

Terms of Reference

January 2024

Name

The group shall be known as SA Network of Infection Control Teams (SANIT). SANIT incorporates members from the Non-Acute Infection Control Special Interest Group (NICSIG).

Purpose

SANIT is not a formal SA Health committee and does not have decision making powers or formal advisory functions within SA Health, however a member of the ICS must be present for the meeting to proceed.

SANIT is a voluntary special interest group that aims to promote networking and discussion relating to infection prevention and control (IPC) and does not require a quorum.

SANIT members consist of Infection Control Professionals, nurses, care workers, scientists and others from acute and non-acute South Australian healthcare and/or residential care facilities and agencies (both public and private / acute and non-acute) who hold a portfolio or special interest in IPC.

Functions

1. Foster networking, discussion and collaboration amongst members
2. The Infection Control Service (ICS) will coordinate, and support meetings as scheduled.
3. Meetings will provide a forum to discuss general IPC issues and strategies in various settings, current National and State policy and guidelines, outbreaks and other relevant items as per the agenda.
4. A SANIT Agenda and Action List shall be maintained, discussed, noted and accepted by the Chairperson and members each meeting. Note: formal minutes will not be taken as this is special interest discussion group only and action items will be captured within the Action List.

Chair

The Chairperson will be the Nursing Director, ICS, Communicable Disease Control Branch, Department for Health and Wellbeing or delegate. The primary role of the Chair is to approve and administer the Agenda and Action List, facilitate conversation and keep the meeting to time.

Membership

SANIT membership is open to those who have expertise and/or holds a portfolio in IPC, however SANIT can invite additional people with required knowledge or skills where indicated.

Term of membership is ongoing, however if a member has not attended a SANIT meeting in a 12-month period without an apology or proxy attending, then that member will be automatically removed from the distribution list.

Members not wishing to continue in their membership need to advise the ICS via email:

HealthICS@sa.gov.au

Member responsibilities and actions

5. Be actively involved, including reading material between meetings and contribute to agenda items and conversations as applicable.
6. Communicate attendance or apologies via the ICS generic mailbox (HealthICS@sa.gov.au) including the nomination of proxy if applicable three days prior to the meeting.
7. All meeting members are expected to adhere to the confidentiality requirements of the [South Australian Public Health Act 2011](#), Part 13, Section 99 (1-4).

8. All parties should understand and comply with the confidentiality and privacy provisions of the [Health Care Act 2008, Public Sector \(Data Sharing Act\) 2016](#), SA Health Privacy Policy Directive and any other relevant legislation or policy.
9. Confidentiality - All members are responsible to maintain confidentiality with the members. Due regard should be given to this by members when submitting or discussing agenda items. Documents and papers marked 'confidential' are for the exclusive use of SANIT members and are not to be copied or circulated unless authorisation is provided by the ICS.
10. Conflict of Interests must be declared prior to the meeting to the Chair and members. A member should not take part in a discussion and or the decision on an issue where a member has a pecuniary or conflict of interest in a matter.
11. SANIT members may be asked to participate on outcome-focused, time-limited working groups where applicable and subject to appropriate governance structure and identified reporting mechanisms.

Meeting Details and Procedures

Meeting frequency:	Four times a year or at the discretion of the Chair. The Chair may call extraordinary meetings or cancel unnecessary meetings as required.
Meeting schedule:	February May (optional meeting due to Annual Winter Illness Outbreak Preparedness Seminar held in April/May) August November (optional meeting due to Annual ICS IPC update day held in October/November)
Meeting details:	2 hours - virtual only – Microsoft Teams (Details sent by ICS).
Acknowledgment of country:	The chair will begin the meeting with an acknowledgment of country. <i>“We would like to acknowledge that this land we meet on today is the traditional land of the Kaurna people, and that we respect their spiritual relationship with their country. We also acknowledge that the Kaurna people are the custodians of the Kaurna land, and that their cultural and heritage beliefs are still important to the living Kaurna people today.”</i>
SANIT Papers:	ICS are responsible for the scheduling, review, development and approval of the meeting Agenda and Acton List Papers to be distributed to Members at least five working days prior to meeting. ICS shall keep electronic records of all documents associated with the SANIT meetings. Meeting documentation and files are the property of the Department of Health and Wellbeing and must be preserved in accordance with the State Records Act 1997 and the Freedom of Information Act 1991. The documentation will be stored in Objective.
Funding	No allocated funding. Meeting expenses and secretariat are provided by the ICS.

Review and amendment of the Terms of Reference

The Terms of Reference will be reviewed biannually or as required by the ICS. Significant changes to the Terms of Reference will be discussed with members.

Version Control

No.	Nature of change(s)	Date updated / endorsed
7.0	Bi-annual review. Minor reordering and noting that minutes will no longer be taken. 2024 meeting schedule amended for the second and fourth meeting to be incorporated into ICS facilitated update seminars.	01/01/2024
6.0	Bi-annual review and minor changes	11/11/2021
5.0	New template, major revision incorporating the Non-Acute Infection Control Special Interest Group	27/11/2019
4.1	Bi-annual review and no changes	12/12/2017
4.0	Major revision of purpose & functions, revised meeting schedule	20/12/2014
3.0	Add quorum information	20/12/2013
2.0	Various	11/03/2013
1.0	Original document	02/12/2010