

Western Australian Trainees' Committee

Induction Pack



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WA Trainees Committee (WATC)

Roles & Responsibilities

WA Trainees Committee Bi-Laws are available [here](#) however this document outlines roles and responsibilities of the WATC and WA staff in further detail.

Committee Composition

- 11 members including:
 - 2 Advanced Trainees (1 AMD, 1 PCHD)
 - 2 Basic Trainees (1 AMD, 1 PCHD)
 - 1 Faculties representation (Faculty details [here](#))
 - 6 members – variety of Trainees (BT or AT) from AMD and PCHD
- WATC Positions include:
 - 2 x Co-Chairs (1 AMD, 1 PCHD) - ideally a previous WATC Committee Member
 - 1 x Secretary
 - 8 x Members
 - (any event or initiative to have a “Lead” appointed)
 - Non Committee -Member -

Committee Members

- Read minutes of meetings
- Form the event calendar for WA Trainees
- Volunteer for at least 1 working group (eg. Trainees Day, Social Event)
- Attend WATC meetings
 - 4/year: dates [here](#).
 - 1-2 should be held as a hybrid (In person preferred, Zoom also available)
 - Expectation to attend most meetings (attendance is reported to WA Committee)
 - Expectation to attend most Events



Secretary- RACP

- The role of the Secretary is to write the minutes of the WATC meetings and send them to MSO.

Co-Chairs

Along with the standard Committee responsibilities noted above the Co-Chairs are also responsible for:

- Collaborate with other Co-Chair
- If unable to attend WATC meeting, selecting an Appointee in your absence
- Approve minutes from all meetings (with e-signature)

Additional Meeting attendance:

- Meeting with current Co-Chair, previous year Co-Chair (where applicable), SEO-WA, MSO-WA in Q1

Initial meeting with Co-Chairs/SEO/MSO prior to committee meeting:

- Go through roles and responsibilities and induction pack
- Previous members feedback
- Recommendation of engagement – meetings and events (and why)
- WA Committee meetings
 - 4/year: dates [here](#)
 - All available as hybrid (Zoom also available) – encourage 1-2 to be in person.
 - Expectation that one Co-Chair will be at every meeting (both strongly encouraged – liaise with other Co-Chair to confirm who is representing)
- [College Trainees Committee meetings](#) (National)
 - 4/year: dates [here](#)
 - Most online. 1/4 hybrid – encouraged to attend in person in Sydney (opportunity to attend one of the WA committee meetings there physically, of course if you are unable the option to zoom in will be there too.



Member Support Officer – WA

- Coordination of WATC meetings
 - Advise dates of meetings to committee
 - Send meeting invites via outlook (on Zoom)
 - Agenda – request agenda items and send agenda
 - Forward minutes to WATC (once received from secretary)
 - Attend WATC Committee Meetings (organising venue, catering & AV where applicable)
- Coordination of annual WATC Formation
 - Annual expression of interest sent to membership – Ideally September
 - Notification and induction of new members
 - Confirming of Co-Chairs and Secretary
 - Arrange regular meetings with Co-Chairs and SEO-WA to ensure consistency and alignment year to year
- Event Co-ordination of WATC events (in conjunction with SEO)
- Report to SEO on all WATC related matters to ensure strategic alignment with State strategy
- Ensuing the [WATC webpage](#) is up-to-date

Senior Executive Officer – WA – (State Manager)

- Accountability of WATC function
- Approval of WATC events and initiatives, including budget, dates, suppliers and sponsorship
- Oversight of WATC with assistance and direction for WATC members and RACP staff



Western Australian Trainee's Committee (WATC)

Congratulations on becoming a member of the WATC Committee and welcome to your Committee's induction pack.

The purpose of this document is to give you a brief overview of the WATC Committee. It is recommended that you also refer to the relevant College documents in this pack to acquire more in-depth information. It is not expected that you read all content provided prior to your first meeting but rather, this pack is meant to be a useful ongoing resource throughout your term.

Responsibilities as Committee members

Our responsibilities as committee members are determined by the common law, Australia's Corporations Act 2001 (Cwth) and the Australian Charities and Not for Profits Commission Act 2012 (Cwth). I take this opportunity to remind you that as committee members we must exercise our powers and discharge our duties:

- with the degree of care and diligence of a reasonable person
- in good faith in the best interests of the corporation and for a proper purpose
- must not improperly use our position.
- must not improperly use any information.
- comply and ensure that the College complies with the ACNC Governance Standards.

Saved items

Those items not publicly available on the RACP website have been provided to you in this pack. The letters beside the names below correlate with the documents you can see when you open the WATC Committee Induction Pack folder. Please note that any of these items are current as of the date you receive this induction pack.

If in the future, you are concerned that you may not have the current version of a document or if you have any questions on how to use this resource, please contact your secretariat at RACPWa@racp.edu.au.



Introduction

This document is intended to be a handy summary of the key things you need to know or (at least) be aware of to be effective in your role as a committee member, including understanding your rights, duties and responsibilities. If you have any questions about the matters covered in this abbreviated induction manual, please contact the Company Secretary in the first instance via email companysecretary@racp.edu.au. Please note that the information contained within is general in nature and does not in any way constitute legal or other professional advice.

Members will note that many policies are related to employment and regulation (by an external regulator). Whilst members are notionally expected to know an organisation's policies, practically, the number of policies can make it very difficult for members to be aware of (let alone familiar with) every policy when they are appointed. Members are advised to start with the more significant policies. Management can advise members in relation to the relative importance of each policy.

Some Key Points (many of which have been enunciated in court decisions):

- Each member must be validly appointed.
- Each member is expected to have read and understood all information provided to the committee.
- The committee controls the quantity and quality of information it receives from the management team.
- The committee should not be afraid to question management if it has any questions or concerns about a matter.
- The committee acts as a single body (NB ideally, all decisions should be unanimous).
- Each member is expected to contribute at every committee meeting.
- The role of the chair is to ensure that committee meetings are well run and achieve their objectives (as per the agenda), where each member is given an opportunity to participate and contribute.
- There are important differences between the roles of committees and management.
- Risk management is an important element in decision-making.

* This list is not exhaustive.

At its heart, corporate governance is about how business decisions are made within an organisation. This requires a well-constructed framework (including laws, rules, regulations, and standards) and a comprehensive suite of policies and procedures, tailored to fit the organisation (having regard to its nature, size, and complexity) and which are understood, embraced and (most importantly) "lived" by everyone in the organisation (from the Board down).

A good corporate governance system will build trust and integrity in the organisation (internally and externally) and enable a business to perform at its best, rather than act as brake (due to excessive and meaningless bureaucracy). Good governance adds high value.



Quick Links

Your Committee

- [WATC Committee By-Laws](#)

Communications Information

- [RACP Marketing and Communications Overview](#)
- [RACP Media and External Communications Policy](#)
- [RACP Social Media Guidelines](#)

Committee Member Information

- [Privacy Policy](#)
- [Working Together Policy](#)
- [Conflict of Interest Policy](#)
- [Declaration of Interests Form](#)
- [Governance of College Bodies By-Law](#)
- [Decision Making Checklist](#)
- [Nominations and Election Process for Board and its College Bodies By-Law](#)
- [Acceptance of Membership of External Bodies](#)
- [RACP Meeting Policy](#)
- [RACP Events Policy](#)
- [Zoom etiquette](#)
- [Travel Policy and Guidelines Australia and New Zealand](#)
- [Policy on Endorsing International Conferences](#)

General College Information

- [Acknowledgement of Country- Australia only](#)
- [Background of College](#)
- [RACP Strategic Plan 2022-2026](#)
- [Indigenous Strategic Framework 2018-2028](#)
- [RACP Policy and Advocacy](#)
- [Physician Health and Wellbeing](#)
- [Member Engagement Plan](#)
- [Communiques](#)
- [Annual Report and AGM Minutes](#)
- [Constitution](#)
- [Code of Conduct](#)



Role of the Western Australian Trainee's Committee

The Western Australian Committee established this Committee to advance the interest of local trainees in Western Australia and to facilitate and promote educational opportunities for trainees within these jurisdictions, and advocate on training matters within local hospitals and clinical settings.

Functions of WATC Committee responsibility (as per by-law)

The WATC Committee By-law determines that the Committee has been established to:

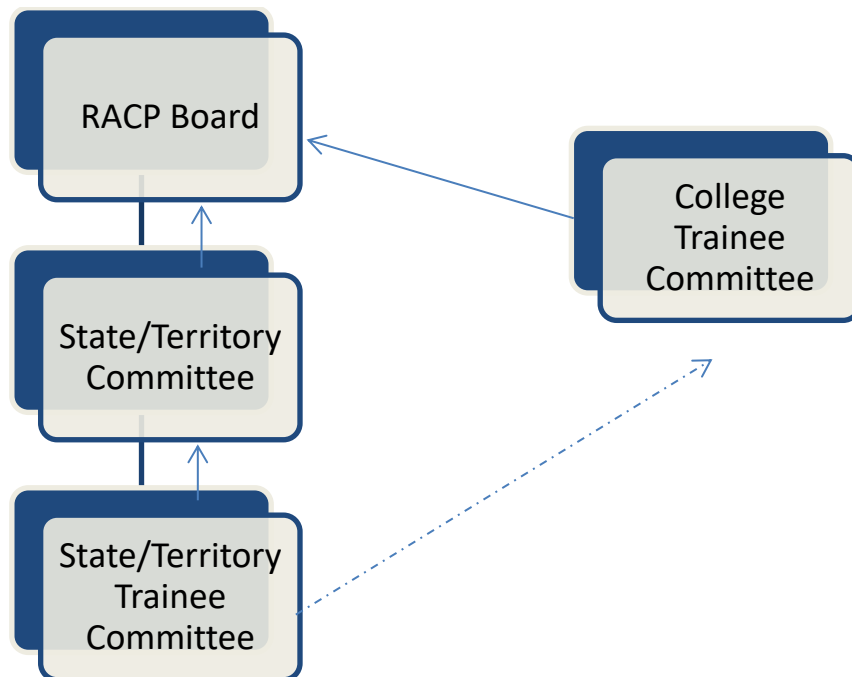
- a) Provide a forum which represents the views of trainees.
- b) Advocate on behalf of trainees in matters relating to their selection, training, assessment, supervision and overall education experience.
- c) Make recommendations to the WA Committee regarding policy relating to trainee matters.
- d) Advance the interest of the College in WA in the activities of the College.
- e) Support the training and careers of trainees in WA.
- f) The activities of the Committee must be consistent with the policies, projects and direction of the WA Committee that have College wide responsibility in respect of education, training, trainees, continual professional development and workforce and the College's strategic directions.

A list of current WATC Committee members can be found [here](#).



Reporting pathway

Your secretariat will advise you on the best pathway for reporting/requesting approval and assisting in the development of briefs.



Your WATC secretariat

Craig Lamont Member Support Officer, WA

The MSO is responsible for the VTTC secretariat and provides services, support and training as required to the Fellows and trainees of the RACP.

Email: Craig.lamont@racp.edu.au

Phone: +61 466 652 784

Remaining meeting dates for 2025

The WATC Committee meets four times per year, once face to face and the other via videoconference. The first two meetings of the year have already taken place.

Date	Time	Location
Monday, 12 th May 2025	6.00-7.30 pm	In Person - TBC
Monday, 11 th August 2025	6.00-7.30 pm	TBC
Monday, 10 th November 2025	6.00-7.30 pm	TBC

Your Secretariat will provide the necessary information for meetings and will send the agenda and papers one week prior to each meeting.

If you have any questions or wishing to send your apologies/acceptance to the meeting, please do not hesitate to contact College staff at

Frequently Asked Questions

Committee Meetings

What are my time commitments to this committee?

The WATC Committee meets four times per year over zoom including once per year at the RACP WA Office.

Approximately a week before the meeting you will receive the agenda and papers which you are required to read prior to the meeting.



There may be other ad hoc requests of your time throughout the year in addition to these meetings.

You are invited to submit agenda items for these meetings to your Secretariat at any time of the year. Further information regarding meetings can be found in the [meetings policy](#) and tips about using Zoom videoconferencing. These documents can be found [here](#).

How many terms can I serve on the committee?

You are eligible to serve a maximum of two consecutive terms on a committee, regardless of the position/s held, with each term being a maximum of three years in length. Should the circumstances on which you were elected/appointed change then you may cease to be a member of the committee immediately or may be eligible to serve out the rest of your current term. Please contact your secretariat should you have any questions or concerns regarding this matter.

Should you wish to remain on a committee after you have completed your two terms, you would need to stand down for 12 months before being able to rejoin the committee, unless the Board otherwise approves.

Refer to the [Governance of College Bodies By-law](#).

How are meetings scheduled?

Although the College wants to ensure that the dates selected for all committee meetings suit the majority of members, it is a difficult task. Your secretariat works with the WATC Committee Co-Chairs and other areas of the College to schedule the meetings so they do not clash with the large number of other meetings of College bodies or College events.

If you are unable to attend any meeting, please send your apology to your secretariat at your earliest convenience.

Your Information

What do I do if I have a conflict of interest?

Related policy: [Conflicts of Interest Policy](#)

Any member of a committee must declare interest, whether direct or indirect or non-pecuniary or pecuniary. A declaration of interest form must be filled in by all committee members – you will find this form in your induction pack. Please fill it in and return it to your secretariat as soon as possible.

What does RACP do with my contact information?



Related policy: [RACP Privacy Policy](#)

The College is dedicated to ensuring that we comply with our obligations under the Privacy Act 1988 (Cth) (Australia), the Australian Privacy Principles and the Privacy Act 1993 (New Zealand).

As a committee member, your contact details will be shared with the Chair and other committee members, for the purpose of carrying out the functions of your committee. In addition, your name may be included in reports, communiqués, and other documents concerning the work of the committee that may be published on the College website, distributed to Fellows and trainees, and /or made public.

From time to time, your membership details may be requested by other committees/councils within the College. When this is the case, the College will only give out your name and title and your role on this committee. Your email addresses and contact numbers will only be shared with other committees/councils with your prior consent.

Communications

The College has developed several policies to support members' understanding of marketing and communications.

- [RACP Marketing and Communications Overview](#)
- [RACP Media and External Communications Policy](#)
- [RACP Social Media Guidelines](#)

Travel for College business

Who organises my travel for College business?

Related policy: [RACP Travel Policy and Guidelines, Australia and New Zealand](#)

Should you need to travel for College business, your flights and accommodation will be approved via the committee secretariat. Following this, an email outlining your traveller ID will be sent to you.

All College related travel must be booked through Locomote; the travel agency approved by the RACP. If you have not previously booked any of your travel arrangements with Locomote, please fill in the Travel Profile Form, which can be found in the [RACP Travel Policy and Guidelines](#), and email it to racpvic@racp.edu.au.

Contact Locomote on:

Australia: locomote@travelbeyond.com.au

Toll free 1300 239 663 | Calling from overseas: +61 2 9506 1310

CabCharge vouchers



Australian and New Zealand CabCharge vouchers are usually organised by the committee secretariat and sent prior to the meeting for all members who request them. Vouchers are now being issued electronically.

If you need to pay for a taxi for approved College business, you can make a claim for reimbursement of expenses.

Meeting videoconference

Videoconference

RACP uses the *Zoom* software for all videoconferencing. To be able to do this, you must have a webcam, microphone and headphones or speakers. You can also connect to *Zoom* using a smart phone.

You are welcome to contact the RACP Events team on events@racp.edu.au to coordinate testing prior to the meeting. RACP Events personnel are available during business hours only (8.30am-5.00pm Sydney time).

To connect to the meeting on the day, please use the meeting link provided by your secretariat. These will change from meeting to meeting so please ensure you are using the correct link.

Please note that if you are using the *Zoom* software from within a hospital environment, firewalls may cause issues. In these cases, it is advisable to speak to your IT department and inform them of the software you are using.

Events

Will financial/secretariat/communications support be provided for a Committee Event?

If the event is part of the committee work plan then financial, secretariat and communications support will be provided as agreed by the Board.

If the committee wish to run additional events throughout their term and seek support of any kind, a brief or business case will need to be provided for approval. All events must be run to break even. In certain circumstances this means that if you stage an event, attendees should expect to pay a fee.



Is there a cost associated with using the meeting spaces at the RACP offices?

All RACP offices have meeting spaces of varying sizes. If you need to arrange a meeting in any of the spaces the first step is to contact your secretariat. They will be able to advise what spaces are available for your use and determine if a cost is involved.

Can events/dinners be held offsite?

All College committee events or dinners are to be held on College property unless there is a reason they cannot be accommodated, e.g. availability or size of space.

Can the technology used at meetings be of the Committee's choosing?

The College has a suite of dedicated technology that has been installed to support meetings and events, and our events teams are trained in using.

For this reason, College staff are unable to support other technology at events. Should additional equipment be required, external staff will need to be hired to operate and troubleshoot at cost to the Committee/Council/event.

Can Members be funded to attend events?

The College does not fund Fellows or trainees to attend events as this would be unsustainable due to the number of events and the number of potential Fellows/trainees attending each event.

Will Members be funded to attend an external event as a College representative?

If a member has been approved to represent the College at an external event, then the cost for attending that event should have been approved in that year's budget.

If a member wishes to represent the College in a capacity not already approved, a business case will need to be prepared that includes the nature of the representation and the cost of attending any events in the member's capacity as RACP representative.

Will speakers be funded to attend events?

For the sake of consistency and fairness, funding of non-Fellow speakers for events is not typically provided.



However, though rarely authorised, there are provisions in the Speaker and Chair Guidelines for sponsorship to cover the costs of flights, accommodation and transfers of Speakers if approved by the College as part of the event budget and planning process.

Funding of Fellow Speakers is not provided as the participation of Fellows or trainees as Speakers at College events is seen as an act of Fellowship.

Can gifts be presented to Speakers/Chairs for their attendance at an event?

The College has a range of gifts for speakers at certain College events that are administered by College staff. Any gift presented to a Speaker/Chair by a Member of the College is considered a personal gift and is not reimbursable by the College.

Will the RACP support a bid to host an event?

Any bid to host an event needs to meet a set of requirements as outlined in our [Policy on Endorsing International Conferences](#).

A detailed Business Case, which includes information regarding the bid committee, partnerships, sponsorship, budgets, potential risk, etc., would be considered by the Fellowship and Finance Committees as well as the Board to determine if an event meets these criteria.