

# TERMS OF REFERENCE

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## Title of Committee

Australian State and Territory Training Accreditation Committees (hereafter referred to as 'S&T TACs');

### 1. Reporting

The S&T TACs report to the RANZCOG Training Accreditation Committee (TAC) and, through that body, to the RANZCOG Board.

### 2. Date of Establishment

The S&T TACs were established in 1995.

### 3. Functions and Responsibilities

To oversee and co-ordinate FRANZCOG trainees and Core and Advanced training posts within and across Integrated Training Programs (ITPs) in the relevant State or Territory.

The responsibilities of S&T TACs include the following:

- approve (in the person of the Chair or Deputy Chair) all applications for prospective approval of training submitted by Basic and Advanced trainees in the FRANZCOG Training Program within the relevant Australian State or Territory;
- approve (in the person of the Chair or Deputy Chair) all three-monthly formative appraisals and six-monthly summative assessment reports submitted by Basic and Advanced trainees within the relevant S&T;
- review six-monthly summative assessment reports in the relevant S&T which have been Referred for Review to the relevant TAC and determine whether these reports should be assessed as Satisfactory or Not Satisfactory (this review should be done at the next meeting immediately following the end of the relevant six-month training period);
- monitor the performance and progress of all Basic and Advanced trainees in the relevant S&T, including the timely submission of training documentation, in accordance with RANZCOG regulations, policies and procedures;
- Review and assess trainee related Special Consideration applications in accordance with delegation and the *Exceptional Circumstances, Special Consideration and Reconsideration Policy*, make recommendations to the TAC for review and assessment where required;
- make recommendations to the TAC for review and assessment of trainees for referral to the Progression Review Committee where required;
- facilitate support and monitoring of FRANZCOG trainees experiencing difficulty;
- make recommendations (in the person of the Chair) for TAC's consideration regarding Trainees who have completed their Training for review and recommendation to the RANZCOG Board for elevation to Fellowship of the College;
- provisionally approve applications from hospitals in the relevant S&T seeking to create a new Integrated Training Program (ITP) or from hospitals seeking to join an existing ITP, subject to formal

approval by the Training Accreditation Committee of the RANZCOG;

- approve requests from individual hospitals in the relevant S&T to increase or decrease the number of accredited training posts;
- approve the appointment of Integrated Training Program Coordinators and Training Supervisors in the relevant S&T following a formal application process in consultation with the relevant ITP hospital and the relevant S&T Committee Chair;
- oversee and monitor the performance of ITP Coordinators in the relevant S&T. ITP Coordinators report to the relevant TAC and ultimately to the College.
- approve (in the person of the Chair) the hospital placements of Specialist International Medical Graduates required to undertake supervised in-hospital training in the relevant S/T or NZ as part of the pathway to Fellowship;
- participate in the FRANZCOG Trainee National Selection Process through representation on the FRANZCOG Trainee Selection Working Group and through provision of members for S&T Selection Interview panels; and
- participate (in person of the Chair) in all meetings of the RANZCOG Training Accreditation Committee and the relevant S&T Committee at which the Chair has full voting rights.

Matters on which no precedent has been established, matters of policy, new issues, concerns about seriously overdue training documentation and/or unsatisfactory progress by a trainee which the S&T TAC cannot resolve, or about which it seeks further advice, shall be referred to the Chair of the RANZCOG Training Accreditation Committee.

#### 4. Membership

Appointments will be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council, and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*. Members who serve the maximum number of consecutive terms may be eligible for membership following an absence of one (1) term. The membership of the Committee may include, but not be restricted to, representatives from the following groups (with the precise representative arrangements to be agreed on by the Committee):

- ITP Coordinators;
- Training Supervisors;
- the Chair of the relevant S&T Committee, or his/her nominee; and
- The Trainee Representative(s) elected onto the RANZCOG Trainees' Committee from the applicable State or Territory.

Ex-officio members are:

- RANZCOG President; and
- RANZCOG Chief Executive Officer.

Where Regional Integrated Training Programs (RITPs) exist in the relevant S&T, the RITP Coordinators should be invited to attend S&T TAC Meetings as Observers.

All S&T TA Committee members (including ex-officio members) shall have full voting rights. In the event of a motion with equal votes 'for' and 'against', the Chair will have a deliberative vote in addition to a vote as a member of the Committee.

No member shall serve more than the maximum consecutive terms, but a member that has may be eligible for membership of the Committee following the absence of one (1) two-year term. In the event that a member of the Committee continues for more than six (6) years in the role of an ITP Coordinator (or the role of a Training Supervisor representing a specific hospital), they may re-apply to remain on the Committee. Committee members representing hospitals (particularly in remote or rural settings) where there are a limited number of suitable replacements (or none) for the role of ITP Coordinator (or Training

Supervisor) may remain a Committee member while they are employed at that specific ITP hospital, subject to their satisfactory performance of the ITPC or Training Supervisor role.

By accepting the invitation to be a member of a S&T Training Accreditation Committee, individual members must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College, and agree to abide by the following College Policies, procedures and guidelines:

- *Attendance Policy and Procedure for Members of RANZCOG Bodies;*
- *College Organisational Values;*
- *Confidentiality Policy: Board, Council and Committees;*
- *Conflict of Interest Policy;* and
- *Conduct of Meeting Policy.*

## 5. Management and Coordination

Management of the day-to-day operations of each S&T TAC will be coordinated by the relevant S&T Training Accreditation Committee Coordinator/Member Engagement Lead.

## 6. Chair and Deputy Chair

Where possible, the Chair shall be an existing member of the Committee.

Members of the Committee interested in the position of S&T TAC Chair must nominate for the role at the time a vacancy arises and formally apply (via email) to the current Chair of the S&T TAC and the Chair of the relevant Australian State/ Territory Committee. The application should address the applicant's suitability for the role in terms of ability and experience, and outline their aims and objectives for the relevant TAC. Applications will be considered by the entire S&T TAC, in consultation with the current TAC Chair and the relevant Australian State or Territory Committee.

The Chair can serve the maximum of two (2) consecutive two-year terms subject to any additional provisions specified in the *Tenure of Appointment to RANZCOG Committees and External Bodies Policy*. The relevant S&T TAC shall confirm the appointment of the Chair at the end of each two-year term. The Chair's term of office may be extended for a further term on recommendation to the RANZCOG TAC and the RANZCOG Board. The specific functions and responsibilities of the Chair (and/or Deputy Chair) shall include:

- Chair meetings of the Committee;
- Approve relevant training and assessment documentation via the College's online platform;
- Exercise delegated authority to deal with Committee matters of a routine and administrative nature; Matters dealt with by the Chair will be tabled at each Committee meeting;
- Ensure that decisions made and actions undertaken by the relevant committee are in compliance with, and within the specified timeframes, of the RANZCOG Constitution, RANZCOG Regulations and Policies and, in particular, *Exceptional Circumstances, Special Consideration and Reconsideration Policy*; and
- Represent the Committee and the State or Territory on the RANZCOG Training Accreditation Committee and attend meetings of the relevant State or Territory.

An existing member of the Committee will be appointed by the Chair and Committee members to the position of Deputy Chair to assist the Chair in matters relating to the work of the Committee.

In the absence of the Chair at a Committee meeting, the Deputy Chair will assume responsibility for chairing the meeting. This applies to both face-to-face meetings and online meetings (where applicable). When a meeting is convened and neither the Chair nor Deputy Chair is present, a temporary Chair for that meeting should be appointed by those present.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until such time as the Chair is able to return to the position or a new Chair is appointed.

The Chair (and Deputy Chair) may expect to work in close collaboration with the relevant State or Territory Committee Coordinator/Member Engagement Lead and with the RANZCOG Education Directorate to ensure the implementation and facilitation of policy matters, decisions and administration relating to the work, responsibilities and functions of the S&T TAC.

## 7. Quorum

The number of members required for a formal meeting to proceed is half of those Committee members eligible to vote plus one. Ex-officio members can be included in the quorum if in attendance at a meeting. If Ex-officio voting members are not in attendance, then they do not need to be included in the number required for a quorum.

Any questions and/or motions arising from meetings shall be decided by a majority of votes of the members present and voting on that matter. In the event of a motion with equal votes 'for' and 'against', the Chair will have a deliberative vote in addition to a vote as a member of the Committee.

If a quorum is not present, a meeting may still go ahead, with written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated (by 'flying minute') to the full Committee (including those that were present at the meeting) requesting Committee members to indicate their support or objection to the recommendation.

## 8. Flying Recommendations

A recommendation can be disseminated out-of-session (i.e., by email) to the Committee for approval by flying recommendation. For the flying recommendation to be passed, a quorum must have voted and approved the recommendation. Ex-officio members can be included in the quorum for a flying recommendation if they submit a vote. If Ex-officio members do not submit a vote, then they do not need to be included in the quorum for a flying recommendation to be effective. At the subsequent Committee meeting, all 'flying recommendations' and their outcome must be formally minuted.

## 9. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera. When College staff are required to attend, the Committee Coordinator will advise the Chair prior to the meeting.

The following College staff may be invited to S&T TAC Meetings:

- Head, Government Relations and Australian National Offices;
- Executive Director Education;
- Head of Curriculum, Evaluation and Accreditation (as required);
- Head of Program Support; and
- Dean of Education.

Other College staff may submit written reports to the Committee Coordinator for inclusion in the Agenda.

## 10. Meeting Papers – Agenda and Minutes

Requests for agenda items/reports for any scheduled meeting may be sent to S&T TAC members 21 working days prior to scheduled meeting date.

All S&T TAC agenda items may be forwarded to the relevant Committee Coordinator by close of business 14 working days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under ‘Other Business’ if necessary and as time permits.

The S&T TAC agenda and meeting papers, will be distributed to all Committee members at least seven (7) working days prior to the next scheduled meeting.

Accurate Minutes will be kept of each meeting. The Minutes may be confined to a report of the resolutions and any recommendations.

Draft Minutes are to be completed no later than ten (10) working days following each meeting and passed to the Chair for approval. It is expected that the Chair of the meeting shall approve the Minutes within five (5) working days upon receipt.

The Draft Minutes and Action List shall be provided to all Committee members no later than 15 working days following the meeting. Recommendations/Reports to the RANZCOG TAC, and/or Board are to be drawn up by the Committee co-ordinator in conjunction with the Chair.

The Minutes shall be submitted to Committee members for ratification at the next meeting of the Committee.

## 11. Frequency of Meetings

The Committee shall meet at least four (4) times a year or as required by the RANZCOG Board. Meetings can be held face-to-face or online and are held as close to the date of the end of each six-month training period as practicable.

## 12. Travel Expenses for Meetings

Committee members who, as a result of geographical location, (e.g., outside the metropolitan area) are unable to attend meetings in person should participate via videoconference or teleconference. However, these Committee members may attend one face-to-face meeting per year, where travel expenses (e.g., airfares, accommodation) are met from the approved S&T budget. Attendance at one meeting face-to-face per annum is to be determined in consultation with the TAC Chair and the S&T Member Engagement Lead prior to undertaking any travel commitment. Refer to *RANZCOG Travel and Accommodation Policy and Guidelines*.

## 13. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary; but at least every two (2) years.

## 14. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	November 2014	
v2	September 2016	
v3	October 2020	
v4	October 2021	
v5	April 2023	Updated in accordance with ELT approved global change re Chair maximum tenure

Policy Version:	Version 5
Policy Owner:	Communications & Engagement – State & Territory Offices
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	April 2025