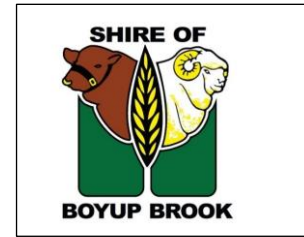


Date: 9 February 2024

To: Committee Members



MINUTES – MEDICAL SERVICES COMMITTEE MEETING

FRIDAY 2 FEBRUARY 2024

A handwritten signature in black ink, which appears to read "Leonard Long". The signature is written in a cursive style with a large, prominent 'L'.

Leonard Long
Chief Executive Officer

Contents

1. DECLARATION OF OPENING.....	3
2. RECORD OF ATTENDANCE.....	3
2.1 ATTENDANCE	3
2.2 APOLOGIES.....	3
2.3 REQUEST FOR LEAVE OF ABSENCE.....	3
3. PRESENTATIONS.....	4
3.1 PRESENTATIONS.....	4
4. DECLARATIONS OF INTEREST	4
4.1 FINANCIAL AND / OR PROXIMITY INTEREST	4
4.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT.....	4
5. PREVIOUS COMMITTEE MEETING MINUTES	4
5.1 COMMITTEE MEETING MINUTES – Nil.....	4
6. REPORTS OF OFFICERS	5
6.1 TERMS OF REFERENCE	5
7. URGENT BUSINESS MATTERS.....	7
8. CLOSURE.....	7

AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 4:46pm.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee meetings are solely those of the person making them. Nothing expressed at a Committee meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee meeting are the official record of that meeting, verbatim minutes are not required.

May I ask everyone here today, to make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes.

2. RECORD OF ATTENDANCE

2.1 ATTENDANCE

Councillors

Shire President
Councillors

Cr Richard Walker
Cr Sarah Alexander
Cr Darren King

Council Officers

Chief Executive Officer
Senior Medical Doctor

Leonard Long
Dr Chiwara – (arrived 5:00pm due to call out)

2.2 APOLOGIES

Medical Doctor
Councillor

Dr Dhakal
Cr Philippe Kaltenrieder

2.3 REQUEST FOR LEAVE OF ABSENCE

Nil

3. PRESENTATIONS

3.1 PRESENTATIONS

Nil

4. DECLARATIONS OF INTEREST

4.1 FINANCIAL AND / OR PROXIMITY INTEREST

Nil

4.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT

Nil

5. PREVIOUS COMMITTEE MEETING MINUTES

5.1 COMMITTEE MEETING MINUTES – Nil

6. REPORTS OF OFFICERS

6.1 TERMS OF REFERENCE	
File Ref:	MS/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	6.1A Terms of Reference

Moved: Cr Sarah Alexander Seconded: Cr King

COMMITTEE DECISION MS24/02/001

That the Committee move into a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No. 1 to allow free and open discussion on the matter, the time being 4:47pm.

CARRIED
For: Cr Alexander, Cr King, Cr. Walker
Against: Nil

Moved: Cr King Seconded: Cr Sarah Alexander

COMMITTEE DECISION MS24/02/002

That the Committee move out of a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No. 1, the time being 5:09pm.

CARRIED
For: Cr Alexander, Cr King, Cr. Walker
Against: Nil

Moved: Cr King Seconded: Cr Sarah Alexander

COMMITTEE DECISION MS24/02/003

That the Committee:

1. Endorses the Terms of Reference as per Attachment 6.1A.
2. Requests the Chief Executive Officer to forward the Terms of Reference endorsed in (1.) above to Council for approval.

CARRIED BY ABSOLUTE MAJORITY 3/0
For: Cr Walker, Cr Alexander, Cr King
Against: Nil

SUMMARY

The Committee is required to develop the 'Terms of Reference' under which the newly created Committee will operate.

BACKGROUND

During July and December 2020, a financial review of the Boyup Brook Medical Services was undertaken. The scope of the report was to inter alia, "*consult with the existing practitioners to establish if communications and feedback can be enhanced*".

REPORT DETAIL

In addition to several operational recommendations that came out of the report, it was also recommended that a group be formed to oversee the strategic direction of the practice i.e. business opportunities, professional training etc.

Following the October 2023 local government elections, a Medical Services Committee has been created. To ensure the Committee can operate effectively without interfering in the day-to-day operations of the practice, it is imperative to have 'Terms of Reference'. A draft 'Terms of Reference' is attached as Attachment 6.1A.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

Key Imperatives	Governance and Organisation
Outcome	Demonstrate effective leadership, advocacy and governance
Objective	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATION

Economic – (Impact on the Economy of the Shire and Region)

A reliable medical practice in Boyup Brook can be a significant factor in attracting new residents and businesses, who consider access to quality healthcare a vital part of their decision to relocate.

Social – (Quality of life to community and / or affected landowners)

The Boyup Brook Medical Practice significantly enhances the community's quality of life by providing accessible healthcare services, which ensures timely medical treatment and promotes overall health. Its role in preventive care and health education helps in maintaining a healthier community.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

Risk Level	Comment
High	The report prepared by R.J Back & Associates states the operations of the practice cannot be left to chance, as the financial risks are too great.

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

End

7. URGENT BUSINESS MATTERS

Nil

8. CLOSURE

There being no further business the meeting closed at 5:10pm.

Presiding Member

Date