

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE MINUTES

MEETING HELD THURSDAY 12 OCTOBER 2012 IN THE RECEPTION LOUNGE AT
9.00AM

Medical / Health Centre Advisory Committee Terms of Reference

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*



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

The Chairman, Mr N Young, declared the meeting open at 9.00am.

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

Mr E Graham	Community Member	
Mr G Hobbs	Community Member	
Mrs J Matthews	Community Member	
Mr N Radford	Community Member	
Mr N Young	Community Member	
Cr J Mathwin	Council Member	
Cr R Hewson	Council Member	(arrived 9:10am)
Cr J Benn	Council Member	
Mrs J Webb	Community Member	
Mrs J Warland	Community Member	(arrived 9:40am)
Mr A Middleton	Acting CEO	

Apologies

Mrs A Boschman	Acting PA to the CEO
Mrs P Crook	Community Member

Gallery

Cr J Trethowan	Shire President	(arrived 9:10am)
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3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4. **PUBLIC QUESTION TIME**

Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

N/A as date not set

6. **DECLARATIONS OF INTEREST**

Nil



7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Recommendation:

That the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 20th September 2012 be confirmed as a true record.

Committee Decision:

6/12 MOVED Mrs J Warland seconded Cr J Mathwin that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 20th September 2012 be confirmed as a true record.

CARRIED 9/0

Item 10.1 was considered now but has been recorded in the order of the agenda.

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

Teleconference with Nicole Selesnew - Manager Community Services, Shire of Plantagenet

Ms Selesnew outlined the processes that Shire of Plantagenet undertook in the building of the Mount Barker Medical Centre.

Points outlined were as follows:

- 3 year process from scoping to tender;
- Local GP's (General Practitioners) approached the Shire;
- GP owned the existing facility and couldn't fund extensions and approached shire for a new facility to lease;
- Local GP's did most of the research into the new facility;
- Sourced grant funds at the same time as the design – was a concurrent process;
- There was a big gap between what GP's wanted and what the Shire could afford;
- Sketch designs took about 9 months with visits to other facilities;
- Concept and sketch drawings used for grant funding and Quantity Surveyor's Estimates;
- Shire owns the building and leases it to the Practise who are able to sublease;
- Commercial rent covers loan & building maintenance reserve;
- Public Dentist would have been good;
- Total Cost \$1.6million;
 - \$640,000 Grants (Regional Medical Infrastructure Fund \$400,000)
 - \$680,000 from Shire
 - \$200,000 interest free loan Bendigo Bank
- Copy of Floor Plan Attached;



- GP's did all the public selling;
- Public meetings were held to promote the concept;
- 6 Doctors' offices, 2 nurses, 2 Physios, gym, 2 pathology staff, joint use rooms, office & staff area;
- Built on a Shire reserve;
- No issue was that great; some initial concern that the Doctor service would affect Hospital viability;
- First public meeting about a year in to the process;
- Approx. 6,000 people serviced by 4 fulltime doctors and 4 part-time doctors.

It was resolved that a letter of thanks to be sent to Ms Selesnew for her time.

9. ITEMS FOR DISCUSSION / DECISION

9.1 "How the Community Meeting will be Run" scheduled for 22nd October 2012

The purpose of the meeting is to harvest information. No motions will be allowed from the floor for action, as the committee is advisory only.

Butchers Paper on the wall for brainstorming - topics to include:

- Location
- Services
- Miscellaneous
- Communication Preferences

Shire to organise butchers paper, coffee, biscuits etc. & PA system from Kodja Place.

10. GENERAL BUSINESS

Item 10.1 was discussed prior to Item 8 but has been recorded in the order of the agenda.

10.1 Action List.

ACTION LIST	
MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE	
Item	Action Allocated to
<p>Action 1: Community Meeting Monday 22 October 2012 at 7.30pm</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Venue has been confirmed. • Meeting has been publicised in the Kojonup News and posters are displayed at local businesses. 	Mr N Young



Action 2: Meet with Doctor King

Mr N Young & Cr J Mathwin

Outcome:

- Current doctor agreed there was a need for 2 doctors and there is enough work for a commercial return
- No problem shifting whilst a new surgery on the existing site, if this was decided as necessary
 - More Office space and computer area
 - Filing room – fireproof area for files
 - Toilet facilities
 - Acoustics
 - Waiting room including child play space
 - Air-conditioning
 - Accessibility
- Patient Load in Katanning with waiting list
- Trauma at Kojonup Hospital should be a major consideration
- No government Physiotherapists – funded-service disappearing and Podiatry Private when available
- Closed Radiology Service – maintenance reason for not encouraging
- Ultrasound – part-time was very valuable service – very short of these people
- Visiting specialists – approaching zero – they get enough work in large centres
- Specialist Nursing Practitioners – would be good, service has not involved as was predicted earlier but could be useful
- At least 3 consulting rooms – good space with a small area off including sink and cupboard space and benches. Happy with room size in current surgery, but suggests 4 rooms as we had put in plans – Dentist Facility?
- Commercial Rate of Return



<p>Action 3: Determine the Life of Present Building (Dr Surgery)</p> <p>Outcome: Mr N Radford reported:</p> <ul style="list-style-type: none"> • Sound and approximately 40 years old • Sewer encumbrance • Cost of extension/renovation similar to building new 	Mr N Radford & Mr G Hobbs
<p>Action 4 : Written Report form the builder that was conducted on the Present Building (Dr Surgery)</p> <p>Outcome:</p> <ul style="list-style-type: none"> • No written report exists, the building is structurally sound but not fit for purpose 	Mrs A Boschman
<p>Action 5 : Clarification of Aboriginal Heritage – Land adjoining Kojonup Hospital & the Old School Site</p> <p>Outcome:</p> <ul style="list-style-type: none"> • In progress 	Mrs A Boschman
<p>Action 6: Title & Access Conditions – ‘Alby Walkers Block’ the Land adjoining the Kojonup Hospital</p> <p>Outcome:</p> <ul style="list-style-type: none"> • In progress 	Mr A Middleton
<p>Action 7: Establish Current Aboriginal Health Services</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Aboriginal Health Service, not an Aboriginal Medical Service • Kojonup locals happy to use current services • Main aboriginal Health issue is access to GP’s, not an issue in Kojonup • Great Southern Aboriginal Health Plan 	Mrs J Webb
<p>Action 8: Contact Health Department Speakers to attend the next Committee Meeting on the 12th October 2012 at 9.00am</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Deferred to next meeting 	Mrs A Boschman & Mr A Middleton
<p>Action 9: Reconfirm what services are provided for at the Kojonup Hospital</p> <p>Outcome: Mrs J Matthews reported: KOJONUP HOSPITAL</p>	Mrs J Matthews



<ul style="list-style-type: none"> • Accident and Emergency • Wound and Post Operation Treatment • Lumps & Bumps • Blood service from Katanning • HACC (Office) 1 day per week • Extended Care • Dietician / Occupational Therapy share office with HACC • Community Nurse • Child Health • Immunisation Clinic • Tele Health • Physiotherapy • PATS (Patient Assisted Travel Scheme) • Meals on Wheels • ECG <p>KATANNING HOSPITAL (In Hospital Services to Kojonup)</p> <ul style="list-style-type: none"> • On call Doctors (over the weekend) • Mental Health Team • Aged Care Assessment Team • Pathology • Radiology • Theatre • Allied Health 	
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Cr J Trethowan presented letters from the Community to the Advisory Committee as discussed at the last meeting.

Mr N Young advised that he had telephoned Mrs P McGregor to thank her for the comments made in her letter to committee members of 22 July 2012.

10.2 Other General Business

Southern Inland Health Initiative (SIHI)

SIHI Health Plan about to be released.

Melissa Vernan from the SIHI (Raquel Willis Katanning for funding perspective) or would be a good speaker for the next meeting.

11. **NEXT MEETING**

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday 2nd November 2012 at 9.00am in the Reception Lounge.

Cr R Hewson will be an apology

All future meetings to be scheduled for the first Friday of the month.



12. **CLOSURE OF MEETING**

There being no further business to discuss the Chairman thanked the Committee Members for their attendance and declared the meeting closed at 11.15am.

