

Background

The Education Review Committee (**ERC**) is a committee which considers applications for review made by persons who are dissatisfied with a recommendation or decision made by an Education-portfolio committee of The Royal Australian and New Zealand College of Psychiatrists (**RANZCP**).

The ERC administers the review process set out in the *Review, Reconsideration and Appeal Policy and Procedure (the Policy)* and assists the RANZCP in ensuring that the decisions made by its Education-portfolio committees are transparent, accountable and fair.

1. ROLE

The ERC will consider applications for review made in relation to recommendations or decisions of the RANZCP's Education-portfolio committees. Reporting to the Board, the ERC will seek to administer the relevant parts of the Policy, including by considering applications for review in an independent, objective and transparent manner.

2. RESPONSIBILITIES

The ERC shall be responsible for:

- a) considering applications for review made by persons who are dissatisfied with decisions or recommendations of the RANZCP's Education-portfolio committees, in accordance with the Policy;
- b) deciding each application on its merits and in accordance with the rules of natural justice and procedural fairness; and
- c) maintaining its independence, fairness and objectivity in decision-making at all times.

3. REPORTING RELATIONSHIPS

- a) The ERC shall report to the Board as required.
- b) The ERC will work closely with the Chief Executive Officer and the Legal Services Department to ensure that its responsibilities are met.

4. EDUCATION REVIEW COMMITTEE

4.1. Composition/Membership

- a) Membership of the ERC should comprise of three (3) members, including:
 - i. the Chair; and
 - ii. two Members.
- b) All members shall be voting members.
- c) Where possible, the appointment process shall have due regard to ensuring the adequacy of gender balance and representation from Australia and New Zealand.

4.2. Elections, Appointments and Casual Vacancies

4.2.1. Chair

- a) The Chair shall be a Fellow who meets the requirements of the *Education Review Committee Chair Position Description*.
- b) The Chair shall be appointed in accordance with the following process:
 - i. Requests for nominations for the Chair position will be called from among the Fellows of the RANZCP.
 - ii. Following assessment of the received nominations, the Board will review the nominations and assess them in accordance with the requirements of the *Education Review Committee Chair Position Description*.
 - iii. The Board shall appoint the Chair.
- c) The term of office for the Chair position shall be two (2) years from the date of appointment.
- d) The Board may invite the Chair for reappointment to this position to serve a maximum of three (3) consecutive terms (total of six (6) years).
- e) In the event of the Chair's resignation, the process for appointing a Casual Vacancy will be developed in consultation with the Governance Unit.

4.2.2. Members

- a) Members shall be Fellows who meet the requirements of the *Education Review Committee Member Position Description*.
- b) Members shall be appointed in accordance with the following process:
 - i. Requests for nominations for the Member position will be called from among the Fellows of the RANZCP.
 - ii. Following assessment of the received nominations, the Board will review the nominations and assess them in accordance with the requirements of the *Education Review Committee Member Position Description*.
 - iii. The Board shall appoint the Members.
- c) The term of office for the Member position shall be two (2) years from the date of appointment.
- d) The Board may invite Members for reappointment to this position to serve a maximum of three (3) consecutive terms (total of six (6) years).
- e) In the event of the resignation of a Member, the process for appointing a Casual Vacancy will be developed in consultation with the Governance Unit.

4.2.3. Casual Vacancies

- a) Refer to clauses 4.2.1. e), and 4.2.2. e) of these Regulations.
- b) The Casual Vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a Casual Vacancy must 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.

4.2.4. Advisers

- a) The ERC may seek advice from any RANZCP committee, or Chair or member of a RANZCP committee, other than the Independent Reconsideration Panel and the Appeals Committee, in relation to a RANZCP policy or procedure relevant to an application for reconsideration, where that committee or member has relevant expertise.
- b) For avoidance of doubt, advisers do not need to be appointed to membership of the ERC in order for the ERC to seek their advice.

4.2.5. Co-opted Members

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

4.2.6. 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 ERC.

Revision Record

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