

## GENERAL PRACTICE NETWORK LEADERSHIP GROUP (GPNLG)

# TERMS OF REFERENCE

### Background and Context

The former National AGPN/SBO Coalition was established in 2003 following the execution of the Memorandum of Understanding between the 9 organisations in the same year.

In 2007, the Coalition reviewed its role, function and achievements over the last four years. To better reflect the national work of the group, a name change was implemented to the General Practice Network Leadership Group (GPNLG). The GPNLG's role, function and operating procedures remain unchanged.

### Role and Functions

The GPNLG has been established to enable joint planning and strategy development between each State and Territory Based Organisation (SBO) and the Australian General Practice Network (AGPN) with the aim of building the strength and capacity of the Divisions Network across Australia.

The functions of the GPNLG are to:

- Provide a forum through which issues of strategic interest or concern to the Divisions Network and their constituencies can be put forward and discussed;
- Develop agreed strategies and mechanisms to advocate for change and to progress and/or resolve issues;
- Identify and act on opportunities to build capacity and improve performance across the Divisions Network with particular emphasis on activities that support agreed strategic priorities;
- Act as a leadership team to develop and present a professional and consistent approach to all levels of government;
- Provide a forum for knowledge sharing and collaborative effort between the States, Territories and AGPN on issues of mutual interest;
- To collaborate on developing and progressing directions for the whole Divisions Network; and
- Provide advice to the AGPN Board and the Australian Government Department of Health and Ageing as required on matters of strategic interest to the Divisions Network.

The flow and exchange of information and resources between GPNLG members is ongoing and not limited to scheduled meetings. Matters of simple communication and information sharing are generally to be dealt with out of session.

## Membership

The GPNLG is comprised of two delegates, the CEO and Chair, from each SBO and three delegates, the CEO, Deputy CEO and Chair, from AGPN.

Representatives of the Australian Government Department of Health and Ageing are invited to attend meetings for scheduled discussions.

The member organisations are detailed in the table below:

Member Organisation	Position
ACT Division of General Practice (ACTDGP)	CEO Chair
Australian General Practice Network (AGPN)	CEO Deputy CEO Chair
General Practice Network Northern Territory (GPNNT)	CEO Chair
General Practice New South Wales (GPNSW)	CEO Chair
General Practice Queensland (GPQ)	CEO Chair
General Practice South Australia (GPSA)	CEO Chair
General Practice Tasmania (GPT)	CEO Chair
General Practice Victoria (GPV)	CEO Chair
Western Australian General Practice Network (WAGPN)	CEO Chair

## Probity and Conflict of Interest

Members have obligations for declaring any actual or potential conflicts of interest (eg financial, professional etc) either individually or on behalf of the organisations that they represent.

## Privacy and Confidentiality

Group members will be expected to maintain confidentiality and operate in accordance with privacy principles where the group is dealing with sensitive matters. To support a pro-active solutions focus, confidential discussions will be undertaken without fear or favour.

It is the responsibility of both the Chair and the member raising/discussing an issue to identify matters of a confidential nature.

## Member Expenses

Group members will be responsible for meeting the costs of their participation in the activities and meetings of the group.

## Member Roles and Responsibilities

GPNLG members from SBOs are responsible for:

- Consulting and liaising with their constituents and stakeholders (eg Divisions of General Practice and local department of health personnel);
- Appropriately circulating relevant meeting papers and resources to their constituents;
- Representing the views of their constituents; and
- Providing feedback regarding meeting outcomes and decisions to their constituents.

AGPN is responsible for bringing a national perspective to the GPNLG and will have the primary responsibility for relationships with the Australian Government in areas of national policy and issues that effect the Divisions Network as a whole.

AGPN will primarily relate and communicate with the SBOs who will, in turn, have the responsibility of forwarding information out to Divisions, and from Divisions to AGPN.

## Meetings

### *Meeting Frequency*

The GPNLG will hold at least four (4) face-to-face meetings in Canberra each year with meetings convened over one (1) to two (2) days.

In the intervening months between face-to-face meetings, teleconference meetings will be held monthly.

### *Meeting Schedule*

During the final meeting of the calendar year a schedule of face-to-face and teleconference meetings will be developed for the following calendar year.

### *Meeting Chair*

The Chair of AGPN will chair each face-to-face meeting and the CEO of AGPN will chair each teleconference meeting.

### *Executive Support*

Executive support for both face-to-face and teleconference meetings will be provided by the GPNLG Policy Officer. This position is to be jointly funded by the member organisations and based at AGPN.

Executive support responsibilities include:

- Collating and circulating meeting papers (eg agenda, papers, minutes/meeting record etc);
- Writing and circulating the meeting minutes;

- ❑ Maintaining and circulating a list/register of documents tabled during the meeting;
- ❑ Arranging meeting venues and catering/refreshments (for face-to-face meetings) or making teleconference arrangements; and
- ❑ Providing participants with details of suitable accommodation/dining options.

## Agendas

All members have equal rights to list items for the Agenda.

Standing Agenda Items are to include:

1. Matters arising from the previous meeting/s
2. Issues raised by Divisions
3. Strategic Issues
4. Operational Matters
5. Meeting with the Department
6. Other (including team building)

**Issues raised by Divisions** will require informed constituent input from the SBO raising the issue. This will include, where relevant, briefing papers and supporting information. This information must be supplied at least two (2) weeks prior to the meeting as part of their Jurisdictional Report. In addition, it is the GPNLG's responsibility to ensure the outcomes of the discussion and issues raised are feedback to all members nationally.

**Strategic Issues** provides an opportunity for open discussion of both issues that have occurred since the last meeting and strategic issues that effect all network members nationally. While the privacy and confidentiality provisions will apply to all agenda items it is envisaged that this Standing Agenda Item will, in particular, require members to observe this principle. Members will be responsible, through the Chair for identifying matters that are of a sensitive nature and for providing guidance to members about the appropriate use of the information emerging from discussion. If possible, these items should be listed on the Agenda in advance. If prior notice is not possible, members should raise these issues at the start of the meeting so that they may be listed for discussion in the Agenda.

**Operational Matters** are those items that can be dealt with quickly, and involve ongoing work of the GPNLG.

**Department Meeting** may include items raised throughout the meeting agenda.

### Meeting Papers

Formal meeting papers are to be prepared and collated for each of the four face-to-face meetings. For teleconference meetings it is acknowledged that these will be generally issued-based and may be called at short notice so the preparation of meeting papers may not be warranted or possible. In any case, minutes consisting of clear agreed actions will be taken by the GPNLG Policy Officer.

For face-to-face meetings, a call for Agenda Items will be sent to GPNLG members **at least three (3) weeks prior** to a scheduled face to face meeting.

Agenda items and meeting papers shall be submitted to the GPNLG Policy Officer (responsible for providing executive support) **at least two (2) weeks prior** to the meeting.

Each agenda item should be accompanied by a meeting paper that includes the following information:

- Issue title;
- Brief description of the issue;
- Background information about the issue;
- Recommendation; and
- Name of the person who developed the submission or proposal.

The full suite of meeting papers shall be circulated electronically **no later than seven (7) days** prior to the meeting.

### **Minutes**

Minutes including agreed actions and meeting outcomes are to be produced by the GPNLG Policy Officer. Confidential items are not, in general to be minuted. Minutes will be documented and circulated to GPNLG members (and/or other specified stakeholders) **no later than ten (10) days** post the meeting.

### **Communiqué**

All meetings shall result in the public distribution of a communiqué, detailing the achievements of the group, actions and project progress. The communiqué will be agreed and distributed to network members **no later than ten (10) days** post the meeting.

### **Review**

These terms of reference will be reviewed for effectiveness (at least) every twelve (12) months (from the date of formal acceptance).

### **Endorsement**

The original terms of reference were formally endorsed in November 2006 and were last reviewed in March 2009. The terms of reference will be reviewed again in November 2009.

### **Related Documents**

*These Terms of Reference should be read in conjunction with the Roles and Responsibilities of AGPN and SBOs and the GPNLG Communication Principles.*