

MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE MINUTES

MEETING HELD FRIDAY 5 JULY 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 Presiding Member welcomed all the Committee Members and opened the meeting at 9:24am.

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

Mr N Young	Community Member	
Mr E Graham	Community Member	
Mr G Hobbs	Community Member	(entered at 9:26am)
Mr N Radford	Community Member	
Mrs P Crook	Community Member	
Cr R Hewson	Council Member	
Cr J Mathwin	Council Member	

Mr A Middleton	Acting Chief Executive Officer
Miss D Hodge	Personal Assistant to the CEO

Gallery	
Cr J Trethowan	Shire President

Apologies

Mrs J Warland	Community Member
Mrs J Webb	Community Member
Mrs J Matthews	Community Member
Cr J Benn	Council Member

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

14/13 Moved Mr E Graham, seconded: Mrs P Crook that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 7th June 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
<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 8.4 	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 8.2 	All Members
<p>Produce a new terms of reference or guidelines for the committee</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Addressed at Council Briefing Session on Tuesday 18 June 2013. 	Mr A Middleton
<p>Provide copies of:</p> <ul style="list-style-type: none"> - Local Government Act 1995, Part 5, Division 2 - Local Government (Administration) Regulations 1996 and - Standing Orders Local Law 1997 <p>Outcome:</p> <ul style="list-style-type: none"> • 	Mr A Middleton
<p>Letter from Dr King to be distributed</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Distributed on 14 June 2013 	Mr A Middleton



<p>Written report from Mr L Prandi (builder) in regard to renovating Dr King's current building</p> <p>Outcome:</p> <ul style="list-style-type: none"> • 	<p>Mr N Radford</p>
<p>Provide a list of things that will meet Town Planning needs</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Shire Town Planner to attend future committee meeting. 	<p>Mr A Middleton</p>

The committee did not discuss Item 7.1, moving straight onto Item 8.1.



8. ITEMS FOR DISCUSSION / DECISION

9:26am Mr G Hobbs entered the meeting.

8.1 Committee Terms of Reference and Future

This item was discussed in detail at the meeting with the Shire Councillors held on 18 June 2013. The feeling of this meeting was that the Committee adjourn for 6 months to gauge the impact of the new St Luke's Family Practice at 34 Katanning Road.

Recommendation

That it be recommended to the Council that the Medical/Health Centre Advisory Committee adjourn for 6 months to better gauge the impact of the new St Luke's Family Practice at 34 Katanning Road and that it re-convene in February 2014.

Discussion was had.

Committee Decision

15/13 Moved Mr E Graham, seconded Mr N Radford that it be recommended to the Council that the Medical/Health Centre Advisory Committee adjourn for 6 months and that it re-convene on Friday 7th February 2014.

Carried 7/0

As the above motion was passed, no further business was discussed and item 11 was the next item discussed.



8.2 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.

The committee did not discuss Item 8.2, moving straight onto Item 11.

8.3 Develop business model

Three models to be discussed:

- Council
- Corporate/Private
- Separate Practitioners

The committee did not discuss Item 8.3, moving straight onto Item 11.

8.4 Preferred List of Architects

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

The committee did not discuss Item 8.4, moving straight onto Item 11.



8.5 Expressions of Interest

The Committee to develop a process.

The committee did not discuss Item 8.5, moving straight onto Item 11.



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
	Total spent as at 30 June 2013	<u>389.11</u>
	Allocation in 2012/2013 Budget	<u>35000.00</u>

The 2013/2014 budget has not been adopted yet.

The committee did not discuss Item 9, moving straight onto Item 11.

10. FUNDING SOURCES

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

The committee did not discuss Item 10, moving straight onto Item 11.

11. NEXT MEETING

The next meeting of the Medical/Health Centre Advisory Committee to be held on Friday 7th February, 2014 commencing at 9:00am in the Reception Lounge.

Action: The Presiding Member & Cr J Mathwin to draft an article for The Kojonup News to inform the community of the changes and that the committee will be active again in February 2014. This article is to be circulated to all committee members for comment.

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 9:50am.

