

TERMS OF REFERENCE

Regional and Rural Physician Working Group

TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A WORKING GROUP OF THE RACP COLLEGE COUNCIL TO BE KNOWN AS THE REGIONAL AND RURAL PHYSICIAN WORKING GROUP

CONTENTS

1. INTRODUCTION AND PURPOSE	3
2. ROLE AND RESPONSIBILITIES	3
3. EXTENT OF AUTHORITY	3
4. MEMBERSHIP	3
5. DURATION/TERM.....	4
6. FREQUENCY	4
7. REPORTING	4
8. DEFINITIONS	5

1. INTRODUCTION AND PURPOSE

The role and purpose of Regional and Rural Physician Working Group is to develop recommendations to achieve the College Council's vision of achieving equitable health outcomes for Australians and New Zealanders living in regional and rural locations.

2. ROLE AND RESPONSIBILITIES

- 2.1. The role and responsibilities of the Regional and Rural Physician Working Group are to:-
 - 2.1.1. consider options for strategies to advance the College Council's vision statement; and
 - 2.1.2. develop a project plan to advance the College Council's vision statement; and
 - 2.1.3. ensure appropriate consultation with relevant external and internal stakeholders such as, but not limited to, the College Education Committee and the College Trainees Committee, in developing the project plan; and
 - 2.1.4. present recommendations to the College Council for endorsement prior to presentation to the College Board for approval.
- 2.2. The Regional and Rural Physician Working Group will operate in accordance with:-
 - 2.2.1. These Terms of Reference
 - 2.2.2. The *Governance of College Bodies* By-law
 - 2.2.3. The College's policies and procedures, including the *Conflicts of Interest* and *Code of Conduct* policies.

3. EXTENT OF AUTHORITY

The Regional and Rural Physician Working Group is a development and recommending body only and does not have authority to:-

- 3.1. Approve output.
- 3.2. Convene without prior approval.
- 3.3. Speak on behalf of the College without prior approval.
- 3.4. Enter into contractual relationships.
- 3.5. Represent or imply in any way that the Regional and Rural Physician Working Group is a body independent of the College.

4. MEMBERSHIP

- 4.1. The Regional and Rural Physician Working Group shall comprise of no more than 15 members who possess the expertise and knowledge to represent the work of the College.

- 4.2. Membership will comprise:-
- 4.2.1. College Council representative
 - 4.2.2. Regional/rural/remote physician representatives (2)
 - 4.2.3. Aboriginal or Torres Strait Islander representative
 - 4.2.4. Māori representative
 - 4.2.5. Aotearoa New Zealand physician representative
 - 4.2.6. College Trainees' Committee representative
 - 4.2.7. College Education Committee representative
 - 4.2.8. Adult Medicine Division representative
 - 4.2.9. Paediatric and Child Health Division representative
 - 4.2.10. Faculty representatives (one from each of Public Health Medicine, Rehabilitation Medicine, Occupation and Environment Medicine)
 - 4.2.11. Consumer representative
 - 4.2.12. Chair (refer to 4.4)
- 4.3. The members of the Regional and Rural Physician Working Group will be selected and appointed in accordance with clause 6.2.1 (Appointments) of the College's *Governance of College Bodies By-law*.
- 4.4. The Chair of the Regional and Rural Physician Working Group will be appointed by and from College Council.
- 4.5. The Regional and Rural Physician Working Group will be supported by College Staff from the Member Services and Strategy and People teams.

5. DURATION/TERM

- 5.1. The term of membership shall be two years.

6. FREQUENCY AND LOCATION

- 6.1. The Regional and Rural Physician Working Group will meet a minimum of four times per year via videoconference.

7. REPORTING

- 7.1. The Regional and Rural Physician Working Group will report to College Council.
- 7.2. The Regional and Rural Physician Working Group will provide regular updates to College Council Executive meetings and a written report to each College Council meeting on progress against its objectives.

8. DEFINITIONS

“Board”	Means the Board of Directors of the College
“College”	Means The Royal Australasian College of Physicians, an incorporated Body limited by guarantee ACN 000 039 047
“College Body” or “Body”	Means:- a) the Council of each Division or Faculty of the College b) the Committee of each Chapter formed within a Division or Faculty c) each Board Committee; and d) each Committee, sub-committee, working group, expert Working Group or other sub-group formed under the auspices of any of the above, whether or not limited in time or purpose
“Conflict of Interest”	<p>A conflict of interest arises when the interest of a member (or those of their families, friends or other organisations with which they are involved) are incompatible or in competition with the interests of the College.</p> <p>A conflict may relate to either a financial or a non-financial interest. A financial interest refers to the possibility of a financial or other material gain arising in connection with decision-making (for example the awarding of a contract to a company with which the member is involved, the awarding of a service contract to a member’s spouse, the making of a grant to a member’s dependent child). A non-financial interest refers to benefits not linked directly to material gain (for example enhancement of career and the possibility of acquiring additional professional recognition, status or fame). If not avoidable and not managed appropriately and transparently conflicts of interest have the potential to:</p> <ul style="list-style-type: none"> • damage effective decision making, • undermine the functioning of the College Body, and • attract adverse publicity. <p>Section 6 of this By-Law sets out a process to manage any conflicts, and perceived conflicts, of interest that may arise from membership of a College Body.</p>
“Fellow”	Has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Financial Member”	A member of the College (Fellow or Trainee) who has paid the annual subscription and any other monies owing to the College by the due date..
“Member”	Means an elected or appointed member of a College Body including the President and other office holders of the College.
“Office Holder”	Has the same meaning as defined in the College’s Constitution and includes a member of any College Body.
“Quorum”	<p>The minimum number of members of a College Body who must be present at a properly constituted meeting of the Body to validly transact business is termed a quorum.</p> <p>This By-Law specifies that the quorum for College Body meetings is to be not less than half the membership of that Body (excluding members who may be disqualified from participating in the consideration of and/or voting on a particular matter due to a conflict of interest). The actual number of members that comprise a quorum could therefore change.</p> <p>For example, if the membership of a particular College Body is 20, the normal quorum for the valid transaction of business is 10 members present.</p> <p>However, if 5 members are conflicted and therefore disqualified from participating in the consideration of a matter, the required quorum for that meeting reduces to 8 members (that is not less than half of the 15 remaining members who are eligible to vote on a particular matter).</p>

	For the sake of clarity, “ex officio” members of a College Body are to be included in its count of members for the purpose of determining a quorum for meetings (unless disqualified from participating for any reason).
“Trainee”	Means a person registered as a Trainee with a Division or Faculty of the College or with a Chapter of one of them and who is undergoing training leading to admission to Fellowship with a Division, Faculty or Chapter of the College.
“Written Resolution”	Also known as a circular resolution. The College’s Constitution and Australia’s Corporations Act permits the Board of the College and members of its respective College Bodies to pass a resolution without a meeting being held if all the Board members, or members of the respective College Body, entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The document is called a written, or circular, resolution.
“Education Committees”	Committees of the College that have an operational role in the development and implementation of education and training. These include Division and Faculty education committees, along with their subordinate committees, OTP committees and CPD committees in both Australia and New Zealand.

Approved by the RACP Board, 30 October 2020.

Terms of Reference History as from 30 October 2020		
Commencement of By-Law		
These Terms of Reference were approved by the Board of the College on 30 October 2020 and commenced on that date.		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced
	Document approved by RACP Board	30 October 2020
4.2	Amended 4.2.1 to “College Council representative”, removing “(to Chair)”. Inserted new 4.2.12.	23 July 2021
4.3	Amended reference to the <i>Governance of College Bodies By-law</i> , to reflect the December 2020 updates.	23 July 2021