



**CHIEF EXECUTIVE OFFICER ATTACHMENTS  
ORDINARY MEETING OF COUNCIL  
WEDNESDAY 9 DECEMBER 2020**

<b>REPORT NUMBER</b>	<b>REPORT TITLE AND ATTACHMENT DESCRIPTION</b>	<b>PAGE NUMBER(S)</b>
<b>CEO02-12/20</b>	<b>Updated Terms of Reference Tourism Advisory Group Attachments</b> 1. UPDATED Terms of Reference – November 2020	1 – 3
<b>CEO04-12/20</b>	<b>Chittering Health Advisory Group (CHAG) Attachments</b> 1. “Unconfirmed” minutes from 19 November 2020	4 – 7

## Chittering Tourism Advisory Group Terms of Reference

### **NAME**

The name of the Advisory Group shall be the Chittering Tourism Advisory Group (CTAG)

### **VISION**

To develop Chittering as a thriving, sustainable and diverse tourism destination. (Interpreted from Chittering's Strategic Community Plan 2016)

### **OBJECTIVES OF THE TOURISM ADVISORY GROUP**

- To make recommendations to Council on matters relating to tourism;
  - To make recommendations on economic development strategies related to tourism
  - To suggest targets and track the progress made by the Shire in undertaking tourism activities
  - To suggest targets and track the progress made by the Shire in undertaking tourism development activities
  
- The Advisory Group will advise Council all matters in tourism relating to:
  - Stakeholder engagement
  - Marketing
  - Business support & development
  - Investment attraction & infrastructure implementation
  - Visitor satisfaction
  - Undertaking major projects
  - Shire-led tourism-focused events coordination

### **RESPONSIBLE OFFICER**

The Responsible Officer shall be the Economic Development Coordinator who will ensure agendas and minutes are produced and forwarded to the Advisory Group, and report any recommendations from the Advisory Group to Council.

### **MEMBERSHIP**

#### Membership

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area

#### Tenure of Membership

At each Ordinary Council Election, all positions will be declared vacant and; expressions of interest for committee positions will be advertised every two years in line with Council Elections, at the first meeting following the Elections.

Though the inaugural Advisory group will be recommended by Shire Officers, ongoing recruitment will be advertised via a Shire community engagement processes. The Advisory Group has the power to co-opt people with relevant expertise, or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing membership to consider the application.

The inaugural Advisory Group members with the exception of Council and CTA Representatives shall be selected by Shire Officers. The tenure of these members shall be until the first Ordinary Council Elections following the formation of the Advisory Group.

#### **DELEGATED AUTHORITY**

Nil

#### **ADVISORY GROUP**

##### Chairperson

The Council member will act as Chairperson of the Advisory Group, unless the Council member chooses to delegate another member as Chair.

##### Secretary

A Shire staff officer will fulfil the role of Secretary.

##### Standing Ex-Officio Members

Nil

#### **MEETINGS**

##### Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings for the next calendar year are to be determined at the final meeting of the year.

##### Quorum

The quorum at any meeting shall be a Shire Councillor Representative plus three other voting members.

##### Voting

When making recommendations to Council, voting on the motion is required with outcomes to be based on a simple majority.

##### Notes

1. Any notes from an advisory group are to be forwarded to Council via a council report.
2. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members' interests to be disclosed

Members of the Advisory group are bound by the provisions of the **Local Government Act 1995**, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors



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Secretary: 0428844868



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Secretary: cdc@chittering.wa.gov.au

Meeting of: Thursday, 19 November 2020  
Venue: WACHS Meeting Rm, Chittering Health Centre  
Time: 2pm – 4pm

Agenda Items	Details
<b>Apologies</b>	<ul style="list-style-type: none"> <li>Hon Shane Love MLA, Michelle Rossouw, Cr Hughes, Alan Barnes</li> </ul>
<b>Present</b>	<p>Special guest: Senior Social Worker, David Easton Wheatbelt Palliative Care Services</p> <p>Also in attendance: Jan, Alison, Cr Curtis, Mary, Erik (VC) and Lisa.</p>
<b>Previous minutes – Business Arising</b>	<p>Accepted: Jan 2<sup>nd</sup> Mary</p> <p>Business arising is addressed in the Agenda.</p>
<b>Correspondence In</b>	<ul style="list-style-type: none"> <li>Mental Health Commission - Alcohol Think Again Cancer Spread New Campaign Kit</li> <li>Cancer Council of WA November Campaign materials</li> <li>Injury Matters - Climate Change and Injury Prevention Webinar</li> <li>Palliative Care WA - o you have an emerging innovation in palliative care in WA?</li> <li>District Health Advisory Council - 5th ANNUAL DHAC and CONSUMERS FORUM</li> <li>Dept. Health - PHEOC BULLETIN #28</li> <li>Invitation to Wheatbelt Palliative Care Services</li> <li>NDIA - Open letter from our CEO and National Carers Week</li> <li>Palliative Care WA - SAVE THE DATE... for the 2020 Palliative Care Summit</li> <li>WACHS - Wheatbelt LGAs and WACHS Wheatbelt Catch up</li> <li>WA Primary Health Alliance Year in Review 2019-2020</li> <li>NDIS eNewsletter – Specialist Disability Accommodation Vacancy Matching Program.</li> </ul>
<b>Correspondence Out</b>	<ul style="list-style-type: none"> <li>Internal correspondence to Chairperson - Community Resource Centre - Wheatbelt Region Contact Details Request - BLCW Program Regional Round Table Consultation Invitation</li> <li>Internal invitation for CHAG members – Bindoon Masterplan Workshop</li> <li>Internal email CHAG members – Chittering Community Directory</li> </ul>
<b>Chairperson report – Alison</b>	<p>I attended the DHAC Annual Meeting &amp; Consumer Forum on the 21<sup>st</sup> October in Moora. It was very well attended by community members from far &amp; wide. Presentations were made by a number of WACHS Wheatbelt Health providers with plenty of time for questions and discussions. The main topics were:</p>

- Aged Care
- Palliative Care
- Cancer Services
- Mental Health
- COVID-19
- Patient Transport

Key messages I took from the forum were:

- A wide variety of services are available in the Wheatbelt, but our GP's need to keep up to date on what is available and how patients can access these services, and also community members need to be aware of them
- Local Shires need to communicate with the community, not just electronically, but need to use PRINT! Moora Resource Centre does a fortnightly letter to the elderly.
- Older people often need assistance to access and negotiate My Aged care – could we perhaps discuss with the Shire if one or two staff could be made available on the very infrequent occasion when someone needs help?
- Invite one of WACHS Aged Care Team to next CHAG meeting. Eric advised that Lisa Biglin, Aged Care Manager for WACHS Wheatbelt. Lisa to invite Lisa to February meeting.
- The Seniors Health Expo was held last week and was very successful thanks to Lisa and Alison Reliti. Please could we send a letter of thanks to the CWA for providing a delicious morning team?
- I'd like to suggest that we request Mary Angus to give us a brief update at each of our meetings on what services are being provided at the Health Centre and how well they are being utilized. Hopefully they are all being well used!
- After a video meeting with Erik Anda, Lisa, Alison Reliti and myself submitted an EOI for a grant to Injury Matters – Stay on your Feet to assist in providing "Move Your Body / Stay on your feet classes in Chittering. The application has proceeded well, with an invitation to apply for full grant advised by the funder. This grant will assist with the purchase of equipment for fitness leaders. Erik advised that Gemma Morcombe New Physio who will be working on this project.
- Thank you to all our members for their contributions to CHAG in 2020.

Some discussion over request from Amity Health to provide some information to the group. Decision to hold over until the February meeting when we invite both Naomi Crosby from Amity and Integrated Chronic Disease Care – WACHS (Karen Beardsmore) as she has been working in together with Amity Health.

**Palliative Care, Wheatbelt - David**

Stepping in for Greg Hughes Palliative Care Manager. David is the Senior Social Worker. Based in Northam, cover entire Wheatbelt. Previously attended CHAG Network meeting in Bindoon since this time the team has grown. Avon Hospice and Palliative Care has merged and specialist palliative care consultant based in Bunbury comes up once a month but also online meeting Wednesday weekly. Go to clients with iPad. General Practitioner 0.4. New role and assists with scripts seeing patients and home visits with clinical nurse and 2 x clinic nurses. Full



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time social work and part time Social worker based in Narrogin. Funded through WA Gov. funding rural palliative care. Hopefully see this continue to increase over the next few years. Very busy particularly with the merging of the Avon Hospice. Role is to support people who have a short life expectancy and life threatening illness, will provide palliative service working in with GP, hospital and community care service providers. Seeing a lot of under 65 palliative which means that having a crash course in understanding and navigating the NDIS system but has established solid relationships with the NDIS team and seeing some results due to this. Over 65 Aged care assessment team mainly in Northam but also cover Narrogin. Model is about supporting the patient where they are, we work to keep them in their home for as long as possible, aided by modern technology assistance. More eyes and hands from a nursing and medical point of view to help the client and their family/ care givers.

**Question** – if we had a patient needed assistance what would be the timeframe for assistance. A – Prefer an early referral. Usually first 48hrs then followed by a home visit or video conference.

NDIS system is still quite slow but lessons learnt from Palliative Care Service to engage a referral sooner. NDIS Team based in Perth has been funded for emergency packages which has been assisting with this process. Over 65 aged care assessments Palliative assessments Aged care assessments are able to be done by Social workers in the Wheatbelt – on a case by case basis this can be done to expedite the 6 – 7 week waitlist for an aged care package. Clients who live close to Kalamunda or respite services, in most instances these patients have family in the Perth area. Wheatbelt Palliative will call ahead and speak to Kalamunda for planned admissions. When patients are eligible for services, we will look at holistic care for these patients. Try to engage partnerships where possible and will facilitate round table discussions to ascertain who is doing what with the patients. In complex situations the patient is the primary focus but the service will also work with families, psychosocial needs of the patient. Permanent recurrent funding. Over a 4 yr. period of additional funds, these will then become part of the recurrent funding for the service. Promoting Advanced Care Planning process - encourage people to think these through. Goal for patient care being used in hospitals alongside an Advance Health Directive. WA Hierarchy of Decision making outlined in Advance Health Directive covered under legislation. David will look into statistics for Chittering Area.

<p><b>Update from Shane Love MLA</b></p>	<p>Not present due to Parliament sitting. Hold over to February Meeting.</p>
<p><b>Genie Project - Clare</b></p>	<p>Postpone to Feb meeting. Awaiting further details as it appears that the first group of services aren't quite up and running.</p>

<b>Bindoon Masterplan – Lisa</b>	<p>Provided an outline of process undertaken to date and with a draft proposal put to Council last night. Resolution for 14 days Community feedback and results provided to December OCM.</p> <p>Community Age Services Forum will inform this process further and provide some direction with regard to Age Care Housing.</p>
<b>Seniors Expo</b>	<p>17 Service providers attended with 5 presentations. The Bindoon Primary School Choir wrapped up the day. Approximately 50 attendees which is around half of last year's attendance which could be attributed to the fact that many attended last year, we did promotions really late and the year of COVID. We would propose that we consider Lower Chittering area next year and if we did this we would need to engage more metro services.</p>
<b>Jupiter</b>	<p>3 Doctors 2 x P/t and 1 x FT. Dr Habib currently on study leave. Dr Nafis is working Sunday mornings. Orthopedic Surgeon Mr. Graham Forward visiting once a month. Optometrist once a month, Physio Thursdays always booked out, Psychologist Michelle Sladden 1 day per week mostly booked out. Dr appoints mostly booked out. Health Nurse mostly booked out. Seeing approx. 3 new patients each day.</p> <p>Amity Health – Naomi has received some referrals from Doctors.</p>
<b>Breast screening clinic in Gingin</b>	<p>Bulk booking being proposed for Chittering residents and Jan's husband will be driving the courtesy bus. The Shire are taking prebookings for this with those who have indicated an interest having their appointment confirmed early next year by Breastscreen WA.</p>
<b>Coffee and Chat - Jan</b>	<p>A couple of local ladies interested, do they have to have insurance and where does the funding come from. Advice from those present that to start back small, don't let red tape get in the way and build as the group builds. Potentially speak with ADRA and speak with those who come along and ask how they would like to build, do they want to form a committee, set up a bank account etc or just continue as a social group of people getting together each week.</p> <p>Bendigo Bank potentially providing funding to the Cancer Group pamper packs.</p>
<b>Strategic update including contributions to Bindoon Master plan and skills audit</b>	<p>Masterplan update as above.</p>

Meeting closed: 3:40pm NEXT MEETING: 18<sup>th</sup> February 2021