

# Regulations

## Bi-national Committee for Trainees



### Background

Prior to August 2010, the Trainee Representative Committee (**TRC**) was called the Registrar Representative Committee (**RRC**) and was established by the RANZCP in 2007 to provide formal representation for all trainees within the RANZCP organisational structure. In August 2010, the General Council approved to change the Committee's name from RRC to TRC.

In 2022, the TRC underwent structural reform to enhance its scope and engage with the wider trainee body. On 9 August 2022, the Board approved the change to the governance model including a change to the Committee's name from TRC to Bi-national Committee for Trainees (**BCT**). The Trainee Advisory Council (**TAC**) is a broader body to enhance engagement and bring together the RANZCP Board Appointed Director, Trainee as Chair of the TAC, trainees of the BCT, trainee representatives from a number of other College committees that are not captured within the BCT governance framework, as well as the Chair (or delegate) of recognised external association of trainees.

### 1. ROLE

The role of the BCT is to present the interests and concerns of RANZCP trainees in discussion and decision-making regarding training and assessment, as well as broader issues relating to psychiatry and to advocate for trainee issues across Australia and New Zealand.

Responsible directly to the Board, the BCT will represent the special interests of trainees of the RANZCP and address education policy, wellbeing and change implementation issues relevant to trainees.

### 2. RESPONSIBILITIES

#### 2.1. The BCT will be responsible for:

- a) Providing a forum for discussion between trainees at all stages of training, across Australian and New Zealand, in order to identify concerns that might impact on their training and assessment, wellbeing and engagement within the RANZCP.
- b) Advocating for the trainee voice to be heard and considered through all levels of decision making including Constitutional change.
- c) Highlighting the views and concerns of trainees to the RANZCP Board and other Committees as appropriate.
- d) Assisting in the dissemination of information from the RANZCP to trainees, in consultation with relevant groups and individuals, as appropriate.
- e) Proposing initiatives in the fields of training, assessment, examination, ethics, policy, research, and trainee welfare that improve the experience as a RANZCP member.
- f) Providing policy advice for reference by relevant RANZCP Committees.
- g) Facilitating forums to collect and disseminate information, to encourage debate and to promote the needs of trainees generally.
- h) Facilitating local support networks for trainees.
- i) Representing the BCT on other RANZCP standing Committees pursuant to the Regulations of any such Committee.

- j) Recommending and endorsing trainee representatives for consideration, in accordance with RANZCP procedures and relevant Regulations/Terms of Reference, for involvement on other key RANZCP Committees, project teams and other groups from time-to-time.
- k) Identifying and managing risks associated with the Committee, in accordance with the RANZCP Risk Management Policy.
- l) Delegating responsibilities to the BCT Operational Group to allow timely discussion and decision making.

**2.2. The BCT Operational Group will be responsible for:**

- a) Overseeing the operations of the BCT and undertaking tasks which may be delegated to it from the BCT.
- b) Will meet regularly to discuss and action key topics relevant to the BCT.
- c) The BCT Operational Group will report back to the BCT on outcomes, as appropriate.
- d) May approve appointments to the RANZCP Committees on behalf of the BCT if, and when, required.

**3. REPORTING RELATIONSHIPS**

- a) The Committee shall directly report and provide reports to the Board. Reports may also be provided to the Board via other RANZCP Committees, as required.
- b) The Committee shall be represented on the Members' Advisory Council (Chair, BCT and a BCT Member from the alternate nation to the Chair).
- c) The Committee shall be represented on the Education Committee; and the Practice, Policy and Partnerships Committee by the Chair of the Committee, or delegate.
- d) Jurisdictional Members should represent Trainees on the respective Branch Committee/New Zealand National Committee as well as the respective Branch Training Committee/Psychiatric Training Committee/New Zealand Training Committee. The Trainee from Tasmania should be the BCT's Trainee Representative on the Tasmanian STP Project Working Group (pending Project funding). Ideally Jurisdictional Members should not hold an office holder position within an external association of trainees.
- e) BCT Members should represent trainees on the Corporate Governance and Risk Committee; Membership Engagement Committee; Committee for Educational Evaluation, Monitoring and Reporting; Committee for Examinations; Committee for Training; and the Accreditation Committee. BCT representation on these Committees is at the discretion of the BCT. If a Committee does not have a BCT representative, a call from the wider Trainee cohort will be undertaken if the respective Committee requires a Trainee member.

## 4. BCT

### 4.1. Composition/Membership

- a) Membership of the BCT will comprise:
- A Chair
  - 2 x Deputy Chairs (one who resides in Australia and one who resides in New Zealand)
  - 10 Jurisdictional Members comprising:
    - 2 Trainees from New Zealand
    - A Trainee from the Australian Capital Territory
    - A Trainee from New South Wales
    - A Trainee from the Northern Territory
    - A Trainee from Queensland
    - A Trainee from South Australia
    - A Trainee from Tasmania
    - A Trainee from Victoria
    - A Trainee from Western Australia
- b) A BCT member who is admitted to Fellowship during a term may complete that term but is not eligible for election/reappointment thereafter.
- c) Trainees who are on a break-in-training for the duration of their term are not eligible for membership of the BCT unless they have significant experience within training. Trainees who are members of the BCT who opt to complete a break-in-training may fulfil their current term upon discussion with the Chair.
- d) Where possible, the appointment process on the BCT shall give due recognition to ensuring the adequacy of diversity and gender balance. Ideally, all stages of training and settings should be captured within the membership of the BCT.
- e) For succession planning purposes, the immediate past Chair may be appointed as a Co-opted Member of the BCT for 12 months only.

#### **BCT Operational Group**

- f) Within the BCT there will be an Operational Group comprised of five (5) members of the BCT. The minimum composition of the Operational Group will include the Chair, the Deputy Chairs, and two (2) Members derived from among the Jurisdictional Members of the BCT who, where possible, have at least one year of experience on the BCT. The Chair-Elect, once determined for the next term, and/or the past Chair may also be invited to Operational Group meetings in a Co-opted Member capacity.
- g) Two (2) Operational Group Members derived from the Jurisdictional Members who have, where possible, at least one year of experience on the BCT will be appointed ahead of the commencement of the next term. The way in which these positions are determined is at the discretion of the BCT, provided the appointment decision is supported by the majority of BCT members and the individuals satisfy the selection criteria.

## 4.2. Elections, Appointments and Casual Vacancies

- a) All nominees must be prepared to participate on the Committee for a minimum of one year.
- b) All successful nominations and the appointment of the Chair-Elect are to be noted by the Board.

### 4.2.1. Chair (Chair-Elect)

- a) Approximately six months into a term the BCT will consider its Chair-Elect who will automatically assume the Chair position at the commencement of the next term (at the inception of the BCT, the Chair-Elect determined by the TRC will assume the Chair position).
  - i. The Chair-Elect must be a Trainee at the commencement of the new term.
  - ii. To determine the Chair-Elect, consideration should first be given to whether the current Chair is eligible for and wishes to be reappointed for the next term. If the current Chair wishes to be reappointed, then they are automatically reappointed and the reappointment is to be noted by the BCT.
  - iii. If the current Chair does not wish to remain the Chair, the Chair-Elect is to be appointed from among the BCT members eligible for the position.
- b) The term of office for the Chair position shall be one (1) year from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they were elected or such later date, until the AGM when the position term is due to fall vacant.
- c) The Chair may be eligible for reappointment to this position to serve a maximum of three (3) consecutive terms i.e. 3 years.
- d) In the event of the resignation of the Chair a Casual Vacancy will arise. If a Chair-Elect has been appointed, they will automatically fill the position as a Casual Vacancy until the conclusion of the term. If a Chair-Elect has not been appointed, the process for appointing a Casual Vacancy will be developed in consultation with the Governance Unit.

### 4.2.2. Deputy Chairs

- a) Nominations are called from among the Trainees of the RANZCP. The positions will be appointed by the outgoing Committee.
- b) The term of office for the Deputy Chair positions shall be one (1) year from the conclusion of the AGM in the election year in which they were elected or such later date, until the AGM when the position term is due to fall vacant.
- c) The Deputy Chairs may be eligible for reappointment to this position to serve a maximum of five (5) consecutive terms i.e. 5 years.
- d) For the avoidance of doubt, neither of the Deputy Chairs are deemed to automatically become the Chair of the BCT.
- e) In the event of the resignation of the Deputy Chair(s) a Casual Vacancy will arise. Nominations will be called from among the Trainees of the RANZCP from the relevant country and be appointed by the BCT.
- f) At the inception of the BCT the Chair will work with the Governance Unit to develop a process for the Deputy Chair appointments.

#### **4.2.3. Jurisdictional Members**

- a) Nominations will be called from among the Trainees of the RANZCP from each respective Australian State and Territory and within New Zealand. If only one nomination is received, that Member will be duly appointed. If more than one nomination is received, the position will be determined by the respective Trainees in that jurisdiction via a Ballot. The ballot will be undertaken by the Governance Unit.
- b) The term of office for Jurisdictional Members shall be one (1) year from the conclusion of the AGM in the election year in which they were elected or such later date, until the AGM when the position term is due to fall vacant.
- c) Jurisdictional Members may be eligible for reappointment to their respective Jurisdictional Member position to serve a maximum of five (5) consecutive terms.
- d) In the event of the resignation of a Jurisdictional Member a Casual Vacancy will arise. Nominations will be called and appointed in accordance with clause 4.2.3. a) and 4.2.3 b) of these Regulations.

#### **4.2.4. Operational Group**

- a) Refer to clauses 4.1. f) and 4.1. g) of these Regulations for appointment processes.

#### **4.2.5. Casual Vacancies**

- b) Refer to clauses 4.2.1. d), 4.2.2. e), and 4.2.3. d) of these Regulations.
- c) The Casual Vacancy appointment shall be for the remainder of the term.
- d) A person appointed as a Casual Vacancy shall be eligible for appointment in accordance with these Regulations. For the purposes of these Regulations, the period of time served as a Casual Vacancy shall not be counted as a period of membership.
- e) If a member of the BCT is appointed to a Casual Vacancy position on the BCT during their term, the position they were holding prior to the Casual Vacancy appointment will be eligible for reappointment.

#### **4.2.6. Co-opted Members**

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

#### **4.2.7. Observers**

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

## 5. OPERATION OF THE COMMITTEE

### 5.1. 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
- 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 the BCT.

### 5.2. Additional Specific Operational Information

#### 5.2.1. Confidentiality

In addition to the Confidentiality clause outlined in the *Committee Meeting Operations Regulations* and for the avoidance of doubt:

- a) The Deed of Undertaking in relation to Confidential Information and Conflict of Interest extends to confidential BCT discussions (informal or otherwise) that occur outside of official BCT meetings. Discussions include those undertaken verbally, in writing, by email, or by any other electronic forms of communication.
- b) It is recognised that BCT members may hold positions external to the BCT. However, Members shall not represent the BCT on those Committees or groups outside of the RANZCP unless expressly authorised by the BCT Chair.
- c) The Deed of Undertaking in relation to Confidential Information and Conflict of Interest does not prohibit disclosure of information. Rather it prohibits information that is identified within BCT meeting papers or within/outside a meeting as being marked confidential.
- d) A BCT Jurisdictional Member may share information relevant to Trainees within their jurisdiction. However, any information that is shared should be part of a coordinated approach with the BCT or BCT Operational Group and within established RANZCP processes.
- e) Members holding Trainee Representative positions on RANZCP Committees or Advisory Groups may share information with the BCT that is relevant to Trainees.

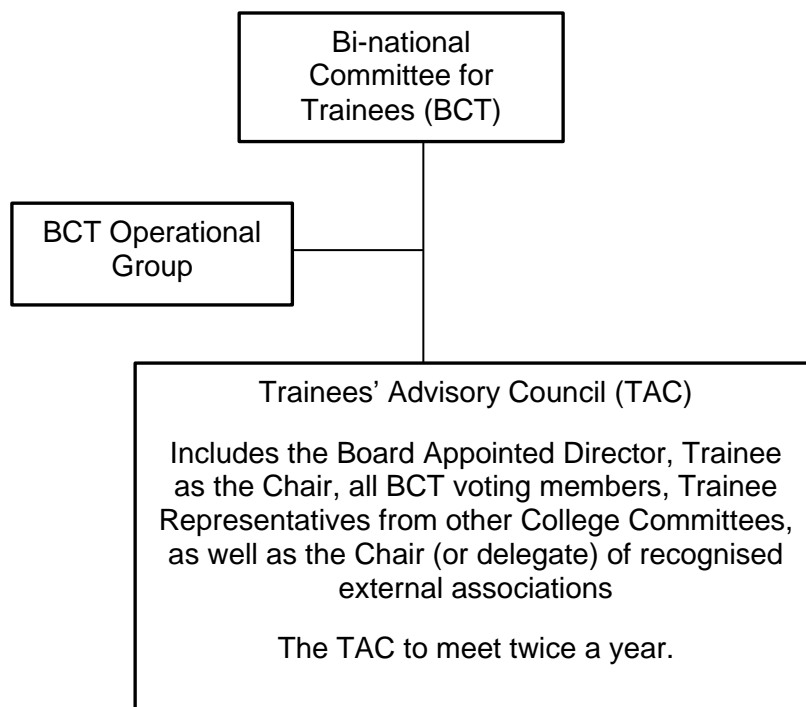
### 5.2.2. Media and Authorised Statements

In addition to the Media and Authorised Statements outlined in the *Committee Meeting Operations Regulations*:

- a) No member of the BCT shall comment on social media on behalf of the BCT or representing the views of the BCT unless expressly authorised to do so by the BCT Chair.
- b) Should a BCT Member comment on social media on an issue relevant to psychiatry trainees or the RANZCP, it will be considered to represent the views of the individual only. Where possible, the BCT Member should identify that their comments are their views only and are not representing the views of the BCT.

### 5.2.3. BCT Governance Model

To support the transition from the TRC to the BCT and establishment of TAC, the following visual representation can be used as a point of reference:



## Revision Record

<b>Contact:</b>	<b>Executive Manager, Bi-national Offices and Partnerships</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Board		
<b>Document Code:</b>	REG Bi-national Committee for Trainees Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
12 December 2022	3.2	Executive General Manager, Education and Operations	Updated to reflect the Board Appointed Director, Trainee as Chair of the TAC rather than the BCT Chair, BCT Chair to be a member of the TAC, and other minor administrative updates. Note: the Board has provided in principle support for the Appointed Director, Trainee Chair appointment.
26 October 2022	3.1	Executive General Manager, Education and Operations	Updated to reflect reporting directly to the Board, rather than through the CEO's Report.
9 August 2022	3.0	B2022/OOS 34	Updated to reflect new governance model and revised Regulation template.
16 May 2021	2.3	B2021/8 R19	Updated to provide flexibility within its model for the TRC to appoint either Co-Chairs or a Chair depending on interest in the role and likely workload. In addition, updates have been made to capture other already approved and in practice TRC model updates such as the number of TRC non-jurisdictional members.
26 November 2016	2.2	B2016/R15	Regulations updated to include new and updated wording relating to COI, meeting attendance, quorum, written resolutions, other committees, additional Board Director on constituent committees, trainee and overseas trained psychiatrist representatives on RANZCP committees and associated documents.
21 September 2016	2.1	OPCEO	Tracked changes approved by the TRC on 8/12/2015 were accepted and cleared.
January 2015	2.0	OPCEO	Updated to reflect the Board approved regulation template, a change in membership, inclusion of standing proxies, reference to the Endorsed Representatives Procedure, inclusion of COI and meeting attendance.
8 February 2013	1.3	OPCEO	Updated to reflect the new RANZCP governance model
27 November 2011	1.2	GC2011/4 R45	
28 August 2010	1.1	GC2010/3 R33	
25 November 2007	1.0	GC2007/4 R37	New document
<b>NEXT REVIEW: 2024</b>			