

# ANMAC Committees Policy and Terms of Reference

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Services**

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# 1 ANMAC Committee Policy

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All persons appointed to Committees, professional reference groups and other working and project groups of the Australian Nursing and Midwifery Accreditation Council (ANMAC) are expected to act in accordance with the purpose, vision, values, principles and Code of Conduct of the organisation:

## 1.1 Purpose

Through our work, we will contribute to an environment that provides, promotes and assures world-class education accreditation and assessment services. This in turn fosters better nursing and midwifery performance and high quality and safe health care for the Australian community.

## 1.2 Vision

We enable a high-performing nursing and midwifery workforce by delivering high-quality education accreditation and assessment services.

## 1.3 Values

- Accountability - we do what we say we will do. We are responsible for our actions.
- Excellence - we expect the best from ourselves and each other.
- Inclusion - we respect and value the diversity of others and benefit from many points of view.
- Integrity - we do the right thing. We are committed to the highest ethical standards.
- Lifelong Learning - we share knowledge and expertise and are responsive to new challenges and opportunities.

## 1.4 Objectives of this Policy

This policy is to provide guidance to ANMAC staff, members of ANMAC standing committees, technical reference groups, professional reference groups and other working groups established by ANMAC to assist in the governance, operations, planning and evaluation of the organisation.

The membership, proceedings and conduct of meetings are determined by the Chief Executive Officer.

## 2 Establishment of Committees

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The Chief Executive Officer has the power to establish Committees, professional reference groups and other working and project groups on behalf of the organisation.

A strategic advisory committee has been established to provide high level strategic advice to the Chief Executive Officer in all areas relative to the Accreditation function of ANMAC. This is the:

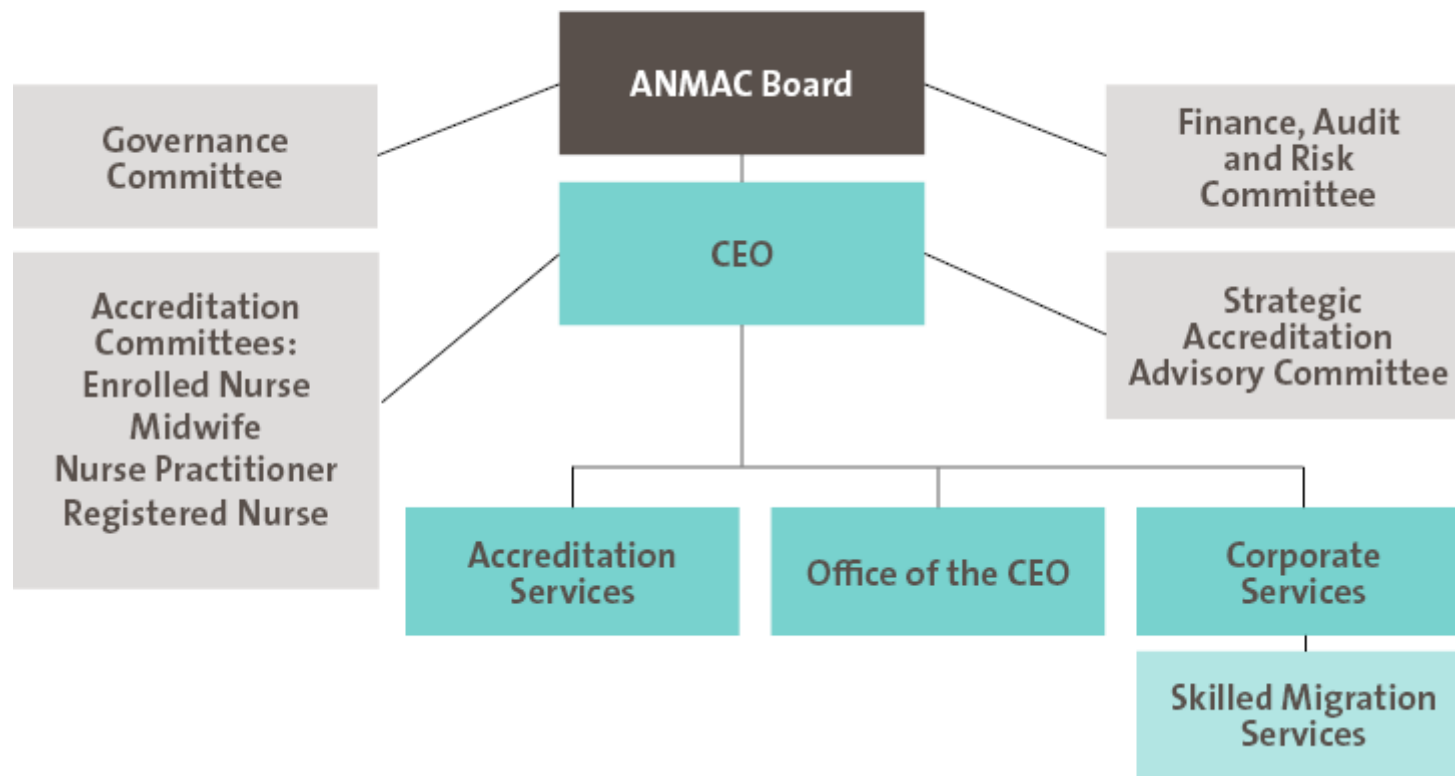
Strategic Accreditation Advisory Committee - see SAAC Terms of Reference at Appendix A.

The following expert advisory committee's members include industry experts, to specifically review the outcome of accreditation assessment reports and provide recommendations to the CEO for an accreditation determination: see Committee Terms of Reference at Appendix B.

- Enrolled Nurse Accreditation Committee
- Midwife Accreditation Committee (includes responsibility for programs for eligible midwives)
- Nurse Practitioner Accreditation Committee
- Registered Nurse Accreditation Committee

Each of these committees is also required to refer recommendations on accreditation policy and procedure to the Strategic Accreditation Advisory Committee. The Chairs of the accreditation committees are members of the Strategic Accreditation Advisory Committee.

### 3 ANMAC Governance Relationships



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## 4 Committee Membership

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### 4.1 Committee Membership

The Chief Executive Officer will determine and review, from time to time, the membership of each committee. The composition of each committee will reflect the purpose and the objectives set out in the Committee's Terms of Reference.

A number of the committees have nominees from professional organisations, government agencies, the community and other organisations. These members must be sought by formally contacting the organisations concerned to request appropriate nominations of suitable persons.

For other positions, members will be sought by an expression of interest. Selection and appointment is based on the qualifications and experience required to ensure the committee is able to carry out its functions satisfactorily. Where expressions of interest are sought, a selection panel will be convened. The panel will choose the candidate whose skills, knowledge, experience, qualifications and professional affiliations will best contribute to the work of the committee. The selection panel will also consider the following criteria when selecting members for committees:

- wherever possible, ensuring a spread of committee members across the states and territories.
- there are sufficient members on each committee to support the conduct of the business of that committee in an effective and efficient way. Where the work of the committee is burdensome, additional members (each of whom must still meet the membership requirements specified in the Terms of Reference) may be appointed to the committee, at the discretion of the CEO.
- the nominee has the capacity to contribute the time and energy to the work of the committee.
- the nominee must meet the requirements of the committee member position
- the nominee must inform the Chair/Director of Accreditation Services, if they no longer meet the requirements of the position
- the nominee must be registered in Australia.

### 4.2 Term of Appointment of Chairs and Deputy Chairs

The appointment of the Chair and Deputy for each committee is at the sole discretion of the Chief Executive Officer.

The Chair and Deputy Chair of each committee shall be appointed for up to three years. Any Chair may be re-appointed as Chair for a second consecutive term, but not a third consecutive term.

### 4.3 Term of Appointment of Committee Members

A Member appointed to a committee shall serve a term as determined in the Terms of Reference. Upon completion of a first term, members may be invited by the CEO to continue a second successive term.

The Chief Executive Officer retains the right to extend committee members terms should the need arise.

#### **4.4 Retirement of Committee Members**

Committee members are required to inform ANMAC if there is a change in their employment or professional circumstances that may affect their continuing membership of the committee. This may include situations such as retirement; standing down from an executive position; or cessation of their active membership from the nominating organisation; changes to their currency or recency of practice in the area for which they were nominated.

The Chair of the committee will have a discussion with the member concerned about their ongoing position on the Committee and make a recommendation to the person and the Chief Executive Officer about what action should be taken in the circumstances, including removal from the Committee immediately or after a period of grace.

#### **4.5 Disqualification of Committee Members**

The Chief Executive Officer will have the discretion to remove a committee member should concerns arise about the behaviour or conduct of a committee member such as:

- a breach of confidentiality
- breaches of the Code of Conduct
- failure to declare a conflict of interest
- failure to attend 75% of Committee meetings in any one financial year without leave being granted or due cause at the discretion of the CEO.

The Code of Conduct (Appendix D) provides guidance regarding the behaviours expected of committee members to safeguard the welfare of stakeholders and respect the rights of all constituents affected by the operations of ANMAC.

The Board and Committee Confidentiality Policy (Appendix E) provides guidance to committee members about what ANMAC considers to be confidential information.

The Conflict of Interest policy (Appendix F) provides guidance to committee members about the requirements of declaring an actual, potential or perceived conflict of interest. Committee members are required to declare any conflicts of interest on the Standing notice of interest form. (Appendix G)



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## 5 Conduct of Committee Meetings

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### 5.1 Maintenance of Schedules and Records

The proceedings of committee meeting will be recorded in the minutes and confirmed as a true and correct record at the subsequent meeting of the committee. The minutes of committee meetings will be submitted to the next meeting of the committee for endorsement.

ANMAC will maintain sufficient personal information about each committee member to authenticate their credentials for appointment (for example, resumes with details of qualifications, experience, membership of relevant professional, government and other organisations, boards, committees and current position(s), registration). A summary of this information may be included in the Annual Report with the member's consent.

Committee members will be requested to provide an annual update in relation to their current contact details, position, title, post nominals. See annual update form at Appendix C.

A record of attendance and all declarations made by committee members regarding perceived or real conflicts of interest will be recorded in the minutes of each meeting.

The secretariat will maintain an up-to-date schedule of members tenure.

All hard copies of meeting papers must be destroyed following the close of the meeting.

### 5.2 Attendance at meetings

Members must attend at least 75% of committee meetings held in a financial year without leave being granted or having due cause at the discretion of the CEO. Failure to do so may lead to disqualification from the committee.

### 5.3 Quorum Requirements

A quorum will consist of half the members plus one (1).

If committees meet and are inquorate, the business of the meeting may proceed, but the fact there was not a quorum must be documented and all steps taken to obtain views and advice from absent members before the committee makes recommendations to ANMAC and the Chief Executive Officer. A circular resolution will be used to obtain approval of a committee decision out of session. A record of the views and advice from absent members must also be kept with the committee records.

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## 6 Committee Evaluation

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Evaluation of the committees will be conducted annually. This evaluation will include, reviewing:

- Committee Terms of Reference
- performance of the committee – of the collective and individuals (non-identified), for the purposes of quality improvement.

Recommendations for changes to the Terms of Reference from the committee will be referred to the Director Accreditation Services and Chief Executive Officer for decision.

# 7 Professional Reference Group Membership and Terms of Reference

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## 7.1 Establishment of Professional Reference Groups

ANMAC has been the external accreditation authority for nursing and midwifery programs of study since 1 July 2010. In this role ANMAC is also responsible for the review and development of accreditation standards. The Health Practitioner Regulation Law Act 2009 states,

*In developing an accreditation standard for a health profession, an accreditation authority must undertake wide-ranging consultation about the content of the standard.<sup>1</sup>*

The ANMAC *Protocol for the Review and Development of Nursing and Midwifery Accreditation Standards*<sup>2</sup> has been developed to guide this process and requires the convening of a Professional Reference Group (PRG) with the appropriate knowledge and skills to advise on specific standard review or development projects.

The PRG will provide recommendations to the Chief Executive Officer of ANMAC on the review and development of ANMAC accreditation standards used for the assessment and monitoring of nursing and midwifery education programs leading to registration and endorsement.

The ANMAC Board is responsible for ratifying the final version of the accreditation standards and submitting them to the Nursing and Midwifery Board of Australia for approval under the National Law.

## 7.2 Professional Reference Group membership

The Chief Executive Officer, Director Accreditation Services and the Chair of the relevant accreditation committee will determine the composition of the Professional Reference Group that reflects the purpose and objectives set out in the Terms of Reference.

Members that are nominees from professional organisations, government agencies, the community and other organisations are formally sought by contacting the organisations concerned requesting appropriate nominations for a suitable person. The nominee provides ANMAC with a brief outline of their skills, knowledge, experience, qualifications relevant to the purpose and objectives of the Professional Reference Group and a short resume.

For other positions on the Professional Reference Group, members will be sought by an expression of interest. Selection and appointment is based on skills, knowledge, experience, qualifications required to ensure the Professional Reference Group is able to carry out its functions. The CEO, Director Accreditation Services and Chair (or nominee) of the relevant Accreditation Committee will form a selection panel to choose the candidate whose skills, knowledge, experience, qualifications and professional affiliations will best contribute to the work of the professional reference group. The selection panel will also consider the following when selecting members by ensuring:

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<sup>1</sup> AHPR (2009), *Health Practitioner Regulation Law Act*, as in force in each state and territory. Viewed at: <http://www.ahpra.gov.au/Legislation-and-publications/Legislation.aspx> on 6 May, 2013.

<sup>2</sup> Can be viewed at [www.anmac.org.au/document/20120629-protocol-for-the-review-of-nursing-and-midwifery-accreditation-standards](http://www.anmac.org.au/document/20120629-protocol-for-the-review-of-nursing-and-midwifery-accreditation-standards)

- a spread of members across the states and territories
- there are sufficient members to support the work of the PRG
- the nominee has capacity to contribute the time and energy to the work of the PRG for the duration of the project.

### **7.3 Appointment of Chair/Deputy Chair**

The CEO will appoint the Chair of the relevant accreditation committee or their nominee to Chair the Professional Reference Group.

The CEO will appoint the Director of Accreditation Services to the position of Deputy Chair.

Chair and Deputy Chair appointments will be the length of time taken to undertake the review and development of the accreditation standard.

All hard copies of meeting papers must be destroyed following the close of the meeting.

### **7.4 Term of Appointment of Committee Members**

The term of membership will be the length of time taken to undertake the review and development of the accreditation standard and will be documented within the project plan for the development or review of the accreditation standards.

In most circumstances the project takes approximately 12 months.

### **7.5 Retirement of PRG members**

PRG members are required to inform ANMAC or their nominating organisation should there be a change in their employment or professional circumstances in a way that may affect their continuing membership of the PRG. This may include situations such as retirement; standing down from an executive position; or cessation of their active membership from the nominating organisation; changes to their currency or recency of practice in the area for which they were nominated.

The Chair of the PRG will have a discussion with the member concerned about their ongoing position on the PRG and make a recommendation to the person and the Chief Executive Officer about what action should be taken in the circumstances, including removal from the PRG immediately or after a period of grace.

### **7.6 Disqualification of PRG members**

The Chief Executive Officer will have the discretion to remove a committee member should concerns arise about the behaviour or conduct of a committee member such as:

- a breach of confidentiality
- breaches of the Code of Conduct
- failure to declare a conflict of interest
- failure to attend 80% of Committee meetings in any one year without leave being granted or due cause.

The Code of Conduct (Appendix D) provides guidance regarding the behaviours expected of committee members in order to safeguard the welfare of stakeholders and respect the rights of all constituents affected by the operations of ANMAC.

The Board and Committee Confidentiality Policy (Appendix E) provides guidance to committee members about what ANMAC considers to be confidential information.

The Conflict of Interest policy (Appendix F) provides guidance to committee members about the requirements of declaring an actual, potential or perceived conflict of interest. Committee members are required to declare any conflicts of interest on the Standing notice of interest form. (Appendix G)

# 8 Conduct of PRG Meetings

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## 8.1 Maintenance of Schedules and Records

The proceedings of every PRG meeting will be recorded in the minutes and confirmed as a true and correct record and the subsequent meeting of the PRG.

ANMAC will maintain sufficient personal information about each PRG member to authenticate their credentials for appointment (for example expression of interest, resume with details of qualifications, experience, membership of relevant professional, government and other organisations, boards, committees and current position(s)).

A record of attendance and all declarations made by PRG members regarding perceived or real conflicts of interest will be kept at every meeting of the PRG.

All hard copies of meeting papers must be destroyed following the close of the meeting.

## 8.2 Attendance at meetings

Members must attend 80% of PRG meetings held during the project. Accept appointment to PRG if able to give full attention to PRG work.

A quorum will consist of half the members plus one (1) (not inclusive of ANMAC staff).

If the PRG meets and are inquorate, the business of the meeting may proceed but the fact there was not a quorum must be documented and all steps taken to obtain views and advice from absent members before the PRG makes recommendations to the CEO. A record of the views and advice from absent members must also be kept with the minutes of the meeting.

## 8.3 Evaluation

As part of ANMAC quality processes PRG members will be sent an electronic survey to evaluate ANMAC processes after the project is completed.

## 8.4 Roles and Responsibilities of the PRG

### The Chair

The Chair, in consultation with the ANMAC Chief Executive Officer, is responsible for providing leadership on matters relating to the work of the PRG, including:

- attendance at all PRG meetings and scheduled consultation forums
- reviewing final edits to documents prior to submission to the ANMAC Board or publication
- participation in any subgroup of the PRG.

### The Deputy Chair

In the absence of the Chair, the role of the Deputy Chair is to assume the Chair's responsibilities. The Deputy Chair may also be asked to share the Chair's workload of attending consultation forums or focus groups in certain circumstances.

### Members

There is an expectation that PRG members will:

- have read and understood the following ANMAC policies and protocols as outlined in this document
- have read and understood the *Protocol for the review and development of accreditation standards*<sup>3</sup>
- sign and uphold the ANMAC Board and Committees Code of Conduct (Appendix D)
- review the composition of the PRG and assist in the identification of any gaps or omissions
- attend all PRG meetings
- liaise with designated ANMAC staff for travel purposes well in advance of meetings
- contribute to the development of the project plan
- identify key stakeholders and promote their engagement
- present an agreed PRG position when engaging with stakeholders, rather than personal or organisational positions. An agreed position may include 'no PRG consensus was reached'
- maintain the PRG focus on the scope, objectives and outcomes of the project
- assist in making timely decisions and providing timely feedback to support project timelines
- advise the PRG, as soon as practical, of any matter that may affect the success of the project
- champion the ANMAC review objectives to internal and external stakeholders
- complete an evaluation survey on project completion for the purposes of quality improvement for future projects

**Members of the group can expect that they will:**

- receive appropriate and meaningful information to support their role at each stage of the project
- be able to safely enter into open and honest discussions during meetings, without fear of consequence or breach of confidentiality
- be given the time allocated in the agreed project plan to review and comment on documents
- have all travel, on a Best Fare of the Day basis, accommodation and associated costs funded by ANMAC for attendance at PRG meetings
- be invited to attend consultation forums (associated costs are not paid by ANMAC)
- have any queries or concerns responded to in a timely manner
- be alerted to potential risks and issues that could impact the project, as they arise
- have their advice duly considered by ANMAC in line with best practice and ANMAC's contractual obligations under the National Law
- have their participation in the review or development of the standard appropriately acknowledged

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<sup>3</sup> Can be viewed at [www.anmac.org.au/document/20120629-protocol-for-the-review-of-nursing-and-midwifery-accreditation-standards](http://www.anmac.org.au/document/20120629-protocol-for-the-review-of-nursing-and-midwifery-accreditation-standards)

## 8.5 Meetings

- Meeting agendas, action minutes (as applicable) and other documents will be provided by the ANMAC project lead in a timely manner.
- Agreed meetings dates will be identified as part of project plan development.
- Face-to-face attendance at meetings is preferred; however, teleconferencing facilities will also be available.
- Proxy membership will not be available due to the iterative nature of project processes.
- In extenuating circumstances, the PRG Chair may exercise a discretion to enable an alternate nominee from an organisation to join an PRG for a period where that person can be briefed fully to take up their position.
- Meetings will generally be held in Canberra; between 10.00am and 4.00pm, unless otherwise specified.
- Subgroup meetings will be arranged outside of these times at a time convenient to subgroup members, as required.
- Positions at PRG meetings will generally be reached through consensus (i.e. members are satisfied with the decision even though it may not be their first choice), where this is not possible the matter will be progressed to the CEO. Dissenting positions will be recorded and reported to the Chief Executive Officer. Ultimately, the ANMAC Board will be responsible for determining the final version of the accreditation standards, taking into account the advice of the PRG and the Chief Executive Officer.



## **9 Other professional reference groups, working and project groups**

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Where other professional reference groups, working and project groups are convened the requirements outlined in Section 7 and 8 will generally be applied with appropriate adaptation as required for the purposes of the particular project.

Other projects may require the creation of working or project groups to provide advice to ANMAC. These groups may not be titled PRGs although guidelines stipulated in Section 7 and 8 will also apply to such groups.

# 10 Fees for Committee, Professional Reference Group and other working and project group members

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## 10.1 Purpose

The Australian Nursing and Accreditation Midwifery Council (ANMAC) will make available sitting fees to members of ANMAC Committees, Professional Reference Groups and other working and project groups, who are external individuals.

## 10.2 Principles

The following principles apply when providing sitting fees to external individuals who wish to claim reimbursement:

- Where an individual is already receiving a salary or funds and the membership of a committee is consistent with their employment an offer of sitting Fees would be made. The individual would decide if payment is made to them personally or to their employer through an appropriate tax invoice.
- A sitting fee is appropriate where an individual is making a significant contribution outside their employment role on behalf of ANMAC.
- Committees include:
  - Strategic Accreditation Advisory Committee
  - Nurse Practitioner Accreditation Committee
  - Registered Nurse Accreditation Committee
  - Midwife Accreditation Committee
  - Enrolled Nurse Accreditation Committee
- Professional Reference Group members are eligible for sitting fees
- Any claim for sitting fees needs to be approved by the Chief Executive Officer prior to payment
- Claim for travel, accommodation and other related expenses are claimed separate to Sitting Fees.

## 10.3 Coverage of Fee

The sitting fee is intended to offset some of the personal costs (excluding travel and related expense) of attending committee, Professional Reference Group and other working and project group meetings, including participating in teleconferences. The fee is not payable in respect of travelling time. The fee includes an allowance for preparatory reading in advance of meetings.

Sitting fees are not payable in respect of conferences, seminars or non-ANMAC meetings.

## **10.4 Rate of Payment**

In all cases, payment is subject to a claim being submitted and approved by the Chief Executive Officer or their delegate.

## **10.5 Claims**

Claims should be submitted to the Chief Executive Officer within 30 days of the meeting. Claim for sitting fees is to be made on the ANMAC Board/Committees Sitting Fees Claim Form (Appendix H). If other claims are being made (for example, in respect of travel costs) they may be made on the ANMAC Expense Claim Form (Appendix I).

## **10.6 Payment**

Approved claims will generally be paid through the ANMAC payroll system, by electronic transfer direct to the claimant's bank account. Claimants should ensure correct bank details are forwarded to ANMAC and a relevant Tax File Number Declaration is completed and held by ANMAC. Confirmation of payment and details of any deductions are sent as soon as the claim is processed.

## **10.7 Taxation**

ANMAC is obliged to withhold PAYG at the marginal rate applicable, in accordance with a completed Tax File Number Declaration, and remit all with-holdings to the Australian Taxation Office monthly. As soon as possible after 30 June each year, ANMAC will provide Statements of Earnings attesting to the amounts withheld on each claimant's behalf. These should be included with individual tax returns.

## **10.8 Entities Registered for GST**

In the great majority of cases, claims will be submitted by individuals and payment will be made through payroll. However, where a claimant has an Australian Business Number (ABN) is registered for GST and can otherwise meet the requirements of providing a valid Tax Invoice, ANMAC will consider making direct payment by cheque or electronic funds transfer. In such a case, where the claim has been approved by the Chief Executive Officer, ANMAC will pay the full amount as invoiced, without withholding tax.

## APPENDIX A – STRATEGIC ACCREDITATION ADVISORY COMMITTEE TERMS OF REFERENCE

<b>SAAC</b>	Strategic Accreditation Advisory Committee
Chief Executive Officer Fiona Stoker	

<b>Terms of Reference</b>
<b>Purpose / Objectives:</b>
The Strategic Accreditation Advisory Committee (SAAC) will provide high level strategic advice to the Chief Executive Officer in all areas relative to the Accreditation function of the Australian Nursing and Midwifery Accreditation Council (ANMAC).
<b>Key Activities and Deliverables:</b>
<ul style="list-style-type: none"> <li>• To provide high level advice to the CEO of ANMAC in relation to the Accreditation functions of the organisation, this may include: <ul style="list-style-type: none"> <li>– the development of Nursing and Midwifery Accreditation Standards.</li> <li>– high level issues in Accreditation.</li> <li>– high level issues in relation to regulation, accreditation and education.</li> </ul> </li> <li>• To assist ANMAC in understanding and responding to external policies that impact on ANMAC’s functions including: <ul style="list-style-type: none"> <li>– changes in whole of government policy that impact on health professional regulation, accreditation and education.</li> <li>– changes within the university sector that impact on nursing and midwifery education.</li> <li>– changes within the vocational education and training sector that impact on nursing and midwifery education.</li> </ul> </li> <li>• To provide a forum for debate and discussion in relation to professional issues that are relevant to nursing and midwifery education including: <ul style="list-style-type: none"> <li>– research and best practice in accreditation and education.</li> <li>– international issues in accreditation and education.</li> </ul> </li> </ul>
<b>Performance Measures:</b>
<ul style="list-style-type: none"> <li>• A review of the Committee’s performance, of the collective and individuals (non-identified), will be conducted on an annual basis for quality improvement.</li> </ul>
<b>Interactions with Key Stakeholders:</b>
<ul style="list-style-type: none"> <li>• Australian Nursing and Midwifery Accreditation Council</li> <li>• ANMAC Accreditation Committees</li> <li>• Education Providers</li> <li>• NMBA</li> <li>• SAAC Membership</li> </ul>

<b>Meeting Protocols:</b>
<ul style="list-style-type: none"> <li>• Meetings will be held quarterly at the ANMAC Office in Canberra. Video conference facilities are available through Zoom.</li> <li>• Papers for the committee meetings will be distributed eight days before the committee meeting.</li> <li>• Additional items may be included at late notice if approved by the CEO.</li> <li>• Relevant papers to be reviewed before committee meeting.</li> <li>• Minutes will be provided four weeks after the meeting for ratification out of session.</li> <li>• A quorum will consist of half the members plus one (1).</li> <li>• If absent with apology, to email comments regarding items on the agenda</li> </ul>
<b>Membership:</b>
<p>Senior Nursing and Midwifery Advisor from States and Territories  Dean / Head of School of Nursing  TAFE Directors Australia Nominee  VET Sector (RTO) Nominee  Dean / Head of School of Midwifery  CATSINaM Nominee  ANMF Professional Officer  Chair, Enrolled Nurse Accreditation Committee  Chair, Midwife Accreditation Committee  Chair, Nurse Practitioner Accreditation Committee  Chair, Registered Nurse Accreditation Committee</p>
<b>In Attendance:</b>
<ul style="list-style-type: none"> <li>• Chief Executive Officer ANMAC</li> <li>• Director Accreditation Services</li> <li>• Administration Officer, Accreditation Services</li> </ul>
<b>Term:</b>
<p>Members will be appointed for a period of two years with an option of a second term of up to two years at the discretion of the CEO.</p> <p>Membership by the Chairs of the Accreditation Committees will coincide with their term as Chair. Further extension of term will be at the discretion of the CEO.</p>

## APPENDIX B – COMMITTEES TERMS OF REFERENCE

<b>ENAC</b>	Enrolled Nurses Accreditation Committee
<b>MAC</b>	Midwife Accreditation Committee
<b>NPAC</b>	Nurse Practitioner Accreditation Committee
<b>RNAC</b>	Registered Nurses Accreditation Committee
Approved by Chief Executive Officer ANMAC:	

<b>Terms of Reference</b>
<b>Purpose / Objectives:</b>
<p>The Accreditation Committee will provide recommendations to ANMAC regarding the functions of accreditation and monitoring of Nursing and Midwifery programs as per the National Law:</p> <ul style="list-style-type: none"> <li>• Accredit programs of study as provided for in section 48 of the National Law</li> <li>• monitor programs of study as provided for in section 50 of the National Law</li> </ul> <p>The Committee will act impartially and in the interests of public safety.</p>
<b>Key Activities and Deliverables:</b>
<ul style="list-style-type: none"> <li>• To review the reports and recommendations from accreditation assessment teams and ensure that there is sufficient evidence that a program being assessed meets the relevant accreditation standards.</li> <li>• To make recommendations to the CEO concerning whether accreditation should be granted, granted conditionally or not granted.</li> <li>• To review, ratify and provide advice on substantial complaints and monitoring reports.</li> <li>• Review standards and explanatory notes on an ad hoc basis.</li> <li>• Chair: The Chair will direct the meeting, summarising key decisions and recommendations from each member.</li> <li>• Deputy Chair: The Deputy Chair will carry out the duties of the chair in their absence.</li> </ul>
<b>Performance Measures:</b>
<ul style="list-style-type: none"> <li>• A review of the Committee’s performance, of the collective and individuals (non-identified), will be conducted on an annual basis for quality improvement.</li> <li>• All assessment activities will be conducted in accordance with Committee Governance.</li> </ul>
<b>Interactions with Key Stakeholders:</b>
<ul style="list-style-type: none"> <li>• Australian Nursing and Midwifery Accreditation Council</li> <li>• Education Providers</li> <li>• Assessment Team representatives</li> </ul>

<p><b>Meeting Protocols</b></p>
<ul style="list-style-type: none"> <li>• The Committees will meet monthly. Additional meetings may be called by Director Accreditation Services as and when required</li> <li>• Papers for the committee meetings will be distributed eight working days before the committee meeting</li> <li>• Additional items may be included at late notice if approved by the Director Accreditation Services</li> <li>• Relevant papers to be reviewed before committee meeting</li> <li>• Program questions for Associate Directors to be sent to Administration Officer three days before the meeting</li> <li>• Attendance at committee meetings via Zoom</li> <li>• Out of session recommendations may be made by circular resolution</li> <li>• A quorum will consist of half the members plus one (1).</li> <li>• If absent with apology, member to email comments regarding items on the agenda to the Secretariat</li> </ul>
<p><b>Membership:</b></p>
<p>The Accreditation Committee will consist of seven members which will include:</p> <ul style="list-style-type: none"> <li>• One nursing/midwifery (as appropriate to the Committee) academic with extensive experience in tertiary nursing/midwifery education in Australia who will act as Chair of the committee</li> <li>• Three nursing/midwifery academics with particular skills, knowledge and experience in curriculum development and assessment methods for nursing and or midwifery entry to practice programs</li> <li>• One practising nursing /midwifery clinician with experience in clinical education</li> <li>• One member with expertise in interprofessional learning, assessment or accreditation from a non-nursing or midwifery profession*</li> <li>• One member who identifies as Aboriginal and/or Torres Strait Islander with demonstrated connection to Country and community</li> </ul> <p>Notes:  Nursing/midwifery members must be registered with NMBA  *On NPAC the member must be from pharmacy profession  *On MAC it is desirable that the member has experience of midwife prescribing</p>
<p><b>Attendees:</b></p>
<p>The following personnel will be in attendance at each accreditation meeting Director Accreditation Services, Accreditation Services (Secretariat).</p> <p>The following personnel may be requested to attend for clarification of any issues related to the assessment.</p> <ul style="list-style-type: none"> <li>• Associate Director responsible for the accreditation assessments to be reviewed by the Committee.</li> <li>• Assessment Team Chair responsible for the accreditation assessments to be reviewed by the Committee.</li> </ul>
<p><b>Term:</b></p>
<p>Chair / Deputy Chair will be appointed for a period of two years with an option of a second term of up to two years at the discretion of the CEO.</p> <p>Members will be appointed for a period of two years with the possibility of extension at the discretion of the CEO.</p>

## APPENDIX C – ANNUAL COMMITTEE CONTACT INFORMATION UPDATE

<b>ANMAC COMMITTEES ANNUAL UPDATE OF PROFESSIONAL AND CONTACT DETAILS FORM</b>	
Post Nominals/Title	
Name	
Committee	
Personal Contact Details	Mobile:
	Email:
	Address:
Current Employer Contact Details	Employer:
Position Title	
	Work Phone:
	Work Address:
EA Contact Details	Phone:
	Email:
Current Registration Number	
Current CV	Please attach to return email
Professional Photo	Please attach to return email
Signature:	
Date:	



## APPENDIX D – COMMITTEE CODE OF CONDUCT

### ANMAC Committee Member Code of Conduct

Committee members of the Australian Nursing and Midwifery Accreditation Council are expected to comply with the code of conduct determined by the Committee from time to time.

Members should, in respect for ANMAC comply with the following standards of conduct:

- The member should act honestly, in good faith and in best interests of the company as a whole.
- The member has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- The member should use the powers of the office for their proper purpose, in the best interests of ANMAC as a whole.
- The member should recognise that the primary responsibility is to ANMAC as a whole, but may, where appropriate, have the interest of other stakeholders of the company.
- The Member should not make improper use of the information acquired as a member of the ANMAC committee.
- The member should not take improper advantage of the position of director
- The member should properly manage any conflict with the interests of the company
- The member has an obligation to be independent in judgement and actions and to take reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.
- Confidential material received by the member in the course of the exercise of their duties remains the property of ANMAC and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by ANMAC, or the person from whom the information is provided, or is required by law.
- The member should not engage in conduct likely to bring discredit to ANMAC.
- The member has an obligation at all times, to comply with the spirit as well as the letter of the Law and with the principles of this code.

I, \_\_\_\_\_, a member of the ANMAC Committee agree to abide by the Code of Conduct set out above.

Signed: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX E – COMMITTEE CONFIDENTIALITY POLICY

### Committee Confidentiality Policy

<b>Name of Policy</b>	Committee Confidentiality Policy	
<b>Description of Policy</b>	This policy defines the principles ensuring confidentiality of ANMAC's material board information and material company information that Committees and Committee Members have access to.	
<b>Category</b>	Governance	
<b>Scope</b>	This policy applies to the ANMAC Board, ANMAC Committees and the secretariat.	
<b>Status</b>	<input checked="" type="checkbox"/> New policy	<input type="checkbox"/> Revision of existing policy
<b>Last Revised</b>	Not applicable	
<b>Next Review</b>		

<b>Cleared by</b>	Board	Date:
<b>Responsible Officer</b>	Executive Officer	
<b>Author</b>	Fiona Stoker, Chief Executive Officer	
<b>Approved by</b>	Board	Date:
<b>Signed</b>		

<b>Related Documents</b>	
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## **1. Purpose**

The purpose of this policy is to facilitate effective governance of the Australian Nursing and Midwifery Accreditation Council by ensuring Committee and Committee member confidentiality.

The policy informs all Committees of their confidentiality obligations in relation to information ANMAC considers confidential in nature, including both material board information and material company information. The Policy describes the expected standard of conduct that will support the development of trust, confidence and collegiality between the Directors.

## **2. Scope**

This policy applies to all ANMAC Committees.

## **3. Policy Statement**

The Committees must adhere to confidentiality requirements regarding the business of ANMAC.

## **4. Principles**

- 4.1 A Committee and its members will have access to confidential information related to operational and strategic matters.
- 4.2 Confidential information is all non-public information entrusted to or obtained by a Committee member due to his or her position on a Committee.
- 4.3 Committees are obligated to protect and hold confidential information obtained during their service with ANMAC. This extends to after their service has been completed. Accordingly:
  - no Committee member shall use confidential Information for his or her own personal benefit or to benefit persons or entities outside the Company.
    - Committees must adhere to the Conflict of Interest Policy and complete the Standing Notice of Interests Form.
  - no Committee member shall disclose confidential Information outside the Company, including principals or employees of any business entity which employs the member or which has sponsored their appointment to the Committee.
- 4.4 Should confidential information be required to be shared outside ANMAC, authorisation can be provided to the Committees Chair. If required by law, confidential information may be shared outside the meeting/organisations.
- 4.5 A suspected breach of this policy by a Committee member will be referred to the Governance Committee to determine the course of action to be taken.

### **In-camera sessions**

- 4.6 The Committees can call for in-camera sessions where only members are entitled to attend.
- 4.7 In-camera sessions can be regularly scheduled events held at the beginning or end of a Committee Meeting.
- 4.8 The in-camera sessions can be called by the Chair or by a formal motion through a majority vote from the Committee.

4.9 Allowances can be made to include any parties the Committee requires for the specific issues being discussed.

5.0 A record must be kept of the issues discussed, outcomes and actions from that part of the meeting. These will generally not form part of the published meeting minutes but will be kept confidentially by the person who is Chair. Actions/decisions made are included as part of the published meeting minutes. This is provided to the secretariat by the Chair of the in-camera session.

## 5. Definition

**Confidential Information** - includes:

**Material committee information** - confidential discussions and deliberations that take place between members at Committee meetings, in-camera sessions, out-of-session Committee meetings or Committee correspondence via email. papers

**Material company information** - confidential non-public information entrusted to or obtained by a Committee member due to their position on the Committee. It includes, but is not limited to:

- information about the Company’s financial condition, prospects or plans, its marketing and sales programs and research and development information.
- information concerning possible transactions with other companies or information about the company’s customers, suppliers or joint venture partners, which the company is under an obligation to maintain as confidential.
- all written communications to members including, without limitation monthly/quarterly board papers, submissions, minutes, letters, memoranda, board committee papers and copies of other documents.

**In Camera Session** - confidential meeting or portion of a meeting with only members present. Designed to handle sensitive issues that cannot be publicly discussed. In-camera Sessions have three core functions:

- a. it assures confidentiality
- b. it creates a mechanism for board independence and oversight
- c. it enhances relationships among board members and the Chief Executive Officer

## APPENDIX F – COMMITTEE CONFLICT OF INTEREST POLICY

### Committee Conflict of Interest Policy

<b>Name of Policy</b>	Committee Conflict of Interest Policy	
<b>Description of Policy</b>	This policy defines the principles ensuring any actual, potential or perceived conflicts of interest are effectively identified, disclosed and managed in order to protect the integrity of ANMAC and manage risks.	
<b>Category</b>	Governance	
<b>Scope</b>	This policy applies to the ANMAC Board, ANMAC Committees and the secretariat.	
<b>Status</b>	<input checked="" type="checkbox"/> New policy	<input type="checkbox"/> Revision of existing policy
<b>Last Revised</b>	Not applicable	
<b>Next Review</b>		

•

<b>Cleared by</b>	Board	Date: 26 June 2018
<b>Responsible Officer</b>	Executive Officer	
<b>Author</b>	Fiona Stoker, Chief Executive Officer	
<b>Approved by</b>	Board	Date: 30 June 2018

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<b>Related Documents</b>	Standing notice of interest form
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## **1. Purpose**

The purpose of this policy is to help Committees of the Australian Nursing and Midwifery Accreditation Council (ANMAC) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest to protect the integrity of ANMAC and manage risks.

## **2. Scope**

This policy applies to all ANMAC Committees.

## **3. Policy Statement**

The Committees must adhere to their responsibility to identify any conflicts of interest and take action as specified in this policy to address situations in which a conflict of interest has arisen, could potentially arise or be perceived to arise.

## **4. Principles**

4.1 Conflicts of interest should be openly and effectively managed. ANMAC will manage conflicts of interests by requiring Committees to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage conflicts of interest, and
- Follow this policy and respond to any breaches

4.2 It is the responsibility of the member to declare their conflict of interest as soon as practicable after the Committee becomes aware of his or her interest. The conflict of interest must be:

- documented on ANMAC's Standing notice of interest form, and/or
- declared when the Chair calls for any conflicts of interest at the start of the Committee meeting, against specific agenda items.

Where a member declares a conflict of interest at a meeting the declaration must provide details of the nature and extent of the interest, and how the interest relates to the affairs of ANMAC. Details of the interest must be recorded in the minutes of the meeting.

4.3 If the Committee determines a member might be in a position where there is an actual, potential or perceived conflict of interest, the Chair will require the member to fully and frankly inform the Committee about the circumstances giving rise to the conflict and abstain from voting on any motion relating to the matter.

4.3.1 Where the committee is concerned there may be a risk of a real or perceived conflict of interest, then legal advice should be sought to assess the situation and provide advice on how to avoid the conflict. If decisions are made by the board that involve a conflict of interest, then there is the possibility that the decision will be legally challenged, resulting in personal liability of the member.

- 4.4 If the Committee resolves to permit a member to have any involvement in a matter involving possible circumstances of conflicting interest the Committee must minute full details of the basis of the determination and the nature of the conflict including a formal resolution on the matter.
- 4.5 The secretariat will maintain a register of all actual, potential or perceived conflicts of interest as notified on the Standing notice of interest form.

## 5. Definition

**Conflict of interest** — occurs when a person’s personal interests conflict with their responsibility to act in the best interests of ANMAC. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in. It also includes a conflict between a Directors duty to ANMAC and another duty that the Director has. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of ANMAC and must be managed accordingly.

**Actual conflict of interest** — a direct conflict between current duties and responsibilities as a Director of ANMAC, and existing private interests, including both pecuniary and non-pecuniary interests.

**Potential conflict of interest**—a situation where there is potential for private interests to interfere with official duties of a Director, including both pecuniary and non-pecuniary interests.

**Perceived conflict of interest** — a situation where it could be perceived, or appear, that private interests of a Director member could improperly influence the performance of duties, whether or not this is the case.

## APPENDIX G – COMMITTEE STANDING NOTICE OF INTERESTS

### Standing notice of interests

The Australian Nursing and Midwifery Accreditation Council (ANMAC) is the independent accrediting authority for nursing and midwifery education under Australia's National Registration and Accreditation Scheme. ANMAC helps to protect the health and safety of the Australian community by establishing high-quality standards of nursing and midwifery education, training, assessment and continuing professional development.

Members are requested to declare to the Committee any relevant personal or professional interest that may be perceived to conflict with their ability to consider impartially matters before the ANMAC Committee. Members will be asked to determine how they should deal with the declared interest and the action will be recorded in the minutes of the meeting.

ANMAC expects Committee members to:

- i. complete a Standing Notice of Interests to be kept in a Register of Committee Interests made available to the Committee members and CEO
- ii. keep the Standing Notice up to date
- iii. discuss any perceived conflicts of interest with any of the agenda items during the meeting when called for by the Chair at the commencement of the meeting

### Personal details

<b>Given name and family name</b>	
<b>Position</b>	
<b>ANMAC Position</b>	

Examples of interests include, but are not limited to:

**Professional Memberships:** health profession registrations, professional body membership

**Directorships:** any governing body health or education

**Committees:** health, education, regulation

**National Board roles:** Standing boards or committees

**Relevant employment:** Colleges, AHPRA, government, university or other relevant employer

<b>Other offices which I hold or organisations to which I belong where a conflict may arise (eg. Advisory bodies, Directorship, National Boards, Committees)</b>		
Name of body	Office held	Nature and extent of interest



Relevant employment		
Name of body	Office held	Nature and extent of interest

## Undertaking

2. I undertake:

- i. to review this Standing Notice at regular intervals and to update this Standing Notice whenever there is:
  - any material change in the facts set out in this Notice; and
  - any material personal interest I have in a matter that relates to the affairs of the organisation being discussed, unless I have already given a standing notice of the nature and extent of the interest and the notice is still effective in relation to the interest.
- ii. to consider the matters on an Agenda of the meeting and to declare at the commencement of the meeting, or at a relevant time during the meeting, any personal or professional interest that may be perceived to conflict my ability to consider impartially any agenda item.

.....  
Name

.....  
Date