Date: 13 November 2026

To: Shire President
Councillors
Community Members

Notice of Agenda – Medical Services Governance Committee Meeting

A Medical Services Governance Committee Meeting of the Shire of Boyup Brook will be held in the Council Chambers on 19 November 2026 at 8:00am to consider the matters set out in the attached agenda.



Leonard Long
Chief Executive Officer

Shire of Boyup Brook Corporate Values

Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.

Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

SHIRE OF BOYUP BROOK

Proactive, Leadership & Teamwork, Accountability & Integrity, Commitment, Engaging Community

Growing our community together

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at … am.

Welcome to all Committee members and staff in attendance.

Acknowledgement of Traditional Custodians

We acknowledge the Kaniyang people as the Traditional Custodians of the land on which we meet.

We pay our respects to Elders past, present and emerging.

Please ensure that mobile phones are switched off or placed on silent for the duration of the meeting.

This meeting will be audio recorded and made available for public access on the Shire website.

Committee members are reminded to declare any conflict of interest as they arise in accordance with the *Local Government Act 1995*.

2. Record of Attendance

2.1 Attendance

Shire President	Cr Helen O'Connell
Councillors	Cr Helen Hack
	Cr John Matthews
Community Members	Mrs Kathryn Westphal
	Mr Richard Creek
Council Officers	
Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange

2.2 Apologies

2.3 Approved Leave of Absence

2.4 Request Leave of Absence

3. Deputations, Petitions and Presentations

3.1 Deputations

3.2 Presentations

4. Declarations of Interest

4.1 Financial and / or Proximity Interest

4.2 Disclosures of Impartiality Interest that may cause Conflict

5. Previous Council Meeting Minutes

6. Reports by Officers

6.1 Chief Executive Officer

6.1.1 Code of Conduct	
File Ref:	Committees/Medical Services Governance
Previous Items:	CM 26/09/201
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	6.1.1A Medical Services Governance Committee Terms of Reference 6.1.1B Policy M10 – Code of Conduct

Moved: ..... Seconded: .....

Officer Recommendation MSG 26/11/…

That the Medical Services Governance Committee:

1. **Receives the report introducing the Medical Services Governance Committee, including its purpose, responsibilities, governance arrangements and relationship with Council and Shire administration.**

2. **Notes the Committee's Terms of Reference, as adopted by Council, which establish the Committee's role as an advisory body responsible for providing strategic advice and recommendations to Council regarding the long-term sustainability, development, and future operation of the Boyup Brook Medical Services.**

3. **Acknowledges that all Committee members, including Councillor and community representatives, are required to comply with the Shire of Boyup Brook Code of Conduct for Council Members, Committee Members and Candidates, adopted pursuant to section 5.104 of the *Local Government Act 1995.***

4. **Notes the obligations of Committee members relating to ethical conduct, confidentiality, disclosure of interests, meeting procedures, and the appropriate separation of strategic governance responsibilities from operational matters.**

.....
For:
Against:

Summary

The purpose of this report is to formally introduce members to the newly established Medical Services Governance Committee and provide an overview of the Committee's purpose, responsibilities, and governance arrangements.

The Committee was established by Council at its Ordinary Council Meeting held on 25 June 2026 to provide strategic governance oversight regarding the long-term sustainability, development, and future direction of Boyup Brook Medical Services.

The Committee comprises three Council representatives and two community representatives, providing an opportunity for Council and the community to contribute to strategic discussions regarding the future provision of medical services within Boyup Brook.

The report also introduces the Shire's Code of Conduct for Elected Members, Committee Members and Candidates, which establishes the standards of behaviour and ethical responsibilities applicable to all Committee members.

As this is the inaugural meeting, the report is intended to establish a shared understanding of the Committee's responsibilities and ensure members are familiar with the governance framework within which they are required to operate.

Background

At its Ordinary Council Meeting held on 25 June 2026, Council considered Item 10.5.3 – Establishment of a Medical Services Governance Committee.

Council Decision CM 26/06/140 established the Committee under section 5.8 of the *Local Government Act 1995* and adopted the associated Terms of Reference.

Council appointed the Shire President as Chairperson, together with Councillors Hack and Matthews as Council representatives.

Council further resolved to seek expressions of interest from community members for two positions on the Committee, with the process to remain open for a minimum of 30 days.

Following the completion of the expression of interest process, Council considered Item 10.4.6 at its Ordinary Council Meeting held on 24 September 2026.

Under Council Decision CM 26/09/201, Council appointed Kathryn Westphal and Richard Creek as the two community representatives.

The Committee therefore comprises the following voting members:

Position	Member
Chairperson	Shire President Cr Helen O'Connell
Council Representative	Cr Helen Hack
Council Representative	Cr John Matthews
Community Representative	Kathryn Westphal
Community Representative	Richard Creek

The Committee's establishment recognises the importance of maintaining accessible and sustainable medical services within Boyup Brook.

The Shire has historically played a significant role in supporting local medical services. With ongoing challenges associated with medical workforce availability, increasing operating costs, changing healthcare requirements and long-term financial sustainability, Council considered it appropriate to establish a formal governance structure.

The Committee is intended to provide strategic oversight and community input into significant decisions affecting medical services, while maintaining a clear separation from the operational management of the Medical Centre.

Report Detail

The Medical Services Governance Committee has been established to provide strategic governance oversight and direction regarding the long-term sustainability, development, and future operation of Boyup Brook Medical Services.

The Committee provides a forum through which Council representatives, community representatives and medical service providers can collaboratively consider matters affecting the future provision of healthcare services within the Shire.

In accordance with the Council-adopted governance framework, the Committee's strategic focus includes:

- Long-term sustainability and viability of Boyup Brook Medical Services.
- Community healthcare needs and expectations.
- Current and future medical service delivery requirements.
- Opportunities to introduce or expand medical services.
- Emerging healthcare technologies and alternative service delivery models.
- Strategic partnerships with government agencies, healthcare providers, and other organisations.
- Significant changes to the level, scope or nature of medical services provided to the community.
- Strategic risks associated with maintaining accessible medical services.

The Committee's role is to consider these matters from a strategic and community perspective and provide appropriate governance oversight and recommendations.

Members are expected to contribute constructively to discussions and consider matters in the broader interests of the Boyup Brook community.

While individual members may bring different professional backgrounds, experiences and perspectives, all members have an equal responsibility to consider the long-term sustainability and accessibility of medical services.

Committee members are expected to:

- Attend and actively participate in Committee meetings.
- Read and familiarise themselves with agenda papers and supporting information.
- Contribute constructively and respectfully to discussions.
- Consider the needs of the wider community rather than individual or sectional interests.
- Maintain confidentiality where required.
- Declare interests in accordance with legislative requirements.
- Make recommendations based on relevant information and the strategic objectives of the Committee.
- Respect the decisions of the Committee and Council.
- Recognise the distinction between the Committee's governance responsibilities and the operational responsibilities of the Medical Practice Manager and Shire administration.

The appointment of community representatives provides an opportunity for local knowledge, healthcare experience, and community expectations to inform the Committee's deliberations.

Community representatives are appointed members of a formal Council committee and are subject to the same applicable governance and conduct requirements as Councillor representatives.

The Committee comprises five voting members, being the Shire President, two Councillors and two community representatives appointed by Council.

The Committee will also include (when required) the following non-voting attendees:

- Chief Executive Officer.
- Medical Practice Manager.
- Medical Practitioner(s).

The involvement of these officers and practitioners is intended to provide the Committee with operational, professional, and technical information necessary to consider strategic matters.
Non-voting attendees may provide advice and participate in discussions as appropriate but do not have voting rights.

The Committee will operate in accordance with its adopted Terms of Reference, applicable legislation, and the Shire's meeting procedures.

An important aspect of the Committee's establishment is maintaining a clear distinction between governance and operational management.

Committee Responsibilities

The Committee is responsible for considering strategic matters affecting the provision and sustainability of Boyup Brook Medical Services.

This includes reviewing significant service delivery proposals, identifying community needs, considering future healthcare opportunities, and making recommendations to Council where required.

Council Responsibilities

Council retains responsibility for decisions involving matters reserved to Council under legislation, policy, or the Committee's Terms of Reference.

These include expenditure outside adopted budgets, budget amendments, contractual commitments, policy changes, and other decisions requiring Council approval.

Chief Executive Officer and Shire Administration

The Chief Executive Officer is responsible for the administration of the Shire and implementation of Council decisions.

Administrative and operational matters will continue to be managed through the Chief Executive Officer and relevant Shire officers.

Medical Practice Manager

The Medical Practice Manager is responsible for the day-to-day management of Boyup Brook Medical Services.

This includes routine administrative functions, staff supervision, operational coordination, patient service arrangements, and implementation of approved operational activities.

Committee members do not have authority to direct Medical Centre employees, negotiate employment arrangements, approve expenditure, or interfere with clinical decisions.
Maintaining these distinctions is essential to ensuring that the Committee operates effectively without duplicating or interfering with the responsibilities of Shire administration and medical practitioners.

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Committee Responsibilities

The Committee is responsible for considering strategic matters affecting the provision and sustainability of Boyup Brook Medical Services.

This includes reviewing significant service delivery proposals, identifying community needs, considering future healthcare opportunities, and making recommendations to Council where required.

Council Responsibilities

Council retains responsibility for decisions involving matters reserved to Council under legislation, policy, or the Committee's Terms of Reference.

These include expenditure outside adopted budgets, budget amendments, contractual commitments, policy changes, and other decisions requiring Council approval.

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The Chief Executive Officer is responsible for the administration of the Shire and implementation of Council decisions.

Administrative and operational matters will continue to be managed through the Chief Executive Officer and relevant Shire officers.

Medical Practice Manager

The Medical Practice Manager is responsible for the day-to-day management of Boyup Brook Medical Services.

This includes routine administrative functions, staff supervision, operational coordination, patient service arrangements, and implementation of approved operational activities.

Committee members do not have authority to direct Medical Centre employees, negotiate employment arrangements, approve expenditure, or interfere with clinical decisions.

Maintaining these distinctions is essential to ensuring that the Committee operates effectively without duplicating or interfering with the responsibilities of Shire administration and medical practitioners.

Consideration of Significant Medical Service Changes

An important responsibility established by Council Decision CM 26/06/140 relates to significant changes in the medical services provided to the community.

Council determined that proposals involving the following matters must first be considered and approved by the Committee:

- Commencement of a new medical service.
- Discontinuation of an existing medical service.
- Reduction in the level of a medical service.
- Material alteration to the scope or nature of an existing service.
- Other significant changes that may impact community access to healthcare services.

In considering these proposals, the Committee should have regard to community needs, service accessibility, anticipated healthcare outcomes, workforce availability, financial sustainability, and alternative service delivery options.

The purpose of this requirement is to ensure that significant changes affecting medical services receive appropriate strategic consideration and community representation before implementation.

Where a proposal also requires additional funding, amendments to the adopted budget, contractual commitments, policy amendments, or another approval reserved to Council, the matter must be referred to Council for determination.

This governance responsibility does not extend to routine clinical decisions or the day-to-day operational management of the Medical Centre

Code of Conduct

Section 5.104 of the *Local Government Act 1995* requires local governments to adopt a Code of Conduct for Council Members, Committee Members and Candidates.

The Shire of Boyup Brook has adopted Policy M10 – Code of Conduct for Elected Members, Committee Members and Candidates.

The Code applies to all members of the Medical Services Governance Committee, including Councillors and appointed community representatives.

The Code establishes standards of behaviour designed to promote integrity, accountability, transparency, and public confidence in local government.

Committee members are expected to act honestly, lawfully and with reasonable care and diligence.

Members must exercise independent judgement, act in good faith, and avoid conduct that could damage the reputation of the Shire.

Recommendations should be based on the merits of the matter under consideration and the broader interests of the community.

Members must treat other Committee members, Councillors, Shire employees, medical practitioners, and members of the public with courtesy and respect.

Bullying, harassment, intimidation, offensive behaviour, and inappropriate personal criticism are inconsistent with the standards expected of Committee members.

Differences of opinion are an important part of committee deliberations. However, discussions must remain professional and focused on the matters being considered.

Members are required to disclose relevant interests in accordance with the *Local Government Act 1995*, applicable regulations, and the Shire's Code of Conduct.

Given the nature of the Committee's responsibilities, particular attention should be given to potential conflicts arising from:

- Personal or family involvement with medical service providers.
- Financial interests in healthcare-related businesses.
- Commercial or contractual relationships.
- Employment or professional relationships.
- Other interests that may affect, or reasonably be perceived to affect, impartial consideration of a matter.

Where a member has an interest, the appropriate disclosure and participation requirements must be followed.

Members who are uncertain about whether an interest should be disclosed are encouraged to seek advice before the relevant meeting.

Confidentiality

The Committee may receive confidential information relating to financial performance, medical service arrangements, contractual negotiations, staffing matters, or future service delivery proposals.

Members must not improperly disclose confidential information obtained through their appointment.

Particular care is required where matters involve commercially sensitive information, employment arrangements or information concerning medical practitioners.

Confidential information must not be distributed or discussed with unauthorised persons.

Committee members should exercise care when making public comments regarding Committee business.

Individual members are not authorised to make statements on behalf of the Committee, Council or the Shire unless appropriately authorised.

Members must distinguish personal opinions from official Committee or Council positions.

Public communications, including social media commentary, must comply with the Code of Conduct and applicable confidentiality requirements.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	**Key Imperatives**	**Governance and Organisation**
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	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

Local Government Act 1995:

- Section 5.8 – Establishment of committees.
- Section 5.9 – Committees, types of.
- Section 5.10 – Committee members, appointment of.
- Section 5.18 – Register of delegations to committees.
- Sections 5.21 and 5.22 – Voting and minutes of meetings.
- Section 5.23 – Meetings generally open to public, subject to statutory exceptions.
- Sections 5.65 to 5.70 – Disclosure of financial and proximity interests, where applicable.

Sustainability and Risk Consideration

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

The establishment of the Committee does not result in any direct economic impact.

However, the continued availability of medical services is important to the economic sustainability of Boyup Brook.

Access to local healthcare assists in attracting and retaining residents, employees and businesses and reduces the need for residents to travel to other centres to access medical services.

The Committee's strategic oversight will assist Council in considering the long-term financial viability of medical services.

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

Access to medical services is essential to the health, wellbeing, and quality of life of Boyup Brook residents.

This is particularly important for older residents, people with ongoing healthcare requirements and those who experience difficulties travelling to larger regional centres.

The Committee will provide a mechanism for considering community needs and expectations when reviewing the future direction of medical services.

Community representation will also help ensure that potential changes to medical services are considered in the context of their likely impact on residents.

Policy Implications

Policy M10 – Code of Conduct for Elected Members, Committee Members and Candidates.

Risk Management Implications

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

Risk Level	Comment
Low	Failure to establish clear expectations may result in conflicts of interest, inappropriate disclosure of information, reputational damage, or confusion between strategic and operational responsibilities.

Consultation

The Committee has been established by Council, with community representation sought through a public Expression of Interest process.

The report is intended to provide all appointed members with a consistent understanding of their roles and responsibilities.

Resource Implications

Financial

Nil

Workforce

Nil

End

7. Members questions on notice

Nil

8. Late items / urgent business matters

Nil

9. General Business

10. Confidential Items of Business

Nil

11. Next meeting and closure

Next meeting to be determined later.

There being no further business the meeting closed at …. am.

_____ _____

Presiding Member Date