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Australasian Faculty of
Public Health Medicine

Aotearoa New Zealand Australasian Faculty of Public Health Medicine Committee

Tikanga Tohutoro | Terms of Reference

**TERMS OF REFERENCE PURSUANT TO THE CONSITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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1. WHAKATAKINGA | INTRODUCTION

The Australasian Faculty of Public Health Medicine (AFPHEM) Council of the Royal Australasian College of Physicians has established the Aotearoa New Zealand Australasian Faculty of Public Health Medicine Committee (the “College Body”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both documents govern the College Body.

Te Tiriti o Waitangi

The College Body acknowledges Te Tiriti o Waitangi, and the five Treaty principles, articulated by the Waitangi Tribunal¹ it guarantees. The College Body commit that all its policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the principles of tino rangatiratanga, equity, active protection, options and partnership. The College Body commits to uphold the Principles and Articles of the Te Tiriti o Waitangi.”

1.2 Competence in Cultural Safety

The College Body supports appropriate initiatives that will assist Fellows and trainees to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight).

2. ARONGA | PURPOSE

The purpose of this College Body is to seek excellence in public health medicine, education and practice to achieve the highest levels of health for the population of Aotearoa New Zealand. The College Body does this through the training and continuing professional development of public health physicians, the promotion of public debate on matters of public health and the encouragement of public health research.

3. ĀHEINGA | FUNCTIONS

The functions of the College Body include, where either initiated by the Committee or at the direction of the AFPHEM Council, to work in partnership with appropriate College Bodies and staff on issues related to.

- a) support the professional careers of Fellows and Trainees of the AFPHEM in Aotearoa New Zealand.
- b) the education, training and assessment of trainees in Aotearoa New Zealand.
- c) the training, continuing professional development and quality performance of Members (Fellows and Trainees) in Aotearoa New Zealand.
- d) policy and advocacy relevant to the Aotearoa New Zealand AFPHEM Faculty.
- e) the assessment of overseas trained professionals for Aotearoa New Zealand.
- f) research; and
- g) workforce

As each relates to public health medicine in Aotearoa New Zealand.

¹ Waitangi Tribunal. HAUORA: Report on Stage One of the Health Services and Outcomes Kaupapa Inquiry – WAI2575. 2023.

https://forms.justice.govt.nz/search/Documents/WT/wt_DOC_195476216/Hauora%202023%20W.pdf

4. HE AUKATINGA | COLLEGE BODY PROHIBITIONS

The College Body must not:

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

5. WHAKAURU | MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 8 members, comprising:

5.1. Aotearoa New Zealand AFPHM Committee Mema Motuhake | Ex-officio Members

[Ex-officio members are appointed by virtue of their role on another College Body]

5.1.1 Aotearoa NZ Education Co-ordinator nominated by AFPHM Training Program Committee (TPC) who represents the motu | country on the AFPHM Training Program Committee.

5.2. Mema Kopounga | Appointed Members

[Members appointed via an Expression of Interest process]

- 5.2.1. A Chair of the College Body, appointed by the AFPHM Council, who shall become a member of the Faculty Council and the RACP Aotearoa New Zealand Committee.
- 5.2.2. Two Members of the AFPHM who reside in Aotearoa New Zealand.
- 5.2.3. One person from Aotearoa New Zealand undertaking public health training.
- 5.2.4. At least one of the Fellows appointed shall have completed Public Health Medicine training within the period of seven years before the appointment date.
- 5.2.5. Additional Aotearoa New Zealand-resident Members of AFPHM with appropriate skills, background or geographic representation that can assist the Aotearoa New Zealand AFPHM Committee.
- 5.2.6. A Deputy Chair shall be appointed from within the Aotearoa New Zealand AFPHM Committee's membership.

5.3. Aotearoa New Zealand AFPHM Committee Mema tono | Co-opted members

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

6. HUI | MEETINGS

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

6.1. Nama o ngā Hui | Number of Meetings

The College Body shall meet up to four times a year, of which up to one will be kanohi ki te kanohi | face to face.

6.2. Heamana | Chair

The Chair or their appointee will Chair all meetings.

6.3. Kōrama | Quorum

A quorum is one half of the total College Body membership.

6.4. Pōti | Voting

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

6.5. Ngā Minitī | Minutes

The proceeding of all meetings of the College Body shall be recorded in the minutes.

6.6. Mahi Hēkeretari | Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6.7. Arotakenga | College Body Reviews

The College Body are to review their performance against these Terms of Reference every two years.

7. PŪRONGO | REPORTING

The College Body must report and make recommendations to the AFPHM Faculty Council and the RACP Aotearoa New Zealand Committee and will provide regular updates to the Faculty Council and the RACP Aotearoa New Zealand Committee as required.

The College Body is required to provide to the AFPHM Council and the RACP Aotearoa New Zealand Committee each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

The Committee may make exception reports to the AFPHM Faculty Council or the RACP Aotearoa New Zealand Committee to address emergent issues or risk management issues as required.

Minutes or reports of the Aotearoa New Zealand AFPHM Committee will be provided to the appropriate Council and to other College bodies as the Committee shall determine.

8. AROTAKE Aotearoa New Zealand AFPHM Committee | REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed every three years.

9. WHAKAMĀRAMATANGA | DEFINITIONS

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

10. HĪTŌRI | HISTORY

Commencement		
These Terms of Reference were approved by the Aotearoa New Zealand Australasian Faculty of Public Health Medicine (AFPHM) Council and commenced on January 2013		
Subsequent Amendments		
Item	Amendment	Date Approved
1	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua.	19 July 2018 – APFHM Council
2	Amending all references to the Committee of the Board 'New Zealand Committee' with the addition of the Te reo Māori to 'Aotearoa New Zealand Committee' as approved by the Board 3.5.19	24 June 2019
3	Amendment of Introduction and Purpose to ensure a correct reflection of the work of the committee. This included the addition of 'tikanga Māori' (1.3) cascaded from the RACP Aotearoa New Zealand Committee.	24 June 2019
4	Alignment of terms of reference for this Faculty committee with Governance of College Bodies By-Law (GoCBB). This By-Law sets out the general provisions for the governance of College bodies and applies to all College bodies. * Summary of Intro and Purpose * Transfer of functions to the workplan * Clarification of the Composition without changing the size or representation on the committee. * Quorum deleted here as covered in GoCBB at 50% of committee membership	24 June 2019
5	Addition of standard committee's limitations (clause 2)	24 June 2019
6	Reporting (clause 5) contains the addition of reporting to the RACP Aotearoa New Zealand Committee as the Chair of the Aotearoa New Zealand AFPHM Committee is a member pursuant to the terms of the RACP Aotearoa New Zealand Committee	24 June 2019
7	Removed Secretariat Support as this is covered under the RACP employment Contracts.	24 June 2019

Date of commencement of Terms of Reference: January 2013

Date of most recent amendment: March 2026

8	Updating the name of the 'AFPHM New Zealand Committee' to 'Aotearoa New Zealand AFPHM Committee' to reflect the bicultural foundations of Aotearoa New Zealand	September 2019
9	Addition of cultural competence clause to introduction 1.3.	
10	The new Template sections for Chair, Quorum, Voting, Minutes, Secretariat and College Body reviews have been adopted. This includes Māori Language Commission approved Te reo headings.	30 March 2026
11	Membership change the Education Co-ordinator moved from appointed to appointed 'ex-officio' on the Aotearoa NZ AFPHM Committee. Appointed by the AFPHM Training Committee.	
12	Te Tiriti o Waitangi clause updated to reflect the five Wai2575 principles. As Approved by the Māori Health Committee.	
13	The Faculty Trainee Committee – Public Health (FEC) is now the Training Program Committee (TPC) Public Health Medicine	