

<b>Authorising Committee / Department:</b>	Board
<b>Responsible Committee / Department:</b>	Education Committee
<b>Document Code:</b>	<b>REG EDT Branch Training Committees and New Zealand Training Committee</b>

### Background

The Branch Training Committees (BTCs) and the New Zealand Training Committee (NZTC) are responsible for the local oversight and implementation of the College Fellowship training program, including the application and selection process for new trainees. In September 2013, the Board approved a new education governance model to take effect from May 2014.

In Australia, there are differences between the multi-training zone states (NSW and Victoria), the large single zones states (SA, WA and QLD) and the small single zone territories and state (NT, ACT and Tasmania). In New Zealand, the central training committee has five regional training zones and is overseen by subcommittees. The training arrangements of the RANZCP reflect the complex diversity of both countries and the historic geopolitical nature of medical care in our region of the world.

### 1. ROLE

Responsible directly to the Committee for Training, the role of the Branch Training Committees and the New Zealand Training Committee is to oversee and administer the regulations of the College's Fellowship training programs at a local level.

### 2. RESPONSIBILITIES

The Branch Training Committees and New Zealand Training Committee shall be responsible for:

- a) Coordinating, accrediting rotations and ongoing monitoring of Stages 1, 2 and 3 training at a regional level, in accordance with the RANZCP regulations.
- b) Advertising for applications for entry into training (in partnership with employing bodies where applicable).
- c) Selecting (and allocation where applicable) of trainees into the training program in accordance with the selection processes approved by the Committee for Training.
- d) Considering and determining applications for accreditation of training posts.
- e) Approving and training RANZCP and non-RANZCP supervisors of College trainees.
- f) Coordinating training rotations (in partnership with employing bodies).
- g) Managing and overseeing the local Formal Education Courses (FECs), as applicable.
- h) Considering trainee applications for part-time training and breaks-in-training, as applicable.
- i) Manage trainee progress in local training programs in accordance with the Progression through Training Policy and the Failure to Progress Policy and Procedure. To support the BTCs in managing areas of risk in relation to trainee progress and/or performance, and to ensure open and transparent decision making, the administration of trainee progress is detailed in these documents.
- j) Making recommendations to the Committee for Training in relation to trainee status, in accordance with the 'Maintenance of Trainee Status' policy.

Notwithstanding any of the above, the Branch Training Committee and New Zealand Training Committee may recommend to the Committee for Training that any trainee may be deemed exempt

from any part of the training, or may be excluded from further training or examination subject to delegated authority.

- k) Identifying and overseeing risks associated with the Committee, in accordance with the College's Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee through the Education Committee.
- l) Branch Training Committees must also be aware of the limits of their delegated authority as outlined in the 2012 Fellowship Regulations, Policies and Procedures.

### **3. REPORTING RELATIONSHIPS**

- a) Each Branch Training Committee and the New Zealand Training Committee shall be represented on the Committee for Training by the BTC / NZTC Chair as a member of the Committee, and shall report at each meeting of the Committee for Training.
- b) In the event the Chair is unable to attend a meeting of the Committee for Training, the BTC /NZTC Deputy Chair shall substitute for that meeting.
- c) The Chair (or nominee) shall maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on training matters relevant to that jurisdiction and will attend and/or provide a report to Branch and New Zealand National Committee meetings

### **4. COMPOSITION / MEMBERSHIP**

Membership of the Committee will comprise:

- A Chair (Branch / New Zealand member - Fellow)
- A Deputy Chair (Branch Training Committee or New Zealand Training Committee member - Fellow)
- A Director of Training for each training region within the Branch or New Zealand
- A Director of Advanced Training for each Advanced Training Program within the Branch or New Zealand
- A Trainee within that Branch or New Zealand.

The Committee shall give due recognition to ensuring the adequacy of gender balance where possible.

### **5. ELECTIONS AND APPOINTMENTS**

#### **5.1 Chair**

- a) The Chair shall be appointed by the Education Committee, from amongst the Fellows of the Branch / New Zealand, on the recommendation of the Committee for Training and the Branch Committee / New Zealand National Committee. This appointment shall be noted by the Board.
- b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Chair must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- d) The Chair will be a member of the Committee for Training (ex-officio).

## **5.2 Deputy Chair**

- a) Upon the formation of the Committee, a Deputy Chair shall be appointed from the members of the Branch Training Committee by the Committee for Training and ratified by the Education Committee. The appointment will be based on merit and recommended by the Branch Training Committee.
- b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Deputy Chair must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years, being further limited by the term of office relevant to their constituent committee.

## **5.3 Directors of Training and Directors of Advanced Training**

- a) The term of office for Directors of Training and Directors of Advanced Training shall be the duration of their appointment in the role.

## **5.4 Trainee Representative**

- a) The trainee representative is appointed in accordance with the Procedure for appointing trainee representatives to College committees.
- b) The term of the trainee representative will commence in May each year at the conclusion of the Annual General Meeting and will be for 12 months.
- c) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.
- d) In the event that the trainee is admitted to Fellowship during their term on a committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- e) In the event that the trainee resigns from the committee, a casual vacancy will arise and the vacancy will be filled for the remainder of the term as per the Procedure for appointing trainees to College committees.

## **5.5 Operational Members**

- a) The Committee may appoint additional operational members, with particular specified knowledge and/or expertise, including other Branch members, a Director of Mental Health, University representative or rural health professional, consumers, carers and members of Indigenous groups to enable the Committee's responsibilities to be effectively discharged.
- b) The number of operational members shall be a maximum of five (5). The need for operational members shall usually be reviewed by the Committee each three (3) years at the time of elections to the Committee, but may be reviewed more frequently as considered necessary. However a large jurisdiction or a jurisdiction with a large training zone, e.g. Queensland, may at the discretion of the Branch Training Committee appoint a maximum of ten (10) operational members.
- c) Operational members would be expected to maintain confidentiality of the meeting's proceedings.
- d) Operational members of the Committee will have voting rights.

## **5.6 Co-opted Members**

- a) The Committee may co-opt additional members with particular specified knowledge and/or expertise from time to time
- b) The number of co-opted members shall be a maximum of two (2). The need for co-opted members shall usually be reviewed by the Committee each two (2) years at the time of elections to the Committee, but may be reviewed more frequently as considered necessary
- c) Co-opted members of the Committee shall not have voting rights.

## **5.7 Observers**

- a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an Observer.
- b) Observers would be expected to maintain confidentiality of the meeting's proceedings.
- c) The number of observers will be at the discretion of the Committee.
- d) Observers shall not have voting rights.
- e) The need for observers shall be reviewed by the Committee each year.

## **5.8 Casual Vacancies**

- a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the Branch shall take place. The interim Chair shall be appointed by the Education Committee in consultation with the Committee for Training and the Branch Committee / New Zealand Training Committee.
- b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term.
- c) In the event of the resignation of a Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the members of the Branch Training Committee / New Zealand Training Committee shall take place. Nominations will be appointed by the Committee for Training.
- d) In the event of the resignation of a Deputy Chair, whose term is due to finish within 12 months, the Education Committee will appoint a casual vacancy for the remainder of the term from the Committee for Training. The appointment will be noted by the Board.
- e) In the event of the resignation of the trainee, the appointment will be made by the Branch Training Committee / New Zealand Training Committee, and the TRC will be notified of the new appointee.
- f) Any casual vacancy appointment shall be for the remainder of the term.
- g) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

## **6. POWERS AND DELEGATION**

- a) The Committee shall observe all Regulations, policies and procedures or directions that may from time to time be imposed upon it by the Board.
- b) The Committee shall provide advice and recommendations to the Committee for Training and the Education Committee and act within its schedule of delegations.
- c) Pursuant to Article 8.2 of the Constitution:
  - "The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board".
  - "The Board may revoke any delegation of its powers by ordinary resolution".
  - Any Committee exercising the delegated power of the Board shall comply with all Regulations, policies and procedures and any conditions or limitations that may be imposed by the Board.

## **7. LIMITATION ON POWERS**

Pursuant to Article 14.1, 14.3, 14.4 and 14.5 of the Constitution:

- a) "The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations".

- b) “The Board shall determine the powers and duties of each Committee (its “Terms of Reference”) and each Committee shall in the exercise of its powers comply with the Regulations or its Terms of Reference”.
- c) “Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board”.
- d) “Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires”.
- e) A Branch Training Committee may not make decisions that do not comply with 2012 Fellowship Regulations, Policies and Procedures.
- f) A Branch Training Committee may not make policy decisions that do not comply with RANZCP Regulations, policy and procedure.

## **8. REVIEW**

- a) Pursuant to Article 14.8 of the Constitution, “the Board shall review the need for each Committee and the members thereof at least every two (2) years”.
- b) These Regulations shall be reviewed two (2) years from commencement.

## **9. OPERATION OF THE COMMITTEE**

### **9.1 Meetings**

- a) The Committee shall meet regularly as necessary to carry out its functions as determined by the Chair, and will meet a minimum of ten (10) times per year. However, in the New Zealand jurisdiction, with significant national difference in the service structure, the Branch Training Committee meeting process and frequency may be varied at the discretion of the Committee for Training, providing the local governance structure fulfils the responsibilities delegated to the Branch Training Committee by the Committee for Training.
- b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- c) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

### **9.2 Meeting attendance**

- a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with the Chair of the Committee for Training.
- b) It is expected that a committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual’s work and family commitments/responsibilities may prevent a member from attending a meeting.
- c) If a committee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised as soon as possible in advance of the meeting.
- d) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the committee member needs to step down from the committee, a casual vacancy shall arise.

### **9.3 Notice of Meeting**

- a) At least 24 hours’ notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting.
- b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

#### **9.4 Chair**

- a) The Chair shall preside at all meetings of the Committee. In the absence of the Chair, the Deputy Chair shall act as the Chair for that meeting.
- b) If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting, the members present shall elect a Committee member (Fellow) present to chair the meeting.
- c) The Chair will ensure that due emphasis is given to continuing cross committee liaison between itself and other pre-fellowship committees constituted from time to time.

#### **9.5 Quorum**

- a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Executive Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- c) The Committee may act notwithstanding any vacancy on the Committee.

#### **9.6 Proxies**

- a) The DOT and/or DOAT may appoint a proxy to attend a meeting on their behalf. The proxy must be a Fellow and must be a supervisor from the same training zone as the DOT and/or DOAT.
- b) The trainee representative may only appoint a proxy in consultation with the Trainee Representative Committee.
- c) The appointed proxy must report back to the trainee representative on the outcomes of the meeting they attended.
- d) A proxy must sign and submit a Deed of Undertaking in Relation to Confidentiality and Conflict of Interest to the Governance department (if one is not already held on file).
- e) A proxy should only receive the agenda and supporting papers for the meeting that they are attending as a proxy. In preparation for the meeting, the member appointing the proxy has an obligation to update/brief their proxy, prior to the meeting, on matters of relevance to the committee meeting that they are attending.
- f) The onus is on the Committee member to advise the BTC Chair, in advance of the meeting, of their proxy's details.
- g) A proxy has full voting rights.

#### **9.7 Voting**

- a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

## **9.8 Written Resolution**

A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

## **9.8 Minutes of Meetings**

- a) A written record of all proceedings of Committee meetings shall be kept by the Committee on behalf of the College.
- b) Draft minutes of all meetings should be promptly circulated to all Committee members.
- c) The minutes of the Branch Training Committee's/ New Zealand Training Committee's meeting will be submitted to the Committee for Training meeting immediately following the Branch Training Committee's / New Zealand Training Committee's meeting.

## **9.9 Defects in Appointment or Qualification of a Member**

All acts done in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

## **9.10 Conflict of Interest and Confidentiality**

- a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Conflicts of interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) The Committee must maintain a Conflict of Interest Register.
- c) Each member of the Committee including co-opted members, community members, proxies and observers must sign a Deed of Undertaking in Relation to Confidentiality and Conflict of Interest.
- d) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.
- e) All signed Deeds must be forwarded to the College's Governance Officer.

## **9.11 Other Committees of the Branch Training Committee / New Zealand Training Committee**

- a) The Committee may only establish Subcommittees or Working Groups to assist the Branch Training Committee to fulfil its operational responsibilities and must operate within the approved allocated budget, when relevant. The establishment of a Subcommittee must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

## **9.12 Financial responsibility**

- a) The Branch Training Committee / New Zealand Training Committee must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department, when relevant.
- b) The Branch Training Committee / New Zealand Training Committee is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College's delegation of authority Policy.

## **10. MEDIA & AUTHORISED STATEMENTS**

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

- b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution, “the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College”.
- c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/ Branch/ Faculty/ Section/ or Special Interest Group Chairs to comment on certain issues.

## **11. INTERPRETATION**

- ‘Article(s)’ means an article or clause of the Constitution
- ‘Affiliate’ means a Member admitted pursuant to Article 3.5 of the Constitution
- ‘Associate’ means a Member admitted pursuant to Article 3.4 of the Constitution
- ‘Board’ means the board of the College established under the Constitution, each member of which shall be a Director of the College
- ‘Casual Vacancy’ means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights
- ‘Operational’ means a person that has been appointed for their area of expertise or knowledge of a particular area. An operational member is a voting member
- ‘College’ or RANZCP means The Royal Australian and New Zealand College of Psychiatrists
- ‘Committee’ means the Branch Training Committee / New Zealand Training Committee
- ‘Constitution’ means the Constitution of The Royal Australian and New Zealand College of Psychiatrists
- ‘Election Year’ means the year the College Constitution came into effect and every second year thereafter
- ‘Ex-officio’ means a member of a body, (Committee, Section etc) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members
- ‘Elected’ means the formal election process undertaken to elect a member. Call for nominations (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be “first past the post”
- ‘Fellow’ means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution
- ‘Financial year’ shall be defined in the same manner as for the activities of the Board of the College
- ‘General Meeting’ means a general meeting of the College

## **12. ASSOCIATED DOCUMENTS**

- Committee for Training and Education Committee Regulations and Position Descriptions
- Branch Training Committee / New Zealand Training Committee Chair, Deputy Chair, and Member Position Descriptions
- Branch Training Committee Subcommittee Terms of Reference



- Procedure for the appointment of the Branch Training Committee / New Zealand Training Committee Chair
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, BTC/NZTC COI Register, CFT Risk Register, Risk Management Policy, Document approval pathway procedure, and website
- Deed of Undertaking in relation to Confidentiality and Conflict of Interest
- Procedure for the appointment of trainees to College Committees

## APPROVAL / REVISION RECORD

<b>Contact: Executive Manager, Education and Training and Senior Manager, Corporate Governance and Risk</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
08/02/2014	1.0	Board – B2014/1 R12	New document. Updated to reflect the changes approved by the Board under the new education governance model.
07/08/2015	1.1	Manager, Governance and OPCEO	Co-opted and proxy details added as this was inadvertently omitted from the Regulations.
20/11/2015	1.2	Manager Education & Training	Appointment of Chair under casual vacancy updated to reflect the appointment process of the Chair.
12/08/2017	2.0	B2017/5 R21	Updated to reflect the outcome of the governance review of the BTCs and to include new and updated wording relating to conflicts of interest, meeting attendance, quorum, written resolutions, other committees, additional Board Director on constituent committees, trainee and overseas trained psychiatrist representatives on College committees and associated documents.
27/11/2017	2.1	Senior Manager, Corporate Governance and Risk	Updated to reflect administrative changes and appropriate related resources.
<b>2019</b>			<b>Next review</b>