

# **3rd DRAFT OF**

## **CRG Membership Policy**

### **1. Functions and responsibilities**

The primary function of the CRG is to provide information and advice from a consumer perspective to The Top End Division of General Practice (TEDGP) in relation to its programs and activities. This model of representation intentionally focuses on the health needs of the groups represented rather than individual issues. Information and advice gained from the CRG will assist TEDGP in planning and implementation of its activities and programs to ensure that they are meeting the needs of the community and improving the quality and delivery of primary health care.

### **2. Project Support**

A project officer has been appointed by TEDGP who will attend CRG meetings to provide an organisational perspective and will facilitate program updates and CRG engagement into Divisional activity.

### **3. Membership**

The CRG membership will consist of representation from the following portfolio areas, within budgetary constraints:

- General (may include Chronic Disease)
- Women's Health
- Men's Health
- Disabilities
- Youth
- Mental Health
- Aged
- Culturally and linguistically diverse (CALD)
- Indigenous
- Remote
- General Practice
- Other portfolios as may be determined from the TEDGP Strategic plan

### **4. Proxies and Attendance**

Each representative may nominate a proxy to attend on their behalf should they not be able to attend on an occasional basis. If there is an ongoing difficulty in attending the meetings it is expected that the CRG member will inform both the

TEDGP and the organisation that they represent so that alternative strategies might be identified and discussed.

After three consecutive meetings missed the member will be contacted to clarify their position on the group. This will also occur if a member misses more than one third (4 meetings) per year.

A quorum will consist of half the membership, plus one.

## **5. Meetings**

A Chair will be elected from the membership of the CRG to conduct the meeting. Meetings will be held every calendar month but will be subject to minimal change at the discretion of the group. The venue for meetings will be determined by the CRG. A quorum shall consist of four representatives and will not include ex-officio members. The Chair will formally conduct the meetings of the CRG. As the CRG group is relatively small the Chair will be able to participate in all discussion and will have voting rights. Where there is a conflict of interest or perceived conflict of interest within the group the member concerned must state this conflict and may be required to absent themselves from the deliberations of the group. Minutes will be taken, recorded and distributed by the secretariat. Meetings will not generally exceed 2 hours in duration. Participants will be remunerated for their time.

## **6. Recruitment**

Upon resignation representation will be reviewed by the CRG including nominating organisation and portfolio. Expressions of interest will be called for and vacancies advertised in NT News, Wednesday's Word and The Echo. In some cases specific areas may be targeted for representation by the CRG.

## **7. Tenure**

Each member represents a portfolio area or consumer population. Positions will be reviewed on a two yearly cycle. Resignations should be tendered to the group in writing. Members of the CRG are appointed to represent the interests of the consumer and, where feasible, to act as a conduit for feedback of information to their constituency. Where it becomes apparent that a member is unable to undertake this role the Division may take action to replace that member on the group. The appointment to the CRG or sub group does not constitute an employment agreement with TEDGP.

## **8. Relationship to the TEDGP Board or Directors**

CRG will provide to Directors to the TEDGP Board of Directors and act as a conduit between the CRG and the TEDGP's Board as well as providing direct consumer input to the Board.

CRG representatives to the TEDGP Board will be reviewed one full month before the TEDGP AGM.

## 9. Confidentiality

Whilst it is anticipated and encouraged that members take back the information obtained in the meetings to your organisation, from time to time there may be a sensitive topic that arises that requires confidentiality. This means that TEDGP requires that this information is not to be discussed outside the CRG. The Chair of the group will advise if some of the content of the meeting is to be kept confidential.

## 9. Remuneration

CRG MONTHLY MEETINGS	AGENCY REPS \$25 PER HOUR	CONSUMERS \$25 PER HOUR
	PAID ON AGENCY INVOICE ONLY	PAID AS EMPLOYEES OF TEDGP BASED ON MINUTES
BOARD MEETINGS	AGENCY REPS \$100 PER HOUR	CONSUMERS \$100 PER HOUR
	PAID AS EMPLOYEES OF TEDGP BASED ON MINUTES	PAID AS EMPLOYEES OF TEDGP BASED ON MINUTES
EXPENSES TO ATTEND MEETINGS	TRAVEL TO MEETINGS, ACCOMMODATION, CHILD CARE, MEAL ALLOWANCE	

That sitting fees will be paid to consumer representatives sitting on committees of the TEDGP in a timely manner as follows:

1. If the CRG member is representing an Agency (that is they are on salary and attending meetings as part of their job), the member is encouraged to liaise with the accounts staff of their agency to raise a tax invoice to TEDGP (ABN 89 626 900 869) for meeting sitting fees each month. The calculation is the number of hours x \$25 per hour plus GST, and details of the representative and the meeting date should be included. The

responsibility for this remains with the CRG member, and their Agency. TEDGP will pay invoices received in this way.

2. If the CRG member is a consumer member not representing an agency, they may complete the necessary documentation to become a paid (casual) employee of the TEDGP. These members are paid sitting fees at the rate of \$25 per hour, and payments are automatically generated by TEDGP accounts staff based on the meeting minutes. Sitting fees are usually to members paid after the meeting, by EFT, but with notice to CRG program staff, payment is possible on the day.

#### **10. External comment**

There is to be no release of information to the media by the Consumer Reference Group without prior approval of the Board of Directors.

#### **11. Agreements regarding appointment to other TEDGP Committees/Working groups.**

The consumer representative abides by any agreement regarding confidentiality of that committee of which the consumer representative is a member

The consumer representative refrain from making public comment on matters relating to the policy, content and operation of the committee, unless approved by or requested to do so by the committee

The consumer representative declare any situations which could lead to a conflict of interest

The consumer representative nominated, selected and appointed for participation on the Program Reference Group participate in the Consumer Reference Group

Continuation of the position is subject to a three month review

Top End Division of General Practice agrees:

That the Division support all consumer representatives appointed to committees of the Division, by providing advice and information wherever possible.

#### **12. Procedure for selection of external conference attendees**

Expressions of interest will be called from the group using the nomination form, asking nominee to state reasons and value to group for attendance. CRG Project Officer, CRG Chair or Deputy Chair will make selection jointly.