



## Illawarra Division of General Practice Community Committee **TERMS OF REFERENCE**

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The Illawarra Division of General Practice (IDGP) Community Consultative Committee (CCC) is a subcommittee of the IDGP Board.

### **Membership**

The CCC will have the following members:

- Seven Consumer Representatives
- A Senior Staff Member of the IDGP
- One GP member of the IDGP Board
- Two Ordinary GP Members, IDGP

The CEO of the IDGP will also attend meetings in an advisory capacity if available.

### **Chairperson**

The CCC will be chaired by an IDGP Consumer Representative who is also the CCC's representative to the Board and have the full responsibilities of a Director of the IDGP.

### **Quorum**

A quorum shall be four members.

### **Working Parties**

Working parties may be formed from time to time at the discretion of the Chair and subject to budget allowances, to address specific issues. Working parties will report back to the CCC.

### **Frequency of Meetings**

The CCC will meet six times a year with the provision for additional meetings when required for specific purposes. The working parties will meet as required. Administrative support will be provided to the CCC by the IDGP. All meetings will follow an agenda and be minuted.

### **Key Performance Indicators**

KPIs for the committee will be developed by the Chair of the committee in conjunction with the CEO and DCEO staff. Progress towards those indicators will be reviewed annually.

- Committee members will attend a minimum of 4 meetings per year unless leave of absence is granted
- Each committee member is to make an individual contribution to either Housecall or a new project or initiative
- Each committee member will have membership of at least one working party or subcommittee

### **The CCC will:**

- Report to the IDGP Board, through the CCC Chairperson.
- Identify, discuss and comment on the health needs of communities in the Illawarra.
- Make recommendations to the IDGP Board related to community health needs identified and strategies for improving general practice services to meet those needs.
- Develop, participate in, and review activities in the area of community liaison.
- Provide ongoing consumer input and feedback to the IDGP for the development and evaluation of other IDGP programs.
- Assist in identifying community members to be consumer representatives for IDGP programs.
- Provide feedback to Illawarra communities regarding IDGP programs and general practice issues.

- Develop partnerships with consumer groups and community organisations to allow for two-way flow of information between consumers and GPs, and to lobby appropriate bodies for desired changes.

<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.

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).

An additional consumer representative position exists. This is the position of Chairperson. 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.