

# **Aotearoa New Zealand Australasian Faculty of Occupational and Environmental Medicine Committee**

## **Tikanga Tohutoro | Terms of Reference**

**BY-LAW 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 Occupational and Environmental Medicine (AFOEM) Council, pursuant to its By-laws, has established the Aotearoa New Zealand AFOEM 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.

## 2. ARONGA | PURPOSE

The purpose of this College Body is to develop and deliver the Aotearoa New Zealand AFOEM Committee workplan to implement the AFOEM Council workplan.

## 3. ĀHEINGA | FUNCTIONS

3.1 The functions of the College Body include:

- 3.1.1 Facilitate the delivery of Aotearoa NZ AFOEM training, CPD and peer support activities to support Trainees, Supervisors and Fellows;
- 3.1.2 Engage with key stakeholders, health professionals and the community to promote Occupational and Environmental Medicine in Aotearoa NZ;
- 3.1.3 Represent Aotearoa NZ interests on the AFOEM Council;
- 3.1.4 Represent AFOEM interests on the RACP Aotearoa NZ Committee;
- 3.1.5 Support 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).

### 3.2. Te Tiriti ō Waitangi

The College Body acknowledges Te Tiriti ō Waitangi, and the five Treaty principles, articulated by the Waitangi Tribunal<sup>1</sup> it guarantees. We therefore commit that all our 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 ō Waitangi.

### Competence in Cultural Safety

The College Body supports initiatives that foster cultural competence across the RACP - including members and staff. This includes encouraging self-examination of the impact of one’s own cultural perspectives on interactions and decisions, and a commitment to acknowledging and proactively addressing these biases.

## 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.
- Form policy independent of the Council.

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<sup>1</sup> 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](https://forms.justice.govt.nz/search/Documents/WT/wt_DOC_195476216/Hauora%202023%20W.pdf)

Date of commencement of Terms of Reference: January 2013

Date of most recent amendment: 3 June 2026



## 5. WHAKAURU | MEMBER COMPOSITION

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

### 5.1. Aotearoa NZ AFOEM Committee Mema Motuhake | Ex-officio Members

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

5.1.1 A Fellow representing the AFOEM Council

### 5.2 Mema Kopounga | Appointed Members

Up to 7 appointed members comprising:

5.2.1 A Chair appointed by the AFOEM Council and will be a member of the Aotearoa NZ Committee.

5.2.2 An AFOEM Trainee

5.2.3 Aotearoa New Zealand Director of Training,

5.2.4 Additional Aotearoa NZ AFOEM Members with skills, background or geographic representation that can assist the Committee

5.3 A Deputy Chair appointed from within the Aotearoa NZ AFOEM Committee's Membership.

5.4 Stakeholders of importance included but not limited to:

- RACP NZ Policy and Advocacy Committee and Māori Health Committee,
- NZ Health Benefits of Good Work – HBGW,
- NZ ANZSOM - The Australian and New Zealand Society of Occupational Medicine Inc,

### 5.5 Mema tono | Co-opted members

Co-opted members may be appointed for a particular purpose or term and need not be a Member of the RACP.

## 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 Aotearoa NZ AFOEM Committee shall meet at least 4 times per year, of which one may 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 AFOEM Council and Aotearoa New Zealand Committee as required.

7.1 The College Body is required to provide to the AFOEM Council and 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.

## 8. AROTAKE AOTEAROA NZ AFOEM 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

<b>Terms of Reference History</b>		
<b>Commencement of Terms of Reference</b>		
These terms of reference were approved by the New Zealand Committee January 2013 and commenced on that date.		
Approved by <b>AFOEM Council</b> on <b>08 April 2019</b>		
<b>Subsequent amendments to the terms of reference</b>		
<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>
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.	2 August 2018
2	Amendment of introduction and purpose (# 1) to ensure a correct reflection of the work of the AFOEM NZ Committee. This included the addition of 'tikanga Māori' (# 1.2.6) cascaded from NZ Committee.	8 April 2019
3	Amendment of composition clause (# 2) to provide clarification and alignment.	
4	Addition of meeting clause (2.2)	
5	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. Un required item was 'Term of Office' (was # 3)	
6	Addition to Reporting (#4) NZ Committee to accurately articulate existing structure and reporting.	16 July 2019
7	Updating the name of the 'AFOEM New Zealand Committee' to 'Aotearoa NZ AFOEM Committee' to reflect the bicultural foundations of Aotearoa New Zealand	
8	Amending all references to the Committee of the Board 'New Zealand Committee' with the addition of the Te reo Māori to 'Aotearoa NZ Committee' as approved by the Board 3/5/19	
9	Adoption of new Template from the RACP Governance Team, with added Te reo headings signed off by the Kaitohutohu Ahurea February 2023	3 June 2026
10	Introduction, Purpose, and Functions remain unaltered apart from layout under the 3 new titles	
11	Limitations heading is changed to 'College Body Prohibitions' with the new wording from governance adopted.	
12	Composition of the Committee Membership is reorganised into the new sections of: Ex-officio, Appointed and Independent Community Members	
13	The new Template sections for Chair, Quorum, Voting, Minutes, Secretariat and College Body reviews have been adopted	
14	Te Tiriti ō Waitangi updated to reflect the principles articulated by the Waitangi Tribunal in Wai2575. Approved by the Māori Health Committee	

Date of commencement of Terms of Reference: January 2013

Date of most recent amendment: 3 June 2026