CHARTER OF THE COUNCIL OF ADVOCACY, PRACTICE AND PARTNERSHIPS

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1 PURPOSE

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

(c) undertake any other functions delegated or required by the Board or specified by regulations.

2 COMPOSITION OF COUNCIL OF ADVOCACY, PRACTICE & PARTNERSHIPS

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, 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
   • Chief Executive Officer (non-voting)
   • Executive Director of Policy and Research (non-voting)

(b) A Chair and Deputy Chair, who are members of the ACEM Board.

(c) Regionally-elected FACEM members

   The number and distribution of elected FACEM members is:

   (i) three (3) FACEMs each from:
       o New South Wales
       o Victoria

   (ii) two (2) FACEMs each from:
       o New Zealand
       o Queensland
       o Western Australia

   (iii) one (1) FACEM each from:
       o ACT
       o Northern Territory
       o South Australia
       o 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 COUNCIL OF ADVOCACY, PRACTICE AND PARTNERSHIPS RESPONSIBILITIES

The role of CAPP is to provide purpose, leadership and overall strategy in the management of its functions. It is also responsible for ensuring that the functions of its entities and stakeholder interactions are within the context of the overall strategy of CAPP and relevant to the broader strategic goals of the College. To this end, CAPP has adopted the accountabilities and responsibilities mentioned below.

3.1 Risk Management and Compliance

(a) to review major risks CAPP is, or is likely to be, exposed to in the achievement of its objectives

(b) to review risk management strategies, resources, structures and processes within CAPP and consider and approve any recommended changes

(c) to ensure that each CAPP entity operates within the scope of its delegated authority and to take appropriate remedial or disciplinary action in the event of any breach

(d) to ensure compliance with external accreditation requirements

3.2 Strategy and Planning

(a) to develop CAPP’s strategic plan, in line with the College’s overarching strategic plan, for approval by the Board and to ensure that performance against the strategic plan is reviewed annually

(b) to review CAPP operating plans and expenditure against approved budgets

3.3 Performance Monitoring

(a) to develop any relevant key performance indicators (KPIs) for CAPP for approval by the Board

(b) to review CAPP’s performance against any approved KPIs at least annually with the Director of Policy and Research

3.4 Council Processes and Policies

(a) to review annually the effectiveness of CAPP to strive to improve its performance

(b) to facilitate diversity and unity and ensure that CAPP’s time is used efficiently in order to drive CAPP activities forward

(c) to undertake ongoing assessment and review of the performance of CAPP, CAPP entities and individual CAPP members annually, as prescribed by applicable College policies and/or at the request of the Board

(d) to review and approve policies relating to matters that sit within the authority delegated to CAPP and ensure that approved policies and procedures are diligently administered

(e) to ensure induction programs for new CAPP members and that ongoing education programs for all CAPP members are implemented and available, when required

(f) to ensure individual CAPP members have access to internal and external sources of information as required to permit the discharge of their duties as a member of CAPP.
4 REPORTING REQUIREMENTS

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 and Deputy Chair.

5 FUNCTIONS

The function of CAPP is to ensure the provision of standards and quality emergency care to the Australasian community through:

- (a) facilitating proactive participation in the policy debate as a trusted, authoritative source of advice and research, and extending the speciality’s influence
- (b) relationships
- (c) representing, supporting and protecting the interests of members in their professional life
- (d) ensuring adequacy and relevance of professional standards for the provision of quality emergency medicine care in Australasia and working with partners to promote adherence to standards
- (e) raising the profile and image of emergency medicine and building a high-quality and accessible body of knowledge on emergency medicine as a specialist practice.

6 DELEGATED AUTHORITY

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

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

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:

- Code of Conduct (COR235)
Council of Advocacy, Practice and Partnerships Charter

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

Subject to ACEM Regulation A3.5, CAPP has authority to regulate its meetings as it thinks fit.

10 ASSOCIATED DOCUMENTS

References for the assistance of CAPP members include:

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

11 DOCUMENT REVIEW

Timeline for review of document: every two years, or earlier if required.

11.1 Responsibilities

| Document authorisation: | Board |
| Document implementation: | Council of Advocacy, Practice and Partnerships |
| Document maintenance: | Governance and Standards Manager |

11.2 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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<tbody>
<tr>
<td>v1</td>
<td>Mar-2014</td>
<td>Approved by Council</td>
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<tr>
<td>v2</td>
<td>May-2015</td>
<td>Clause 2.1: inserted – eligibility criteria for membership of CAPP</td>
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<td>Clause 2.2(a): amended – PE, IPP and CEO included as ex-officio members (non-voting)</td>
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<td>Clause 2.2(c): amended – member of Trainee Committee to be trainee representative</td>
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<td>Clause 2.4: inserted – re terms of office</td>
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<td>Clause 9.4: amended – non-voting members do not contribute to quorum</td>
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<td>Clause 9.5: amended – voting rights in relation to PE, IPP and CEO</td>
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<td>Jul-2016</td>
<td>Removal of material relating to Composition and Meetings due to relocation to and elaboration in ACEM Regulations</td>
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<td>Feb-2017</td>
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<td>Inserted – clause 6.1</td>
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<td>Oct-2018</td>
<td>Clause 2: membership amended to include a community representative</td>
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