

### Background

In August 2022, the Trainees' Advisory Council (**TAC**) was established as a part of a new governance model developed with the Bi-national Committee for Trainees (**BCT**) (formerly known as the Trainee Representative Committee (TRC)). The 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 Trainees' Advisory Council is to:

- Provide information and advice to the Bi-national Committee for Trainees (**BCT**) on a variety of issues relating to RANZCP Trainees, as well as broader issues relating to psychiatry across Australia and New Zealand.
- Provide a forum to raise and discuss issues between Trainees at all stages of training, and from all Australian States and Territories and New Zealand, in order to identify concerns that might impact on their training and assessment, wellbeing and engagement within the RANZCP.

### 2. RESPONSIBILITIES

The TAC will be responsible for:

- a) Providing advice to the BCT on a variety of issues, including but not limited to:
  - Policy relevant to education and training
  - Change implementation issues relevant to trainees
  - Trainee wellbeing
  - Proposed amendments to Regulations or RANZCP processes relevant to Trainees.
- b) Discussing issues and needs of Trainees and any impact on the delivery of mental health services in the community and the activities of the RANZCP relevant to Trainees.
- c) Providing a forum for the RANZCP's Trainee membership to:
  - Engage with the BCT
  - Provide advice, input and feedback to the BCT
  - Raise issues for discussion
  - To encourage debate and promote the needs of Trainees generally.

### 3. REPORTING RELATIONSHIPS

- a) The TAC shall report directly to the BCT.
- b) At each meeting of the TAC, each TAC member will have the opportunity to provide a report on activities where there are matters relevant to Trainees and raise any issues for the BCT's consideration.
- c) Each TAC member may report on the outcomes of each meeting of the TAC to their respective Committee as may be appropriate.

## **4. TRAINEES' ADVISORY COUNCIL**

### **4.1. Composition/Membership**

The Membership of TAC may comprise of the following:

- Chair – RANZCP Board Appointed Director, Trainee
- Members:
  - Chair BCT
  - 2 x Deputy Chairs BCT
  - All Jurisdictional Members of the BCT
  - All Trainees that are holding a Trainee Representative position on any RANZCP Committee, including the Advisory Groups
  - Chair (or delegate) of any recognised external association of trainees.

### **4.2. Elections, Appointments and Casual Vacancies**

#### **4.2.1. Chair and Members**

- a) The term of office of the Chair and all Members shall coincide with their term on their respective Board/Committee or external association of trainees position.
- b) Any Casual Vacancies will be filled in accordance with the respective Board/Committee's/Advisory Group's Regulations or Terms of Reference.

#### **4.2.2. Casual Vacancies**

Refer to clause 4.2.1. b) of these Regulations.

#### **4.2.3. Co-opted Members**

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

#### **4.2.4. 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 TAC.

### 5.2. Additional Specific Operational Information

#### 5.2.1. Quorum/Voting

In addition to the Quorum/Voting section outlined in the *Committee Meeting Operations Regulations*:

- a) Where a Trainee is appointed to the TAC and they hold multiple positions that contribute to composition of the TAC, their vote only counts as a single vote on the TAC.

#### 5.2.2. 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 TAC discussions (informal or otherwise) that occur outside of official TAC meetings. Discussions include those undertaken verbally, in writing, by email, or by any other electronic forms of communication.
- b) It is recognised that TAC members may hold positions external to the TAC. However, Members shall not represent the TAC on those Committees or groups outside of the RANZCP unless expressly authorised by the TAC 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 TAC meeting papers or within/outside a meeting as being marked confidential.

- d) A TAC 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 TAC that is relevant to Trainees.

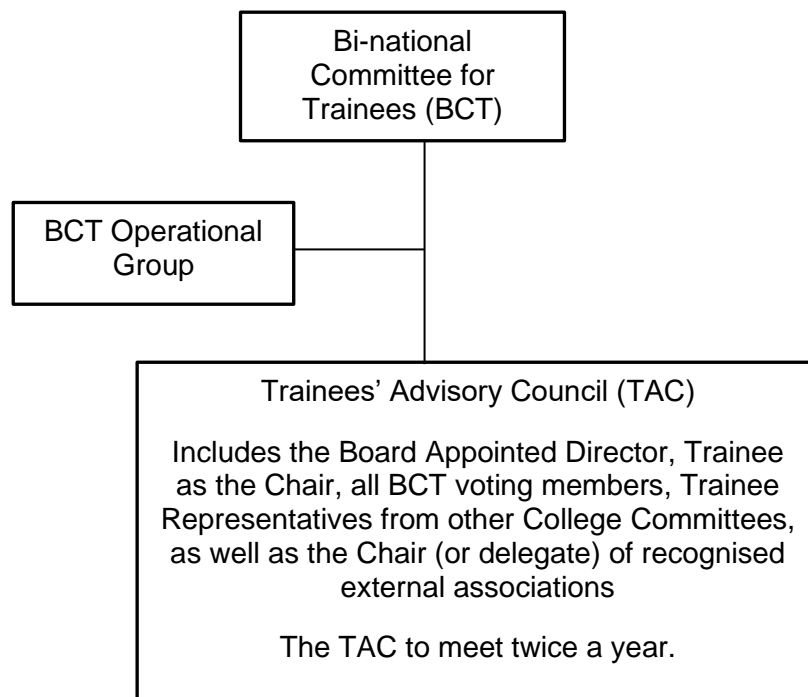
**5.2.3. Media and Authorised Statements**

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

- a) No member of the TAC shall comment on social media on behalf of the TAC or representing the views of the TAC unless expressly authorised to do so by the TAC Chair.
- b) Should a TAC 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 TAC Member should identify that their comments are their views only and are not representing the views of the TAC.

**5.2.4. TAC 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 Trainees' Advisory Council Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
17 February 2023	1.2	Executive General Manager, Education and Operations	Updated to clarify voting rights in clause 5.2.1. a).
12 December 2022	1.1	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.
9 August 2022	1.0	B2022/OOS 35	New document.
<b>NEXT REVIEW: 2024</b>			