

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE

MINUTES

MEETING HELD FRIDAY 3 MAY 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 all Committee Members and opened the meeting at 9:04am.

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

Mr N Young	Community Member
Mr E Graham	Community Member
Mr G Hobbs	Community Member
Mrs J Matthews	Community Member
Mr N Radford	Community Member
Mrs J Warland	Community Member
Mrs P Crook	Community Member (<i>entered at 9:05am</i>)
Cr R Hewson	Council Member
Cr J Mathwin	Council Member
Cr J Benn	Council Member

Mr A Middleton	Acting CEO
Miss D Hodge	PA to the CEO

Gallery	
Cr J Trethowan	Shire President
Cr F Pritchard	Shire Councillor
Cr I Pedler	Shire Councillor (<i>entered at 9:05am</i>)

Apologies

Mrs J Webb	Community Member
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3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
Nil

4. **PUBLIC QUESTION TIME**
Nil

Mrs P Crook & Cr Pedler entered the meeting.

5. **DECLARATIONS OF INTEREST**

Mrs J Warland stated that as of 3 June she no longer works for St Luke's Family Practice so her conflict of interest will change.



6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Committee Decision

9/13 Moved Mrs J Matthews, seconded Cr Mathwin that the Community Meeting Notes of the Medical / Health Centre Advisory Committee held on 11th March 2013 be confirmed as a true record.

Carried 10/0

The Chairman thanked Cr Mathwin & Miss D Hodge for compiling the community meeting notes.

Committee Decision

10/13 Moved Mrs J Matthews, seconded Cr Hewson that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 15th March 2013 be confirmed as a true record.

Carried 10/0

Committee Decision

11/13 Moved Mrs J Matthews, seconded Mr G Hobbs that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 9th April 2013 be confirmed as a true record.

Carried 10/0



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>The Committee resolved that a site visit to the hospital be undertaken at a future committee meeting</p> <p>Outcome:</p> <ul style="list-style-type: none"> • See Item 8.1 	
<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"> • To be discussed at Business Model Stage 	
<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 8.2 	All Members



8. ITEMS FOR DISCUSSION / DECISION

Mrs J Matthews circulated her address to Council the Briefing Session held on Tuesday 16th April 2013.

Mrs J Matthews then gave an update from the Briefing Session stating that Council have asked for a review/more options and stated that the site west of the hospital was discussed.

The Chairman stated that Council have already made a decision.

The Acting Chief Executive Officer stated Council are not convinced the committee are happy with what they have decided on. For example, the committee is reviewing the list of ingredients the Council has agreed to.

The Chairman stated the committee are simply producing a scope for an architect.

Cr Hewson stated that Council need more than one option; they need pros and cons for a few options.

9:30am The committee then suspended the meeting to attend the site visit at the hospital.

8.1 Site Visit at Hospital with Jean Daly at 9:30am

Site Visit was held.

10:35am Meeting recommenced at the Shire Reception Lounge.

Action: The Chairman then requested a letter of thanks be sent from the Shire to Jean Daly, for her time showing the committee through the hospital.

Mrs P Crook stated that available space is limited in the hospital.

Cr Hewson stated that the West side of the hospital should be considered and the Shire should consult the Health Department.

Cr Hewson then questioned the committees' process, in particular the Letter to the Editor in The Kojonup News on Friday 26th April 2013. If you represent the committee you need permission from the Shire President or Acting Chief Executive Officer to comment publicly. Council took on board the petition presented to Council, it was not ignored.

The Chairman then stated the committee need to acknowledge Council's decisions regarding 34 Katanning Road and move on with the task they have been set to do.

Cr Benn then suggested the Shire follow up the option at the west side of the hospital.



Cr Mathwin suggested a new terms of reference or guidelines for the committee.

Action: The Acting Chief Executive Officer to produce a new terms of reference or guidelines for the committee.

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

8.2 Develop need and scope of work for Architect (list of ingredients)

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.

The committee did not discuss Item 8.2.



8.3 Develop business model

The committee did not discuss Item 8.3, however in general discussion it was agreed that three Models need to be discussed at the next committee meeting:

- Council
- Corporate/Private
- Separate Practitioners

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
		<hr/>
		350.42
	Allocation in 2012/2013 Budget	<hr/>
		35000.00
	Remaining Allocation	<hr/>
		34649.58

The Committee noted Item 9.

10. FUNDING SOURCES

- GSDC
- Lotterywest

11. NEXT MEETING

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday 7 June, 2013 commencing at 9.00am in the Reception Lounge.

To be discussed at the next meeting is:

- Preferred List of Architects
- Contents of the Building
- Business Model (3 Options)
- Expressions of Interest

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 11:51am.



According to the Strategic Plan - The Shire of Kojonup "Plan for the Future 2010 - 2015" states "Plan, fund and build a new medical centre".

Bearing in mind that on February 19th 2013, Council's decision was "that subject to suitable funding being secured, the Council build a purpose built new Medical Centre".

Therefore, I believe the Council and the Medical/Health Advisory Committee need to be on the same page working proactively together, achieving the same goals with a clear vision of building a Medical Centre that will provide service and stability to the community for the next 40 to 50 years.

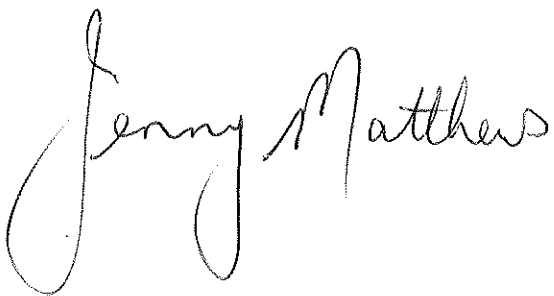
If the Committee is to continue, I ask the Council to lay their cards on the table today, be honest, transparent and communicate their intentions and deliberations with the Advisory Committee, so we can move forward and achieve our goals.

The sourcing of funds for the Centre is in progress, however, sourcing and securing funds are another issue.

Once funds are secured and should there be a shortfall of x amount of dollars, will the Council be prepared to give the Advisory Committee a guarantee to financially support that shortfall by taking out a loan from Treasury.

I ask - is the Council 100% supportive of the Medical/Health Advisory Committee?

OR - is the committee wasting its time?

A handwritten signature in cursive script that reads "Jenny Matthews". The signature is written in black ink on a white background.