

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE MINUTES

MEETING HELD THURSDAY 20 SEPTEMBER 2012 AT 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. **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
Mrs P Crook	Community Member
Mr N Young	Community Member
Cr J Mathwin	Council Member
Cr R Hewson	Council Member
Miss C Westbrook	Shire Officer

Apologies	
Cr J Benn	Council Member
Mrs A Boschman	Acting PA to the CEO
Mr A Middleton	Acting CEO
Mrs J Warland	Community Member
Mrs J Webb	Community Member

Gallery	
Cr J Trethowan	Shire President

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

Presiding Member, Mr N Young opened the meeting 9.00am and welcomed all in attendance.

Mr Young noted that Stephen Gash was no longer the CEO, but could be called upon if required as a member of the public community.

Miss Westbrook noted that Mr A Middleton, Acting CEO was an apology for the meeting and that presenters were unable to be lined up for the meeting due to a medical conference taking place and annual leave commitments.

Mr Young suggested that Dr King should be invited to address a smaller group from the committee on his current thoughts on the Medical Centre Concept.

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 23rd August 2012 be confirmed as a true record.

Committee Decision:

4/12 MOVED: Cr Hewson seconded: Cr Mathwin that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 23rd August 2012 be confirmed as a true record, subject to changing item 3 to delete "Cr Gregory Marsh" and insert "Cr F Pritchard".

CARRIED 8/0

8. **PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

9. **ITEMS FOR DISCUSSION / DECISION**

Item 9.2 was discussed prior to 9.1 to set a new meeting date for the Medical Centre Advisory Committee.

9.2 **Meeting Dates**

It was determined that Friday Mornings would be better options, given that Mrs J Webb expressed she has work commitments in Albany on Thursday's and with the Council agenda cycle.

The next meeting date will be Friday 12th October 2012 at 9.00am and meetings will be monthly.



9.1 **Establish likely Timeline of Committee with associated Plan of Action.**

Mr Young conducted a detailed whiteboard session of two headings; what the Committee 'Knows Now' and 'Need to Know'

KNOWS NOW

Council & Community wish to build a centre
Doctors Surgery
Hospital Facilities
Aged Care
Allied Health – OT, HACC, Speech, Podiatry, Mental Health
Dental

NEED TO KNOW

Assess the Need
Assess the Current Building
Determine Services Needed
Dental
What is current delivered at hospital relating to Allied Health?
Do we need to provide these? Or Who?
Private or Public?
Management Model / Operational System
How to Fund?

Much discussion was had by the committee on the items above about priorities and how to capture the information they required.

Cr Mathwin made a few points about consultants 361° from the Council Briefing Session held on the 18th September 2012, who are proposed as one of the consultants to undertake Council's Community Strategic Plan as the first process in the Integrated Planning Process, which is a compulsory process required by the State Government.

A document was circulated to all Committee Members present; a Community Health Plan that 361° has conducted for the Shire of Wyalkatchem.

Cr Mathwin put forward a motion as stated below

This Committee Request:

- *The Acting Chief Executive Officer to investigate the possibility of the development of a Community Health Plan for Kojonup, drafted together with the Kojonup's Integrated Plan by 361 Degrees Stakeholder Management Service.*
- *The Acting Chief Executive Officer obtain quotes for the additional work required to complete a Community Health Plan.*



Committee Decision

5/12 Moved Cr Mathwin seconded Mrs P Crook that the Committee Request:

- **The Acting Chief Executive Officer to investigate the possibility of the development of a Community Health Plan for Kojonup, drafted together with the Kojonup's Integrated Plan by a Stakeholder Management Service.**
- **The Acting Chief Executive Officer obtain quotes for the additional work required to complete a Community Health Plan.**

CARRIED 8/0

10. GENERAL BUSINESS

10.1 **The committee determined an Action List to determine outcomes for the next meeting; details are in the table below.**

ACTION LIST MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE	
Item	Action Allocated to
Community Meeting Monday 22 October 2012 at 7.30pm	Mr N Young
Meet with Doctor King	Mr N Young & Cr J Mathwin
Determine the Life of Present Building (Dr Surgery)	Mr N Radford & Mr G Hobbs
Written Report form the builder that was conducted on the Present Building (Dr Surgery)	Mrs A Boschman
Clarification of Aboriginal Heritage – Land adjoining Kojonup Hospital & the Old School Site	Mrs A Boschman
Title & Access Conditions – 'Alby Walkers Block' the Land adjoining the Kojonup Hospital	Mr A Middleton
Establish Current Aboriginal Health Services	Mr N Young to Phone Mrs J Webb
Contact Health Department Speakers to attend the next Committee Meeting on the 12 th October 2012 at 9.00am	Mrs A Boschman & Mr A Middleton
Reconfirm what services are provided for at the Kojonup Hospital	Mrs J Matthews

10.2 Community Meeting

Mrs P Crook said that the community meeting must have a clear purpose and this is to be advertised to the community.

Consensus was reached that the meetings purpose was to:

- Provide an update on the Committee to the Community;
- Hear the ideas from the Community of what they would want in a Medical / Health Centre in Kojonup.

The Committee will outline "How the Community Meeting will be Run" at the next Committee meeting on Friday, 12th October 2012.

Action: Add to Agenda for the Committee Meeting on the 12th October 2012

10.3 Letters from the Community

Cr J Trethowan from the Gallery asked the Committee if they had received the letters from the Public that were received from the Shire after the initial Public Meeting regarding the Medical/Health Centre

The Committee had not sited the letters.

Cr Trethowan stated she would write to the people and ask them is they wished for their letter to be forward to the Medical/Health Centre Advisory Committee .

Action: Obtain Letters for the Committee Meeting on the 12th October 2012

The Committee also noted that they should write back to Mrs P McGregor for her letter suggesting a transportable building. Mr Young will coordinate that with Mrs Boschman

Action: Mr N Young to write back to Mrs P McGregor

11. NEXT MEETING

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday, 12th October 2012 at 9.00am in the Reception Lounge.



12. **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 10.55am.

