service to ensure accessibility for residents in need of specialist medical appointments or services not available locally;
- Provide financial contributions to assist with the operational costs of the service; and
- Promote volunteer engagement and community awareness of the CATS service.

3. Financial Contributions

- Annual Stakeholder Reference Group Membership: \$500.00 per local government for annual membership of the Stakeholder Reference Group. Each member local government will be acknowledged in signwriting on the CATS vehicle.
- Net Annual Operating Cost deficit: Each participating member local government agrees to contribute an annual financial contribution, calculated at the end of each financial year and divided equally between all participating local governments, up to a maximum of \$250.00 per annum per local government, toward any net annual operating deficit of the CATS service. NOTE: Shire of Narrogin administration costs are excluded from the calculation of the net annual operating cost deficit and are specifically not recoverable and at a overhead cost of the Shire of Narrogin as regional lead.
- Any remaining operational deficit will be fully covered by the Shire of Narrogin plus contributions made by the two community organisations, Narrogin Revheads and Narrogin Lions Club.
- Capital Costs (Vehicle Replacement): Funding for capital costs such as vehicle replacement will be considered separately from operational funding and may be subject to special funding agreements, grants, and/or appeals to donors.

All contributions will be reviewed and confirmed annually during the review meeting. Additionally, Narrogin Revheads and Narrogin Lions Club continue to provide foundational support, including financial and volunteer contributions, in accordance with their roles as foundation members of the Stakeholder Reference Group.

4. Coordination and Administration

- The CATS service will be coordinated by a volunteer coordinator together with Shire of Narrogin administrative support, with responsibility for booking and scheduling transport services and financial management (accounts payable/receivable and financial reporting).
- The service will operate in accordance with established policies.
- Requests for carers or wheelchair assistance must be made at the time of booking.
- The Parties will support the recruitment and retention of volunteer drivers/carers and coordinator.
- The Aged Pension Fuel Card may be used toward transportation costs, with any remaining balance to be paid in cash.
- All parking costs incurred during a trip must be paid by the booking passenger(s).

5. Review and Reporting

- An annual review meeting will be held between representatives of the members of the Stakeholder Reference Group to assess the service's financial position and operational effectiveness.
- Reports will be provided by Narrogin Regional Homecare detailing service usage, financial expenditure, and ongoing needs.
- The review will also consider the CATS brochure and Terms of Reference, ensuring recommendations align with strategic objectives.

6. Stakeholder Reference Group

The CATS Stakeholder Reference Group will provide feedback and advice on:

- The strategic direction of the CATS program, including:
 - Operating the program in a sustainable manner;
 - Improving promotion of the service;
 - Reviewing the membership fee and cost recovery structure;
 - Identifying additional funding opportunities;
 - Attracting and retaining volunteers such as drivers and carers;
 - Addressing issues raised by stakeholders regarding client services;
 - Determining the type of motor vehicle to be used;
 - Potential expansion of the program; and
 - Consideration of/recommendation of alternative management/ownership if required.
- Facilitating communication between participating local government(s) and community groups that operate or contribute to the service.

- Voting rights – each Stakeholder Reference Group member, including each local government, has one vote.
- Narrogin Revheads and Narrogin Lions Club, as foundational supporters and service contributors, are granted permanent Stakeholder Reference Group membership status regardless of financial contribution.

7. Duration and Amendment

- This MOU shall take effect upon signing and will remain in force for a period of three (3) years, unless terminated earlier by mutual agreement.
- Amendments may be made in writing and agreed upon by all Parties.

8. Acknowledgment and Signatures

The undersigned representatives of the respective local governments and organisations agree to the terms outlined in this MOU and commit to supporting the CATS service.

Shire of Narrogin

Signature: _____

Name: _____

Position: _____

Date: _____

Narrogin Revheads

Signature: _____

Name: _____

Position: _____

Date: _____

Narrogin Lions Club

Signature: _____

Name: _____

Position: _____

Date: _____

Shire of XXXXXX

Signature: _____

Name: _____

Position: _____

Date: _____