



Respectful Workplaces Committee

1. Purpose

The purpose of the Respectful Workplaces Committee is to provide advice on College operations and activities as part of its continuous quality improvements toward promoting and upholding respectful workplaces.

Their advice will extend to workplaces operations including:

- delivery of educational and professional development programs
- upholding members' and Fellows' professional standards
- advocating for appropriate working environments for its members

The Committee will seek to ensure that its guidance is in accordance with the College mission and its strategic directions.

2. Scope and Responsibilities

- To provide direction and guidance as required for the implementation and operation of the College's Respectful Workplaces policy framework
- To facilitate the sharing of ideas and information throughout the College with respect to diversity, inclusion and respect in the workplace
- To monitor and respond appropriately to relevant information arising from the College evaluations
- To provide advice and recommendations to the Board
- To report to the Board after each meeting

3. Delegated Authorities and Reporting

The Committee has no specific delegated authorities or independent decision-making powers. The Committee reports and provides recommendations to the Board through the Chair. The Board retains responsibility for setting all policy and standards related matters for the College.

4. Membership

The Committee members will consist of:

- The Chair who shall be the College President, Immediate Past President, or an alternative member with sufficient seniority to ensure Committee activities can be linked to high level College decision making.
- Four College Fellows nominated by the College Council
- One member, nominated by the College's Aboriginal and Torres Strait Islander Members' Group
- Three registrar members (one from each training pathway), nominated by the Registrars Committee
- One medical student or junior doctor member, nominated by the Future Generalists Committee

The CEO and a senior policy officer will be ex-officio members of the Committee and provide primary policy support to the Committee.

ACRRM acknowledges Australian Aboriginal People and Torres Strait Islander People as the first inhabitants of the nation. We respect the traditional owners of lands across Australia in which our members and staff work and live, and pay respect to their elders past present and future.

For further information, please contact ACRRM: Level 1, 324 Queen Street, Brisbane QLD 4001
P: 07 3105 8200 or 1800 223 226 • E: acrrm@acrrm.org.au • W: www.acrrm.org.au



The Committee may invite College staff and/or outside relevant expertise including individuals in their capacity as community representatives to attend meetings to observe or provide advice, or as co-opted members.

All determinations for membership will consider representation of the diverse perspectives of the College membership including, the balance of gender, geography, age and other factors as appropriate.

Member terms

The period of appointment for the Chair and members shall be for three years. Chair's may serve additional or extended terms as set by the Board. Member's terms may be renewed for a second term if approved by the Board, with a maximum of two consecutive terms.

Members who do not attend two meetings in a row without approved leave of absence will be written to by the Chair concerning their ongoing involvement with the Committee. Should they fail to attend the following meeting (third) they will relinquish their position.

5. Professional Conduct

Members shall comply with the College Standards for professional conduct and Respectful Workplaces.

Confidentiality

Meeting discussions and meeting papers shall be treated as confidential and not for broader circulation or publication except by formal agreement of the Committee.

Public representation

Members will not speak publicly on behalf of the Committee or the College other than in accordance with the College policies on media representation and social media.

Conflicts of Interest

Members will declare any conflicting interests at meeting commencement and as pertinent to issues that arise in <Committee/Council> interactions. The Committee will determine and take any appropriate action.

6. Meetings

Timing and Frequency

The Committee will meet at least four times per year.

Decision Making

Questions or motions arising at any meeting of the Committee shall be by consensus

Agenda Deadline

A minimum of seven days' notice specifying the place, the day and hour of each meeting shall be given to all members accompanied by a meeting agenda and papers relevant to the meeting discussion.

Meeting Attendance

Meetings will be face-to-face or by videoconference, teleconference or other appropriate electronic means. Members participating through electronic means shall be deemed to be personally present.

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Administration

A dedicated secretariat officer who is an ACRRM staff member appointed by the CEO, shall coordinate meetings including venue, minute taking and distribution, and record keeping.

Minutes and Actions

The Committee shall cause minutes to be made:

- Of the names of the members attending the meetings of the Committee
- Of any conflict of interest noted by the members of the Committee, and
- For all proceedings at all meetings of the Committee

Meeting Quorum

A quorum of 50% of the committee members will be required to conduct meetings.

7. Revision of Terms of Reference

The Terms of Reference will be revised every 2 years. The secretariat officer shall be responsible for initiating and managing this process. A succession planning review led by the Chair, shall be undertaken at the first meeting of each calendar year and included in Committee reporting.

8. Document Control Management

8.1 Policy Information

Policy Contact and Author	J Johnson	Approving Body:	Board
Status:	Board approved	Review period:	2 years
Policy No and Version:	G3 V1.0/2021	Next review date:	April 2023
Effective Date:	16 April 2021	Document Location:	ACRRM Admin/Policies/Governance Policies
Responsible Officer:	M Cowie	Policy System Manager:	MJ Streeton

8.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
1.0	April 2021	J Johnson	Updated to reflect Committee status, more flexible eligibility for chair, new TOR template.	Apr 2021	RW Cmtee, Board, OCEO
Previous system	Dec 2018	M Cowie	Establishment as Working Group	Dec 2018	RW Wkg Gp, Board, OCEO

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