

# MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE MINUTES

MEETING HELD FRIDAY 7 DECEMBER 2012 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 Committee Members and opened the meeting at 9:05am.

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

Mr N Young	Community Member
Mr G Hobbs	Community Member
Mrs J Matthews	Community Member
Mr N Radford	Community Member
Mrs J Webb	Community Member
Mrs J Warland	Community Member
Mrs P Crook	Community Member
Cr J Mathwin	Council Member
Cr J Benn	Council Member
Cr R Hewson	Council Member

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

Gallery	
Cr J Trethowan	Shire President

**Apologies**

Mr E Graham	Community Member
-------------	------------------

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

4. **PUBLIC QUESTION TIME**  
Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**  
Nil

6. **DECLARATIONS OF INTEREST**

At Item 10 Judith Warland declared an interest as she works for the doctor spoken about.



## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE MEETING 2 November 2012

Corrections:

Cr Mathwin noted that in the Action List on Page 8, it was not noted she was to visit Probus.

### Committee Decision

**8/12 MOVED: Cr Mathwin seconded: Mrs Matthews**  
**That the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 2<sup>nd</sup> November 2012 with the above corrections be confirmed as a true record.**

**CARRIED 10/0**

## 8. GENERAL BUSINESS

### 8.1 Action List

<b>ACTION LIST MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE</b>	
<b>Item</b>	<b>Action Allocated to</b>
Action 5 : Clarification of Aboriginal Heritage – Land adjoining Kojonup Hospital & the Old School Site <b>Outcome:</b> <ul style="list-style-type: none"> <li>• Pending a decision on preferred location.</li> </ul>	Mr A Middleton
Action 6: Title & Access Conditions – ‘Alby Walkers Block’ the Land adjoining the Kojonup Hospital <b>Outcome:</b> <ul style="list-style-type: none"> <li>• Confirmed the land is freehold.</li> </ul>	Mr A Middleton
Produce Draft Report of the Committee’s finding so far <b>Outcome:</b> <ul style="list-style-type: none"> <li>• In progress</li> </ul>	Neil Young Mr A Middleton
Contact Catholic Church <b>Outcome:</b> <ul style="list-style-type: none"> <li>• In progress</li> </ul>	Jenny Matthews
Access Plans and do site visit to Jurien Bay Medical Centre <b>Outcome:</b> <ul style="list-style-type: none"> <li>• Complete – Reported to meeting on findings, general feeling was plans for the future was not made when built 12 years</li> </ul>	



<p style="text-align: center;">ago.</p> <p>Contact: Anglican Church</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete</li> </ul> <p>Baptist Church</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete</li> </ul> <p>Also visited Uniting Church</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete</li> </ul>	<p>Judith Warland</p>
<p>Contact: Noongar Community</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete – General idea was near the chemist and central.</li> </ul> <p>Playgroup</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete – Car park is important.</li> </ul>	<p>Jo Webb</p>
<p>Contact: Kojonup District High School P &amp; C</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete – Addressed people individually, idea was new centre would have 2 rooms and 2 rooms for visiting professionals.</li> </ul> <p>St Bernard’s P &amp; C</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete – As above.</li> </ul> <p>St John’s Ambulance</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete – Easy access and large doorways, also acoustics was very important.</li> </ul> <p>Occasional Care</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete – Waiting room size was</li> </ul>	<p>Pip Crook</p>



important for hygiene and privacy.	
Contact Kojonup Rotary <b>Outcome:</b> <ul style="list-style-type: none"><li>• Complete – Happy with anything, not forward thinking.</li></ul>	Ned Radford
Contact Kojonup Lions <b>Outcome:</b> <ul style="list-style-type: none"><li>• Complete - Happy with anything, not forward thinking. Lions are willing to help in anyway.</li></ul>	John Benn
Contact Probus <b>Outcome:</b> <ul style="list-style-type: none"><li>• Complete – Does not need to be central as they would access the centre by car and support for new mothers is important.</li></ul>	Jill Mathwin
Coordinate site visits to Denmark and Mt Barker Medical centres <b>Outcome:</b> <ul style="list-style-type: none"><li>• Completed on 16<sup>th</sup> November 2012.</li></ul>	Anna Boschman
Contact Great Southern Development Commission regarding Royalties to Regions Funding <b>Outcome:</b> <ul style="list-style-type: none"><li>• In Progress</li></ul>	Mr A Middleton
Respond to the letter from Bruce Warland on behalf of the committee <b>Outcome:</b> <ul style="list-style-type: none"><li>• Completed</li></ul>	Neil Young

## 9. Other General Business

### 9.1 Guest Speakers

David Norton from Southern Inland Health Initiative via teleconference.



David gave an insight into the Shire of Kojonup/Southern Inland Health Initiative relationship and funding options available. He confirmed that Kojonup was included within the SIHI process, that a Medical/Health centre was consistent with SIHI planning and as such there could be funding available to assist.

He outlined that Sam Barron from the Southern Inland Health Initiative is the committee's primary contact.

The Central Great Southern Services Plan which can be found online, would be very beneficial for all committee members to look at.

**Action: Jo Webb to draw up organisational chart with all possible contacts for the committee.**

## **9.2 Review report of actions so far.**

Yet to be produced by Neil Young and Anthony Middleton.

This will help us shift from information gathering to decision making and ultimately action.

## **9.3 Outcomes of the Site Visits**

Plantagenet, Denmark and Jurien Bay Medical Centres.

Cr Jill Mathwin gave an overview of the site visits conducted on 16<sup>th</sup> November 2012. Committee looked at two completely different centres, with Plantagenet being brand new and community owned and Denmark being refurbished and privately owned. Committee felt Plantagenet had some very good ideas.

Jenny Matthews reported to the meeting on her findings when visiting the Jurien Bay Medical Centre, general feeling was plans for the future was not made when built 12 years ago.

# **10. ITEMS FOR DISCUSSION / DECISION**

## **10.1 Terms of Reference**

Anthony Middleton discussed that attention needs to be brought back to the Terms of Reference and highlighted the three main points.

- *To assess the needs for medical/ health centre accommodation:*
- *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.*

In particular looking at other options rather than focusing on a new building.

Neil Young stated he was hoping the report to be compiled of the Committee's finding so far would bring focus back to the terms of reference.

The committee questioned when looking at other options, that expansion needs to be thought about, as this could be a problem in residential areas.

Cr Jill Mathwin explained to the committee that prior to the committee being created Council looked at Soldier Road option, Albany Highway option and Dentist House on Stock Road Option.

## **10.2 Dentist**

Anthony Middleton alerted the committee to a meeting he has had with the current dentists about a possible purchaser, possibly looking for somewhere to relocate. So keep in mind there is a high chance a dentist would need somewhere to set up shop.

## **10.3 Additional Doctors**

Anthony Middleton alerted the committee to a meeting the Shire President and himself have had with a doctor from Katanning interested in starting a practice in Kojonup.

*Note: Judith Warland declared an interest as she works for the doctor involved and left the meeting and did not return.*

Anthony Middleton explained that the doctor is interested in setting up a practice with two doctors in one of the Council's houses on Katanning Road, as minimal changes to the house are needed. This doctor wants to work cooperatively with existing doctor.

## **11. NEXT MEETING**

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday 1 February, 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 11:27am.

