



## Indigenous Health Committee

*A committee of the ACEM Board*

### 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* ('the Policy'). Committee members should ensure they are familiar with the provisions and requirements of the Policy.

These terms of reference include details of the following:

- matters specific to the Committee;
- membership specifications (including any variations to the policy permitted by the Board); and
- where relevant, any variation of conduct of meeting requirements (if permitted by the Board).

Otherwise, refer to the Policy for details of all matters pertaining to the operation of the Committee.

### 2. Membership

(a) Ex-officio members:

- ACEM President or nominee
- One (1) member of the ACEM Board nominated from among its members
- Chief Executive Officer or nominee
- Chair of the Reconciliation Action Plan Steering Group
- One (1) Co-Chair from the Manaaki Mana Rōpu

(b) Up to six (6) 'ordinary' FACEM members, ensuring strong Aboriginal, Torres Strait Islander and Māori representation, each appointed by the Board on the basis of their skills or interest in the position following a call for expressions of interest.

(c) Up to one (1) member of the College in the category of Certificant, Diplomate, Advanced Diplomate or Associate, appointed by the Board on the basis of their skills or interest in the position following a call for expressions of interest.

(d) Up to two (2) FACEM Training Program trainee members, one (1) of whom will identify as Aboriginal and/or Torres Strait Islander and one (1) of whom will identify as Māori, appointed by the ACEM Trainee Committee pursuant to College processes.

(e) Up to four (4) community members, comprised of:

- Two (2) Aboriginal and/or Torres Strait Islander community members, one (1) of whom is a representative of the Australian Indigenous Doctors' Association (AIDA), appointed by the Committee following a call for expressions of interest.
- Two (2) Māori community members, one (1) of whom is a representative of Te ORA (Māori Medical Practitioners' Association), appointed by the Committee following a call for expressions of interest.

(f) The Committee will have the ability to co-opt up to two (2) additional members as required in order to progress specific matters that require knowledge and/or expertise not possessed by the membership outlined above.

## 2.1 Office holders

Co-Chairs will be appointed by the Board from the membership of the Committee. One (1) Co-Chair will identify as Aboriginal and/or Torres Strait Islander and one (1) Co-Chair will identify as Māori.

## 2.2 Staff members in attendance

The following ACEM staff will attend and participate in meetings of the Committee; however, do not have voting rights in relation to matters being considered by the Committee:

- Executive Director, Policy, Research and Partnerships
- Executive Director, Membership and Engagement
- Manager, Indigenous Health Unit
- Other staff as required.

## 3. Responsibilities and Authority

### 3.1 Responsibilities

- Provide leadership and advice to the Board on Aboriginal, Torres Strait Islander and Māori health equity and cultural safety in emergency departments in Australia and Aotearoa New Zealand.
- Advise the Board on emerging issues in Aboriginal, Torres Strait Islander and Māori health equity and cultural safety in emergency departments.
- Provide oversight of and facilitate shared goals and actions in ACEM's Reconciliation Action Plan and Manaaki Mana Strategy.
- Advise the Board on Aboriginal, Torres Strait Islander and Māori representation on College entities.
- Collaborate with relevant ACEM entities on the review and development of ACEM standards, policies and resources related to Aboriginal, Torres Strait Islander and Māori health equity and cultural safety.

### 3.2 Extent of Authority

Committee members do not have authority to waive, vary or otherwise depart from:

- the above stated responsibilities
- its terms of reference
- the *Policy on College Entities*
- the terms or requirements of any approved policy or regulation, and
- the requirements of the Constitution and any relevant legislation.

### 3.3 Conflict of Interest

Committee members must declare any conflict of interest and otherwise act in accordance with the ACEM *Conflict of Interest Policy*. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

### 3.4 Reporting

The Committee shall provide a written report to the Board following each of its meetings.

## 4. Meeting Requirements

The policy allows for variation of some of the meeting requirements, where this has been approved by the Board. Any such allowed variations are specified below.

## (a) Frequency of Meetings

The Committee will meet three (3) times per calendar year. One meeting will be held face-to-face and two meetings will be conducted via virtual means. The venue for the face-to-face meeting will alternate between ACEM Head Office in Melbourne, and the ACEM Aotearoa New Zealand Office in Wellington. The Committee may also be required to make decisions out-of-session, when necessary.

## (b) Observers

These requirements of the policy are varied to the following extent only:

- The Committee may invite other persons to attend entity meetings in the capacity of observer only. Such persons may fully participate in discussions, but:
  - shall not be a member of the entity
  - are not eligible to form part of a quorum, and
  - do not have voting rights.

## (c) Voting Rights

These requirements of the policy are varied to the following extent only:

- Whilst the Committee will endeavour to make decisions by consensus, where a vote is required, all members of the Committee shall have voting rights, including co-opted members. Questions or decisions arising at a meeting shall be decided by a majority of the votes cast by the Committee members present and entitled to vote on the question. The Co-Chair who is chairing the meeting shall have a casting vote in addition to a deliberative vote where there is an equality of votes.

Where a vote in relation to any matter is conducted out-of-session and there is an equality of votes for and against, the Co-Chair who chaired the most recent convened meeting of the Committee shall have a casting vote in addition to a deliberative vote.

## 5. Duration of Office

Committee members (other than ex-officio members and community members) are appointed by the Board for a period of two (2) years, at the end of which time all 'ordinary' and trainee membership positions will become vacant (i.e. a 'spill' will take place).

## 6. Document Review

Timeframe for review:	every two (2) years, or earlier if required, and informed by 1 above.
Document authorisation:	ACEM Board
Document implementation:	Executive Director, Policy, Research and Partnerships
Document maintenance:	Manager, Governance and Standards

## 7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Mar-2013	Approved by Council.
N/A	April-2015	Change of format only, to bring it into line with Policy on College Entities.
v2	Sep-2019	Revised Terms of Reference to create an Indigenous Health Committee reporting to the Board; changes to membership to ensure enhanced First Nations FACEM, trainee and community representation; updated Responsibilities Section.
v3	Feb-2023	Two-yearly review, incorporating changes to the membership composition.
v3.1	Sep-2025	'Associate' added to membership category at 2(c).