

National Safety and Quality Health  
Service Standards  
Executive Steering Committee

# Terms of Reference

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D24-33729

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## 1. Introduction

The Australian Commission on Safety and Quality in Health Care's (the Commission) purpose is to contribute to better health outcomes and experiences for Australians and improve value and sustainability in the health system by leading and coordinating national improvements in safety and quality of healthcare. The Commission has been created under the provisions of the National Health Reform Act 2011 and is a Corporate Commonwealth Entity operating under the requirements of the Public Governance, Performance and Accountability Act 2013.

## 2. Purpose

The National Safety and Quality Health Service (NSQHS) Standards Executive Steering Committee (the Committee) will provide high-level strategic direction and oversight to drive the review and formulation of the NSQHS Standards (third edition). The Committee will be guided by the aims of the NSQHS Standards, which are, to provide a structured framework to ensure nationally consistent safety and quality systems are in place to deliver high-quality care.

## 3. Role and Function

The Committee will:

- Review the feedback analysis on current and emerging risks to the provision of high quality health care and supporting evidence base, and consider the implications for the NSQHS Standards (3<sup>rd</sup> ed.)
- Review the feedback analysis on the NSQHS Standards (second edition)
- Provide leadership and direction on the formulation of the NSQHS Standards (3<sup>rd</sup> ed.) and accompanying guidance, resources and tools
- Ensure the analysis of the key safety and quality risks and evidence is comprehensive and relevant, and consider the development of a suitable evaluation framework.
- Review and endorse, if appropriate, feedback from the project's NSQHS Standards Project Advisory Committee
- Ensure plans for stakeholder consultations are appropriate, comprehensive and timely
- Endorse the development direction for the guidance, tools and resources to support education and implementation of the NSQHS Standards (3<sup>rd</sup> ed.)
- Provide advice and consider feedback from the NSQHS Standards Project Advisory Committee.

## 4. Composition

Member Name	Position
Conjoint Professor Anne Duggan (Chair)	Chief Executive Officer
David Swan	Board member

Doctor Audrey Koay	Interjurisdictional Committee Chair
Christine Gee	Private Hospital Sector Committee Chair
Doctor Helena Williams	Primary Care Committee Chair
Chris Leahy	Chief Operating Officer
Conjoint Professor Carolyn Hullick	Chief Medical Officer
Adjunct Professor Anna Thornton	Chief Nursing Officer

## 5. Terms of Appointment

Members are appointed as nominees for their role within the Commission, knowledge, experience and expertise and hold their appointment at the discretion of the Commission.

Members may resign from the Committee at any time by providing a letter stating the intention to resign to the Commission (copied to the Chair and Secretariat) at least four weeks prior to the date of resignation.

The Commission will consider appointments to vacancies, as appropriate.

The Commission retains the discretion to alter the Committee's membership at any time and for whatever reason.

## 6. Confidentiality

The Chair, during a meeting, can require material to be kept confidential to members and this will be recorded in the meeting minutes. Until these papers are approved for release by the Commission, information within or the agenda papers are not to be distributed, cited, copied or quoted. Members should not discuss this document beyond relevant officers in their immediate organisation.

## 7. Conflict of Interest

Conflict of interest is defined as any instance where a committee member, partner or close family friend has a direct financial or other interest in matters under consideration or proposed matters for consideration by the Committee.

A member must disclose to the Chair any situation that may give rise to a conflict of interest or a potential conflict of interest, and seek the Commission's agreement to retain the position giving rise to the conflict of interest. Where a member gains agreement to retain their position on the Committee, the member must not be involved in any related discussion or decision-making process.

A committee member is not to participate in committee business until the Deed of Confidentiality and Conflict of Interest form has been completed.

## 8. Deliverables

Project deliverables will include:

1. Approved consultation materials and the draft NSQHS Standards (3<sup>rd</sup> ed.)
2. Accepted reports on consultation processes relating to the NSQHS Standards
3. Approved consultation materials for the Regulatory Impact Statement
4. Final draft NSQHS Standards (3<sup>rd</sup> ed.)
5. Approved format and direction for implementation resources.

## **9. Timeframes**

The key timelines for this project include the following:

- The Committee will commence operation in the first half of 2025 and with a sunset date of 2027. The Committee membership and functions will be reviewed on an annual basis
- The Commission has committed to releasing the NSQHS Standards (3<sup>rd</sup> ed.) in 2028 and commencing assessments to these standards in 2030
- The Committee will meet three times a year, with additional meetings and out of session work agreed by members. Meeting dates and times will be determined based on the availability of most members. The duration of meetings will be two to three hours.

## **10. Review and Evaluation Mechanisms**

Evaluation criteria for this project include:

- Acceptance of the NSQHS Standards (3<sup>rd</sup> ed.) by health services, regulators, clinicians, patients and consumers
- Successful completion of the Regulatory Impact Statement
- Measures of success for the transition from the second to the NSQHS Standards (3<sup>rd</sup> ed.)
- Acceptance of format and direction of implementation resources in use by health service organisations.

In addition, the Committee must conduct a yearly self-evaluation of its effectiveness and experience working with the Commission. This will be undertaken by:

- Surveying members
- Discussion of membership, performance and effectiveness regularly in meetings.

## **11. Reporting**

Through the Commission's Chief Executive Officer, the Committee will report to the Commission's Board routinely at each of its meetings.

The Committee will inform and can direct the work of the NSQHS Standards Project Advisory Committee. Advice and feedback from the NSQHS Standards Project Advisory Committee will be reported to and considered by the Committee.

## **12. Support for Committee**

The work of the Committee will be supported by a Secretariat.

The Secretariat will:

- Provide support and policy advice to the Committee
- Develop agendas, papers and/or briefs for Committee meetings
- Arrange meetings for Committee to discuss issues
- Distribute relevant information in a timely manner to promote robust discussion and feedback
- Ensure all members are kept informed of issues and information relevant to the work of the Committee
- Incorporate Committee recommendations into the development of materials, where possible
- Provide feedback to the Committee on outcomes of discussions and progression of work
- Arrange venues and catering for meetings
- Arrange appropriate travel and accommodation, and
- Verify reimbursement of eligible expenses.

A list of staff members to contact within the Secretariat is available at [Appendix 1](#).

### **13. Operation of the Committee**

#### ***The Chair***

The Chair is ultimately responsible for the operations of the Committee. The Chair will preside at all meetings at which they are present. If the Chair is absent from a meeting, the Commission's Chief Operating Officer will preside.

The Commission's Chief Executive Officer, Conjoint Professor Anne Duggan will be Chair of the Committee.

#### ***Members' obligations and expectations***

1. Members are appointed for the term specified in the instrument of appointment.
2. Members are nominated for their role within the Commission and expertise, knowledge and experience.
3. Members are to actively participate in all meetings and share information, noting that individual members may advise their organisations where appropriate.
4. Members will initially be appointed until 24 December 2027.
5. Individuals on the Committee will declare any potential conflicts of interest with the Commission.
6. Where members have missed two consecutive meetings, it will be at the discretion of the Chair to declare the seat vacant and seek a replacement member.
7. Members will sign a deed of confidentiality.
8. Members will be remunerated according to Commission's Committee Travel and Remuneration Policy. Members will not be eligible to be remunerated

under any Remuneration Tribunal determination if they hold an office or are a full-time employee of the Commonwealth, a state or a territory or a state or territory authority or instrumentality.

### ***Meetings***

It is intended that the Committee will meet three times per year via teleconference. The proposed meetings will be scheduled according to member availability.

### ***Proxies***

Due to the expert nature of the Committee, proxies for meeting attendance cannot be accepted unless prior agreement has been negotiated with the Commission.

### ***Travel and Accommodation***

Travel, accommodation and related expenses for non-Government members will be met by the Commission.

### ***Quorum***

A quorum for a meeting is half the committee membership plus one. Any vacancy on the Committee will not affect its power to function.

### ***Agenda***

The agenda and related papers are normally circulated to members one week prior to the meeting.

The minutes of the meeting will be prepared by the Secretariat. They will provide a concise and focused report of decisions and actions taken. Minutes will be made available to members in a timely manner.

## **14. Personal Information**

The personal information a committee member provides to the Commission will be kept in compliance with relevant privacy and confidentiality legislation.

## Appendix 1: List of Secretariat Staff Members

Director, National Standard Program	Margaret Banks <a href="mailto:Margaret.Banks@safetyandquality.gov.au">Margaret.Banks@safetyandquality.gov.au</a> (02)7232 5098
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Senior Project Officer, National Standards Program	Atikah Siddiqui <a href="mailto:Atikah.Siddiqui@safetyandquality.gov.au">Atikah.Siddiqui@safetyandquality.gov.au</a> (02) 7232 5599