

South Australian Transplantation and Organ Donation Advisory Council

Terms of Reference

1. Introduction and Purpose

- 1.1 The South Australian Transplantation and Organ Donation Advisory Council (SATODAC) was formed in the early 1990s by the donation and transplantation sectors to oversee the multifaceted clinical practices related to organ and tissue donation and transplantation in South Australia.
- 1.2 The key purpose also included ensuring a forum for formal communication between the donation and transplantation sectors and to provide SA Health with expert advice current and emerging issues relating to the sector.
- 1.3 The establishment of the Australian Organ and Tissue Donation and Transplantation Authority (the Authority) in 2009 and the National Reform Agenda on Organ and Tissue Donation for Transplantation have supported the sector to work towards nationally consistent policy and operations.
- 1.4 SATODAC will provide expert advice on current and emerging issues to SA Health and the sector on matters relating to Organ and Tissue Donation and Transplantation.
- 1.5 These Terms of Reference define the purpose, role and functions of the SATODAC.

2. Role and Functions

- 2.1 The SATODAC will:
 - (a) Advise SA Health and the Authority on strategic and operational matters related to Organ and Tissue Donation and Transplantation in South Australia.
 - (b) Receive regular reports on activity from DonateLife, the transplantation and tissue sectors.
 - (c) Receive, review and discuss reports, information and recommendations from reporting subcommittee/s and donation and transplant support services.
 - (d) Submit regular reports from SATODAC to SA Health regarding progress and specifically the impact of organ donation on transplantation and vice versa.
 - (e) Monitor donation and transplantation practices in South Australia and for South Australians transplanted elsewhere to ensure equity and to ensure they are carried out within appropriate National Guidelines and policies.

Version	Committee	Last Reviewed:	Next Due:	 Government of South Australia SA Health
14	South Australian Transplantation and Organ Donation Advisory Council	Aug_2023	Aug_2025	



- (f) Consider matters referred to it from SA Health, DonateLife and the Transplantation sectors and advise and act as necessary.

3. Governance and Authority

- 3.1 The SATODAC is an advisory committee with no executive powers and reports to the Chief Public Health Officer, SA Health.
- 3.2 SA Donation & Transplantation Group to report by exception to SATODAC.

4. Membership

- 4.1 The SATODAC membership comprises:
 - (a) A Chair;
 - (b) Members:
 - (i) Director: Cardiac Transplant, heart failure and pulmonary hypertension or representative;
 - (ii) Director: SA Eye Bank or representative;
 - (iii) Director: Liver Transplant Unit or representative;
 - (iv) Director: Lung Transplant Unit or representative;
 - (v) Director: Renal/Pancreas/Islet Transplant Unit or representative;
 - (vi) Director: SA Tissue (Bone) Bank or representative;
 - (vii) Director: SA Tissue Typing Service or representative;
 - (viii) Organ Retrieval surgeon;
 - (ix) Nursing Service Director, DonateLife SA;
 - (x) State Medical Director, DonateLife SA;
 - (xi) Representative: Donation Specialist Medical;
 - (xii) Representative: Donation Specialist Nursing Coordinator;
 - (xiii) Transplant Nurses Association representative.
- 4.2 Members of the committee are to not only represent the views of their own individual areas/directorates but are to represent the best interests of the Statewide Organ Donation and Transplantation activities.
- 4.3 Where a member is unable to attend, the preferred option is to ensure an informed proxy attend.
- 4.4 The Chair will:
 - (a) Be appointed for a term of two (2) years;
 - (b) *Be elected from a transplant related specialty and their vacated position should be filled by another member from their unit.*

- (c) Have the availability and capability to facilitate regular meetings, and
 - (d) Place a high value on diversity, collaboration, inclusion, and community/consumer and clinical engagement.
- 4.5 Committee members behaviour is to be based on the principles of the Code of Ethics for the South Australian Public Sector. Members will have high degrees of personal integrity, self-awareness, open-mindedness and respect for dialogue and process.
- 4.6 The SATODAC may co-opt specialists/subject experts as required or identified by the SATODAC or Chair for special purposes, or to provide advice and assistance where necessary.

5. **SATODAC Secretary**

- 5.1 The SATODAC Secretary will be appointed by the Chair.

6. **Meetings**

- 6.1 Meetings will occur quarterly or as required.
- 6.2 A quorum will be half of the membership.
- 6.3 Apologies are to be received prior to each meeting. Members may nominate a suitable proxy to attend in their place.
- 6.4 Agenda and meeting papers for the SATODAC will be prepared by the SATODAC Secretary and endorsed by the Chair for distribution to members in the week prior to the meeting date. Where a meeting is required at short notice, agenda and meeting papers will be circulated within a shorter time.
- 6.5 Draft Minutes will be prepared by the Secretary and endorsed by the Chair for distribution to members within seven (7) days of a meeting. Minutes will be tabled at the subsequent meeting and confirmed or amended as required to accurately reflect SATODAC meeting discussion.
- 6.6 The SATODAC Secretary will keep electronic files of the following and forward them to the succeeding Secretary:
- (a) Terms of Reference, agendas and records of each meeting;
 - (b) Papers circulated for discussion or information, papers tabled at meetings and correspondence prepared by the Secretary.

7. **Conflict of Interest**

- 7.1 In relation to specific agenda items of SATODAC meetings, real, potential or apparent conflicts of interest are to be advised at the beginning of each SATODAC meeting.

8. **Access to Information and Confidentiality**

- 8.1 Matters discussed at meetings are of a confidential nature and must be treated as such by members.

- 8.2 Members of the SATODAC have the right to access information and documents relevant to issues being considered within the terms of reference. It is acknowledged that certain issues being examined may be of a confidential and/or sensitive nature, which will require members and the secretary to ensure confidential information remains as such.
- 8.3 It is understood that all documented discussions by the SATODAC would be accessible as required by law.

11. Reporting

- 11.1 SATODAC will report to SA Health through the Chief Public Health Officer. Specific matters will be raised as appropriate.
- 11.2 The SATODAC Committee should complete a yearly evaluation of its achievements in the preceding year and determine its priorities for the next year.

12. Terms of Reference Review

- 12.1 These terms of reference will be reviewed and every two (2) years.
- 12.2 The terms of reference may be altered to reflect the current functions of the Committee.

For more information

E: donatelifesa@sa.gov.au



www.ausgoal.gov.au/creative-commons