



**RACP**  
**Specialists. Together**  
EDUCATE ADVOCATE INNOVATE



Australasian Faculty of  
Occupational and Environmental Medicine

# **Terms of Reference**

## **Aotearoa NZ**

# **Australasian Faculty of Occupational and Environmental Medicine Committee (Aotearoa NZ AFOEM)**

Terms of Reference pursuant to the By-Laws of the AFOEM Council of  
The Royal Australasian College of Physicians for the establishment and maintenance of a  
committee to be known as the  
Aotearoa NZ AFOEM Committee



## CONTENTS

1. INTRODUCTION AND PURPOSE.....	3
2. COMPOSITION.....	4
3. HUI (MEETINGS).....	4
4. LIMITATIONS .....	4
5. REPORTING.....	4
6. DEFINITIONS .....	5

## **1. INTRODUCTION AND PURPOSE**

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

**1.2 The Aotearoa NZ AFOEM Committee has been established to:**

- 1.2.1 Develop and deliver the Aotearoa NZ AFOEM Committee workplan to implement the AFOEM Council workplan;
- 1.2.2 Facilitate the delivery of Aotearoa NZ AFOEM training, CPD and peer support activities to support Trainees, Supervisors and Fellows;
- 1.2.3 Engage with key stakeholders, health professionals and the community to promote Occupational and Environmental Medicine in Aotearoa NZ;
- 1.2.4 Represent Aotearoa NZ interests on the AFOEM Council;
- 1.2.5 Represent AFOEM interests on the RACP Aotearoa NZ Committee;
- 1.2.6 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).

### **1.3. Te Tiriti ō Waitangi/The Treaty of Waitangi**

The Aotearoa NZ AFOEM Committee acknowledges Te Tiriti ō 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.



**2. COMPOSITION**

2.1 The Aotearoa NZ AFOEM Committee shall comprise of a maximum of 8 members selected by expressions of interest. The roles of the Committee members shall include:

2.1.1	A Chair appointed by the AFOEM Council and will be a member of the Aotearoa NZ Committee
2.1.2	A Fellow representing the AFOEM Council
2.1.3	Aotearoa New Zealand Director of Training
2.1.4	An AFOEM Trainee
2.1.5	Additional Aotearoa NZ AFOEM Members with skills, background or geographic representation that can assist the Committee

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

2.3 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,

**3. HUI (MEETINGS)**

The Aotearoa NZ AFOEM Committee shall meet at least 4 times per year, of which up to two meetings are face to face.

**4. LIMITATIONS**

The Aotearoa NZ AFOEM Committee must not:

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

**5. REPORTING**

- 5.1 The Aotearoa NZ AFOEM Committee is accountable to the AFOEM Council and Aotearoa NZ Committee and will provide regular updates to the Council and Aotearoa NZ Committee as contained within the College Body By-laws.
- 5.2 The Aotearoa NZ AFOEM Committee may make exception reports to the Council or Aotearoa NZ Committee to address emergent issues or risk management issues as required.
- 5.3 Minutes or reports of the Aotearoa NZ AFOEM will be provided to the appropriate College Bodies as the Committee shall determine.



## 6. 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.

<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.	8 April 2019
4	Addition of meeting clause (2.2)	8 April 2019
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)	8 April 2019
6	Addition to Reporting (#4) NZ Committee to accurately articulate existing structure and reporting.	8 April 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	