

AFOEM Policy & Advocacy Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Executive Officer, AFOEM
Document Owner	Manager, Peak Bodies & Manager, Faculties
Approved by	AFOEM Council
Effective Date	10/05/2023
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References/Legislation	<i>Corporations Act 2001 (Cth)</i>
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution, RACP Board and College Bodies Conflict of Interest Policy, Code of Conduct Policy, Confidentiality of Board and College Body Meeting Guidelines, other College Policies.
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the AFOEM Policy & Advocacy Committee (AFOEM PAC).

1.1. Established

The AFOEM Policy & Advocacy Committee is established under the authority of the AFOEM Council to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of the AFOEM Policy & Advocacy Committee is to develop policy and advocate in support of the AFOEM Purpose Statement.

3. FUNCTIONS

The functions of the AFOEM Policy & Advocacy Committee are to:

- a) Support the AFOEM Purpose Statement across the Faculty and College, health professions, government, business and the broader community) by developing relevant, evidence-based and timely policy guidance for AFOEM Council approval;
- b) Advocate for the Health Benefits of Good Work[®], through best practice policies and practices for the health and wellbeing of workers, recognising the importance of cultural and traditional beliefs, and striking a balance between the interests of individuals, employers and society;
- c) Be the authoritative source of direction and advice within the College with regard to occupational and environmental medicine policy and advocacy;
- d) Provide the single point of contact for external bodies seeking policy advice on emerging and existing occupational and environmental medicine issues from the Faculty;
- e) Support regional branches of the Faculty and Aotearoa New Zealand in providing local advocacy for occupational and environmental medicine in their local health systems.

These functions are achieved via the following processes:

- a) Plan and prioritise the AFOEM Work plan as developed by Council;
- b) implement and monitor the policy and advocacy projects approved by the AFOEM Council;
- c) maintenance and review of existing policy position papers;
- d) respond to new and emerging policy and advocacy issues relevant to the AFOEM as they arise, in consultation with the AFOEM President, AFOEM Council and College Policy and Advocacy Council (CPAC);

- e) Regularly review AFOEM PAC work-in-progress against the College and Faculty agreed plan, using defined metrics to assess how effectively the work is being achieved.

4. COMMITTEE PROHIBITIONS

The AFOEM Policy & Advocacy Committee must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the Committee is a body independent of the College.

5. MEMBER COMPOSITION

The AFOEM Policy & Advocacy Committee Chair is usually the President-elect, or otherwise nominated from within the AFOEM PAC membership.

The Membership of the AFOEM PAC shall comprise up to ten members, comprising:

5.1. Ex-officio Members

- AFOEM President;
- AFOEM President-elect;
- Chair, Health Benefits of Good Work[®] Executive Committee; and
- AFOEM Council Environmental Lead Fellow.

5.2. Appointed Members

Up to five appointed members comprising:

- An AFOEM trainee;
- An AFOEM Fellow who is also a member of the FEC; and
- Up to three AFOEM Fellows one of whom must be from Aotearoa New Zealand.

5.3. Independent Community Members

One independent community member:

- A representative from the Australian and New Zealand Society of Occupational Medicine (ANZSOM) appointed by the ANZSOM Federal Council.

5.4. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

6. MEMBER PERFORMANCE

Members are expected to contribute to the AFOEM Policy & Advocacy Committee in accordance with the Governance of College Bodies By-law.

7. MEETINGS

This section is to be read in conjunction with the Governance of College Bodies By-law.

7.1. Number of Meetings

AFOEM Policy & Advocacy Committee may hold four meetings per calendar year and shall meet by face to face (normally once per year) or by videoconference.

7.2. Chair

The Chair or their appointee will chair all meetings.

7.3. Quorum

A quorum is one half of the total AFOEM Policy & Advocacy Committee membership.

7.4. Voting

Decisions will be made by consensus of the majority of members.

7.5. Secretariat

Meeting agendas, supporting papers and minutes or outcomes will be provided prior to each meeting.

8. REPORTING

The AFOEM Policy & Advocacy Committee shall report and make recommendations to the AFOEM Council as required.

The AFOEM PAC is required to provide to the AFOEM Council each year:

- a new or updated work plan (work plans may be for up to three years)
- a report against the preceding years' work plan including metrics assessing performance.

9. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law

Term	Means
Member of the College	Has the same meaning as the Governance of College Bodies By-law
AFOEM Purpose Statement	The Australasian Faculty of Occupational & Environmental Medicine will be recognised medical specialists promoting the health and wellbeing of workers, healthy workplaces and good work.

10. HISTORY

Commencement		
These terms of reference were approved by the AFOEM Council and commenced on July 2014.		
Revision	Effective Date	Summary of Changes
1.0	March 2016	Re-written
2.0	May 2023	Transferred to updated template aligning the Governance of College Bodies By-law with the current terms of reference to be the guiding governance documents for AFOEM PAC. Update purpose and functions. Update member composition including addition of the ANZSOM representative, the HBGW Chair, and the Collaborative Partnership representative.
3.0	Aug 2023	Removed Collaborative Partnership representative due to dissolution of Collaborative Partnership.