

# Australasian College for Emergency Medicine

## Charter of the Council of Advocacy, Practice and Partnerships

April 2021

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ACN 009 090 715

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## Document Review

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Timeframe for review:	every two years, or earlier if required.
Document authorisation:	ACEM Board
Document implementation:	Council of Advocacy, Practice and Partnerships
Document maintenance:	General Manager, Governance and Standards

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
v1	Mar-2014	Approved by Council
v2	May-2015	Clause 2.1: inserted – eligibility criteria for membership of CAPP Clause 2.2(a): amended – PE, IPP and CEO included as ex-officio members (non-voting) Clause 2.2(c): amended – member of Trainee Committee to be trainee representative Clause 2.4: inserted – re terms of office Clause 9.4: amended – non-voting members do not contribute to quorum Clause 9.5: amended – voting rights in relation to PE, IPP and CEO
v3	Jul-2016	Removal of material relating to Composition and Meetings due to relocation to and elaboration in ACEM Regulations
v4	Feb-2017	General revisions aligned to Regulation A3 Inserted – clause 6.1
v5	Oct-2018	Clause 2: membership amended to include a community representative
v6	Apr-2019	Revisions to role of Deputy Chair. Took effect June 2019 following approval by the Fellowship of changes to the ACEM Constitution.
v7	Aug-2019	Clause 2: amended – Queensland representation in membership
v8	Oct-2019	Clause 2: amended – trainee representative (nominee)
v9	Apr-2021	Clause 3: amended following review of CAPP operations and responsibilities Clause 5: amended following review of CAPP operations and functions

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## 1 Purpose

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The Council of Advocacy, Practice and Partnerships (CAPP; the Council) is an entity of the College created by clause 14 of the Constitution. Its purpose, pursuant to clause 14.3 of the Constitution, is to:

- (a) report to and advise the Board in relation to all advocacy, practice and partnership functions of the College;
- (b) oversee the activities of all advocacy, practice and partnership committees of the College; and
- (c) undertake any other functions delegated or required by the Board or specified by regulations.

## 2 Composition

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Matters relating to the composition of CAPP are described in ACEM Regulations A3.2 to A3.4, inclusive. Broadly, pursuant to clause 14.1 of the Constitution and Regulation A3.2.1, the Council shall consist of the following:

- (a) Ex-officio members
  - President of the College (or delegate from the Board)
  - President-Elect or Immediate Past President (as appropriate) (non-voting when the President is in attendance)
  - one (1) trainee representative, who shall be the duly appointed Chair or Deputy Chair of the Trainee Committee or their nominee (who shall be a member of the Trainee Committee)
  - Chief Executive Officer (non-voting)
  - Executive Director of Policy, Research and Partnerships (non-voting)
- (b) A Chair and Deputy Chair.
- (c) Regionally-elected FACEM members

The number and distribution of elected FACEM members being:

- (i) three (3) FACEMs each from:
  - New South Wales
  - Queensland
  - Victoria
- (ii) two (2) FACEMs each from:
  - New Zealand
  - Western Australia
- (iii) one (1) FACEM each from:
  - ACT
  - Northern Territory
  - South Australia
  - Tasmania
- (d) one (1) external member (a community representative), who shall be appointed in accordance with the *Policy on the Appointment and Remuneration of Community Representatives* (COR498)
- (e) any additional member(s) as approved by the ACEM Board.

## 3 Responsibilities

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The primary role of CAPP is to provide purpose, leadership and overall strategic vision across the domains of policy, advocacy, research and stakeholder engagement, as they relate to the broader strategic and business priorities of the College. CAPP will strive to ensure that its decisions are translated into practice at a national and faculty level, and through effective communication, are visible and tangible to all members of the College.

### 3.1 Strategic Planning

- (a) To provide advice to the ACEM Board, in consultation with CAPP entities, on priority work for inclusion in the ACEM Strategic and Business Plans.
- (b) To ensure that its activities, and the work of CAPP entities, are consistent with deliverables articulated in the ACEM Strategic and Business Plans, and to monitor and report progress against such expectations.
- (c) To work proactively with the ACEM Board and the Council of Education with respect to overlapping issues/projects and 'all of College' undertakings.
- (d) Within its approved budget to ensure the highest value is attained for the work undertaken.

### 3.2 Performance Monitoring

- (a) To monitor the ongoing performance of CAPP through self-assessment within the ACEM Governance Entity Evaluation Framework.
- (b) To translate the conclusions of such evaluation into practice.
- (c) To continually review the structure of entities under CAPP, to ensure optimal arrangements are in place for delivering outcomes that are articulated in the ACEM Strategic and Business Plans.
- (d) To cyclically review the performance of CAPP entities by means of a standardised mechanism for self-reporting on outcomes assigned to such entities in the ACEM Strategic and Business Plans.

### 3.3 Culture

- (a) To strive for inclusiveness with respect to the composition and culture of both CAPP and its entities, also ensuring that all members have equal opportunity to participate in discussions and decision-making.
- (b) To communicate decisions and outcomes to the College membership openly and with a unified voice, while encouraging vigorous debate within CAPP and its entities.
- (c) To advocate for, promote, and encourage the uptake of College-approved standards for provision of emergency care at hospital/emergency department level.
- (d) To provide a standardised online orientation program to individual CAPP members so as to enable an understanding of the responsibilities of a councillor and ensure access to the information/education required to fulfil their leadership role at CAPP and faculty level.
- (e) To ensure that all Council members, and members of CAPP entities, are diligent in preparing for and participating in informed discussion and consensus-based decision-making.

### 3.4 Risk and Compliance

- (a) To update the ACEM Board on any risks CAPP may be exposed to in the achievement of its objectives, and to provide mitigation as appropriate.
- (b) To ensure that each CAPP entity operates within the scope of its delegated authority.
- (c) To support the ACEM Board in ensuring College compliance with AMC accreditation requirements.

## 4 Reporting Requirements

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CAPP shall receive reports from each of the entities under its jurisdiction at each of its meetings. Following each of its meetings, CAPP will report on its activities to the next meeting of the Board through the CAPP Chair.

## 5 Functions

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The function of CAPP is to ensure the provision of standards and quality emergency care in Australia and Aotearoa New Zealand through:

- (a) proactive participation in the policy debate as an expert, trusted and authoritative source of advice;
- (b) raising the profile and image of emergency medicine to further advance the speciality in terms of its ability to influence decision-makers within government and the healthcare system;
- (c) building and strengthening the relationships required to further advance the safe, quality-driven and evidence-based provision of emergency care to patients, with a particular emphasis on cultural safety and the needs of vulnerable groups;
- (d) representing, supporting and protecting the professional interests and wellbeing of members;
- (e) ensuring the adequacy and relevance of professional standards for the provision of emergency medicine care in Australia and Aotearoa New Zealand, and working with partners to promote adherence to such standards;
- (f) building a high-quality, evidence-based and accessible body of knowledge on emergency medicine as a specialist practice.

## 6 Delegated Authority

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The authorities delegated by the Board to CAPP are specified in the relevant Terms of Reference.

### 6.1 Authority of the Chair

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole Council as required. Matters dealt with by the Chair will be tabled at the next meeting of CAPP.

## 7 CAPP Entities

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CAPP has authority to establish entities, both standing and ad hoc, to assist it in exercising its authority and to consider matters of special importance or to exercise the delegated authority of the Council.

**'CAPP entity'** means any committee, subcommittee, working group, special interest group, ancillary entity or other body formed under the auspices of the Council. Each such entity shall be responsible to CAPP, either directly or indirectly as specified in their terms of reference.

CAPP will determine the membership and composition of its entities, having regard to workload, skills and experience, and will establish terms of reference for each such entity.

## 8 Standards of Conduct and Ethics

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CAPP members are to act in accordance with the standards of conduct and ethics appropriate to the aims and purposes of the College and the Council at all times. In particular, CAPP members are to comply with the provisions of the following:

- *ACEM Code of Conduct* (COR235)
- *Conflict of Interest Policy* (COR139)
- *Member/Staff Relations Policy* (COR304)

### 8.1 Conflicts of interest

In accordance with the provisions of the Conflict of Interest Policy, members are to make full disclosure of any actual or potential conflict of interest to CAPP as soon as practicable after he or she becomes aware of that interest. The disclosure, which should be recorded in a risk register held by the College for this purpose and noted in the minutes of the relevant meeting, should include the nature and extent of the interest.

The member should not remain present during, or participate in, the discussion of any matter in which he or she has a conflict of interest, and should not vote on any such matter.

## 9 CAPP Meetings

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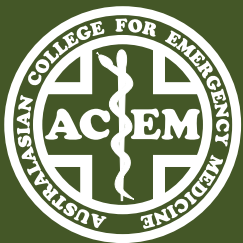
Subject to ACEM Regulation A3.5, CAPP has authority to regulate its meetings in the manner it chooses.

## 10 Associated Documents

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References for the assistance of CAPP members include:

- ACEM Constitution
- ACEM Regulations
- *Code of Conduct* (COR235)
- *Conflict of Interest Policy* (COR139)
- *Delegation of Authority Policy* (COR335)
- *Member/Staff Relations Policy* (COR304)



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