

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE AGENDA

MEETING TO BE HELD FRIDAY 15 MARCH 2013 AT RECEPTION LOUNGE
COMMENCING 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*



7. GENERAL BUSINESS

7.1 Action List

ACTION LIST MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE	
Item	Action Allocated to
Action 5 : Clarification of Aboriginal Heritage – Land adjoining Kojonup Hospital & the Old School Site Outcome: <ul style="list-style-type: none">• Pending a decision on preferred location.	Mr A Middleton
Produce Draft Report of the Committee’s finding so far Outcome: <ul style="list-style-type: none">• To go to Council on 19th February 2013 to be received - Completed	Neil Young Mr A Middleton
Contact Great Southern Development Commission regarding Royalties to Regions Funding Outcome: <ul style="list-style-type: none">• Complete – Update to be provided by Chairman	Neil Young
WA Country Health Service (WACHS) Organisational Chart with all possible contacts for the committee Outcome: <ul style="list-style-type: none">• Complete	Jo Webb

7.2 Acting Chief Executive Officer to Brief Committee

- Role of the Committee
- Workload of Shire Staff
- Record Keeping Responsibilities
- Time Frame of Committee



7.3 Council Decisions

That the Shire owned residence at 34 Katanning Road be leased to St Luke's Family Practice, Katanning for the purpose of operating a medical practice.

That:

- a) A lease fee of \$254 per week, with provision for CPI (WA) on an annual basis;
- b) A term of three (3) years, with options for a further two, three (3) year extensions;
- c) Provision be made in the lease agreement that the lease be terminated should a new purpose Medical Centre be built and all minor maintenance to be completed by the lessee.

That a site visit to 34 Katanning Road, Kojonup be undertaken.

That subject to suitable funding being secured, the Council build a purpose built new Medical Centre, with the following conditions:

1. That it be located on "Walkers Block" in Spring St.
2. That it have sufficient space to allow 2 full time GP's, 1 visiting services provider, 1 practice nurse, and 1 treatment room.
3. Reception and waiting area, staff facilities and storage to suit a modern facility to enable it to be accredited.
4. The Shire owned carpark adjoining the hospital complex be used to service the centre and be incorporated in the plan.
5. Planning should commence immediately in order that accurate funding requirements can be established.
6. That provision be made in the plans for a staged process so that facilities suited to a dental clinic could be included at a later date. This will include 2 treatment rooms and separate reception area as a minimum.
7. Detailed external funding can then be pursued with Health Department, Royalties for Regions, Great Southern Development Commission, Lotteries West and others yet to be identified.



7.4 Public Meeting Discussions

7.5 WACHS Organisational Chart Provided by Jo Webb

Attachment to this agenda.

This shows the relationship for the Governing Councils which are new and are a bit like a Board but are not the employer. They have a strategic role and provide advice and guidance to WACHS.

Susan Kay is the GS regional Director and she reports now to Tina Chinery who reports to Ian Smith.

Felicity Jefferies has resigned, not sure of her replacement, same for Kim Snowball – both leave on 15th March.



8. ITEMS FOR DISCUSSION / DECISION

8.1 Detailed planning and costing process

8.2 Fund raising strategy

8.3 Further work on business model



9. **NEXT MEETING**

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday 3 May, 2013 commencing at 9.00am in the Reception Lounge.

10. **CLOSURE OF MEETING**

There being no further business to discuss the Chairperson thanked the Members for their attendance and declared the meeting closed at _____

