

Regulations

Australian Government Funded Training Programs Committee



Background

The Australian Government Funded Training Programs (**AGFTP**) Committee is responsible for administering funding provided through the Australian Department of Health (**DoH**) Specialist Training Program (**STP**) and Department of Veterans' Affairs (**DVA**) Military and Veteran Psychiatry Training Program (**MVPTP**) with the aim to increase the capacity of the health sector to provide high quality, appropriate training opportunities.

The AGFTP Committee formerly known as the STP Committee has been involved with the STP since 2009, assisting with funding application rounds and monitoring training positions supported by the STP. Prior to October 2016 the Committee was called the STP Reference Committee.

A pilot project for Military and Veteran psychiatry training placements ran from 2019 to 2020, funded through the STP. From the 2021 training year the DVA will directly fund training placements with hospitals or other healthcare settings where trainees will be exposed to military and/or veteran psychiatric patients. The structure of the MVPTP posts is modelled on the STP.

The updated Committee name reflects the expanded role of the Committee and encompass additional Australian Government funded training opportunities.

DoH – STP

The STP is an Australian Government medical specialist training initiative operating in Australia, with the aim to:

- Increase the capacity of the health sector to provide high quality, appropriate training opportunities to facilitate the required educational experiences for specialist training.
- Supplement the available specialist workforce in outer metropolitan, rural and remote locations.
- Develop specialist training arrangements beyond traditional metropolitan public teaching hospitals.

The DoH STP Operational Framework which is updated at appropriate intervals outlines the vital role that medical specialist Colleges play in providing national oversight and consistency in medical specialist training within Australia.

The Royal Australian and New Zealand College of Psychiatrists (**RANZCP**) enters into a funding agreement that includes three complementary streams:

1. Specialist Training Placements and Support
2. Integrated Rural Training Pipeline – Specialist Training Program
3. Tasmanian Project.

DVA – MVPTP

The MVPTP operates within Australia, with the aim to:

- Enhance the capacity of the mental health sector to train the future psychiatry workforce in military and veteran mental health.
- Increase the amount of specialist training being undertaken in military and veteran mental health, where possible in areas of unmet need.
- Contribute to improving psychiatry workforce distribution.

1. ROLE

As part of RANZCP's involvement in application rounds for STP and MVPTP funding, the AGFTP Committee (**AGFTPC**) will review and rank all STP and MVPTP Psychiatry applications, and will determine which applications are to be submitted to the DoH and DVA for approval.

The Committee is time limited for the duration of the AGFTP.

The duration of the AGFTP is determined by the DoH and DVA.

2. RESPONSIBILITIES

The AGFTPC will be responsible for:

- a) Developing criteria for assessment of Psychiatry STP and MVPTP applications.
- b) Reviewing all Psychiatry STP and MVPTP applications, and in conjunction with advice from relevant Branch Training Committees (**BTC**) / Psychiatric Training Committees, regional training hubs and jurisdictions, determining which applications are to be submitted to the DoH and DVA for approval.
- c) Reviewing and amending application assessment criteria, as required.
- d) Monitoring and reviewing STP and MVPTP posts as required to ensure alignment with the objectives and deliverables of the program.
- e) Providing advice on relevant STP and MVPTP related support projects, as required.
- f) Consulting, where appropriate, with other STP and MVPTP stakeholder groups agreed upon by the Education Committee (**EC**).
- g) Developing and implementing an annual work plan.
- h) Identifying and managing risks associated with its committee, in accordance with the RANZCP's Risk Management Policy, and for reporting high level risks to the EC and the Corporate Governance and Risk Committee (**CGRC**). The Committee will maintain a Risk Register.

3. REPORTING RELATIONSHIPS

- a) The AGFTPC will report to the EC.
- b) The AGFTPC Chair will provide a report to each EC meeting, as required. The AGFTPC Chair, or their nominee, will attend meetings of the EC as requested.
- c) A written report will be submitted to the Board via the CEO Report.
- d) The Committee will provide a report to the Committee for Training (**CFT**), as required.
- e) A financial report is provided periodically to the Finance Committee.
- f) A copy of the twice-yearly STP Project Progress Report to the DoH and any required reporting to the DVA will be noted at the EC meeting, and the Board. Each report will include a statement of progress against the key deliverables.

4. COMMITTEE

4.1 Composition/Membership

The Committee will comprise a maximum of 12 voting members (including the Chair). Appointment will be based on expertise, capacity to contribute and existing involvement in RANZCP activity concerning psychiatry training and education. Members of the Committee will include a:

- Chair, Fellow (independent) i.e. not a Director of Training (**DoT**) or Director of Advanced Training (**DoAT**)
- ACT BTC Representative (DoT or DoAT)
- NSW BTC Representative (DoT or DoAT)
- NT BTC Representative (DoT or DoAT)
- QLD BTC Representative (DoT or DoAT)
- SA Psychiatric Training Committee (**SAPTC**) Representative (DoT or DoAT)
- TAS BTC Representative (DoT or DoAT)
- VIC Psychiatric Training Committee (**VPTC**) Representative (DoT or DoAT)
- WA BTC Representative (DoT or DoAT)
- CFT Representative
- Bi-national Section of Rural Psychiatry Committee Representative
- Military, Veterans' and Emergency Services Personnel Mental Health Network Committee Representative.

4.2 Elections, Appointments and Casual Vacancies

4.2.1 Chair

- a) Nominations are called from among the Fellows of the RANZCP. The position will be appointed by the EC.
- b) Due to the Committee's responsibilities, this position must be independent to avoid any perceived/potential/actual conflict of interest.
- c) The term of the Chair is for three years. The Chair is eligible for re-appointment to serve a further three years (subject to ongoing Government funding).
- d) 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 Fellowship shall take place. The interim Chair shall be appointed by the EC, and noted by the Board via the EC Report to the Board.
- e) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the EC shall appoint a Fellow to the role, and noted by the Board via the EC's Report to the Board.

4.2.2 BTC, SAPTC and VPTC Representatives

- a) A BTC, SAPTC and VPTC Representative must be a member of their relevant committee and a DoT or a DoAT.
- b) The BTC, SAPTC and VPTC Representative will be recommended by their relevant committee to the EC for approval.
- c) Their term on the AGFTPC is in accordance with their term on their respective committee, and is subject to ongoing Government funding.
- d) In the event of the resignation of a BTC, SAPTC or VPTC Representative from the AGFTPC, or they cease to be a member of their respective committee, they will be replaced on the AGFTPC by a current member of the relevant committee, who shall be a DoT or a DoAT, in accordance with clause 4.2.2 b).

4.2.3 CFT Representative

- a) The CFT Representative will be appointed by the EC in consultation with the CFT.
- b) Their term on the AGFTPC is in accordance with their term on the CFT, and is subject to ongoing Government funding.
- c) In the event of the resignation of the CFT Representative from the AGFTPC, or they cease to be a member of the CFT, they will be replaced on the AGFTPC by a current member of the CFT in accordance with clause 4.2.3 a).

4.2.4 Bi-national Section of Rural Psychiatry Committee Representative

- a) The Bi-national Section of Rural Psychiatry Committee Representative will be recommended by the Bi-national Section of Rural Psychiatry Committee to the EC for approval.
- b) Their term on the AGFTPC is in accordance with their term on the Bi-national Section of Rural Psychiatry Committee, and is subject to ongoing Government funding.
- c) In the event of the resignation of the Bi-national Section of Rural Psychiatry Committee Representative from the AGFTPC, or they cease to be a member of the Bi-national Section of Rural Psychiatry Committee, they will be replaced on the AGFTPC by a current member of the Bi-national Section of Rural Psychiatry Committee, in accordance with clause 4.2.4 a).

4.2.5 Military, Veterans' and Emergency Services Personnel Mental Health Network Committee Representative

- a) The Military, Veterans' and Emergency Services Personnel Mental Health Network Committee Representative will be recommended by the Military, Veterans' and Emergency Services Personnel Mental Health Network Committee to the EC for approval.
- b) Their term on the AGFTPC is in accordance with their term on the Military, Veterans' and Emergency Services Personnel Mental Health Network Committee, and is subject to ongoing Government funding.
- c) In the event of the resignation of the Military, Veterans' and Emergency Services Personnel Mental Health Network Committee Representative, or they cease to be a member of the Military, Veterans' and Emergency Services Personnel Mental Health Network Committee, they will be replaced on the AGFTPC by a current member of the Military, Veterans' and Emergency Services Personnel Mental Health Network Committee, in accordance with clause 4.2.5 a).

4.2.6 Co-opted Members

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

4.2.7 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

4.2.8 Casual Vacancies

- a) Refer to clauses 4.2.1 d), 4.2.1 e), 4.2.2 d), 4.2.3 c), 4.2.4 c) and 4.2.5 c).
- b) A casual vacancy appointment shall be for the remainder of the term.
- c) 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.

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
- Work Plan
- Definitions
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the AGFTPC.

5.2 Additional Specific Operational Information

5.2.1 Committee Powers and Delegations

- a) Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the CGRC and the Board.

5.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the *Committee Meeting Operations Regulations*:

- **'BTC'** means a Branch Training Committee and includes the SAPTC and VPTC.
- **'Committee'** means the Australian Government Funded Training Programs Committee.

6. ASSOCIATED DOCUMENTS

- Funding Agreement between the Australian Government and the RANZCP – Specialist Training for Psychiatrists, and any deeds of variation.
- Specialist Training Program Operational Framework.
- Military and Veteran Psychiatry Training Program Operational Framework
- Committee for Training Regulations and associated Position Description.
- Branch Training Committee Regulations and associated Position Description.
- Bi-national Section Committee Regulations and associated Position Description.
- Military, Veterans' and Emergency Services Personnel Mental Health Network Committee Regulations and associated Position Description.
- RANZCP Constitution, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, Risk Register, Deed of Undertaking in Relation to Confidential Information and Conflict of Interest, Media and Communications Policy, Document Approval Pathway Procedure, and website.

Revision Record

Contact:	Executive Manager, Finance and Business Services		
Authorising Body:	Board		
Responsible Committee:	Education Committee		
Document Code:	REG Australian Government Funded Training Programs (AGFTP) Committee Regulations		
Date	Version	Approver	Description
25 February 2012	1.0	CG2012/1 R43	New Document
21 March 2015	1.1	B2015/2 R16	Updated to reflect the new governance model and amendments to proxy details
3 October 2016	1.2	Board Out of Session	Updated to include previous Board decisions in relation to conflicts of interest, meeting attendance, quorum, written resolutions, other committees and to reflect changes (August 2016) to the new funding agreement with the Commonwealth.
1 July 2020	1.3	Executive General Manager, Education and Operations	Updated to remove the operational content which is captured in the <i>Committee Meeting Operations Regulations</i> and placed on the latest Regulation template format.
27 October 2020	2.0	B2020/15 R4	Updated Chair term to 3 years, removal of BTC Representative to be endorsed by the Committee for Training, inclusion of Bi-national Section of Rural Psychiatry Committee Representative within Committee composition, and other administrative updates.
16 May 2021	3.0	B2021/8 R15	Updated to reflect a revised committee name, the inclusion of the Department of Veterans' Affairs Military and Veteran Psychiatry Training Program, and committee composition update.
NEXT REVIEW: 2023			