

Terms of Reference

Medical Services Committee



Contents

1. Context	3
2. Scope	3
3. Governance	3
4. Frequency of meetings	3
5. Authority of Committee	3
6. Committee Chair	3
7. Quorum	3
8. Disqualification of being a member	3
9. Voting	4
10. Confidentiality.....	4

1. Context

The creation of a committee is to oversee the strategic matters including potential new business opportunities at the Medical Practice, it is not to oversee the daily operations.

2. Scope

- (a) The committee will consist of the Shire President and three (3) Councillors. The Term of the members (excluding the Shire President) will be two (2) years and coincide with the bi-annual election cycle, Snr Doctor, Doctor, Chief Executive Officer, and such other officers as deemed required by the Chief Executive Officer.
- (b) The committee is in place solely to oversee the strategic direction of the Medical Practice, which may include but not limited to:
 - i. Potential Business opportunities,
 - ii. Medical Dr's employment contracts.
 - iii. Building Renovations (excluding building maintenance).
- (c) The committee has no authority over the day-to-day operations of the Medical Practice.

3. Governance

Being a local government service and asset, the operations of the Medical Practice are to be in line with relevant Shire policies and the *Local Government Act 1995*.

4. Frequency of meetings

Meetings should be held monthly or as decided by the committee by Absolute Majority vote.

5. Authority of Committee

The committee be delegated the authority from Council to consider all matters pertaining to the strategic direction of the Medical Practice. This does not include the day-to day operations of the Medical Practice.

6. Committee Chair

The Shire President will be the standing Chair of this committee.

7. Quorum

A minimum of three (3) Councillors must be present to be able to proceed with the meeting (A quorum is 50%+1 (voting members)).

8. Disqualification of being a member

- (a) A Councillor who does not attend three (3) consecutive committee meetings (with or without the Chairpersons approval) will be disqualified from being a member on the

committee (unless exceptional circumstances prevented attendance). Council will be required to appoint an alternative Councillor to the committee.

(b) Any Councillor that misses more than 50% (6) committee meetings (with or without the Chairpersons approval) will be disqualified from being a member on the committee (unless exceptional circumstances prevented attendance). Council will be required to appoint an alternative Councillor to the committee.

9. Voting

Only the four (4) Councillors are permitted to vote on any item presented for consideration. Should there be a stale vote the Shire President will cast the deciding vote. All Councillors are required to vote and may not abstain from voting.

10. Confidentiality

Committee members and staff are to ensure all matters pertaining to the Medical Practice remains confidential.

End