



**Role** Provide a strategic network for nursing and midwifery leaders to exchange ideas and enhance communication and collaboration across the ACT.

Support innovation and excellence in nursing and midwifery practice through leadership and strategic advice pertaining to clinical, educational, workforce, academic, management and research domains of practice.

**Values and Behaviours** Participation and engagement in all ACT Health Directorate (ACTHD) Governance Committees will reflect ACT Public Service (ACTPS) values and signature behaviours of:

*Respect* - genuine engagement that values the contributions of others.

*Integrity* - accountable, transparent, decision-making.

*Collaboration* - information sharing and connecting within the organisation and with external partners.

*Innovation* - openness to change, new ideas and continuous improvement.

**Membership** Members are responsible for efficient and effective participation to contribute to and carry out the NMLN roles and functions.

Members are required to engage at meetings in a courteous and respectful manner that reflects the ACTPS values and signature behaviours.

<b>Public Health</b>	
ACTHD	<ul style="list-style-type: none"> <li>• ACT Chief Nursing and Midwifery Officer (CNMO) (Chair)</li> <li>• Director of Nursing, Senior Nursing and Midwifery Advisor, Office of the CNMO (Deputy Chair)</li> </ul>
SYNERGY Nursing and Midwifery Research Centre	<ul style="list-style-type: none"> <li>• Representative</li> </ul>
Canberra Health Services (CHS)	<ul style="list-style-type: none"> <li>• Executive Director of Nursing, Midwifery and Patient Support Services</li> </ul>
Calvary Public Hospital Bruce	<ul style="list-style-type: none"> <li>• Executive Director of Nursing and Midwifery</li> </ul>
Tresillian	<ul style="list-style-type: none"> <li>• Executive Director of Clinical Services</li> </ul>
<b>Private Hospital</b>	
National Capital Private Hospital	<ul style="list-style-type: none"> <li>• Senior Nursing or Midwifery Executive</li> </ul>
Calvary John James Hospital	<ul style="list-style-type: none"> <li>• Senior Nursing or Midwifery Executive</li> </ul>



Calvary Private Hospital Bruce	<ul style="list-style-type: none"> <li>Senior Nursing or Midwifery Executive</li> </ul>
Deakin Private Hospital	<ul style="list-style-type: none"> <li>Senior Nursing or Midwifery Executive</li> </ul>
<b>Aged Care</b>	
Aged Care Provider	<ul style="list-style-type: none"> <li>Senior Nursing Representative</li> </ul>
<b>Agency</b>	
Agency – Nursing and Midwifery	<ul style="list-style-type: none"> <li>Representative</li> </ul>
<b>Industrial and Professional Bodies</b>	
Australian College of Mental Health Nurses (ACMHN)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
Australian College of Midwives (ACM)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
Australian College of Nurse Practitioners (ACNP)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
Australian College of Nursing (ACN)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
Australian Nursing and Midwifery Federation (ANMF)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
Australian Primary Health Care Nurses Association (APNA)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM)	<ul style="list-style-type: none"> <li>Representative</li> </ul>
<b>Primary Health</b>	
Capital Health Network	<ul style="list-style-type: none"> <li>Representative</li> </ul>
<b>Tertiary Education</b>	
University of Canberra (UC)	<ul style="list-style-type: none"> <li>Head of School, Nursing, Midwifery and Public Health</li> </ul>
Australian Catholic University (ACU)	<ul style="list-style-type: none"> <li>Head of School, Nursing, Midwifery and Paramedicine</li> </ul>



Canberra Institute of Technology (CIT)	<ul style="list-style-type: none"> <li>Head of Department, Human Services, Health, Community and Science</li> </ul>
<b>Australian Defence Force</b>	
Australian Defence Force (ADF)	<ul style="list-style-type: none"> <li>Director of Defence Force Nursing</li> </ul>
<b>Peak Consumer</b>	
Health Care Consumers Association (HCCA)	<ul style="list-style-type: none"> <li>Representative</li> </ul>

Observers, participants, and presenters may be invited to attend meetings. They will be determined in advance by the Chair and provided sufficient notice to be included in the meeting agenda.

Authors of papers considered by the NMLN who are not members are encouraged to attend and will generally remain at the meeting only for the duration of their agenda item.

**Quorum**

50% +1 membership is required for a quorum.

Members may nominate a proxy as representative if unable to attend. If nominating a proxy, members must provide sufficient notice to the NMLN secretariat.

Where a quorum is not met, the Chair has discretion to proceed with the meeting to attend to non-decision-making items (i.e. for noting, information, etc) and postpone items for decision making (i.e. for decision, agreement, approval, recommendation) to the next meeting.

**Functions**

- Provide expert advice and inform government policy on nursing and midwifery related issues.
- Provide direction and collaborate with key stakeholders in the ACT on nursing and midwifery workforce, education, research and clinical practice.
- Build the profile and image of nursing and midwifery and the NMLN.
- Promote nursing and midwifery engagement and meaningful partnerships with a diverse range of contemporary ACT healthcare consumers relevant to specific matters of nursing and midwifery in the ACT.
- Foster research readiness and culture.
- Promote nursing and midwifery leadership development.

**Reporting**

The CNMO reports on outcomes and provides updates on relevant issues raised through the NMLN to the ACTHD Deputy Director-General at regular meetings, and as required to the ACT Minister for Health and ACT Minister for Mental Health.

**Secretariat**

The Office of the CNMO, ACTHD, will provide Secretariat support.

The Secretariat will circulate the agenda and relevant papers 5 working days before each meeting.



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The Secretariat's role is to support the Chair/Deputy Chair in executing their roles, functions, and responsibilities in the management of the NMLN via:

- managing invitations for meetings;
- coordinating agendas, papers and action items for meetings and circulating information prior to meetings;
- maintaining and circulating appropriate records of meetings, via minutes and, if deemed appropriate, actions and decision registers; and,
- monitor, review, and action email correspondence from members.

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**Agenda Requests**

Agenda requests will be sought 15 working days prior to each meeting.

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**Meeting Frequency**

The NMLN will meet quarterly.

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**ToR Review Frequency**

The Terms of Reference will be reviewed annually, or as required, to ensure alignment with governance arrangements.

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**Approved**

Anthony Dombkins, ACT Chief Nursing and Midwifery Officer  
24 May 2023

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