

Terms of Reference (ToR)

RANZCP Climate and Sustainability Steering Group



Background

The Royal Australian and New Zealand College of Psychiatrists (**RANZCP or College**) recognises the increasing mental health disorders and rates of suicide associated with the impacts of climate change ([Position Statement 106](#)). The RANZCP has [joined other specialist medical colleges](#) in calling on governments to urgently take more meaningful action, and [highlighted](#) that climate change is the biggest threat to our health systems.

1. SCOPE OF WORK

The Steering Group will review previous and current activities of the RANZCP as it relates to climate and sustainability with a view to recommending to the Board:

- the development and prioritisation of short- to long-term strategies and achievements for the College; and
- the need for an ongoing group within the RANZCP's governance structure or alternatively to incorporate climate action into normal College business to support existing, defined climate action organisations

To achieve this, the Steering Group will consider and provide guidance to the Board regarding:

- the College's role as it relates to climate and sustainability matters;
- where the College should be positioned;
- ways to enhance engagement with the membership and promote what the College has achieved and aims to achieve;
- external organisations to engage or partner with, including other specialist medical colleges and societies, and climate and environment groups; and
- whether future work should be operational in nature (internal practices) or focused on guiding members on sustainability measures in workplaces.

2. KEY DELIVERABLE

The Steering Group's key deliverable is to consider the College's role as it relates to climate and sustainability and recommend to the Board the prioritisation of work. Recommendations may include future positioning in the RANZCP's governance structure, and short- to long-term strategies and achievements for the College.

3. MILESTONES AND TIMELINE

| Activity | Date |
|--------------------------------------|-----------------|
| Establish Steering Group | December 2022 |
| Provide recommendations to the Board | By 31 July 2023 |

4. REPORTING RELATIONSHIPS AND REPORTS

The Steering Group reports to the Board and will provide reports as required to the Board.

5. COMPOSITION OF THE STEERING GROUP

The Steering Group will comprise of up to 9 members (including the Chair) who will be appointed based on the skills, knowledge and expertise required to undertake the Steering Group's deliverable.

Members of the Steering Group should include as a maximum:

- a) RANZCP President-Elect (Chair)
- b) 6 RANZCP Fellows or Affiliates as described below
- c) 2 RANZCP Trainee Members as described below

The Steering Group must comprise at least 1 RANZCP Fellow or Affiliate and 1 Trainee from Australia, and 1 RANZCP Fellow or Affiliate and 1 Trainee from New Zealand and endeavour to achieve diversity and gender balance. At least 1 member of the Steering Group will have a connection to the Doctors for the Environment of Australia (DEA) and at least one member who works in private practice.

The Steering Group may co-opt additional individuals to provide advice, both from within and external to the RANZCP, with specific knowledge, expertise and experience related to the work of the Steering Group.

6. APPOINTMENTS

The Board or Executive Meeting will ratify member appointments. The member term will be for the duration of the Steering Group.

7. MEETINGS

- a) Meetings will be chaired by the Chair. In the absence of the Chair, the meeting will be chaired by a nominated member (RANZCP Fellow).
- b) The Steering Group may meet as necessary to discuss and progress matters relevant to the Steering Group's deliverable, in accordance with RANZCP policy.
- c) The agenda for meetings will be prepared by the Executive Assistant to the CEO and Manager, OPCEO in consultation with the Chair and will be distributed in advance of the meeting.
- d) Meeting notes and an action list will be documented and circulated as required.
- e) The Chair of the Steering Group has a deliberative vote (the vote as a member, as well as a casting vote to be used when there is an equality of votes or a tie).
- f) The quorum for any meeting of the Steering Group (including decisions made out of session) will be 50% of the Steering Group's voting membership.
- g) The Steering Group members are required to actively contribute to meetings, discussions and email conversations that are relevant to the work of the Steering Group and provide clear recommendations for the actions required, and/or as directed by the Chair.
- h) Steering Group members who do not effectively and equally contribute to the work of the Steering Group will be managed by the Chair in consultation with the President.
- i) The Executive Assistant to the CEO and Manager, OPCEO will attend all meetings.
- j) Additional staff may join meetings of the Steering Group, as required.

8. RANZCP RESOURCES

Support from RANZCP staff is to be provided by the Executive Assistant to the CEO and Manager, OPCEO.

9. CONFLICTS OF INTEREST

Conflicts of interest will be declared and managed in accordance with RANZCP policy.

10. CONFIDENTIALITY

All Steering Group members are required to sign a Deed of Undertaking in relation to confidential information and conflict of interest (if one is not already on file at the RANZCP) and submit it to the RANZCP's Governance Officer.

All members should be mindful of confidential information which will be managed in accordance with RANZCP processes.

11. TIMEFRAME

The Steering Group is time limited for 7 months. A review will take place nearer to the end of the 7-month period to determine if an extension is required.

12. BUDGET

The Steering Group's budget and any variations to the budget is managed by the Executive Assistant to the CEO and Manager, OPCEO and approved in accordance with RANZCP policy.

13. MEDIA AND AUTHORISED STATEMENTS

With respect to making media or other external comment or representation, the RANZCP's Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to.

14. ASSOCIATED DOCUMENTS

RANZCP Constitution; Media and Communications Policy; Privacy Policy; Code of Conduct; Code of Ethics; Discrimination, Bullying and Harassment Policy and Procedure; Conflict of Interest Guideline; Delegation of Authority Guideline; Deed of Undertaking in Relation to Confidential Information and Conflict of Interest; Steering Group Conflict of Interest Register; Risk Management Policy; relevant Risk Register; Committee Operations – Guide to Charing Meetings; Committee Member Induction Manual; Document Approval Pathway Procedure; Travel and Expense Policy and Expense Claim Form; and RANZCP website.

Revision Record

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|---|---|-----------------|--------------------|
| Contact: | Executive Assistant to the CEO and Manager, OPCEO | | |
| Authorising Body: | Board | | |
| Responsible Committee: | Board | | |
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| 27 November 2022 | 1.0 | B2022/13 R14 | New document. |
| NEXT REVIEW: N/A – Time Limited Steering Group | | | |