



EXPERIENCES OF ABORIGINAL AND TORRES STRAIT ISLANDER PATIENTS IN EMERGENCY DEPARTMENTS PROJECT WORKING GROUP

A Working Group of the National Program Steering Committee

1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Working Group 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 Working Group (i.e. role and responsibility)
- 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 Working Group.

2. MEMBERSHIP

(a) Ex-officio members:

- ACEM President
- Chair of the National Program Steering Committee or nominee

(b) Appointed Members:

- One (1) FACEM member from the Council of Advocacy, Practice and Partnerships
- One (1) representative of the National Program Steering Committee.
- Up to four (4) 'ordinary' FACEM members

(c) One (1) FACEM Training Program trainee

(d) One (1) member nominated by the Indigenous Health Subcommittee

(e) One (1) member nominated by the Reconciliation Action Plan Steering Group

(f) One (1) member nominated by the Regional, Rural and Remote Committee

(g) Up to five (5) external members comprising:

- One (1) member nominated by the Lowitja Institute
- One (1) member nominated by National Aboriginal Community Controlled Health Organisation
- One (1) health consumer appointed pursuant to the ACEM *Policy on the appointment and remuneration of community representatives* (COR498)

- One (1) member nominated by of the National Rural Health Alliance
- One (1) member nominated by the Australian Indigenous Doctors' Association (AIDA)

The following ACEM staff will attend and participate in meetings of the Working Group; however, do not have voting rights in regard to matters being considered by the Working Group.

- Chief Executive Officer or nominee
- Executive Director of Operations or nominee
- Executive Director of Education and Training or nominee
- Executive Director of Policy and Research or nominee
- Manager, EMET Program
- Manager, Educational Resources
- Project Officer, EMET Program.

2.1 Office holders

The Chair shall be one of the ex-officio delegates from the National Program Steering Committee. If the delegate is unable to undertake that role, then the Chair shall be nominated from among the ordinary FACEM membership for appointment by the Board. The Deputy Chair shall be nominated from among the ordinary FACEM membership.

3. RESPONSIBILITIES AND AUTHORITY

3.1 Responsibilities

The role of the Working Group is to work with ACEM staff to:

- Provide oversight on the development of the "*Experiences of Aboriginal and Torres Strait Islander patients in Emergency Departments Project*" project proposal to the department;
- Provide oversight of the management of the project, including regular reporting as required;
- Monitor the implementation, completion and success of approved support project(s)

3.2 Extent of authority

The Working Group shall provide recommendations to the National Program Steering Committee on the above matters, but the authority to approve or not to approve such recommendations rests solely with the National Program Steering Committee.

3.3 Reporting

The Working Group shall report to the National Program Steering Committee 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. See clause 8 of the policy for full details of meeting requirements.

(a) Frequency of Meetings

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

- The working group will meet face to face at least once per year. The remaining meetings and any out-of-session proceedings can be conducted via electronic media (e.g.: teleconference, e-voting).

(b) Voting Rights

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

- Staff members in attendance do not have voting rights.

5. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation: Board
Document implementation: Director of Operations
Document maintenance: Governance and Standards Manager

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Sep-2018	Approved by the Board
