



Terms of Reference

Enrolled Nurse Accreditation Committee (ENAC)

Owner: Accreditation Services

Date of Issue: March 2026

**Australian
Nursing & Midwifery
Accreditation Council**

Purpose

The Enrolled Nurse Accreditation Committee (ENAC) provides recommendations to the Anmac Board and the Anmac Chief Executive Officer (CEO), in accordance with the Anmac Board delegations, on matters related to the accreditation and monitoring of education providers and education programs that lead to eligibility for registration as an Enrolled Nurse as well as related education programs.

The Committee will:

- review accreditation reports and recommendations from Anmac's Accreditation Assessment teams.
- decide if education providers and education programs meet the relevant Accreditation Standards.
- make recommendations to the Anmac Board and CEO, on whether an education program should be accredited, accredited with condition/s, or to refuse/revoke accreditation.
- make recommendations to the Anmac Board and CEO on the application of conditions on a program of study.
- review, provide advice and make recommendations on conditions, monitoring, complaints, and risk assessment related to education providers and/or education programs.
- contribute to the review of relevant Accreditation Standards and Evidence Guides, as necessary.
- provide advice or support on any other industry, professional or ancillary matters related to the above.

Structure and Composition

Membership

The ENAC will consist of up to seven members, including:

- Enrolled Nurse academics with skills, knowledge and extensive experience in curriculum development and assessment methods for nursing entry to practice programs.
- At least one clinically practising Enrolled Nurse with experience in clinical education.
- At least one Enrolled Nurse who identifies as Aboriginal and/or Torres Strait Islander.
- Enrolled Nurse members must have current registration as an Enrolled Nurse in Australia with no conduct related conditions
- A community member with experience in accreditation, regulation or higher education.

Appointment

The ENAC is a knowledge-based committee, and members are appointed as individuals, not representatives of their organisations.

Vacant positions will be advertised on the Anmac website.

Applications will be assessed by the CEO, Director of Accreditation Services and ENAC Chair.

Members are appointed to the committee by the CEO for a three-year term with the possibility of extension for up to two further terms at the discretion of the CEO and the Director of Accreditation Services in conjunction with the ENAC Chair.

Members are required to:

- complete induction at the commencement of their appointment
- complete cultural safety training within six months of their appointment
- comply with the relevant Anmac policies and codes for the duration of their appointment including but not limited to the Anmac Code of Conduct

The Anmac CEO may remove a member if:

- the member is absent, without leave first being granted by the Chair, from three or more consecutive meetings of the Committee; or
- the member attends less than 75% of meetings each year; or
- the member has been found guilty of an offence that, in the opinion of the CEO, renders the member unfit to continue to hold the office of member; or
- a member who is required to be registered ceases to be registered; or moves to the non-practising register; or
- the member changes their employment or professional circumstances such that they no longer meet the criteria against which they were appointed; or
- the member has engaged in misconduct or has failed or is unable to properly exercise functions as a member

Members are entitled to claim sitting fees for attendance at and preparation for Committee meetings in accordance with the Anmac sitting fees policy.

Chair and Deputy Chair

The Chair and Deputy Chair of the Committee will be appointed by the CEO for up to three years with the possibility of extension for up to one term at the CEO's discretion.

To be eligible for appointment as the Chair or Deputy Chair the member will need to have been a member of the committee for at least one year.

The Chair will preside over all meetings of the committee, ensuring meetings are run effectively, discussions are productive, and decisions are made efficiently.

The Chair will also represent the committee on the Strategic Accreditation Advisory Committee.

The Deputy Chair will carry out the duties of the Chair in their absence.

If both the Chair and Deputy Chair are absent the Committee may appoint another member to chair the meeting.

Defects in appointment of members

A decision of the Accreditation Committee is not invalidated by any defect or irregularity in the appointment of any member of the Accreditation Committee.

Operation of the Committee

Secretariat support

The Accreditation Services team provide the ENAC secretariat support.

The agenda papers for the meetings will be distributed five working days before the meeting. Additional items may be included at late notice if approved by the Anmac Director Accreditation Services.

Frequency of meetings

The ENAC will meet monthly via videoconference. Additional meetings may be called by the Anmac Director Accreditation Services when required.

Decisions

While it is preferred that the ENAC reaches decisions by consensus, if this is not possible, a decision supported by a majority of the votes cast at a meeting, at which a quorum is present, is the decision. In the event of an equality of votes, the chair of the ENAC has a second or casting vote. A dissenting position may be recorded.

The Chair confirms the Committee's recommendations during the meeting. These are then recorded by the secretariat.

Out of session decisions

Where the committee is unable to make a decision due to

- being inquorate
- more information is required
- it being time sensitive

The committee can agree a decision by circular resolution if a majority of the members approve in writing that they agree to the decision.

Attendance at meetings

The Anmac Director Accreditation Services (or their delegate), Associate Director who holds the Discipline Lead portfolio, Associate Director responsible for the accreditation assessments to be reviewed at the meeting and Accreditation Services Team will attend all ENAC meetings.

Other Anmac personnel may attend meetings if the Director of Accreditation Services and Chair of ENAC deem it necessary.

Quorum

The quorum for the ENAC is a majority of the members of the Committee.

Conflict of interest

Where a committee member determines that they have an actual or potential conflict of interest between their duties and responsibilities as a committee member and existing private interests they must declare it to the Chair as soon as they become aware of it.

Members of the Committee must not participate in discussions and must not vote on any issues in respect of which there is an actual or perceived conflict of interest. The Committee will determine the appropriate way to manage the conflict and record their decision in the minutes of the meeting.

The secretariat will maintain a register of all actual, potential or perceived conflicts of interest as notified on the Standing Notice of Interest form.

Confidentiality

Anmac requires education providers to provide considerable information in accreditation and subsequent monitoring submissions. This may include sensitive information such as staff details, budgets and commercial in confidence material.

Anmac Committees must only use the information they gain during their Anmac duties for its intended purpose. Committee members must not use the information, including privileged information or commercially sensitive information, to obtain an advantage for themselves or another person or to cause detriment to the public entity.

Upon appointment to the Committee members are required to complete a confidentiality agreement.

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