Terms of Reference

Asylum Seeker and Refugee Mental Health Network

Authorising Body:	Board
Responsible Committee:	Corporate Governance and Risk Committee (CGRC)
Responsible Department	Membership & Events and Practice, Policy & Partnerships
Document Code:	**TOR Asylum Seeker and Refugee Mental Health Network**

Background

The Asylum Seeker and Refugee Mental Health Working Group was established by the Royal Australian and New Zealand College of Psychiatrists (RANZCP) in October 2014. Whilst initially time-limited, the Working Group's timeframe was extended in light of the ongoing need for further work in this field. In August 2018, the Board approved transitioning the Asylum Seeker and Refugee Mental Health Working Group into a Network.

1. PURPOSE AND RESPONSIBILITY

The purpose of the Network is to consider the issues faced by psychiatrists and trainees working with asylum seekers and refugees, whether in restrictive forms of detention, or living in the Australian or New Zealand community.

The responsibilities of the Network are to:

- Provide a forum for the exchange of ideas and knowledge bi-nationally in relation to the mental health of asylum seekers and refugees.
- Act as an expert reference group to provide feedback to the College on relevant matters.
- Advocate for the provision of independent, high-quality, culturally sensitive mental health services for asylum seekers and refugees.
- Contribute to the development and maintenance of resources which assist and support psychiatrists working with asylum seekers and refugees.
- Recommend models of care that will improve the quality of mental health services delivered to asylum seekers and refugees.
- Promote and encourage the highest clinical and ethical standards in the delivery of mental health services to asylum seekers and refugees.
- Promote and facilitate research relevant to the mental health of asylum seekers and refugees.
- Promote further education and training of psychiatrists and trainees in relation to asylum seekers and refugees.
- Identify and promote the role of psychiatrists in the multidisciplinary approach to asylum seeker and refugee mental health, and participate in appropriate cross-sector initiatives.
- Identify, report, and manage risks in accordance with College Policy.

In discharging its responsibilities, the Network should consider:

- the role of the RANZCP in supporting members who work with asylum seekers and refugees
- confidentiality issues and peer review group access
- policy issues and advice
- potential clinical and ethical compromises psychiatrists may face when working in detention centres
- advocacy on standards for mental health care for asylum seekers and refugees.

2. REPORTING RELATIONSHIPS

The Network reports to the Board, and shall provide a report to each meeting of the Board via the Chief Executive Officer's Report.

The Network will work closely with RANZCP senior management, in particular the Executive Manager, Membership and Events and/or the Senior Manager, Membership Services, to ensure its responsibilities are met.

3. MEMBERSHIP OF THE NETWORK

Membership of the Network is open to all interested College members, and other interested professionals including representatives from professional, carer, or consumer organisations.

Non-College members are eligible to join the Network following approval from the Board.

4. NETWORK GOVERNANCE

4.1 Network Committee

The activities of the Network will be led by a committee, established on a bi-national basis. Membership of the Committee may comprise a maximum of 14 members:

- Chair (Fellow)
- A Fellow representing each Australian jurisdiction – ACT, NSW, NT, QLD, SA, TAS, VIC and WA
- Two Members (Fellow and/or Affiliate) representing NZ
- A trainee representative
- An overseas trained psychiatrist representative
- A community member.

All appointments to the committee will be made by the Board and members will be appointed based on the skills, knowledge and expertise required to fulfil the Network's responsibilities.

The Committee shall include at least one member from Australia and one member from New Zealand and endeavour to achieve an appropriate gender balance.

Oversight of the Network will be provided by the Board. The Network Committee may provide information and recommendations to the Board, but does not operate independently of the Board.

The Board, in consultation with the Network Chair may designate specific duties or positions to members of this group. For example a Deputy Chair may be designated.

4.2 Network Committee Operations

Refer to the *Committee Meeting Operation Regulations* for the Committee's operational information including:

- Agenda
- Associated Documents
- Attendance
- Chair
- Committee Powers and Delegations
- Co-opted Members
- Confidentiality
- Conflict of Interest
- Defects in Appointment or Qualification of a Member
- Financial Responsibility
- Interpretation
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan

The *Committee Meeting Operation Regulations* are managed by the Executive/Senior Manager (or nominee) who is responsible for the Network. Any questions regarding the Regulations and its application should be directed to the relevant Executive/Senior Manager (or nominee).

5. POWERS

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

6. SUPPORT

The Network will be supported by College staff. The Executive/Senior Manager (or their nominee) responsible for the Network will be in attendance at Network Committee meetings. Other staff members may attend and this will be arranged by the relevant Executive/Senior Manager.

7. REVIEW

The Board will review the Network, including the Committee membership and/or composition every two years, or earlier if required.

8. OPERATION OF THE NETWORK

8.1 Communication

The Board will disseminate relevant information via the Network as required, and in turn the Network will be able to communicate relevant issues to the College via the Board.

9. MEDIA AND AUTHORISED STATEMENTS

The College's *Media and Communications Policy* must be consulted and adhered to.

Media questions received by a Network or a Network Member **must** be forwarded to media@ranzcp.org for consideration.

10. ASSOCIATED DOCUMENTS

- Constitution
- Code of Conduct
- Code of Ethics
- Deed of Undertaking in Relation to Confidential Information and Conflict of Interest
- Privacy Policy
- Risk Management Policy
- Regulations for Committee Meeting Operations
- College Committee Operations – Guide to Chairing Meetings
- Governance Structure Chart
- Media and Communications Policy

REVISION RECORD

Contact:	Executive Manager, Membership and Events		
Date	**Version**	**Approver**	**Description**
02.03.19	1.0	Board B2019/1 R4	New document
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