

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 (**CCC**) is a constituent committee of the PPPC.

1. ROLE

Responsible directly to the PPPC, 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/whānau 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 Committee.
- (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 and Sections 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 meeting of the PPPC.
- (b) The Committee shall be represented on the PPPC by the Chair of the Committee.
- (c) The Committee shall liaise with the Board other College groups including Committees, Faculties, Sections and Special Interest Groups as required.

4. COMPOSITION/MEMBERSHIP

- (a) The Committee will comprise a maximum of 17 Members (including the Co-Chair), as follows:
 - Chair (Fellow)
 - Co-Chair (Community Member)
 - 12 Community Members (including the Co-Chair) representing carers and consumers from Australia and New Zealand:
 - 3 consumers from Australia
 - 3 consumers from New Zealand
 - 3 carers from Australia
 - 3 carers from New Zealand
 - 2 Fellows (Independent)
 - Trainee Representative
 - Deputy Chair, Partnerships and Community Portfolio, PPPC (Ex-officio)
- (b) The Committee must include appropriate representation from Australia and New Zealand (at a minimum of one member from each). 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.
- (c) The Committee shall endeavour to achieve diversity, including gender balance.
- (d) 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) Nominations will be called from amongst the Fellowship of the College. The Chair will be appointed by the Board on recommendation from the PPPC.

- (b) The term of office will be three (3) years from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they were elected or such later date when a successor is appointed.
- (c) The Chair will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms i.e. six (6) years.
- (d) The Chair will be a member of any and all constituent committees or working groups under the Committee.

5.2 Co-Chair

- (a) The Co-Chair will be a Community Member on the CCC who has served at least 12 months on the Committee. The Co-Chair will be appointed by the PPPC on recommendation from the Chair of the Committee.
- (b) The Co-Chair's term of office shall coincide with their term as a Community Member on the CCC.
- (c) In the event of the resignation of the Co-Chair, a new Co-Chair will be appointed in accordance with subsection 5.2.

5.3 Fellows (Independent)

- (a) Nominations will be called from amongst the Fellowship of the College. Fellows (Independent) will be appointed by the PPPC.
- (b) The term of office will be three (3) years from the conclusion of the AGM in the election year in which they were elected or such later date when a successor is appointed.
- (c) Fellows (Independent) will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms i.e. six (6) years.

5.4 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 will coincide with their term on their respective Committee. In no case shall any member serve a term longer than three (3) years with a maximum of two (2) consecutive terms i.e. six (6) years.
- (c) In the event that an Ex-officio member resigns, an appointment will be made in consultation with the relevant Committee.

5.5 Community Members

- (a) Community Members will be appointed in accordance with the *Procedure for Appointing Community Members to College Committees*. Community Members will be appointed by the PPPC.
- (b) The term of office will be three (3) years from the conclusion of the AGM in the election year in which they were elected or such later date when a successor is appointed.
- (c) Community Members will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms i.e six (6) years.
- (d) 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 Appointing Community Members to College Committees*.

5.6 Trainee Representative

- (a) The Trainee Representative shall be appointed in accordance with the *Procedure for Appointing Trainee Representatives to College Committees*.
- (b) The term of office of the Trainee Representative will be twelve (12) months from the conclusion of the AGM in the election year in which they were appointed.
- (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 be appointed in accordance with the *Procedure for Appointing Trainees to College Committees*.

5.7 Casual Vacancies

- (a) A Casual Vacancy appointment will be 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.

5.8 Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

5.9 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

6. COMMITTEE SUPPORT

The Committee shall be supported by the Bi-national Offices and Partnerships Department.

7. OPERATION OF THE COMMITTEE

7.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting

- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for supporting the Committee.

7.2 Additional Specific Operational Information

7.2.1 Committee Powers and Delegations

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the Committee Meeting Operations Regulations with:

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 CGRC and the Board.

7.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- "Committee"** and **"CCC"** means the Community Collaboration Committee for the purpose of these Regulations.
- 'Carer'** means a family/whānau 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.
- 'Community Member'** means a consumer or carer.
- 'Consumer'** means an individual who has, or has had, experience of mental illness.
- 'Tu Te Akaaka Roa'** is the Māori name for the New Zealand National Committee.

8. ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Practice, Policy and Partnerships Committee Regulations
- Position Descriptions: Chair, Member and Community Member.
- Procedure for the Appointment of Trainees to College Committees.
- Procedure for the Appointment of Community Members to College Committees.

REVISION RECORD

Contact:	Executive Manager, Bi-national Offices and Partnerships		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Community Collaboration Committee Regulations		
Date	Version	Approver	Description
10 July 2009	1.0	GC2009/2 R4	New document.
	1.1	GC 2009/4 R33	Change not recorded

18 February 2014	1.2	PPP	Amendments to meet new College governance arrangements
February 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 January 2018	2.1	B2018/OOS R4	Amendments to meet new College governance arrangements and to clarify the appointment process
10 September 2023	3.0	B2023/8 R15	Amendments to composition of the Committee as well as conformity to standard Regulations drafting
3 October 2023	3.1	Governance Manager	Updated to conform to Regulations Template and standard wording.
NEXT REVIEW: 2025			