

GPV Representation Policy

May 2006

The GPV representation policy has been developed in order to provide a clear description of the purpose and processes of the GPV Representation Program to all stakeholders.

1. GPV will provide representatives for committees

- which are auspiced by a state-wide body, or which have a state-wide brief.
- which have a genuine need for general practice/divisional input;
- whose aims and activities are in line with GPV's strategic goals;

Requests for national level representation will be directed to AGPN. Organisations operating at a local rather than state-wide level should approach their local division/s of general practice for GP/division representation.

2. GPV provides representatives to external bodies in order to¹

- provide high quality representation of general practice and divisions of general practice to appropriate committees (including advisory committees, reference groups, working parties, management committees) and consultations;
- provide input to other organisations regarding the views, capacities, priorities and needs of Victorian divisions of general practice and their members, and in turn to receive information and input about the policies and priorities of other stakeholders in primary health care;
- build up general practitioners' skills and experience in state-wide representation, negotiation and policy development, and thus provide both a form of professional development and a potential component of a career path for Victorian members of divisions of general practice.

3. A GPV representative should²

- actively represent GPV and Victorian divisions of general practice;
- inform themselves of GPV policy;
- undergo training and briefing as representatives;
- regularly report back both verbally and in writing to GPV on the issues and outcomes of meetings, consultation, etc attended or undertaken in their capacity as GPV representatives;
- seek advice from GPV on major issues under discussion by the representative's committee before endorsing a position;
- be informed whether they are a voting member of the organisation/committee/Board to which they are nominated;
- be actively involved in the development of consultation drafts, position papers and other documents relevant to their area of expertise; and
- comprehensively brief incoming representatives at the end of their term.

¹ Source: This section of policy was ratified by the GPV board at the 8/12/00 meeting.

² Source: Australian Divisions of General General Practice, Representation Program, December 2000.

4. The Board delegates to the CEO responsibility for determining at what level GPV will be represented applying the following criteria

- a) GPV Board member representation may be warranted where the committee or working party involves:
- a major program of DHS relevant to general practice
 - a matter on which GPV board has a view that it wishes to advocate directly
 - significant strategic implications for GPV and divisions
 - possible funding implications for GPV and divisions
 - other very senior members on the committee.
- b) GP representation is warranted where clinical expertise is required.
- c) a GPV staff member may represent GPV in the following circumstances:
- where the requesting organisation specifically asks that a staff member be appointed,
 - where the work of the committee does not require the presence of a GP to provide expert knowledge or for strategic reasons;
 - when GPV has a staff member whose experience and area of expertise is appropriate for the committee;
 - when GPV determines that it is an appropriate use of resources to devote a staff member's time to the committee

The CEO may decide that representation is not warranted.

5. The GPV selection process for representation will³

- be accountable and transparent in the selections made;
- select the persons most suited in experience, skills and qualifications to represent GPV and Victorian divisions; and
- encourage the involvement of GPs active in divisions and staff of divisions in representation and advocacy.

5.1 Method of Selection⁴

GPV will use appropriate methods of selection for representation including:

- (a) selection by a vote of the board from candidates nominated by divisions.
(b) appointment by the board of a member of the board.
(c) appointment by the board of a specific person.

5.2 Call for Nominations

Where it is determined that a GP representative is required all positions will be advertised to all divisions. When a GPV Board member is appointed, all divisions will be informed.

5.3 Notification of Appointment of Representation⁵

³ Source: Australian Divisions of General General practice, Representation Program, December 2000

⁴ Source: This section of policy was ratified by the GPV board at the 15/3/99 meeting.

⁵ Source: Australian Divisions of General General practice, Representation Program, December 2000



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On receipt of notification of appointment GPV will

- Advise the successful nominee and their division of their appointment and implement the GPV Representative support/briefing process; and
- Advise all unsuccessful nominees and divisions.

5.4 Terms of Appointment⁶

GPV will review appointments after 12 months. The annual review of the appointment of representatives may include consultation with the organisation or committee to which the representatives are appointed. At this time GPV will consider the strategic importance of the committee and the contribution of the GPV representative.

At the end of the term of appointment GPV will consider GPV's ongoing representation by the previous representative or call for the nomination of another candidate. Existing representatives may be asked to provide input to the review of ongoing representation.

Where the committee is considered to have limited or no further strategic significance GPV representation may be withdrawn.

5.5 The GPV Board may rescind the appointment of any of its representatives⁷

In such circumstances as, though not limited to, the representative;

- consistently misrepresenting the GPV position;
- failing to satisfactorily meet GPV reporting requirements;
- is dismissed as a divisional member, office bearer or staff member;
- is deregistered as a General Practitioner; or
- is convicted of an indictable offence.

Responsibility for implementation: The GPV Board will notify the representative in writing of its intention to rescind the appointment and the reasons for this decision. The representative will be provided with an opportunity to respond to the Board's concerns in writing or by attending a meeting of the board.

6. General Practitioner representatives will be remunerated for their work as GPV representatives.

Rates of remuneration and reimbursement of expenses will be set at no less than rates specified by Commonwealth Government Australian Public Service Rates obtained from Department of Health and Ageing. Where GPV provides a salaried staff member as a representative, no remuneration will be required.

Where it is agreed with the CEO of GPV that the representative will need to allocate reading time to perform the representative duties satisfactorily, this time will be remunerated for an agreed period at the out of hours rate of half the normal hourly rate inclusive of GST.

Where a GP representative position is funded under arrangements between GPV and DHS, the GP representative will be remunerated within the limits set by the contract arrangements.

7. A GPV staff member will be designated to liaise with each GPV representative⁸

⁶ Source: Australian Divisions of General General practice, Representation Program, December 2000

⁷ Adapted From: Australian Divisions of General General practice, Representation Program, December 2000

⁸ Source: Australian Divisions of General General practice, Representation Program, December 2000



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The staff member will:

- provide background briefing to GPV representatives on appointment
- assist the representative in dealing with their committee secretariat;
- be available to discuss issues before their committee;
- provide advice on the format and appropriate content of reports to the GPV Board;
- act as a liaison point between the representative and GPV Board, where necessary;
- undertake basic and limited research by negotiation.



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