



Australasian Faculty of  
Occupational and Environmental Medicine

# **Terms of Reference**

## **Australasian Faculty of Occupational and Environmental Medicine WA Regional Committee**

**A TERMS OF REFERENCE PURSUANT TO THE BY-LAWS OF THE AUSTRALASIAN  
FACULTY OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE COUNCIL FOR  
THE ESTABLISHMENT AND MAINTENANCE OF A COMMITTEE OF THE COUNCIL  
TO BE KNOWN AS THE AUSTRALASIAN FACULTY OF OCCUPATIONAL AND  
ENVIRONMENTAL MEDICINE REGIONAL COMMITTEE**



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## **1. INTRODUCTION AND PURPOSE**

**1.1. The Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Council, pursuant to its By-laws, has established the AFOEM WA Regional Committee.**

**1.2. The AFOEM WA Regional Committee has been established to:**

- 1.2.1. Develop and deliver region specific strategy and function as directed by the AFOEM Council;
- 1.2.2. Develop and deliver regional training and learning activities to support local trainees and clinical supervisors;
- 1.2.3. Develop and deliver local educational activities to meet the needs of local Fellows;
- 1.2.4. Provide support to the state Director of Training in the education and training of regional trainees;
- 1.2.5. Engage with key stakeholders, health professionals and the community to promote the role Occupational and Environmental Medicine Specialists in the region;
- 1.2.6. Provide advice to Faculty Council in relation to affairs of AFOEM within the Region.

## **2. THE AFOEM WA REGIONAL COMMITTEE**

### **2.1. Composition of the Committee**

The Committee shall comprise of members selected by expressions of interest. The roles of the Committee members shall include:

- 2.2.1 A Chair appointed by the State membership
- 2.2.2 A Secretary appointed by State membership
- 2.2.3 A Fellow representing the AFOEM Council
- 2.2.4 A Director of Training specific to the state/region
- 2.2.5 A Fellow for the Education Committee
- 2.2.6 An AFOEM trainee



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## 2.2. Meetings

The Committee shall meet at least four times annually face to face.

## 2.3. Committee remit

The Committee must not:

- 2.3.1. Enter into contractual relationships; or
- 2.3.2. Represent or imply in any way that the Faculty is a body independent of the College.
- 2.3.3. Form policy independent of the Council.

## 3. TERM OF OFFICE

- 3.1 Members of the committee shall be appointed in accordance with the process for appointment of members to College Bodies as set out in the Governance of College Bodies By-Law or in any by-law or document that replaces or complements that By-law from time to time.
- 3.2 The term of membership to nominated positions to the committee shall be two years and members are eligible for, but not entitled to, re-appointment for a further two year term up to a maximum of three (3) two year terms of continuous appointment shall be the duration of the development process, usually not longer than two years.

## 4. REPORTING

- 4.1. The Committee must report to the **AFOEM Council** as required by the AFOEM Council from time to time.
- 4.2. The Committee may make exception reports to the **AFOEM Council** to address emergent or risk management issues as required.



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## 5. DEFINITIONS

“Board”	means the Board of Directors of the College.
“College”	means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee and includes the Divisions, Faculties and Chapters of the College.
“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Trainee”	means a person who is undertaking a program of Training approved by the College in order to gain Fellowship or a Diploma.
“Co-opted member”	from time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co-opt members for a specified time or for a specified task.

Approved by **AFOEM Council** on 12 February 2015



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By-Law History as from 12 February 2015		
Commencement of By-Law		
This By-Law was approved by AFOEM Council on 12 February 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced