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Australasian Faculty of  
Rehabilitation Medicine

# **Terms of Reference**

## **Aotearoa New Zealand**

### **Australasian Faculty of Rehabilitation Medicine Committee (Aotearoa NZ AFRM)**

Terms of Reference for the establishment and maintenance of a Committee of the Australasian Faculty of Rehabilitation Medicine to be known as the Aotearoa NZ AFRM Committee

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## 1. INTRODUCTION AND PURPOSE

- 1.1 The Australasian Faculty of Rehabilitation Medicine (the Faculty) has, pursuant to its By-laws, established the Aotearoa NZ AFRM Committee (the Committee).
- 1.2 The Aotearoa NZ AFRM Committee acknowledges Te Tiriti o Waitangi/The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection 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 above principles.
- 1.3 The Aotearoa NZ AFRM Committee 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).
- 1.4 The Faculty established the Committee to:
  - 1.4.1 develop and deliver region specific strategy and function as directed by the AFRM Council;
  - 1.4.2 prepare an annual Workplan for the approval of the Faculty Council;
  - 1.4.3 develop, coordinate, implement and monitor the approved Workplan and deliver Aotearoa NZ training and learning activities to support local trainees and clinical supervisors;
  - 1.4.4 promote Rehabilitation Medicine in New Zealand; engage with key stakeholders, health professionals and the community to promote the Rehabilitation Medicine Physician in Aotearoa New Zealand
  - 1.4.5 provide advice to Faculty Council in relation to the affairs of Aotearoa NZ AFRM.
    - training and continual professional development; and
    - contributing to policy and advocacy matters;

## 2. LIMITATIONS

The Aotearoa NZ AFRM Committee must not:

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

## 2.3 Membership of the New Zealand Faculty Branch

2.3.1 All Faculty Fellows and trainees who reside in New Zealand are Members of the New Zealand Faculty Branch Committee unless they nominate a different Branch. Fellow and Trainees may nominate a different branch to the one in the region they reside if:

- another branch is more appropriate because the Fellow or Trainee works in the region covered by the Branch
- there are less than 10 Fellows and trainees in a particular region.

## 3 COMPOSITION

3.1 The Aotearoa NZ AFRM Committee shall comprise of a maximum of 9 members selected by expressions of interest. The roles of the Committee Members shall include:

3.1.1 A Chair of the Aotearoa NZ AFRM Committee, appointed by the AFRM Council; who shall become a member of the Faculty Council, the Faculty Executive and the Aotearoa NZ Committee.

3.1.2 AFRM Fellow, who will be the Aotearoa NZ Training Coordinator;

3.1.3 Representative Aotearoa AFRM NZ members in Faculty roles including but not exclusive to:

- Faculty Australasian Rehabilitation Medicine Council
- Faculty Policy and Advocacy Committee
- NZ Policy and Advocacy Committee
- Faculty Assessment Committee
- Faculty Education Committee
- Faculty Trainee Committee (nominated by that committee)

3.1.4 Additional Fellow or Trainee of the Aotearoa NZ AFRM Faculty with appropriate skills, background or geographic representation that can assist the Committee maximum of 4 members.

3.2 A Deputy Chair appointed from within the Aotearoa NZ AFRM Committee Membership.

#### **4. REPORTING**

- 4.1 The Aotearoa NZ AFRM Committee is a Committee of the Faculty and must report to the Council and the Aotearoa NZ Committee and will provide regular updates to the Faculty Council and Aotearoa NZ Committee as contained within the College Body By-law.
- 4.2 The Committee may make exception reports to the AFRM Council or Aotearoa NZ Committee to address emergent issues or risk management issues as required.
- 4.3 Minutes or reports of the Aotearoa NZ AFRM will be provided to the appropriate Council and to other College bodies as the Committee shall determine.

#### **5. HUI (Meeting)**

The Aotearoa NZ AFRM Committee shall meet up to four times a year, of which up to two meetings will be face to face.

#### **6. DEFINITIONS**

- “AFRM” means; Australasian Faculty of Rehabilitation Medicine
- “College” means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
- “College Body”:  
means
- (a) The Council of each Division or Faculty of the College;
  - (b) The Committee of each Chapter formed within a Division or Faculty;
  - (c) Each Board Committee;
  - (d) Each Committee, Sub-Committee, working group, expert advisory group or other sub-group formed under the auspices of any of the above, whether or not limited in time or purpose.
- “Constitution” means the Constitution of the College
- “Fellow” means a Fellow of Australasian Faculty of Rehabilitation Medicine
- “Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of Australasian Faculty of Rehabilitation Medicine.

<b>Terms of Reference History as 11 June 2018</b>		
<b>Commencement of Terms of Reference</b>		
This Term of Reference was approved by the Board of the Council of the Faculty of Rehabilitation Medicine on 13 February 2014 and commenced on that date.		
<b>Subsequent amendments to By-Law</b>		
<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>
1.4	Addition of the Treaty of Waitangi clause (Te Tiriti o Waitangi). 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.	6 July 2018
	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 Aotearoa NZ Committee.  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	25 November 2019
	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	
	Updating the name of the 'AFRM New Zealand Committee' to 'Aotearoa NZ AFRM Committee' to reflect the bi-cultural foundations of Aotearoa NZ	
	Amendment to Composition Clause 3.1.1. pursuant to the Faculty by-law that appoints the Chair of the AFRM New Zealand Committee.  3.1.3 lists the Committees of significance to maintain links with, to achieve purpose and allow flexibility to ensure sustainability of the Committee.  3.1.4 additional clause that is standard across Aotearoa NZ Committees to enable appropriate representation and flexibility, relative to the size of NZ membership.  3.2 consistent with NZ Committees the Deputy Chair to be appointed from within the membership of the Committee.	
	Branch Member meeting is deleted from Terms of Reference document as a matter for the AFRM Workplan.	
	Reporting (clause 4) contains the addition of reporting to Aotearoa NZ Committee as the Chair of Aotearoa AFRM is a member pursuant to the terms of the Aotearoa NZ	
	Specification of meetings is a standard clause and is also reflected on the Workplan of the Committee.	

Date of commencement of terms of reference: 13 February 2014  
Date of most recent amendment: 22 November 2019