



# Terms of Reference

## Strategic Advisory Accreditation Committee (SAAC)

Owner: Accreditation Services

Date of Issue: April 2026

**Australian  
Nursing & Midwifery  
Accreditation Council**

## Purpose

The Strategic Accreditation Advisory Committee (SAAC) provides high level strategic advice to the Anmac Chief Executive Officer (CEO) in all areas related to the accreditation functions of Anmac.

The SAAC will:

- provide high level advice to the CEO of Anmac in relation to the accreditation functions of the organisation, which may include:
  - the development of Accreditation Standards for the nursing profession and the midwifery profession
  - issues in relation to accreditation functions, and
  - issues in relation to regulation in accreditation and education.
- assist Anmac in understanding and responding to external factors that impact on Anmac's functions including:
  - changes in government policy that may or will impact on health professional regulation in accreditation and education
  - changes within the university sector that impact on nursing education and midwifery education, and
  - changes within the vocational education and training sector that impact on nursing education and midwifery education.
- provide a forum for debate and discussion in relation to professional issues that are relevant to nursing education and midwifery education including:
  - research and best practice in accreditation and education, and
  - international issues related to accreditation and education.

## Structure and Composition

### Membership

The SAAC will consist of the following:

- Nursing and/or Midwifery government representative
- VET Sector member
- a member that identifies as Aboriginal and/or Torres Strait Islander
- Australian Nursing and Midwifery Federation Senior Federal Professional Officer
- Council of Deans of Nursing and Midwifery member - Nursing
- Council of Deans of Nursing and Midwifery member - Midwifery
- Chair, Enrolled Nurse Accreditation Committee
- Chair, Midwife Accreditation Committee
- Chair, Nurse Practitioner Accreditation Committee
- Chair, Registered Nurse Accreditation Committee
- other relevant members as determined by the Anmac CEO.

Note: Other person/s or representatives including community members may be invited to attend on a case-by-case basis.

The Deputy Chair of the relevant Accreditation Committee may attend if the Chair is an apology.

## Appointment

Members are appointed to the committee by the CEO for a three-year term with the possibility of extension for up to two further terms at the discretion of the CEO and the Director of Accreditation Services in conjunction with the SAAC Chair.

Chairs of the Accreditation Committees will be appointed to SAAC for the duration of their term as Chair.

Members are required to comply with the relevant Anmac policies and codes for the duration of their appointment including but not limited to the Anmac Code of Conduct

The Anmac CEO may remove a SAAC member if:

- the member is absent, without leave first being granted by the CEO, from three or more consecutive meetings of the SAAC; or
- the member does not attend 75% of meetings each year; or
- the member has been found guilty of an offence that, in the opinion of the CEO, renders the member unfit to continue to hold the office of member; or
- the member changes their employment or professional circumstances such that they no longer meet the criteria against which they were appointed; or
- the member has engaged in misconduct or has failed or is unable to properly exercise functions as a member in accordance with Anmac approved policies and guidelines.

Members are entitled to claim sitting fees for attendance at and preparation for Committee meetings in accordance with the Anmac sitting fees policy.

## Chair and Deputy Chair

The Chair and Deputy Chair of the Committee will be appointed by the CEO for up to three years with the possibility of extension for up to one term at the CEO's discretion.

To be eligible for appointment as the Chair or Deputy Chair the member will need to have been a member of the committee for at least one year.

The Chair will preside over all meetings of the committee, ensuring meetings are run effectively, discussions are productive, and decisions are made efficiently.

The Deputy Chair will carry out the duties of the Chair in their absence.

## Operation of the Committee

### Secretariat support

The Accreditation Services team provide the RNAC secretariat support.

The agenda papers for the meetings will be distributed five working days before the meeting. Additional items may be included at late notice if approved by the Anmac Director Accreditation Services.

## Frequency of meetings

The SAAC will meet as necessary, usually quarterly, online, with annual face to face meetings at the discretion of the CEO.

## Attendance at meetings

The Anmac Director Accreditation Services (or their delegate) and Accreditation Services Team will attend all SAAC meetings.

Other Anmac personnel may attend meetings if the Director of Accreditation Services and Chair of SAAC deem it necessary.

## Quorum

The quorum for the SAAC is a majority of the members of the Committee.

## Conflict of interest

Where a committee member determines that they have an actual or potential conflict of interest between their duties and responsibilities as a committee member and existing private interests they must declare it to the Chair as soon as they become aware of it.

Members of the Committee must not participate in discussions and must not vote on any issues in respect of which there is an actual or perceived conflict of interest. The Committee will determine the appropriate way to manage the conflict and record their decision in the minutes of the meeting.

The secretariat will maintain a register of all actual, potential or perceived conflicts of interest as notified on the Standing Notice of Interest form.

## Confidentiality

Anmac requires education providers to provide considerable information in accreditation and subsequent monitoring submissions. This may include sensitive information such as staff details, budgets and commercial in confidence material.

Anmac Committees must only use the information they gain during their Anmac duties for its intended purpose. Committee members must not use the information, including privileged information or commercially sensitive information, to obtain an advantage for themselves or another person or to cause detriment to the public entity.

Upon appointment to the Committee members are required to complete a confidentiality agreement.

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<b>Signed</b>	<i>Camille Rowland.</i>	