



## 1. TITLE

### **National Faculty Aboriginal and Torres Strait Islander Health Education Committee ('the Committee') – TERMS OF REFERENCE**

**1.1. Approval Date:** 8/11/2024

**1.2. Revision Due Date:** 1/1/2027

**1.3. Unit Responsible:** National Faculty Aboriginal and Torres Strait Islander Health

## 2. DECLARATION

- 2.1.** The RACGP Constitution empowers the Board, by clause 90, to establish one or more committees of such member or members of the College as the Board thinks fit. Any committee so formed must conform to any regulations imposed by the Board. The advice and assistance provided to the Board by its committees vitally assists the College's mission. The importance of the matters dealt with by such committees, reflected in the requirements of clause 90 of the Constitution, means that a clear Terms of Reference document is required to ensure appropriate governance and effectiveness.
- 2.2.** The following provisions set out clearly the terms of establishment of the Committee', its membership, responsibilities and proceedings, save and except only to the extent otherwise specifically regulated in any particular instance.

## 3. AUTHORITY

- 3.1.** This document has the force of a Regulation made by the Board in accordance with clause 70(b)(v) of the Constitution and replaces all prior Regulations dealing with the same subject matter, other than those contained within the Faculty Regulations and the Standing Orders.

## 4. ESTABLISHMENT

- 4.1.** The Committee is an advisory committee to RACGP Aboriginal and Torres Strait Islander Health Council and operates under The Royal Australian College of General Practitioners (RACGP) Faculty Regulations.
- 4.2.** The Committee established in 2011.
- 4.3.** The RACGP Aboriginal and Torres Strait Islander Health Education Committee will provide expert guidance on education and training related to Aboriginal and Torres Strait Islander Cultural and Health training to the RACGP Aboriginal and Torres Strait Islander Health Council.



## 5. MEMBERSHIP

### 5.1. Members

5.1.1. The Committee consists of the following membership:

- (a) RACGP Aboriginal and Torres Strait Islander Health Council Chair or Deputy Chair
- (b) RACGP Aboriginal and Torres Strait Islander Health Faculty Censor
- (c) Two Aboriginal and Torres Strait Islander non-GP members with experience in GP education.
- (d) Four RACGP Aboriginal and Torres Strait Islander Health Faculty members with experience in Aboriginal and Torres Strait Islander health general practice (GP) education, including at least one member who identifies as Aboriginal or Torres Strait Islander ideally including:
  - o One Registrar
  - o Two GPs with expertise in undergraduate education, medical education research or medical education evaluation
  - o One GP with experience within an ACCHO and/or Aboriginal and Torres Strait Islander Medical Service
- (e) Priority will be given to Aboriginal and Torres Strait Islander applicants

### 5.2. Term of Appointment

- 5.2.1. Members will be appointed for a term of three years, with a maximum of two consecutive three-year terms allowed.
- 5.2.2. Members who have served two consecutive terms may be permitted an additional three-year term upon consensus agreement from the committee.
- 5.2.3. Members who have served the maximum allowable period may be eligible for reappointment to the Committee following an absence of one three-year term from the Committee.
- 5.2.4. A member who does not attend three Committee meetings in 12 months without notifying the Committee will be deemed to have withdrawn from the Committee and their position will be declared vacant.

### 5.3. Processes for Appointment

- 5.3.1. The Committee will discuss succession planning annually in an attempt to ensure new members are joining the Committee and members are primed to take on the roles of Chair and Deputy Chair.
- 5.3.2. RACGP Aboriginal and Torres Strait Islander Health Council will appoint the **Chair** of the Committee.
  - (a) The term of office for the Chair will be for a period of two years. Any Committee member may serve as the Chair for a maximum of two consecutive terms, inclusive



of the Committee membership.

- (b) In extenuating circumstances, the RACGP Aboriginal and Torres Strait Islander Health Council may appoint a Chair whose membership exceeds the Committee membership timelines; this will be for a period of two years only.
- (c) In the absence of the Chair at a Committee meeting, the Deputy Chair shall be the Acting Chair.

5.3.3. The Committee will recommend the position of **Deputy Chair** to the council.

- (a) Deputy Chair will be for a period of two years only.

5.3.4. Committee member vacancies will be advertised in RACGP publications. Expressions of interest will be open for a two-four week period.

5.3.5. RACGP Aboriginal and Torres Strait Islander Health members expressing an interest in filling any vacant Committee position will have their expression of interest reviewed by the Committee Chair, Aboriginal and Torres Strait Islander Health Censor and Chair of the RACGP Aboriginal and Torres Strait Islander Health Council

5.3.6. Committee members will be appointed according to a balanced mix of skills and expertise.

5.3.7. The Committee can co-opt RACGP members to join the Committee when a vacancy is available. The term for a co-opted member is up to three years. They are eligible to be co-opted for two terms.

5.3.8. Ex-officio committee members may participate in meetings of the Committee, but do not have voting rights and include the following:

- (a) Manager, RACGP Aboriginal and Torres Strait Islander Health
- (b) Cultural & Education Advisor – RACGP Aboriginal and Torres Strait Islander Health
- (c) Medical Advisor – RACGP Aboriginal and Torres Strait Islander Health
- (d) National Clinical Head of Aboriginal and Torres Strait Islander Training or proxy
- (e) Chair, RACGP Education and Workforce Committee or proxy
- (f) National Director of Training, RACGP or proxy
- (g) Censor-in-Chief, RACGP or proxy
- (h) Head of CPD, RACGP or proxy

5.3.9. Other RACGP staff can be invited as required

## 5.4. Compensation

5.4.1. For meetings that require travel, the faculty will arrange and cover costs for flights, accommodations, and necessary ground transportation. Committee members may claim meal expenses for attending in-person committee meetings.

5.4.2. Compensation for significant projects requested by the Council will be assessed individually, with determinations made by the Faculty Manager.



## 5.5. Conduct

- 5.5.1. Every member of the Committee shall comply at all times with the [RACGP member Code of Conduct](#).

# 6. PROCEEDINGS

## 6.1. Responsibilities

- 6.1.1. The Committee will maintain and enhance excellence and innovation in Aboriginal and Torres Strait Islander Health general practice training and education.
- 6.1.2. The Committee will provide advice to the RACGP Aboriginal and Torres Strait Islander Health Council and RACGP Aboriginal and Torres Strait Islander Health Faculty on Aboriginal and Torres Strait Islander Health and education as per the 2025 – 29 RACGP Strategic Plan.
- 6.1.3. The Committee can be asked by the RACGP Aboriginal and Torres Strait Islander Health Council to provide advice on education and training in Aboriginal and Torres Strait Islander Health
- 6.1.4. The Committee will inform the RACGP Aboriginal and Torres Strait Islander Health Council about upcoming issues and trends related to education and training relating to Aboriginal and Torres Strait Islander health.
- 6.1.5. The responsibility areas including but not limited to:
  - (a) policy and advocacy
  - (b) vocational training standards
  - (c) curriculum
  - (d) assessments
  - (e) continuing professional development activities.
    - culturally safe practice program level requirements
- 6.1.6. Consider any other matters pertinent to Aboriginal and Torres Strait Islander Health general practice education and training, as required or as delegated by the RACGP Aboriginal and Torres Strait Islander Health Council.

## 6.2. Conflicts of interest

- 6.2.1. Members must disclose any actual or potential conflict of interest, including any financial or other interest or affiliation that bears on any work completed by the Committee.

## 6.3. Meetings

- 6.3.1. The Committee will meet three to four times a year via teleconference or face to face at a time and date mutually agreeable to the majority of members and will be advised to all



members with a minimum of 60 days' notice.

- 6.3.2. Quorum is met if at least four committee members are present. Including two Aboriginal or Torres Strait Islander members.
- 6.3.3. To ensure that advice is valid for submission to the RACGP Aboriginal and Torres Strait Islander Health Council, at least 50% of Committee members must participate.
- 6.3.4. A member who does not attend three Committee meetings in 12 months without notifying the Committee will be deemed to have withdrawn from the committee and their position will be declared vacant.
- 6.3.5. The Committee agenda will be determined by the Council's work plan. Members must submit all agenda items related to the RACGP Aboriginal and Torres Strait Islander Health Council work plan by close of business 14 days prior to the next scheduled meeting.
  - (a) The final agenda with relevant supporting papers will be distributed via email to all Committee members at least 7 days prior to the next scheduled meeting.
  - (b) The Chair has the right to refuse to list an item on the formal agenda, but all members may raise an item under 'Other business' if necessary and as time permits.

## 6.4. Recording and Reporting

- 6.4.1. All meetings will be recorded to ensure accurate minutes are captured. These recordings will be deleted once the minutes have been accepted and ratified.
- 6.4.2. Minutes will be kept of each meeting. The minutes will capture a summary of discussion for each agenda item and include any actions, outcomes, decisions and/or Committee recommendations relevant for that item.
  - (a) Draft unconfirmed minutes will be completed by RACGP Aboriginal and Torres Strait Islander Health secretariat and circulated to Committee members for review no later than 14 days following each meeting.
  - (b) The draft unconfirmed minutes (with or without amendments) will be presented at the next Committee meeting for confirmation from voting members present that they are a true reflection of that meeting.
  - (c) Confirmed minutes will be tabled at the next RACGP Aboriginal and Torres Strait Islander Health Council meeting.