

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE MINUTES

MEETING HELD FRIDAY 15 MARCH 2013 AT RECEPTION LOUNGE

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 welcomed Committee Members and opened the meeting at 9.00am.

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

Mr N Young	Community Member (Chairman)
Mr E Graham	Community Member
Mrs J Matthews	Community Member
Mrs P Crook	Community Member
Cr J Mathwin	Council Member
Cr J Benn	Council Member

Mr A Middleton	Acting CEO
----------------	------------

Gallery	
Cr J Trethowan	Shire President

Apologies

Mrs J Webb	Community Member
Mr G Hobbs	Community Member
Mr N Radford	Community Member
Mrs J Warland	Community Member
Cr R Hewson	Council Member
Miss D Hodge	Personal Assistant to the CEO

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
Nil

4. **PUBLIC QUESTION TIME**
Nil

5. **DECLARATIONS OF INTEREST**
Nil



6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Committee Decision

6/13 MOVED: Cr Mathwin seconded: Mrs J Matthews that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 12th February 2013 be confirmed as a true record.

Carried 6/0

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"> • GSDC are very supportive, recognising that our request came on the back of a long identified need, had strong community support, had indicative support from the Health Department and had Shire support as demonstrated by the Shire already holding \$346,000 in grant funds specified for a Medical Centre. 	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

The Acting Chief Executive Officer briefed the committee, reminding members of:

- Role of the Committee – being an Advisory Committee to the Council;
- Workload of Shire Staff – **between now and 30 June Council's** integrated planning processes will take precedence and this Committee requires a lot of administrative time;
- Record Keeping Responsibilities – being a Committee of the Council, the committee members are subject to the State Records Act.
- Time Frame of Committee – Following discussion with the Chairman, discussion needs to occur about when the Committee finalises and at what stage of the building project the terms of reference conclude.

7.3 Council Decisions

The following four (4) Council decisions made at its February 2013 Council meeting were noted by the Committee:

"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

Cr Mathwin's notes to be combined with Shire minutes and circulated to all committee members.

Committee Decision

**7/13 MOVED: Mrs J Matthews seconded: Cr Mathwin
That the Committee meet with Council to co-operatively progress the Medical Centre and solution together at a Council Briefing Session.**

Carried 6/0

ACTION:

The Committee resolved that a site visit to the hospital be undertaken at a future committee meeting.

7.5 WACHS Organisational Chart Provided by Jo Webb

(Attached)

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.

The Committee wished to note the thanks to committee member Jo Webb for obtaining this Organisation Chart.



The Committee noted that the CNN/DON (Director of Nursing) will be putting a note in The Kojonup News detailing Allied Health Services available in Kojonup.

8. ITEMS FOR DISCUSSION / DECISION

8.1 Detailed planning and costing process

ACTION:

Committee to get a short list of Architects at next meeting starting with:

- **Newdegate Medical Centre Architects**
- **Mt Barker Medical Centre Architects**
- **WA Country Builders**
- **Leith Hanna-Schmidt**
- **Brian Jackman**

8.2 Fund raising strategy

Community Building Fund:

- Will Harvey offered assistance.
- Expressions of Interest in The Kojonup News

ACTION:

Jenny Matthews & Neil Young to further investigate the community building fund.

The Chairman outlined meeting that occurred between himself, Cr Jill Mathwin and Bruce Manning & Peter Rundle from the Great Southern Development Commission in Perth on 22 February 2013.

It was requested that the Committee financial sheet to be added to future agendas

8.3 Further work on business model

Deferred to a future meeting.

8.4 Letter from Wendy Thorn

ACTION:

Acting Chief Executive Officer to prepare a response on behalf of both Medical/Health Centre Advisory Committee and Council.



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 11:18am.





ORGANISATIONAL STRUCTURE WA COUNTRY HEALTH SERVICE

As at 7 November 2012



Central Office

Chief Operating Officer (COO) - Northern and Remote Shane Matthews			Executive Director Corporate Services Graeme Jones	Executive Director Clinical Reform Dr Felicity Jefferies	Executive Director Nursing and Midwifery Marie Baxter	Executive Director Medical Services Dr Meredith Arcus	Executive Director Primary Health Engagement Melissa Vernon	Area Director Infrastructure Rob Pulsford	Manager Executive Services Trish Sullivan	Chief Operating Officer (COO) - Southern Tina Chinery		
Regional Director Kimberley	Regional Director Pilbara	Regional Director Midwest	Finance	Clinical Workforce Development and Engagement	Nursing and Midwifery	Medical Services	Stakeholder Participation and Engagement	Infrastructure	Executive Services	Regional Director Southwest	Regional Director Wheatbelt	Regional Director Great Southern
Regional Director Goldfields	Area Director Aged Care	Manager Planning	Human Resources	Telehealth	Ambulatory Care	Safety and Quality	Population Health	Biomedical Engineering	Communications	Area Director Mental Health		
			ICT	Southern Inland Health Initiative	Medical Equipment		DHACs		Policy	Manager Contract Management		
			Business Performance and Analysis	Aboriginal Health Service Planning					PATS			
			Governance	Medical Education Unit								
			Risk Management	Allied Health								
			Audit	Renal Health Services								
				Clinical Coordination								