

## **MEDICAL / HEALTH ADVISORY COMMITTEE AGENDA**

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MEETING TO BE HELD THURSDAY 23 AUGUST 2012 AT COUNCIL CHAMBERS  
COMMENCING AT 9.00AM.

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### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Being the first meeting of the Medical / Health Advisory Committee, formed by resolution of Council below, the Chief Executive Officer will assume the Chair to welcome nominated members, any members of the public, and facilitate the election of Presiding Member.

#### *COUNCIL DECISION 69/12*

*MOVED Cr Pritchard seconded Cr Mathwin that pursuant to Section 5.10 of the Local Government Act, 1995 Council:*

*1. Appoint the following people as community Members to the Medical/Health Centre Advisory Committee.*

*Ernie Graham, Graeme Hobbs, Jenny Matthews, Jo Webb, Judith Warland, Ned Radford, Pip Crook, Neil Young.*

*2. Appoint the following Councillors as Members to the Medical/Health Centre Advisory Committee.*

*Cr Mathwin, Cr Benn, Cr Hewson.*

### 2. APPOINTMENT OF PRESIDING MEMBER

The Presiding Member is to be elected from the members to chair the meetings. The Chief Executive Officer will call for nominations for the positions of Presiding Member and Deputy Presiding Member.

### 3. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Mr E Graham	Community Member
Mr G Hobbs	Community Member
Mrs J Matthews	Community Member
Mrs J Webb	Community Member
Mrs J Warland	Community Member
Mr N Radford	Community Member
Mrs P Crook	Community Member
Mr N Young	Community Member
Cr J Mathwin	Council Member
Cr J Benn	Council Member
Cr R Hewson	Council Member

Apologies

4. **APPLICATIONS FOR LEAVE OF ABSENCE**
5. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**  
Nil as this is the first meeting
6. **PUBLIC QUESTION TIME**
7. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**  
Nil as this is the first meeting
8. **DECLARATIONS OF INTEREST**
9. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
10. **PETITIONS / DEPUTATIONS / PRESENTATIONS**
11. **ITEMS FOR DISCUSSION/ DECISION**
- 11.1 TERMS OF REFERENCE

The meeting is asked to consider its terms of reference for endorsement by Council. The following draft has been previously circulated as a starting point.

### **Medical/ Health Centre Advisory Committee**

#### **Terms of Reference**

The terms of reference will be the first agenda at the first meeting of the committee. Members will have the ability to advise Council on suggested amendments to the draft below. Once the terms of reference are discussed the committee will consider what skills, knowledge, and resources are required to undertake the tasks in the terms of reference and advise Council where gaps may exist and external assistance required.

The terms of reference arise from the Council resolution of 19 June 2012 that the:

*Council form a Medical/Health Centre Advisory Committee as a committee of council including Councillors and members of the Community to investigate and advise of the need, the purpose, design, location and funding of the Medical Centre. The number of appropriately skill based community members for this project to be decided by Council*

#### **Draft Terms of Reference for the Medical / Health Advisory Committee are:**

The Medical/ Health Advisory Committee is formed as a formal committee of the Council to:

- Develop a communications plan to guide the consultation process, feedback mechanisms, surveys, public meetings, record keeping, and media releases from the Council and committee.
- To assess the needs for medical/ health centre accommodation:

*Guidance Notes*

*The committee will be asked to consider the benchmark ratios of Doctors to population, under Commonwealth guidance for unmet area of need, and consider population trends for the future.*

*In conjunction with the Department of Health this will also consider after hours / emergency coverage and regional on call.*

- Review the current medical centre and hospital accommodation for Doctors and other primary health providers.

*Guidance Notes*

*This will include the building condition of the current medical centre and have regard to using existing facilities better or assessing gaps in accommodation.*

- Consider options under the Primary Health Care Demonstration Site model of the Southern Inland Health Initiative and advise Council on whether to participate in any call for expressions of interest.

*Guidance Notes*

*This will have regard to the broader primary health care support services required for the community and may include accommodation options / co-location with the hospital etc.*

- Review previous medical centre plans, options, and feedback / submissions from the community to guide the committee.
- Provide a short list of options for consideration of Council to allocate resources for detailed work up of plans.

*Guidance Notes*

*\$35,000 is proposed to be allocated in the 2012/13 budget to support business case work up and condition assessment.*

- Develop a scope of works for appropriate architectural / design consultant / or building support for the options above based on the outcomes of the needs analysis and liaison with key stakeholders/ users.
- Review the detailed options and provide advice to Council on the outcome of detailed work up based on:
  - Meeting the identified community needs;
  - Meeting the identified functional needs of users;
  - Value for money

- Provide advice on funding and timing of the project.
- Provide advice to Council on any other issue that the committee view relevant to the Medical / Health Centre consideration.

#### 11.2 ADDITIONAL RESOURCES

The Committee, having considered its role under its terms of reference, should also consider any additional skills or expertise necessary on the committee that could be provided through membership, co-opting, or consultants etc.

Technical assessment and support such as architectural, engineering, building surveying or quantity surveying shall be considered at the appropriate stage of the project, as required.

#### 11.3 SCHEDULE OF MEETINGS

The Committee is asked to develop a schedule of meetings to assist members plan attendance and allow appropriate notice to be provided.

#### 12. **MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

#### 13. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING**

#### 14. **NEXT MEETING**

The next meeting of the Medical / Health Advisory Committee to be held

#### 15. **CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member thanked the Members for their attendance and declared the meeting closed at \_\_\_\_\_