

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE AGENDA

MEETING TO BE HELD FRIDAY 7 JUNE 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
<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"> • Pending a decision on preferred location. 	Mr A Middleton
<p>Committee to get a short list of Architects at next meeting starting with:</p> <ul style="list-style-type: none"> • Newdegate Medical Centre Architects • Mt Barker Medical Centre Architects • WA Country Builders • Leith Hanna-Schmidt • Brian Jackman <p>Outcome:</p> <ul style="list-style-type: none"> • See Item 8.3 	All Members
<p>Further investigate the community building fund</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Pending 	Neil Young Jenny Matthews
<p>Prepare a response on behalf of both Medical/Health Centre Advisory Committee and Council to Wendy Thorn's letter</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Pending 	Mr A Middleton
<p>Contact Kelli Porter at Rural Health West in regards to key components needed in a new medical centre</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Pending 	Jenny Matthews
<p>List of ingredients needs to be established</p> <p>Outcome:</p> <ul style="list-style-type: none"> • See Item 8.1 	All Members
<p>Letter of Thanks be sent from the Shire to Jean Daly, for her time showing the committee through the hospital.</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Completed on 9 May 2013 	Mr A Middleton
<p>Produce a new terms of reference or guidelines for the committee</p> <p>Outcome:</p> <ul style="list-style-type: none"> • 	Mr A Middleton
<p>Tony Crook Correspondence from committee meeting held on 3 May 2013</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Ned Radford does not have it. 	All Members



7.2 New Council Policy - Council Advisory Committees Policy
See attached Policy and Code of Conduct.

Acting Chief Executive Officer to explain.

7.3 Decision of Council – Committee Recommendation from 3rd May 2013

Committee Decision

12/13 MOVED: Mr G Hobbs seconded: Cr Benn

That the Council investigate the feasibility of a proposal to build the new Medical Centre on the west side of the hospital.

Carried 9/1

The Council did not pass this recommendation at the Council Meeting held on 21st May 2013.



8. ITEMS FOR DISCUSSION / DECISION

8.1 Develop need and scope of work for Architect (list of ingredients – contents of the building)

COUNCIL DECISION

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.

8.2 Develop business model

Three models to be discussed:

- Council
- Corporate/Private
- Separate Practitioners

8.3 Preferred List of Architects



8.4 Expressions of Interest

9. FINANCIALS – 2012/2013

Date	Description	\$
25/09/2012	Scones & Sandwiches from Country Kitchen for Meeting with Dr King	38.69
28/11/2012	Cost of Trip to Mt Barker/ Denmark to view medical centres	96.19
01/02/2013	Medical/Health Centre Advisory Committee Meeting - Friday 1st February 2013, Morning Tea and Lunch for 17 people	254.23
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		389.11
	Allocation in 2012/2013 Budget	<hr/>
		35000.00
	Remaining Allocation	<hr/>
		34610.89

10. FUNDING SOURCES

- GSDC
- Lotterywest – Advice has been received by the Acting Chief Executive Officer that Lotterywest would be unlikely to fund Medical Centres.

11. NEXT MEETING

Council Briefing Session to be held on Tuesday 18 June 2013 commencing at 9:00am in the Reception Lounge.

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday 5 July, 2013 commencing at 9.00am in the Reception Lounge.

12. CLOSURE OF MEETING

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

