

Authorising Committee / Department:	Board
Responsible Committee / Department:	Practice, Policy and Partnerships Committee
Document Code:	REG PPP Community Collaboration Committee

Background

In February 2009, General Council established a new Board, the Board of Practice and Partnerships and six constituent committees to replace the Boards of Practice Standards, Professional and Community Relations, Research and their 13 committees.

On 23 May 2013, General Council was replaced by the Board. This change was as a result of the implementation of a new governance model that was passed by the Fellowship in August 2012. Also at this time, the Board of Practice and Partnerships was renamed the Practice and Partnerships Committee (PPP). In May 2015 the Board approved that the Practice and Partnerships Committee be renamed the Practice, Policy and Partnerships Committee (PPPC).

The Community Collaboration Committee is a constituent committee of the PPPC.

1. ROLE

Responsible directly to the PPPC, the Community and Collaboration Committee (the Committee) will be an active working arm of the PPPC which executes priorities in the College's Strategic Plan and the Committee's work plan particularly as they relate to the practice and the profession of psychiatry in relation to consumers, carers and the community.

2. RESPONSIBILITIES

The Committee will be responsible for developing an annual work plan which will be reviewed at the end of each calendar year. The plan, which should align with the College's Strategic Plan, will be approved by the PPPC and noted by the Board.

The Committee's overarching functions are to:

- a) develop policy and provide advice to the Board and across the broader College regarding the College's relationship with consumers and carers, community groups and other mental health professionals
- b) act as a resource to provide assistance in the identification and maintenance of external relationships
- c) investigate and assess evidence for and outcomes associated with collaborative mental health care models
- d) develop policy and advice and standards of practice in respect to models of collaborative mental health care
- e) develop policy and advice and standards of practice regarding models for family/whanau involvement in mental health care
- f) support the development of appropriate collaborative care networks, collaborative discussion and exchange in New Zealand and Australian mental health contexts

- g) develop links between the Tu Te Akaaka Roa (New Zealand National Committee) and the Branch Committees
- h) develop relationships with key non-governmental organisation (NGO) stakeholders, in consultation with the Office of the President and CEO (OPCEO) External Relations function as required
- i) act as a vehicle for providing support for consumers and carers involved in other committees within the College structure
- j) liaise with and seek advice from College Faculties on mental health matters across the life span
- k) identify and manage risks associated with its committee, in accordance with the College's Risk Management Policy, report risks to the PPPC and report high level risks to the Board.

3. REPORTING RELATIONSHIPS

- a) The Committee shall report on its activities to each face to face meeting of the PPPC.
- b) The Committee shall be represented on the PPPC by the Chair, Community Collaboration Committee (CCC).
- c) The Committee shall liaise with other College groups including Committees, Faculties, Sections and Special Interest Groups as required.

4. COMPOSITION / MEMBERSHIP

Membership of the CCC will comprise:

- a) Chair, CCC (Fellow)
- b) Co-Chair, CCC (Community Member)
- c) eight Community Members (including the Co-Chair) representing carers, consumers and families from Australia and New Zealand:
 - two consumers from Australia
 - two consumers from New Zealand
 - two carers from Australia
 - two carers from New Zealand
- d) a trainee representative (Associate)
- e) up to two Faculty representatives (Fellows)
- f) Chair, PPPC – Ex-officio (Fellow)
- g) Deputy Chair, Partnerships and Community portfolio, PPPC – Ex-officio (Fellow).
 - In addition, the Committee will maintain close communication and collaboration with other College Committees on matters relevant to those committees, including Faculties, Sections, Branch Committees and the New Zealand National Committee.
 - In case the committee, upon formation, does not include a representative from New Zealand, an additional Fellow or Affiliate representative from New Zealand can be included in the committee.
 - The appointment process should endeavour to achieve appropriate gender balance.
 - If the Chair is not available to chair the meeting, the Co-Chair will chair the meeting. If the Chair and Co-Chair are not available the Chair, on behalf of the Committee, may appoint one of the Committee members, who is also a Fellow of the College, as the Deputy Chair of the Committee if and when required.

5. ELECTIONS AND APPOINTMENTS

5.1. Chair

- a) The Chair of the Committee shall be elected or appointed by the Board, upon the recommendation of the PPPC. Nominations will be called from the Fellowship.
- b) The term of office shall be two years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) The Chair shall be entitled to stand for re-election to this position to serve a maximum of three consecutive terms i.e. six years.
- d) The Chair elected shall be a member of any and all constituent committees or working groups under the Committee.

5.2. Co-Chair

- a) The Co-Chair shall be a current Community Member of the CCC and shall have served at least 12 months on the Committee.
- b) The Co-Chair shall be nominated from the CCC membership, endorsed by the Chair of the Committee and shall be appointed by PPPC.
- c) The Co-Chair's term of office shall coincide with their term on the CCC.

5.3. Ex-officio Members

- a) Ex-officio Members are members of the Committee by virtue of the position that they hold.
- b) The term of office of Ex-officio Members shall coincide with their term on their respective Committee. In no case shall any member serve a term longer than two years with a maximum of three consecutive terms i.e. six years.

5.4. Community Members

- a) Community Members shall be appointed by the PPPC and noted by the Board.
- b) Community Members will be appointed following the procedure 'Appointment of Community Members to College Committees'.
- c) The term of office shall be two years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- d) They shall be entitled to be re-elected to this position to serve a maximum of three consecutive terms.
- e) In the event that a Community Member resigns, a casual vacancy shall arise for this position, and any appointment shall be in accordance with Procedure for Appointment of Community members to College Committees.

5.5. Trainee representative

- a) The trainee representative is appointed in accordance with the Procedure for appointing trainee representatives to College committees.
- b) The term of the trainee representative will commence in May each year at the conclusion of the Annual General Meeting and will be for 12 months.
- c) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.
- d) In the event that the trainee is admitted to Fellowship during their term on a committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- e) In the event that the trainee resigns from the committee, a casual vacancy will arise and the vacancy will be filled for the remainder of the term as per the Procedure for appointing trainees to College committees.

5.6. Faculty representatives

- a) Expressions of Interest (EOI) will be sought from Faculties (bi-national Committees) to fill Faculty representative positions on the Committee.
- b) Where Faculty representation is required on a committee, the total number of Faculty representative positions available for appointment to the Committee will be no greater than two.
- c) The calling for EOIs and the appointment of a Faculty representative(s) will be in accordance with the College's procedure for seeking EOIs for Faculty Representation on the PPPC and its constituent committees.
- d) The term of office of a Faculty representative shall coincide with their term on the bi-national Faculty Committee.
- e) To enable the Committee to operate in accordance with its Regulations, the Committee may appoint a Fellow or Affiliate to fill a representative position that has been vacant for three months or more.
- f) It is expected that the Chair of the representative Committee is informed of this prior to appointing a Fellow or Affiliate to the position.

5.7. Co-opted Members

- a) The Committee may co-opt additional members (e.g. College Members, Community Members, Indigenous persons, external stakeholders etc.) from time to time with particular specified knowledge and/or expertise.
- b) The number of Co-opted Members shall be a maximum of two.
- c) Co-opted Members of the Committee shall not have voting rights.
- d) The need for Co-opted Members shall usually be reviewed by the Committee each year at the time of elections to the Committee, but may be reviewed more frequently as considered necessary.
- e) The term of office for Co-opted Members shall be no more than two consecutive years.
- f) Co-opted Members are expected to maintain confidentiality of the meetings proceedings.

5.8. Observers

- a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an observer.
- b) Observers would be expected to maintain confidentiality of the meetings proceedings.
- c) The number of observers will be at the discretion of the Committee.
- d) Observers shall not have voting rights.
- e) The need for observers shall be reviewed by the Committee each year at the time of elections to the Committee, but may be reviewed more frequently as considered necessary.
- f) Observers may be appointed to the Committee for no more than two consecutive years.

5.9. Casual Vacancies

- a) In the event of the resignation of any member of the Committee, the PPPC shall appoint a casual vacancy (noted by the Board where appropriate) to fill the vacancy for the remainder of the term.
- b) A person appointed as a casual vacancy shall be eligible for election or appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.
- c) In the event that the resignation is a representative position e.g. a representative of the TRC, the appointment will be made in consultation with that committee.

6. POWERS

The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.

Pursuant to Article 8.2 of the Constitution:

- a) 'The Board may delegate any of its powers (other than that of delegation) to any person or committee'.
- b) 'The Board may revoke any delegation of its powers by ordinary resolution'.
- c) 'Any committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitation that may be imposed by the Board'.

7. LIMITATION ON POWERS

Pursuant to Articles 14.1, 14.3, 14.4 and 14.5 of the Constitution:

- a) 'The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations'.
- b) 'The Board shall determine the powers and duties of each committee (its Regulations or Terms of Reference) and each Committee shall in the exercise of its powers comply with the Regulations and the Committee Terms of Reference'.

8. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of the Practice, Policy and Partnerships (PPP) Department and the New Zealand National Office.

9. REVIEW

Pursuant to Article 14.8 of the Constitution:

- a) Pursuant to Article 14.8 of the Constitution, "The Board shall review the need for each Committee and the members thereof every two years".
- b) These Regulations shall be reviewed every two (2) years from commencement.

10. OPERATION OF THE COMMITTEE

10.1. Meetings

- a) The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications.
- b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- c) The Committee shall only meet face to face up to twice a year.
- d) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

10.2. Notice of Meetings

- a) At least 24 hours' notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting and the general nature of items to be discussed.
- b) Notice may be given in writing, by email, by telephone or other electronic and appropriate means.

10.3. Attendance at Meetings

- a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with the Chair of the relevant parent committee and/or the appropriate Board constituent Committee Chair.
- b) It is expected that a Committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- c) If a Committee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised as soon as possible in advance of the meeting (for quorum purposes).
- d) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the committee, a casual vacancy shall arise

10.4. Chair

- a) The Chair shall preside at all meetings of the Committee.
- b) If the Chair knows prior to a meeting they will not be able to attend, they can delegate a Committee member (Fellow or Co-chair) to Chair that meeting.
- c) If the Chair is not present at any meeting of the Committee within 15 minutes after the time appointed for holding the meeting, the members present shall elect a Committee member present (who is also a Fellow of the College or the Co-Chair) to be Chair of the meeting.

10.5. Quorum

- a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Executive Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- c) The Committee may act notwithstanding any vacancy on the Committee.

10.6. Proxies

- a) Committee members are unable to appoint a proxy to attend a committee meeting on their behalf, unless the position held by the member on the Committee is a representative position, e.g. representing the TRC. The appointed proxy must be a member of the committee they are representing.
- b) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy's details.
- c) A proxy has the same voting rights as the person they are replacing.
- d) A proxy may only receive the meeting papers for the meeting they are attending.

10.7. Voting

- a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.8. Written Resolution

A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence or those without authority to vote) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

10.9. Minutes of Meetings

- a) A written record of all proceedings of Committee meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Committee members.
- c) The minutes of each committee meeting will be submitted to each face to face meeting of the PPPC Committee.

10.10. Defects in Appointment of Qualification of a Member

All acts done in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective even if it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.11. Conflict of Interest and Confidentiality

- a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Conflicts of interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) The Committee must maintain a Conflict of Interest Register.
- c) Each member of the Committee, including co-opted and observer members, must sign a Deed of Undertaking Relating to Confidentiality and Conflict of Interest.
- d) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.
- e) All signed Deeds must be forwarded to the College's Governance Officer.

10.12. Other committees of the Community Collaboration Committee

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

10.13. Financial responsibility

- a) The Committee must develop an annual budget based on the budget process developed by the College and in conjunction with the College's Finance Manager.
- b) The Committee is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation in accordance with the College's Delegation of Authority Policy.

11. MEDIA AND AUTHORISED STATEMENTS

- a) With respect to making media or other external comment or representation, the College's Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to.
- b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution: 'The President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or Board thinks fit.'
- c) 'Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College.'

- d) 'The President and Board are authorised to nominate RANZCP Members to comment to the media in accordance with their expertise and may authorise Committees, Branches, New Zealand National Committee, Faculties or Section Chairs to comment on certain issues.'

12. INTERPRETATION

The Regulation shall be known as the 'Community Collaboration Committee'.

- **'Appointment'** means a formal election process does not need to be undertaken.
- **'Affiliate'** means a Member admitted pursuant to Article 3.5 of the Constitution.
- **'Article(s)'** means an article or clause of the Constitution.
- **'Associate'** means a Member admitted pursuant to Article 3.4 of the Constitution.
- **'Board'** means the board of the College established under the Constitution, each member of which shall be a Director of the College.
- **'Carer'** means a family/whanau member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had, experience of mental illness.
- **'Casual Vacancy'** means any vacancy on the Committee caused otherwise than by the retirement of a Committee member at the end of his or her term.
- **'Co-chair'** means a community member who is appointed from the CCC membership to assist the Chair in facilitating the meeting.
- **'Co-opted'** means a person that has been co-opted for their area of expertise or knowledge of a particular area.
- **'College'** means The Royal Australian and New Zealand College of Psychiatrists as a company limited by guarantee under the Constitution.
- **'Committee'** means the Community Collaboration Committee.
- **'Community Member'** means a consumer or carer.
- **'Constitution'** means the Constitution of the College as amended from time to time.
- **'Consumer'** means an individual who has, or has had, experience of mental illness.
- **'Elected'** means the formal election process undertaken to elect a member.
- **'Election Year'** means the year the College Constitution came into effect and every second year thereafter.
- **'Ex-officio'** means a member of the Committee who is part of it by virtue of holding another office.
- **'Faculty'** means a faculty of the College established pursuant to Article 16 of the Constitution.
- **'Fellow'** means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- **'President'** means the person for the time being elected to that office.
- **'Proxy'** means a person appointed to represent a Committee member at a meeting on their behalf.
- **'Tu Te Akaaka Roa'** is the Māori name for the New Zealand National Committee.

13. ASSOCIATED DOCUMENTS / PUBLICATIONS

- Practice, Policy and Partnerships Committee Regulations
- Position Descriptions: Chair, Member and Community Member.
- Practice, Policy and Partnerships Committee Induction Manual.
- Procedure for the appointment of Trainees to College Committees.

- Procedure for the appointment of Community Members to College Committees.
- 'Process for seeking expressions of interest from Faculty representative positions from the Bi-national Faculty Committees'.
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, Risk Register, Document Approval Pathway Procedure and Website.
- Deed of Undertaking in relation to Confidentiality and Conflict of Interest.

APPROVAL / REVISION RECORD

Contact: Senior Department Manager, PPP			
Date	Version	Approver	Description
10/07/2009	1.0	GC2009/2 R4	New document
	1.1	GC 2009/4 R33	Change not recorded
18/2/2014	1.2	PPP	Amendments to meet new College governance arrangements
02/2016	2.0	B2015/1 R24	Amendments to clarify the responsibilities, composition of the Committee and change of committee name i.e. PPPC and clarification of voting
15/01/2018	2.1	B2018/OOS R4	Amendments to meet new College governance arrangements and to clarify the appointment process
01/2020			NEXT REVIEW