

Terms of Reference



Strategic Management Committee

1. Context

The Nursing and Midwifery Council (Council) regulates registered nurse and midwifery practitioners in NSW as part of a multi-profession National Registration and Accreditation Scheme (NRAS). The Council works in the spirit of partnership with the Health Professional Councils Authority (HPCA), as defined in the Service Level Agreement. The Council, along with the other NSW health professional Councils, also works collaboratively in a co-regulatory arrangements with the NSW Health Care Complaints Commission (HCCC), the Nursing and Midwifery Board of Australia and the Australian Health Practitioner Regulation Agency (Ahpra).

NSW Councils may establish committees to assist with Council functions. The Strategic Management Committee (Committee) is established as a committee of the Nursing and Midwifery Council.

2. Purpose

The Committee provides strategic oversight of the management of:

- the complaints process
- regulatory policy and projects
- stakeholder engagement
- matters relating to planning, governance and compliance with legislative requirements on behalf of the Council

3. Functions

The functions of the Committee include:

- a) Advising the Council on current and emerging strategic issues relevant to the regulation of nurses and midwives
- b) Overseeing the development and direction of the Council's action plans consistent with the joint strategic planning process for all Councils and the HPCA
- c) Advising the Council on options for achieving strategic objectives and potential implications for resourcing to meet strategic objectives
- d) Monitoring progress of implementation of strategic initiatives and projects in the Council's action plans including achievement of identified goals and meeting performance indicators
- e) Reviewing management reports and advising the Council on status and emerging issues
- f) Reviewing the annual budget and financial statements and providing feedback to Council

Terms of Reference

- g) Reviewing data reports about complaints and regulatory hearings, including performance indicator reports, and providing feedback to Council as necessary
- h) Identifying and advising Council on matters relevant to a partnership agreement or other agreements with the HPCA
- i) Overseeing and advising the Council on stakeholder engagement matters
- j) Monitoring Council compliance with legislative requirements and government policy
- k) Overseeing other matters as delegated by the Council.

4. Delegations

NIL.

5. Membership

The Committee includes at least four Council members:

1. President of the Council
2. Deputy President of the Council
3. The legal member of the Council
4. A Community member of the Council
5. Up to two other Council members approved by the Council

6. Secretariat

HPCA staff in the Council team attend the Committee meetings and provide secretariat support, briefs and reports as required. The secretariat is also responsible for following up action items in a timely manner.

7. Quorum and Decisions

A quorum is three members. Majority rule for **decisions** and if necessary, a casting vote by the chairperson.

8. Chairperson

The **chairperson** is the President of the Council or a person delegated by the President.

9. Meeting Requirements

The Committee meets every second month and at least six times per calendar year.

10. Records and Reporting

The minutes of the Committee are the record of decisions and actions from the meeting.

The Committee approves the minutes and the Chairperson of the meeting signs the minutes.

The minutes are provided to the Council's second monthly meetings.

Terms of Reference



11. Resources

NIL.

12. Remuneration

Council Members: remuneration for participation in this committee is included in the Annual Council Member payment, as approved by the NSW Health Minister.

Non Council Members: receive remuneration for participation in this committee at the sitting fee rate approved by the NSW Health Minister.

13. Review

The terms of reference are to be reviewed every 12 months.