

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE Minutes

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

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Being the first meeting of the Medical / Health Advisory Committee, formed by resolution of Council below,

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.*

The Chief Executive Officer welcomed members and guests and advised of the emergency exits. The Chief Executive Officer advised that the Presiding Member would be elected from the Committee Members and read the Council resolution regarding the formation of the Committee.

2. APPOINTMENT OF PRESIDING MEMBER

The Chief Executive Officer assumed the chair to facilitate the election of Presiding Member and asked each of the Committee Members to provide an introduction on their background and skills that they bring to the Committee.

The Chief Executive Officer called for nominations for the position of Presiding Member.

Nominations were received for Cr Jill Mathwin and Mr Neil Young. Cr Mathwin withdrew her nomination.

Advisory Committee Decision 1/12

Mr Neil Young was elected unopposed as the Presiding Member of the Medical / Health Centre Advisory Committee

Mr Young assumed the Chair for the meeting.

Nominations were called for the position of Deputy Presiding Member. Nominations were accepted by Cr Jill Mathwin, Mr Ernie Graham, and Cr John Benn.

Advisory Committee Decision 2/12

By decision of ballot Cr Jill Mathwin was elected to the position of Deputy Presiding Member of the Medical / Health Centre Advisory Committee.

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

Committee Members

Mr E Graham	Community Member
Mr G Hobbs	Community Member
Mrs J Matthews	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

Mrs J Webb	Community Member
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Council Officers

Mr S Gash	Chief Executive Officer
Ms A Boschman	Acting PA to the Chief Executive Officer

Gallery

Cr Jane Trethowan
Cr Gregory Marsh

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil, as this is the first meeting

6. PUBLIC QUESTION TIME

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil, as this is the first meeting

8. DECLARATIONS OF INTEREST

Nil.

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Neil Young thanked Committee Members for their nominations and expressed his appreciation for their support.

10. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

11. ITEMS FOR DISCUSSION/ DECISION

TERMS OF REFERENCE

The meeting is asked to consider its terms of reference for endorsement by Council. The following draft was 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 Centre Advisory Committee are:

The Medical/ Health Centre 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.

Discussion

The Committee discussed the draft terms of reference to ensure that it was broad enough to support their understanding of the role of the committee and the expectations of the community.

Advisory Committee Decision 3/12

That the Medical / Health Centre Advisory Committee endorses the following Terms of Reference:

- **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:**
- **Review the current medical centre and hospital accommodation for Doctors and other primary health providers.**
- **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.**
- **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.**
- **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, timing, and delivery of the project.**
- **Provide advice to Council on any other issue that the committee view relevant to the Medical / Health Centre consideration.**

Carried

Reason for change:

- *Guidance notes removed for clarity;*
- *The word "delivery" added to the second last dot point to highlight the committee role in providing advice on delivering the project.*

Action

Anna Boschman will produce a Press Release for the Kojonup News, informing the community of the formation and initial meeting of the Kojonup Medical/ Health Centre Advisory Committee. Anna is advised to state Committee member's names and invite the community to contact members regarding the Medical Centre.

Anna will formalise the endorsed Terms of Reference and make the document available on the Shire website.

11.1 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.

The Committee discussed the following matters:

The need for:

- **a summary of the historical background of the Medical Centre;**
- **population projections and demographics if the facility is to be designed for 40 years;**
- **background on Royalties for Regions funding;**
- **timing to be driven by need and good processes rather than funding availability;**
- **various business models for operation to be considered such as lease of facility, lease of rooms, 'walk in/ walk out', corporate models etc;**
- **discussion with local and regional Doctors, Specialists and Primary Health Care professionals;**
- **discussion with Rural Health West and local governments, and architects with experience in Health Centre needs analysis / planning;**
- **a clear understanding of the Hospitals needs and provision of existing facilities; and**
- **project manager accountability;**

The following background information was circulated;

- **Shire of Kojonup age demographic example, *source ABS Census 2011***
- **Finding the Best Medicine, *source Rural Health West***
- **Rural Medical Workforce Data 2011 *source***
<http://ruralhealthwest.com.au/workforce-support/rural-workforce-data-information>
- **Southern Inland Health Initiative – Primary Health Care Demonstration Site Information Sheet.**

11.2 SCHEDULE OF MEETINGS

The Committee decided to hold future meetings on the **2nd Thursday of each month** in order that all decisions could be referred to Council for endorsement in a timely manner.

The exception to this rule being, the next meeting which has been set for Thursday 20th September 2012.

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

Mr Graeme Hobbs provided prior notice of the following motion:

"I move that for the next meeting of the Medical/Health Centre Advisory Committee, the Committee journey to Mt Barker to inspect the Mt Barker Medical Centre and talk to one or two persons who were involved in its planning and construction; and that the Committee gather for lunch together to discuss our findings. This will give us an idea of size, the types of facilities and costs of a centre that may be comparable in a similarly sized town."

Mr Hobbs advised that from the process discussed already that the motion is premature and asked that it lay on the table for future consideration at an appropriate time.

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

Nil.

14. NEXT MEETING

The next meeting of the Medical / Health Centre Advisory Committee to be held Thursday 20th September 2012 at 9:00am at the Shire of Kojonup Council Chambers.

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 10:25am