

## MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE MINUTES

MEETING HELD FRIDAY 7 JUNE 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 Committee Members and opened the meeting at 9:02am.

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

Cr J Mathwin	Presiding 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 J Webb	Community Member	
Mrs P Crook	Community Member	
Cr R Hewson	Council Member	<i>(entered at 9:09am)</i>
Cr J Benn	Council Member	

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

Gallery		
Cr J Trethowan	Shire President	<i>(entered at 9:10am)</i>

**Apologies**

Mr N Young	Presiding Member
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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**

**13/13 Moved Mrs J Matthews, seconded Cr Benn that the Minutes of the Medical / Health Centre Advisory Committee Meeting held on 3<sup>rd</sup> May 2013 be confirmed as a true record.**

**Carried 9/0**



## 7. GENERAL BUSINESS

### 7.1 Action List

<b>ACTION LIST MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE</b>	
<b>Item</b>	<b>Action Allocated to</b>
<p>Action 5 : Clarification of Aboriginal Heritage – Land adjoining Kojonup Hospital &amp; the Old School Site</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Pending a decision on preferred location.</li> </ul>	Mr A Middleton
<p>Committee to get a short list of Architects at next meeting starting with:</p> <ul style="list-style-type: none"> <li>• Newdegate Medical Centre Architects</li> <li>• Mt Barker Medical Centre Architects</li> <li>• WA Country Builders</li> <li>• Leith Hanna-Schmidt</li> <li>• Brian Jackman</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• See Item 8.3</li> </ul>	All Members
<p>Further investigate the community building fund</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Pending</li> </ul>	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><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Pending</li> </ul>	Mr A Middleton
<p>Contact Kelli Porter at Rural Health West in regards to key components needed in a new medical centre</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Pending</li> </ul>	Jenny Matthews
<p>List of ingredients needs to be established</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• See Item 8.1</li> </ul>	All Members
<p>Letter of Thanks be sent from the Shire to Jean Daly, for her time showing the committee through the hospital.</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Completed on 9 May 2013</li> </ul>	Mr A Middleton
<p>Produce a new terms of reference or guidelines for the committee</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Council &amp; Committee to address this at Council Briefing Session to be held on Tuesday 18 June 2013.</li> </ul>	Mr A Middleton
<p>Tony Crook Correspondence from committee meeting held on 3 May 2013</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Correspondence was located and given to Shire for records.</li> </ul>	All Members



9:09am Cr R Hewson entered the meeting.

9:10am Cr J Trethowan entered the meeting.

## **7.2 New Council Policy - Council Advisory Committees Policy**

*See attached Policy and Code of Conduct.*

Acting Chief Executive Officer explained that Council is currently reviewing committees. All committee members and Councillors have an obligation to abide by the code of conduct.

A copy of the documents listed in Policy 3.12 Council Advisory Committees was requested.

**Action: Acting Chief Executive Officer to provide committee members with a copy of:**

- **Local Government Act 1995, Part 5, Division 2;**
- **Local Government (Administration) Regulations 1996 and**
- **Standing Orders Local Law 1997.**

## **7.3 Decision of Council – Committee Recommendation from 3<sup>rd</sup> May 2013**

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

The Council did not pass this recommendation at the Council Meeting held on 21<sup>st</sup> May 2013.

The committee noted Item 7.3.

Cr Benn gave a reason as to why the Council did not pass the recommendation, as Council have already decided on Walker's Block as per the committee's original recommendation.



## 8. ITEMS FOR DISCUSSION / DECISION

### 8.1 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 decided they were not at this stage yet and would wait for the meeting with Council on Tuesday 18 June 2013 before discussing Item 8.1.

### 8.2 Presiding Members Clarification

The Presiding Member, Cr Mathwin, gave a summary of the Medical/Health Centre Advisory Committee so far.

#### THE COMMENCEMENT OF THE MEDICAL/HEALTH ADVISORY COMMITTEE

- The Medical/Health Centre Advisory Committee is a Committee of Council— A Council decision.
- Members of the Medical/Health Centre Advisory Committee and the Community understood that Council was committed to building a new health facility through (1) The Forward Capital Works Plan 2010-2015 and (2) the Strategic Plan 2013-2023.
- Dr King’s Surgery, though considered by local builders to have a 30-40yr life, is not fit for purpose. Improvements are required, and I think this has been acknowledged by us all.



- Originally we were looking to replace this building by a better health facility. The Shire could make use of this older surgery in the event of it being vacated, so the building need not be wasted.
- The committee's directive was to gain information regarding the required services in Kojonup. The aim was to attract doctors. and where, and if possible, other health service providers, to provide a sustainable medical service for the district in the future.
- We do not wish to take any services from the hospital, extra private services are possible at various times.
- This Committee began:
  - (1) Without a CEO,
  - (2) With changes in administrative staff taking minutes,
  - (3) Just today (7 June 2013) this committee has received a policy for Council Advisory Committees .This was also presented to Councillors only at the May 2013 Council meeting. Our Committee should have been presented with these policies at our very first meeting. All advisory committees from now on will have the advantage of this information up front.
  - (4) Our terms of reference have presented with some "grey areas" with no guidelines as to where the responsibilities of this committee cease.

Please note: In all fairness, this committee has not had the easiest run.

#### WHAT CHANGES HAVE OCCURRED ALONG OUR JOURNEY?

- An approach to Council by Dr. Du Preez to establish St Luke's Family Practice in Kojonup.  
It has been difficult for this committee to see funds re-directed to what would be private enterprise, especially as Dr. Du Preez was quite able to set himself up as soon as a suitable premises became available. Time frame is not Council's concern.
- This agreement has been approved by Council and Council's decision must be acknowledged, and we must put that decision behind us, and move on.
- There has been increased technology installed at the hospital in the last 6 months. This may make a difference to technology required in private practice rooms.
- A new CEO is coming to Kojonup very soon; new eyes are good. Also new ideas through experience.

#### COMMITTEE AND COUNCIL WORKING TOGETHER.

Before we as a committee can move on with business plans which are essential to justify the project of a new Medical/Health Centre, we need a firm commitment from Council as to whether they will pursue a Medical Centre to replace Dr. King's Surgery. (In doing so, we have discussed at Council at various times, that we could find a use for that Shire building).

Is Council thinking that St. Luke's Family Practice is a permanent arrangement with the possibility of a 9 year lease arrangement at the present time?



There is a risk in any business, so there is also a risk with St. Luke's Family Practice retaining doctors, and this is quite outside our concerns, but the risk is there. Hence our Committee continues to pursue the long term health service for the community of Kojonup, not just a possible "quick fix".

This Committee needs to know:-

(1) Whether Council honour their decision?

**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.

Cr. Hewson and Cr. Benn said at the previous Medical/Health Centre Advisory Committee Meeting that the West side of the hospital should be considered-not passed by Council. The committee looked at the hospital option, but decided not to be under the umbrella of the Health Department as independence was important.

OR

(2) Whether Council decides to do minimum renovations to Dr. King's Surgery whilst building a Medical Centre?

OR

(3) Whether Council decides to do larger renovations to Dr. Kings Surgery so that two doctors can practice from the same building. (This is definitely possible if the planning of any building or medical centre includes a common waiting area and two smaller reception areas.)

There are many more discussions and decisions to be made at this new stage after the changes that have taken place, so that we are in a position to start developing business models and plans together with the Council.



This committee wants to work collaboratively with the Council to work through all these scenarios, so that Council will ultimately make the best decisions for the Community, but the Medical/Health Centre Advisory Committee also need answers also from the Council.

I support Jenny Matthews letter presented to our meeting on Tuesday 16<sup>th</sup> April 2013.

I think the time and effort put in by members of our committee should be acknowledged ,and lets look forward to our meeting with Council on Tuesday 18<sup>th</sup> June to work together to achieve direction, and a way forward.

### 8.3 Develop business model

Three models to be discussed:

- Council
- Corporate/Private
- Separate Practitioners

The Committee decided they were not at this stage yet and would wait for the meeting with Council on Tuesday 18 June 2013 before discussing Item 8.2.

### 8.3 Preferred List of Architects

The Committee decided they were not at this stage yet and would wait for the meeting with Council on Tuesday 18 June 2013 before discussing Item 8.3.

### 8.4 Expressions of Interest

The Committee decided they were not at this stage yet and would wait for the meeting with Council on Tuesday 18 June 2013 before discussing Item 8.3.

## 9. FINANCIALS – 2012/2013

<b>Date</b>	<b>Description</b>	<b>\$</b>
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
		<b>389.11</b>
	Allocation in 2012/2013 Budget	<b>35000.00</b>
	Remaining Allocation	<b>34610.89</b>

The committee noted Item 9.

#### 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 Presiding Member then read aloud a question she had been given in writing from someone wishing to remain anonymous prior to the meeting commencing.

Why did the Shire not accept the offer of \$10,000 cash donation for the building of a new medical centre which would have been doubled as long as they opened a building fund?

The Acting CEO advised the meeting that no such offer has been made.

The question was then asked about a letter Dr King had written regarding the Medical Centre. Why had the committee not seen it? Why has Dr King not received a reply?

**Action: Letter from Dr King to be distributed to Medical/Health Centre Advisory Committee Members.**

The Acting Chief Executive Officer responded that the letter needs a reply asking for more information.

The Committee decided they need to think about options for Dr King to improve his facilities.

Mr N Radford, Mr G Hobbs and Mr L Prandi (builder) met on site at Dr King's current premises in 2012 and Mr L Prandi advised that Council would be wasting their time to renovate the existing building.



The Presiding Member then requested a written report from Mr L Prandi (builder).

**Action: Mr N Radford to organise a written report from Mr L Prandi (builder) in regard to renovating Dr King's current building.**

*9:58am Mrs J Warland left the meeting.*

*10:00am Mrs J Warland returned to the meeting.*

The committee then discussed the possibility of building inside the Kojonup Co-operative Building. Ideas were mentioned and noted below:

- Rent or Lease of the Building means not a permanent or long term space.
- Plumbing would cost a fortune having to go under existing concrete.
- Need a level carpark
- All decisions will have to go through Shareholders

The committee then decided that they needed a criteria to before looking at other existing buildings.

The Shire President contributed that the Shire could provide them with a list of things that will meet Town Planning needs.

**Action: The Acting Chief Executive Officer to provide the committee with a list of things that will meet Town Planning needs.**

#### 11. **NEXT MEETING**

Council Briefing Session to be held on Tuesday 18 June 2013 commencing at 9:00am in the Reception Lounge.

*Mrs J Warland is unavailable for the 18<sup>th</sup> June 2013 meeting.*

The next meeting of the Medical / Health Centre Advisory Committee to be held on Friday 5 July, 2013 commencing at 9.00am in the Reception Lounge.

*Mrs J Warland is unavailable for the 5<sup>th</sup> July 2013 meeting.*

#### 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 10:30am.

