



Expression of Interest

Provision of Medical Services from the Shire-Owned Ravensthorpe and Hopetoun Doctors Surgeries

For a suitably qualified Medical Practitioner, Doctors of Medical Practice, medical practice, or Medical Services Provider

EOI Number	2026 – 1
Issued by	Shire of Ravensthorpe
Document Status	Approved
Closing Date	Friday 31 July 2026
Closing Time	5 pm
Lodgement	<p>Via Email shire@ravensthorpe.wa.gov.au</p> <p>In person: 65 Morgans Street, Ravensthorpe, WA 6346</p> <p>Via Post: PO Box 43 Ravensthorpe, WA 6346</p>
Contact Officer	Nicole O'Neill JP, Chief Executive Officer

1. Invitation

The Shire of Ravensthorpe invites Expressions of Interest from suitably qualified and experienced Medical Practitioners, General Practitioners, Doctors of Medical Practice, medical practices, or medical service providers to operate from the Shire-owned Ravensthorpe Doctors Surgery and Hopetoun Doctors Surgery.

The Shire seeks a respondent capable of providing reliable, professional, community-focused medical services to residents, visitors, and patients across the Ravensthorpe and Hopetoun communities.

The successful respondent will be expected to enter into a formal Deed, Agreement, lease, licence, contract, or other arrangement with the Shire incorporating the service obligations and operational requirements outlined in this Expression of Interest.

2. Background

The Shire of Ravensthorpe owns medical surgery premises in both Ravensthorpe and Hopetoun. These facilities are important community assets and support the delivery of essential primary health care services across the district.

The Shire is seeking to ensure continuity of local medical services and invites submissions from appropriately qualified providers with the capacity to deliver services across both locations, including participation in relevant after-hours and on-call arrangements associated with the Ravensthorpe Hospital and any applicable WA Country Health Service arrangements.

3. Premises

The opportunity relates to the provision of medical services from the following Shire-owned premises:

- a. Ravensthorpe Doctors Surgery: 52 Martin Street, Ravensthorpe WA 6346; and
- b. Hopetoun Doctors Surgery: 46 Veal Street, Hopetoun WA 6348.

The final arrangements for access to, use of, and occupation of the premises will be documented in the formal agreement between the Shire and the successful respondent.

Where applicable, access to a residence may also be considered or included as part of the final arrangement, subject to agreement with the Shire and compliance with the conditions outlined in this EOI and any subsequent Deed or Agreement.

4. Scope of Services

The successful Medical Practitioner or Medical Services Provider will be required to render and provide medical services to the Ravensthorpe and Hopetoun communities in accordance with the terms of the final agreement.

4.1 Ordinary Business Hours

The Medical Practitioner must render and provide medical services:

- a. between 9 am and 5 pm every day from Monday to Friday (the Working Week), unless otherwise agreed in writing by the parties;
- b. at the Hopetoun Premises for a minimum of three (3) days per week during the Working Week, subject to any variation agreed in writing between the parties;
- c. at the Ravensthorpe Premises for a minimum of two (2) days per week during the Working Week, subject to any variation agreed in writing between the parties; and
- d. during the period from Christmas Day to New Year's Day for the term of the Deed, the Medical Practitioner may open at either location at times determined at their discretion, subject to any applicable patient care, emergency, on-call, or contractual obligations.

4.2 On-Call and Hospital Services

- a. The Medical Practitioner must provide services on an on-call basis outside the normal hours of work described in clause 4.1(a) in relation to the Ravensthorpe Hospital.

- b.** The Medical Practitioner must otherwise provide services in accordance with any applicable WA Country Health Service (WACHS) contract or arrangement, with medical services to be performed, where possible, during business hours or, where required, after hours within safe working limits, factoring in fatigue management, at such times and places as may be agreed between the parties.
- c.** The specific requirements, service locations, hours, duties, and clinical obligations will be subject to agreement between the parties and any relevant WACHS contractual requirements.

5. General Obligations of the Medical Practitioner or Medical Services Provider

The successful respondent, as appropriate, must:

- a.** use best endeavours to promote the interests and welfare of the Shire and all patients receiving services from the premises;
- b.** not, without the prior written consent of the Shire, have, keep, or store in any part of the premises any equipment, goods or materials unless they relate directly to the ordinary provision of medical services by the Medical Practitioner;
- c.** comply with all legislation, regulations, codes, bylaws, ordinances, professional standards, and requirements that relate to the provision of medical services;
- d.** comply with the customs and standards of conduct becoming of medical practitioners registered under relevant legislation of the State and the Commonwealth;
- e.** pay all applicable taxes and outgoings in respect of the provision of medical services by the Medical Practitioner at the premises, as specified in the final agreement;
- f.** provide services that are acceptable to the standards of the Australian medical profession.;
- g.** attend and participate in appropriate continuing medical education;
- h.** maintain a high standard of clinical record keeping, patient confidentiality, privacy compliance, and professional conduct;
- i.** otherwise conduct themselves in a way that ethically and professionally enhances the quality and image of services provided at the premises;
- j.** not permit or suffer any person to do anything that would result in damage, destruction, or loss beyond normal fair wear and tear to the premises or the Shire's property;
- k.** not issue any press or media release or otherwise make any public statement concerning the business or affairs of the Shire or its premises, or any client or patient of the Shire, without the prior written authority of the Shire;
- l.** employ or engage suitably qualified reception staff to assist and support the provision of medical services under the terms of the final Deed or Agreement and to the reasonable expectation of the Shire;
- m.** be responsible for all costs and liabilities associated with the engagement of reception staff;
- n.** consult with the Shire on the terms of engagement on which it proposes to engage reception staff, including consideration of any relevant amount, contribution, purpose, or support set out in the final Deed or Agreement;
- o.** ensure that all reception staff employed or engaged by the Medical Services Provider to carry out the Medical Practitioner's obligations carry out those obligations in a competent and professional manner; and
- p.** comply with all reasonable instructions and directions issued by the Shire, including those that relate to security and workplace health and safety in effect at the premises.

6. Residence Obligations, Where Applicable

Where the successful respondent is provided with access to a Shire-owned residence, the Medical Practitioner or Medical Services Provider must ensure that:

- a.** the residence and its contents are kept clean, neat, tidy, and in good condition, with regard for fair wear and tear;
- b.** no act or omission occurs that might cause a diminution in value, fair wear and tear excepted, or that makes any insurance policy for the residence void or voidable;
- c.** any damage to, or maintenance issues with, the residence are immediately reported to the Shire;
- d.** no additions, alterations, or improvements are made to the residence without the prior written approval of the Shire;

- e. the residence is used only for the purposes of occupation by the Medical Practitioner and their immediate family, unless otherwise approved in writing by the Shire; and
- f. the residence is not sub-leased, assigned, licensed, or otherwise made available to any other person, including on a short-term or temporary basis, without the express written consent of the Shire.

7. Respondent Eligibility and Capability

Respondents should demonstrate that they have the qualifications, registrations, experience, capacity, and resources necessary to provide safe, effective, and reliable medical services from both premises.

Submissions should include evidence of:

- a. current medical registration and authority to practise in Australia;
- b. relevant qualifications, professional memberships, accreditations, and registrations;
- c. experience in general practice, rural medicine, emergency care, hospital on-call services, or comparable community medical service delivery;
- d. capacity to service both Hopetoun and Ravensthorpe in accordance with the minimum weekly attendance requirements;
- e. capacity to participate in on-call arrangements associated with Ravensthorpe Hospital;
- f. understanding of rural and regional health care delivery;
- g. ability to manage reception, administrative, clinical, privacy, record keeping, billing, and patient management obligations;
- h. ability to comply with applicable workplace health and safety, clinical governance, infection control, privacy, and professional standards; and
- i. financial and operational capacity to deliver the services for the proposed term.

8. Information to be Included in the Expression of Interest

Respondents are requested to provide a written submission addressing the matters set out in this section.

8.1 Respondent Details

- a. name of individual, practice, company, partnership, or medical service provider;
- b. ABN or ACN, where applicable;
- c. contact person;
- d. postal address;
- e. email address;
- f. telephone number; and
- g. details of any related entities, subcontractors, or proposed participating practitioners.

8.2 Qualifications and Registration

- a. medical qualifications;
- b. current registration with AHPRA;
- c. Medicare provider eligibility;
- d. professional indemnity insurance;
- e. relevant hospital admitting rights or experience, if applicable;
- f. emergency medicine, rural generalist, obstetric, anaesthetic, procedural, or other relevant experience; and
- g. continuing professional development and professional education commitments.

8.3 Service Delivery Proposal

- a. proposed days and hours of operation at Hopetoun;
- b. proposed days and hours of operation at Ravensthorpe;
- c. proposed arrangements for public holidays and the Christmas to New Year period;
- d. proposed on-call arrangements;
- e. approach to patient appointments, walk-ins, urgent care, telehealth, and after-hours care;
- f. proposed staffing model, including reception and administrative support;

- g. proposed commencement date;
- h. ability to integrate with local health services, WACHS, hospitals, pharmacies, allied health providers, aged care providers, and community services; and
- i. any proposed variations to the minimum service model outlined in this EOI.

8.4 Business and Operating Model

- a. proposed business structure;
- b. billing model, including bulk billing, mixed billing, private billing, or other arrangements;
- c. proposed use of the Shire-owned premises;
- d. required equipment, fit-out, technology, or infrastructure;
- e. any support requested from the Shire;
- f. arrangements for clinical records and practice management systems;
- g. arrangements for reception staff and administrative support;
- h. proposed management of patient privacy and confidentiality; and
- i. proposed quality assurance, complaints handling, and clinical governance arrangements.

8.5 Financial Proposal

- a. rent, licence fee, service fee, subsidy, or support sought or offered;
- b. proposed responsibility for utilities, outgoings, consumables, insurances, cleaning, maintenance, equipment, and other operating costs;
- c. any proposed Shire contribution or assistance;
- d. any assumptions on which the proposal is based; and
- e. any matters to be negotiated as part of the final Deed or Agreement.

8.6 Referees

Respondents should provide at least two referees who can comment on their experience, professional standing, reliability, and capacity to deliver medical services in a rural or regional setting.

9. Evaluation Criteria

The Shire may assess Expressions of Interest having regard to the following criteria:

- a. qualifications, registration, experience, and professional standing of the respondent and proposed Medical Practitioner or practitioners;
- b. demonstrated capacity to provide reliable medical services at both Hopetoun and Ravensthorpe;
- c. demonstrated capacity to meet the minimum weekly service requirements;
- d. capacity and willingness to participate in Ravensthorpe Hospital on-call arrangements and any applicable WACHS service obligations;
- e. experience in rural, regional, emergency, or community medical service delivery;
- f. proposed service delivery model and suitability for the needs of the Ravensthorpe and Hopetoun communities;
- g. financial and operational sustainability of the proposal;
- h. proposed staffing and administrative arrangements;
- i. compliance with legislative, professional, workplace health and safety, privacy, clinical governance, and insurance requirements;
- j. value to the community and the Shire; and
- k. any other matter the Shire considers relevant.

The Shire is not bound to accept the lowest cost proposal, the highest value proposal, or any Expression of Interest.

10. Closing Date and Lodgement

Expressions of Interest must be received by the Shire by:

Closing Date	Friday 31 July 2026
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Closing Time	5 pm
Lodgement Method	<p>Via Email shire@ravensthorpe.wa.gov.au</p> <p>In person: 65 Morgans Street, Ravensthorpe, WA 6346</p> <p>Via Post: PO Box 43 Ravensthorpe, WA 6346</p>
Submission Marking	Expression of Interest - Provision of Medical Services from the Ravensthorpe and Hopetoun Doctors Surgeries

Late submissions may not be accepted unless otherwise determined by the Shire at its absolute discretion.

11. Conditions of Expression of Interest

By lodging an Expression of Interest, respondents acknowledge that:

- a. this EOI is an invitation to submit a proposal and does not constitute an offer, tender acceptance, contract, lease, licence, or binding commitment by the Shire;
- b. the Shire may accept, reject, negotiate, clarify, vary, or discontinue the EOI process at its discretion, subject to applicable law and procurement obligations;
- c. the Shire may seek clarification or further information from any respondent;
- d. the Shire may enter into negotiations with one or more respondents;
- e. the Shire may decline to proceed with any respondent;
- f. any final appointment will be subject to execution of a formal Deed, Agreement, lease, licence, contract, WACHS arrangement, or other documentation required by the Shire;
- g. respondents are responsible for all costs associated with preparing and lodging their submission;
- h. respondents must ensure that all information provided is true, accurate, and complete; and
- i. the Shire may undertake reference checks, registration checks, due diligence, and other enquiries considered necessary.

12. Insurance and Compliance

The successful respondent will be required to maintain, at its own cost, all insurances reasonably required for the provision of the services, which may include:

- a. professional indemnity insurance;
- b. public liability insurance;
- c. workers' compensation insurance, where applicable;
- d. motor vehicle insurance, where applicable;
- e. cyber, privacy, or medical records-related insurance, where applicable; and
- f. any other insurance reasonably required by the Shire or applicable law.

13. Conflict of Interest

Respondents must disclose any actual, potential, or perceived conflict of interest that may affect their ability to provide medical services under the proposed arrangement.

The Shire may require further information regarding any disclosed conflict and may determine whether the conflict can be appropriately managed.

14. Confidentiality and Public Statements

Respondents must treat all information provided by the Shire in connection with this EOI as confidential unless the information is publicly available or disclosure is required by law.

The successful respondent must not issue any media release, public statement, or public communication concerning the Shire, the premises, the services, or any related matter without the prior written approval of the Shire.

15. Proposed Term

The proposed term of the arrangement will be negotiated with the preferred respondent and documented in the final Deed or Agreement.

Respondents are invited to state their preferred term and any renewal options sought.

16. Shire Support

The Shire may consider providing support to facilitate the delivery of medical services from the premises. Any support offered by the Shire will be subject to negotiation, Council approval where required, budget availability, and inclusion in the final Deed or Agreement.

Respondents should clearly identify any support requested from the Shire, including but not limited to:

- a. premises access;
- b. residential accommodation;
- c. reception or administrative support;
- d. equipment or fit-out;
- e. financial contribution;
- f. maintenance support;
- g. utilities or outgoings; and
- h. transitional or establishment assistance.

17. Enquiries

All enquiries regarding this EOI should be directed to:

Contact Officer	Nicole O'Neill JP
Position	Chief Executive Officer
Telephone	(08) 9839 0000
Email	ceo@ravensthorpe.wa.gov.au
Postal Address	PO Box 43, Ravensthorpe WA 6346
Street Address	65 Morgans Street, Ravensthorpe WA 6346

Respondents should not contact elected members or other Shire officers in relation to this EOI unless authorised by the Contact Officer.

18. Submission Declaration

Respondents should include the following declaration with their submission:

<p>Declaration</p> <p>I/We declare that the information provided in this Expression of Interest is true and correct to the best of my/our knowledge.</p> <p>I/We acknowledge that the Shire of Ravensthorpe is not bound to accept any Expression of Interest and that any appointment or engagement will be subject to negotiation and execution of formal documentation.</p> <p>I/We confirm that I/we hold, or will hold prior to commencement, all registrations, insurances, qualifications, approvals, and authorities necessary to provide the proposed medical services.</p>

Name	
Position	
Organisation	
Signature	

Date	
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