

Decision Making for the Board and its College Bodies Guideline

Area of College	Governance
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References/Legislation	Corporations Act 2001 (Cth)
Associated RACP Documents	The RACP Constitution Conflict of Interest Policy Confidentiality Guidelines All other College policies
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approve, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

TABLE OF CONTENTS

1. INTRODUCTION	3
2. PURPOSE	3
3. INSTRUCTIONS	3
4. DEFINITIONS	4
5. HISTORY	4

1. INTRODUCTION

This Guideline provides a process for decision making for the Board and its College Bodies.

2. PURPOSE

The College is committed to procedural and substantive fairness and sound decision making. This guideline is provided to support directors and college body members in considering and deciding on matters before them when discharging their duties.

3. INSTRUCTIONS

1. Does the Board or College Body have the authority to make the decision?
2. Has the Board or College Body acted in good faith and for the proper, intended, and authorised purpose?
3. Is there any limitation on the decision-making process, such as legislation, College policies etc?
4. Have all reasonable steps been taken to understand the facts that are important to the decision?
5. Is the decision impartial and free from any perceived or actual bias by ensuring that no members have any personal interest in the outcome of the matter or any conflict of interest, whether personal or professional?
6. Are College policies, procedures and processes satisfied?
7. Has the decision maker considered everything that is relevant to the decision and nothing that is irrelevant?
8. Is the decision based on the evidence provided in the briefing paper?
Make findings of fact based on evidence. Where there is conflicting evidence, make findings of fact on the balance of probabilities - that is, taking into account all of the relevant evidence, this particular fact is more likely to be proved than not.
9. Has weight been given to particular evidence in a logical and reasonable manner?
Assign greater weight to important considerations, and less weight to less important considerations.
10. Has a decision been made based on pre-conceived notions or assumptions?
Question and debate long held views or informal protocols.
11. Have College policies been applied appropriately? *College Body members should be open to evidence that puts an application beyond the normal application of the policy. Discretion must also be applied in placing weight on such evidence.*
12. Does the decision adversely impact an individual or an entity? *Ensure that the person/entity affected by the decision is provided with procedural fairness - this means providing an opportunity for the person to understand the case, be heard and understand the role of the Committee.*
13. Is the decision ethical and does it align with the College's objectives?



4. DEFINITIONS

Term	Means
“Board”	the Board of Directors of the College.
“College”	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
“Fellow”, “Trainee”, and “Member”	have the same meaning as in the College Constitution

5. HISTORY

Revision	Effective Date	Summary of Changes
1.0	16.12.2013	Initial approval/New Document
2.0	19.10.2022	Updated to new template
3.0		