



First Nations General Practice Training Committee

Terms of Reference

1. Preamble

These terms of reference set out the membership term and functions to ensure appropriate governance of and effectiveness of advice to Government on First Nations GP training.

The committee provides a transparent and collaborative forum for reporting, discussion, and advice on all aspects of First Nations GP training. By harnessing First Nations leadership, the committee aims to create a culturally safe health system. The committee will work towards Closing the Gap in health outcomes by attracting more registrars to train in First Nations health settings and support First Nations registrars throughout their training.

Better outcomes are achievable when First Nations people have a genuine say in the services that affect them. The committee supports policies impacting First Nations lives to be created in genuine partnership, listening to their voices and aspirations, and adapting practices accordingly.

2. Purpose and Scope of the committee

The purpose of the committee is to monitor, advise, and provide strategic direction to Government and the GP Colleges on:

- The delivery of high-quality GP training experiences in First Nations health settings.
- Supporting, attracting, and retaining First Nations doctors in GP training.
- Supporting, attracting, and retaining more non-Indigenous doctors in First Nations health settings.
- Ensuring that cultural awareness, cultural safety, and responsiveness are fundamental to general practice training.

3. Guiding Principles

The core principles of the FNGPTC are:

- A commitment to working in partnership to support the continuing high quality and sustainable First Nations GP training within Australian communities.
- An understanding that the Government's investment in training must be managed efficiently, responsibly, and in an accountable manner.
- Members will exercise leadership, integrity, and use their best endeavours to act in the interests of producing an equitable, high quality, general practitioner workforce to care for Australian communities.
- Members will bring issues for discussion that have direct relevance to the committee's key function and role.

- Information about the key objectives and outcomes of the FNGPTC will be provided to stakeholders openly and transparently by regular engagement.
- Any data collected, analysed, or reported through the Committee’s work will be governed and interpreted in partnership with First Nations stakeholder organisations unless subject to confidentiality requirements under the *Privacy Act 1988* (Cth).

4. Scope

Focus Area	Key Responsibilities / Actions
1. Strengthen the GP Training Pathway for First Nations participants	<ul style="list-style-type: none"> • Increase recruitment and retention of First Nations GP registrars and supervisors. • Provide advice on demand-driven Commonwealth Supported Places for First Nations GP registrars. • Monitor and advise on opportunities to increase exposure to general practice among First Nations people.
2. Strengthen cultural competency of the GP workforce	<ul style="list-style-type: none"> • Promote uptake of training placements in First Nations health services by all GP registrars. • Advise on appropriate and accessible cultural education and mentoring resources and activities for current and future GPs.
3. Contribute to efforts to address racism in healthcare settings	<ul style="list-style-type: none"> • Contribute to system-wide efforts to address racism across the health system and society, supporting a culturally safe GP workforce and improved wellbeing and retention. • Engage with AHPRA and other relevant stakeholders to provide a First Nations GP training perspective on addressing racism.
4. Oversight of the Salary Support Program	<ul style="list-style-type: none"> • Monitor and report on the performance and outcomes of the Aboriginal and Torres Strait Islander GP Training Salary Support Program. • Ensure equitable access to Salary Support funding within the existing budget. • Recommend nationally consistent payment rates and eligibility criteria. • Review and refine KPIs to support program growth and accountability. • Advise on amendments to the Salary Support Policy and associated. • Oversee and guide evaluation activities and outcomes.
5. Strategic Planning and Program Alignment	<p>Review and provide feedback on:</p> <ul style="list-style-type: none"> • Government’s Building the General Practice Workforce measures • GP College 5-year strategic plan for First Nations GP training

Focus Area	Key Responsibilities / Actions
	<ul style="list-style-type: none"> ○ Identify opportunities for new First Nations health training facilities. ○ Recommend priorities for capacity building in the First Nations health training sector. ○ Advise on activities funded under the Strategic Plan.
6. Monitoring, Evaluation and Continuous Improvement	<ul style="list-style-type: none"> ● Monitor performance against intended outcomes to inform continuous quality improvement. ● Support evaluation of training models and program effectiveness in First Nations settings. ● Support embedding culturally informed governance principles and arrangements for First Nations GP training programs, initiatives and evaluation activities.
7. Other Matters	Advise on additional matters as requested by the Government or GP Colleges

5. Membership

The membership term is for up to two years until October 2027.

The composition of the committee will include people with appropriate expertise and knowledge, drawn from across relevant organisations in the sector. There will be up to 12 members.

Appointments will consider the following skills and criteria:

- Ability to regularly attend and contribute value to the work of the committee
- Demonstrated interest, understanding, and commitment to issues of priority to First Nations people
- Current knowledge and/ or experience of First Nations GP training arrangements
- Experience in Aboriginal health settings and/or First Nations policy
- Geographic, gender, and cultural diversity.

6. Roles and Responsibility

All committee members are expected to:

- Exhibit respect and integrity in their dealings with colleagues and stakeholders
- Make recommendations fairly, impartially, and promptly.
- Pursue robust, effective, and collaborative working partnerships internally and externally
- Attend meetings, comment on submissions, participate in discussions, and provide advice that supports the Government's decision-making
- Bring forward relevant issues for consideration by FNGPTC
- Contribute their independent judgement and expertise, rather than representing or advocating for the views of any organisation.

The Chair will:

- Chair the meetings of the FNGPTC

- Ensure that meetings are carried out fairly and impartially, allowing each member to contribute to the discussions; and
- Provide a communication conduit between the FNGPTC, the General Practice Training Advisory Committee and Government.

7. Meetings and Observers

The committee will meet up to two times each year and can convene additional face to face or online meetings if the committee's business requires it. Where meetings are held in person, there will be facility for virtual participation. The committee may establish subcommittees or working groups to progress matters out of session as required.

The Chair may invite technical experts to attend the FNGPTC when appropriate to provide advice or to observe meetings. A guest's attendance will be limited to the discussion of the topic upon which they have been asked to speak.

Organisations may request to provide observers to the FNGPTC.

Guests and observers may not participate in discussions unless presenting on a topic or at the invitation of the Chair.

8. Chair and Deputy Chair(s)

The Chair of the Committee is responsible for coordinating with the secretariat team to arrange Committee meetings, chairing meetings and representing the Committee in external forums and communications. The Deputy Chair(s) are responsible for shadowing the work of the Chair and may temporarily step into the role of Chair where needed.

The Chair, Deputy Chair(s) and members will be Ministerially appointed. A Chair and Deputy Chair(s) may be appointed for a maximum of two consecutive terms (i.e. two x two-year terms).

9. Quorum and Proxies

Quorum will consist of half the members plus the Chair. Proxies are also considered to be part of the quorum.

A proxy may be nominated if a member is not available. If members nominate a proxy in their absence, they must inform the Secretariat and the Chair before the meeting.

10. Conflicts of Interest

Members of FNGPTC and observers must disclose at the beginning of each meeting any conflicts of interest, actual or potential, relating to issues under discussion at that meeting. The Chair may require the member to make themselves absent from the meeting if the conflict of interest cannot otherwise be managed.

Conflict of interest includes any situation where a member or the member's partner, family member, employer, or close family friend has a direct financial or other interest which influences or may appear to influence proper consideration or decision making by the committee on a matter. Decision making will be based on objective criteria, rather than on the basis of bias, prejudice or for the benefit of one body or person over another.

Where the Chair has a personal conflict, or the potential or perceived conflict, the Deputy Chair(s) will lead the discussion and make the appropriate determination.

11. Confidentiality

All FNGPTC meeting agendas, papers, minutes, and discussions are confidential. Members of the FNGPTC, including observers, will be asked to comply with confidentiality requirements.

Members and observers will be required to sign a Confidentiality, Conflict of Interest, Privacy, and Secrecy Deed Poll before appointment and/or attendance at meetings. The Deed Poll must be updated and re-submitted every 12 months.

All committee papers should be regarded as *For Official Use Only*. Where papers are required to be released under Freedom of Information or Parliamentary requests, the FNGPTC Chair and relevant members will be informed before release.

12. Secretariat Resourcing

Professional, research, policy and secretariat support for the committee will be provided by the Department of Health, Disability and Ageing. The secretariat will coordinate meetings, including agendas and papers, venue, catering, minute taking, and distribution of actions, and appropriate record-keeping.

13. Reporting

The committee will report after each meeting in writing to the Assistant Minister for Indigenous Health, and verbally to the General Practice Training Advisory Committee (GPTAC). One member of the FNGPTC may be invited to the GPTAC to support alignment and information flow between the two committees.

To ensure that First Nations stakeholders are kept informed and have access to updates in a meaningful and accessible format, the department will publish on its website a plain-language annual summary of the Committee's key objectives and outcomes.

14. Remuneration and Reimbursement

Members and the Chair will be eligible for remuneration for their attendance at meetings of the committee in line with the sitting fee schedule, and where they are not otherwise remunerated by their organisation. Remuneration is in accordance with the existing determination of the Remuneration Tribunal.

Travel and accommodation expenses to attend committee meetings will be eligible for reimbursement, where they are not otherwise remunerated by their organisation. Tier 2 travel allowance rates and procedures for the Chair and Tier 3 travel allowance rates and procedures for the members will apply.