

South West Aboriginal Medical Service

Minutes

Meeting:	Annual General Meeting 2025
Date:	Thursday, 23 rd April 2026
Time:	Registrations opened 4:30pm, Meeting scheduled 5:00pm
Venue:	Carey Park Football Club, Balgore Way, Bunbury WA 6230
Present:	Craig Sanderson, Independent Chair SWAMS Board: Phillip Ugle, Ernie Hill, Jenny Wallam, Janine Williams, Jarrad Zanich, Lesley Ugle, Laurence Riley Matt Harbisher, Acting Chief Executive Officer SWAMS Members present as recorded in the attendance register Staff and observers as recorded in the attendance register
Observers:	Craig Sanderson, Independent Chair Staff, Western Australian Electoral Commission Maria Cavallo, AMD Chartered Accountants Kirsty Mooney, Independent Minute Taker
Apologies:	No apologies were recorded at the meeting.
Absent:	Nil.
Quorum:	The Chair confirmed that a quorum was present in accordance with the Constitution
Court Orders:	LESLEY ANNE UGLE & ORS v SOUTH WEST ABORIGINAL MEDICAL SERVICE LIMITED ACN 673 658 636 REF: WAD455/2025.

Opening statement

The Independent Chair declared the meeting open at 5.25pm, and confirmed that the meeting had been convened in accordance with the company's constitution, the notice of meeting, as per the direction of the Federal Court orders.

The Independent Chair noted that the Electoral Commission was present in accordance with the applicable legal requirement and Court order and would record the voting for the election of Directors.

The Independent Chair read the Court Order statement issued earlier that day, as required by the order. The Chair ruled that no discussion of the Court Order or related matters would be permitted during the meeting.

Administration

Unit 3/30 Wellington St, Bunbury, WA 6230 (PO Box 1444)

P: (08) 9791 1166 F: (08) 9721 4621

Mon-Tues: 8:45am-5pm, Wed: 8:45am-2pm, Thurs-Fri: 8:45am-5pm

Bunbury Clinic

Unit 5/55 Forrest Ave, Bunbury WA 6230

P: (08) 9726 6000 F: (08) 9791 7655

Mon-Tues: 9am-5pm, Wed: 9am-2pm, Thurs: 9am-8pm, Fri: 9am-5pm

Agenda

1. Welcome to Country

Lera Bennell performed a Welcome to Country.

2. Apologies

The Chair noted that any apologies would be recorded on the minutes.

3. Minute Silence

The meeting observed a minute of silence as a mark of respect.

4. House Keeping - Toilets, Mobile Phones, Emergency Evacuation, Code of Conduct

The Chair addressed housekeeping matters, including amenities, mobile phone etiquette, emergency evacuation procedures and expected standards of conduct for the meeting.

5. Introduction of SWAMS Board of Directors and Acting Chief Executive Officer

The Chair introduced the Board of Directors and the Acting Chief Executive Officer present at the meeting.

6. Election of Directors for six (6) Member Directors

The Chair noted that, in accordance with Order 4(c) of the Federal Court Orders, Member Directors would be elected and read out the candidates as follows;

- Patricia Dawn HAYWARD
- Jenny WALLAM
- Lesley Anne UGLE
- Phillip UGLE
- Ernie HILL
- Rhonda NORMAN
- Michelle MUNNS
- Robyn MCCREANOR
- Maxine WILLIAMS
- David Bert WILLIAMS

Voting process

The Chair noted that the Electoral Commission was responsible for recording the voting in accordance with the Court order and applicable legal requirements. Gary Hawkes from the Australian Electoral Commission was invited to address the members to outline the process for voting.

The empty ballot box was sealed at 5.39pm as witnessed by SWAMS member Debra Bennell and voting was declared open. The WA Electoral Commission verified proxy eligibility and recorded all proxy votes in accordance with the Court order.

The meeting was temporarily adjourned at 5.47pm to provide all members present adequate time to vote.

The Chair resumed the meeting at 6.36pm pending resolution of a membership eligibility issue involving an individual who claimed membership rights. The Chair ruled that, if eligibility was confirmed before finalisation of the count, the vote would be included. If eligibility was not confirmed before finalisation of the count, the vote and any related proxy submissions would not be included.

The meeting proceeded with the balance of eligible votes being counted by the WA Electoral Commission.

7. Acceptance of Previous Annual General Meeting Minutes

The minutes of the previous Annual General Meeting of 13th November 2024 were tabled at the meeting but had not been presented to members prior to the meeting.

Motion: *That the minutes of the previous Annual General Meeting be accepted as a true and correct record.*

Outcome: *Declared carried as no objections noted.*

8. Annual Report

Chairperson Report

The Chairperson Report was not tabled.

Chief Executive Officer Report

The Acting Chief Executive Officer, Matt Harbisher, presented the Chief Executive Officer Report. The meeting noted the report.

Financial Report — AMD Chartered Accounting

The Financial Report was presented by AMD Chartered Accounting. The meeting noted the report.

Members were then given the opportunity to ask questions to the reports,

Item 8.1: Lack of notice

Member queried how members were expected to be able to ask questions of the reports if they were only presented to members at the meeting.

Action: *Matt Harbisher invited questions to be submitted retrospectively.*

Status: *No motion or vote required.*

Item 8.2: Aboriginal representation for staff and management

Member queried ratio of aboriginal FTE to non aboriginal FTE and aboriginal representation in management. Matt Harbisher noted this to be approximately 52% aboriginal representation and that approximately 2 out of 11 people in management were aboriginal and noted that this was not acceptable.

Action: *Increase aboriginal representation in SWAMS FTE and management*

Status: *No motion or vote required.*

Item 8.3: Aboriginal interactions in health care

Member queried out of the 56,526 episodes of care noted in the Annual Report, how many were aboriginal and would this be continued? It was noted that there was approximately 13% of presentations were from non aboriginals offered under the free zone exemptions to staff and their households and some programs.

Status: *No motion or vote required.*

Item 8.4: Vehicles

A number of members expressed concern over the number of vehicles in the fleet, their cost and the personal use, including during periods of leave. It was noted that there were 77 cars used across the geographical locations to provide services across the 280 staff. Personal use was not permitted with the exception of coordinators and management and electronic log books were maintained for all vehicles. Coordinators were able to use their vehicles for personal use up to 50km and management up to 250km but were supposed to return these for blocks of leave.

It was noted that there could be some improvements in this area and as expansion of the new health hub came on, SWAMS would be looking at their existing fleet more effectively.

Action: *Review costs and personal use of SWAMS vehicles.*

Status: *No motion or vote required.*

Item 8.5: Outreach services

Member queried how many services were being offered for the outreach areas?

Action: *Review services in outreach areas and provide additional information to members*

Status: *No motion or vote required.*

Item 8.6: Aboriginal representation in the Health Hub build

Member queried how many indigenous companies were being used for the build of the health hub. Matt Harbisher noted that he shared this concern and that Wade

Garwood and himself had scheduled a meeting with Perkins (principal building contractor) to review aboriginal representation to ensure that where possible, money was going back into the local aboriginal businesses and that they were creating as many employment opportunities for young people as possible.

Status: *No motion or vote required.*

Item 8.7: Accounting and financing for the Health Hub

A number of members raised queries regarding the finances for the new health hub facility in regards to spending transparency and financing. It was requested that members be kept up to date with financials for the project to ensure that this is on budget. Members also noted concern over the ability to finance the loan and the risks involved. Braden Fisher provided the outline of the funding plan and noted that any future loans possible (noting approximately \$3-4million), would be reviewed by the audit and risk committee who would be monitoring this diligently. Braden was confident any loan would be able to be serviced by interest income, a reduction in budgeted project expenditure and lease offsets once the new building was in operation but noted that there may be an adjustment pending to the building contract due to the price of fuel.

Action: *Provide separate financial statements to members to show the financial progress of the project as well as any loans required*

Status: *No motion or vote required.*

Item 8.8: Other Expenses

Member queried the operational expense increase for Other expenses from \$365,073 in 2024 to \$989,424 in 2025 on page 20 of the financial statement.

Action: *Provide details to explain the year on year variance for Other Expenses.*

Status: *No motion or vote required.*

Item 8.9: Board remuneration

Member queried how the costs for Board representation had increased year on year if the board were smaller. Braden Fisher noted that increased Board remuneration was provided for in the new Constitution and that this amount also covered legal expenses.

Status: *No motion or vote required.*

Item 8.10: Prepaid visa cards

A number of members raised concern regarding prepaid visa cards on the objection that these were provided to staff and concerns over the legality and transparency of

using a prepaid visa card. Braden Fisher noted that expenses for these were tracked as with any corporate card.

Action: *Matt Harbisher said he would take the use of prepaid visa cards on notice*

Status: *No motion or vote required.*

Item 8.11: Chairmans report not presented

Members expressed concern and dissatisfaction that no written Chairperson Report had been provided. The Chair provided a verbal report in response to member questions. Concern was still voiced upon commencement of this verbal presentation.

Status: *No motion or vote required.*

CEO's Report and Financial Report

At 7.05pm, the Chair declared the question and answers for the reports closed.

Motion: *That the CEO Report and Financial Report be received.*

Outcome: *Declared carried as no objections noted.*

9. Other Business

Item 9.1: Service ban for member and Collie service concern

A member raised that she had experienced poor service at Collie branch. She advised had been banned without her knowledge and noted that another member in a wheelchair had also been left outside.

Action: *Provide details on service ban to the individual and to look into the service incident at Collie*

Status: *No motion or vote required.*

Item 9.2: Service hours and days

A member queried why the service was not open 5 days a week and possibly Saturday. It was noted that the service was closed 2-5pm on a Wednesday for training and meetings. Terry Kneale noted SWAMS had trialled a late Thursday clinic but there was poor uptake and that Saturday was a more expensive service but could be looked into.

Action: *Look into service hours for clinical service*

Status: *No motion or vote required.*

Item 9.3: Online bookings, inability to get appointments, and lack of visibility for Aboriginal Health Practitioners

A member queried why online bookings could not be utilised to make getting an appointment easier. Both members and SWAMS staff reiterated difficulty in getting appointments, being told to ring back and still missing appointments, unable to get access to Aboriginal Health Practitioners and having to wait up to 2 weeks to get an appointment due to lack of doctors. Terry Kneale noted that they were currently looking into online appointments but was unable to facilitate this with the current software and they were exploring options to enable online bookings. After discussion, Terry noted he would look into appointment availability

Action: *Look into ways to improve availability and booking systems for appointments with both doctors and Aboriginal Health Practitioners*

Status: *No motion or vote required.*

Item 9.4: Subsidies and kinship

A member raised that it was hard to get medication cost support from the subsidies scheme out of hours and could kinship be included as part of the subsidies program.

Action: *Look into subsidies program for availability and kinship*

Status: *No motion or vote required.*

Election Result

At 7:35pm, Gary Hawkes from the WA Electoral Commission advised that the voting had been counted. The Commission noted that as the disputed member had not returned prior to the finalisation of the count, her vote had been disqualified in accordance with the Chair's earlier ruling.

The Commission confirmed that a formal certificate of results would be provided the following day. In accordance with Order 4(c) of the Federal Court orders, the following persons were declared duly elected as Member Directors:

Candidate	Result	Term
Rhonda NORMAN	Elected	3 years
Michelle MUNNS	Elected	3 years
David Bert WILLIAMS	Elected	2 years
Lesley Anne UGLE	Elected	2 years
Maxine WILLIAMS	Elected	1 year
Robyn MCCREANOR	Elected	1 year

The remaining candidates were not elected.

10. Close

There being no further business, the Independent Chair declared the meeting closed at 7.38pm

Signed as a true and correct record of the proceedings of the meeting.


Independent Chair, Craig Sanderson
Date: 15.07.26