New South Wales and Australian Capital Territory Trainees' Committee

Terms of Reference

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References/Legislation	*Corporations Act 2001* (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
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 approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The New South Wales and Australian Capital Territory Trainees' Committee is established under the authority of the New South Wales and Australian Capital Territory Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of NSW/ACT Trainees' Committee is to advance the interest of trainees in NSW and the ACT. This includes championing local policy and advocacy, facilitating and promoting educational opportunities for trainees within these jurisdictions, and advocating on training matters within local hospitals and clinical settings.

3. FUNCTIONS

The functions of the NSW/ACT Trainees' Committee are:

a) providing a forum which represents the views of trainees

b) advocating on behalf of trainees in matters relating to their selection, training, assessment, supervision and overall education experience.

c) making recommendations to the NSW/ACT Committee regarding policy relating to trainee matters

d) advancing the interest of the College in NSW and the ACT

e) supporting the training and careers of trainees in NSW and ACT

The activities of the Committee must be consistent with the policies, projects and direction of the NSW/ACT Committee.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or the College; and

- Represent or imply in any way that the Committee is a body independent of the College.

5. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to eleven (11) members, who must reside in NSW or the ACT, comprising:

- One Advanced Trainee in an Adult specialty
- One Advanced Trainee in a Paediatric specialty
- One Basic Trainee in an Adult specialty
- One Basic Trainee in a Paediatric specialty
- One Trainee from the ACT
- One Trainee from any of the three RACP Faculties: Australasian Faculty of Public Health Medicine (AFPHM), Australasian Faculty of Rehabilitation Medicine (AFRM) or Australasian Faculty of Occupational and Environmental Medicine (AFOEM) **OR**
- One Trainee from any of the four RACP Chapters: Australasian Chapter of Palliative Medicine, Australasian Chapter of Addiction Medicine or Australasian Chapter of Sexual Health Medicine, Chapter of Community Child Health.

Members are selected by an expression of interest process in accordance with Governance of College bodies By-laws.

The Committee will elect two Co-Chairs. Co-Chairs must already be members of the Committee to be eligible for election. The Co-Chairs shall not be from the same RACP Division, Faculty or Chapter. For the avoidance of doubt, where a Co-Chair is dual training in a Division and either a Faculty or Chapter, the Co-Chairs shall not both be from the same RACP Division. The Co-Chairs will represent the NSW/ACT Trainees' Committee on the College Trainees' Committee. The Co-Chairs will also represent the NSW/ACT Trainee's Committee on the NSW/ACT Committee.

Members of the Committee may complete consecutive terms, as outlined in the Governance of College Bodies By-Law, provided they are still a trainee at the commencement of the term. Members of the Committee who become Fellows during their term of office may continue to serve out the remainder of their term. Members of the Committee who suspend their training for any reason may: continue to serve out the remainder of their term, subject to the agreement of the Committee; or step down from their position.

6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

6.1 Number of Meetings

The College Body shall hold a minimum of four meetings per calendar year with the provision of one face to face meeting per year and the rest held via videoconference.

6.2. Chair

The Co-Chair/s or their appointee will Chair all meetings.

6.3. Quorum

A quorum is one half of the total College Body membership.

6.4. Voting

Decisions will be made by consensus of the majority of members.

6.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6.6. Committee Reviews

With the support and resourcing of the RACP, the NSW/ACT Trainees' Committee will undertake a skill and experience review annually.

The Committee is to review its performance against this By-law every two years. This Terms of Reference will be reviewed every three (3) years.

7. REPORTING

The Committee must report and make recommendations to the NSW/ACT Committee as required.

The Committee is required to provide to the NSW/ACT Committee each year:

- A new or updated Work Plan (Work Plans may be one or two years)
- A report against the preceding years' Work Plan.
- Meeting minutes once confirmed.

8. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

9. HISTORY

Commencement		
These Terms of Reference were approved by what was known as the NSW/ACT Regional Committee and commenced on 16/03/2017		
Revision	**Effective Date**	**Summary of Changes**
1.0	14 March 2022	Revised to include the provision of one face-to-face meeting per year.
2.0	6 March 2022	Amended into new template
3.0	12 September 2022	Amended into new template
4.0	22 June 2023	Amended by removing the word 'Regional' from all TOR, following the Board approval of name change for all Regional Committees to be known as States and Territories Committees.
5.0	29 April 2026	Amended to permit any committee member to be co-chair provided the two co-chairs are not from the same Division, Faculty or Chapter.
6.0	01 July 2026	Revised to better reflect trainees' committee remit.