



# Illawarra Division of General Practice Community Committee Nomination Information Sheet

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## NOMINATION & SELECTION PROCESS

1. Nomination forms and information sheets are available on request from the Illawarra Division of General Practice by phoning 4220 7600 during business hours or e-mail [ccc@idgp.org.au](mailto:ccc@idgp.org.au) or visit the IDGP Website at [www.idgp.org.au](http://www.idgp.org.au).
2. Nominations must include a completed nomination form and documentation to support the nomination as outlined in the nomination form. This information can be submitted in writing or electronically. See nomination form for details.
3. Nominees can expect to receive a written acknowledgment of receipt of their documentation within one week of the closing date for nominations.
4. A Selection Panel will be convened by the IDGP. The selection panel will include such people as the Chairperson of the Community Committee, a consumer representative (who may not necessarily be a current member of the Community Committee), and a senior IDGP staff member. Selections will be made according to assessment against set criteria. Nominations will be judged on how well the nominee can demonstrate how they meet the **eligibility criteria** (see below) and how they can **broadly represent others** in the community.
5. If your nomination is unsuccessful you will be notified in writing.
6. If your nomination is successful you will be notified by telephone, with a letter sent subsequently offering you a position on the Community Committee. You will be asked to formally accept the position offered.
7. You may inquire about the progress of your nomination at any time by contacting the IDGP office on 4220 7600 or e-mail [fnapier@idgp.org.au](mailto:fnapier@idgp.org.au).

## Eligibility

To be eligible to nominate for a position on the IDGP Community Committee you must be a person who:

- is a resident of the Local Government Area of Wollongong, Shellharbour or Kiama.
- is a member of a consumer group or community organisation and has networks or involvement with other consumers.
- has some interest in and/or knowledge of health issues and of their local community.
- has the time and is able to attend meetings, consult with others and be involved with other Community Committee activities.

Other qualities the IDGP will look for in nominees for consumer representative positions:

- People who have tolerance, respect for others, and conviction about the rights of the individual.
- People who are able to see the “big health picture” beyond personal issues.
- People who can listen and participate in a discussion with respect to other members of the group.
- People who have a respect for confidentiality.
- People who believe they would like to be involved with local GPs to improve health services and health care in the Illawarra area.

## STANDARD DEFINITIONS

<b>Community Consultative Committee or CCC</b>	The abbreviated name for the Illawarra Division of General Practice Community Consultative Committee.
<b>Consumers</b>	People living in the region served by GPs in the IDGP (Helensburgh to Gerroa). The term consumer includes individuals who use or who may in the future use general practice services, ie people on the receiving end of services provided by GPs.
<b>Consumer Group</b>	A group of people who come together voluntarily because of the common experiences or health conditions they have. Examples include Diabetes Australia, Breast Cancer Support Group.
<b>Community Organisation</b>	Groups of people who come together voluntarily around interests unrelated to health. They meet because of such issues as the neighbourhood they live in, a cause they believe in, or for social, cultural or religious reasons.
<b>Consumer Representative</b>	A consumer representative presents consumer views and tries to make sure that these views are seriously considered when decisions are being made. A consumer representative is someone nominated by, and/or accountable to and involved with a consumer group or community organisation. One of the <b>essential requirements</b> for consumers who are involved with the IDGP is that they are part of a consumer group or community organisation. This allows them to have a source of other opinions and ideas rather than just their own individual ones.
<b>GP</b>	General practitioner (your local family doctor).
<b>IDGP or the Division</b>	The Illawarra Division of General Practice.

## NOTES ACCOMPANYING NOMINATION FORM

### Section 1: About You

Please complete all relevant personal details in this section so that we know who you are and how to contact you.

The Community Committee allows for 7 consumer representative positions. There is one additional consumer representative position as explained in the next paragraph. Each consumer represents various groups of people within the Illawarra. These positions are known as “**portfolios**”. The portfolios applicable to the Community Committee are:

- Indigenous Representative
- Culturally and Linguistically Diverse (CALD) Representative
- Carer Representative (of people with disabilities, or children, or aged)
- Age Representative, Youth (representing people 25 years and under)
- Age Representative, Middle (representing people 26 – 60 years)
- Age Representative, Older (representing people 60 years and over)
- General Representative (representing people from either a geographical location, or a consumer group or community organisation not falling into the other portfolios).

It is IDGP Board policy that all committees of the IDGP are chaired by a Board member. The Chairperson of the Community Committee is appointed by the IDGP Board and is one of two Consumer Representatives on the Board.

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Each consumer representative position or portfolio has a term of two years (unless otherwise specified at the time of call for nominations).

Each year, half of the positions become vacant and the available portfolios for that period are indicated on the nomination form. **Please indicate which portfolio you would like to represent.**

### **Section 2: About Your Experience**

Please provide as much detail as possible regarding your experience and ability to represent other people in the community. To be successful, your nomination must clearly demonstrate how you meet the **eligibility criteria** and how you believe you can **broadly represent others** in the community. If you can show that you are actively involved in a consumer group or community organisation (as outlined in “Standard Definitions”) and suggest ways in which you can gather viewpoints from other consumers and feedback from the Community Committee to these consumers, you will have a greater chance of being selected. If your nomination is on behalf of a particular consumer group or community organisation, please provide details of contact persons from your group or organisation so that we may discuss your nomination with them.

### **Section 3: Acknowledgment**

If you accept the conditions of participation, please ensure you sign and date this section.

### **NOMINATION CHECKLIST**

- Have you completed all the relevant personal details on the nomination form?
- Have you indicated the portfolio for which you would like to nominate?
- Have you attached or enclosed documents or information to support your nomination?
- Have you signed the acknowledgment in Section 3?

**Please return your nomination form and supporting documents to Fiona Napier:**

**Post:** Illawarra Division of General Practice  
PO Box 1198  
Wollongong NSW 2500

**Deliver:** Level 1, 336 Keira Street  
Wollongong NSW 2500

**E-mail:** [fnapier@idgp.org.au](mailto:fnapier@idgp.org.au)

**Fax:** 4226 9485

If you would like some more information or would like to discuss your nomination for the Community Committee please contact Fiona Napier, Executive Assistant at the IDGP office during business hours on 4220 7600.