

## **Climate and Health Expert Advisory Group Terms of Reference**

### **Purpose**

The Climate & Health Expert Advisory Group (CHEAG) provides advice to the National Climate & Health Program Board and the interim Australian Centre for Disease Control through the National Health, Sustainability and Climate Unit, operating as part of the Department of Health and Aged Care. CHEAG's main aim is to support the implementation of the National Health and Climate Strategy (the Strategy).

### **Role and Function**

The role and function of CHEAG is to:

- Provide the Program Board with confidential, strategic, evidence-based advice and expertise on climate change and health to support implementation of the Strategy and identify priorities for potential policy and regulation enhancements.
- Review and advise on updates from the National Health, Sustainability and Climate Unit on implementation of the Strategy, including outlines of progress on delivery, risks and issues, and mitigating action to be taken.
- Make recommendations to the Program Board and the National Health, Sustainability and Climate Unit to support implementation of the Strategy, drawing on its specialist knowledge and expertise on climate change and health.
- Identify stakeholders for consultation or involvement in implementation of the Strategy.

### **Composition**

Meetings are chaired by the Assistant Minister for Health and Aged Care, the Hon. Ged Kearney MP, with the Chief Medical Officer and Head of the interim Australian Centre for Disease Control, Professor Paul Kelly, as deputy chair.

CHEAG includes academics, profession representatives, community and industry representatives and experts in climate change and health.

Members are required to complete a Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll form before attending meetings and members are required to disclose any conflicts of interest ahead of each meeting.

CHEAG is expected to be active for the duration of the Strategy implementation period (2024-2028). Members are appointed for two-year terms and the position is not a paid one.

## Meetings

CHEAG meets no less frequently than three times per year. Each meeting is expected to be no more than two hours in duration. Items may be progressed out of session, as needed.

There is no quorum for CHEAG meetings.

Members may send a proxy if they are unable to attend and provide advance notice to the Secretariat. Proxies must disclose any conflicts of interest and complete a Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll form before attending meetings.

## Secretariat

The National Health, Sustainability and Climate Unit is Secretariat for CHEAG. It will:

- Prepare agendas and papers in consultation with the Chair and/or Deputy Chair and circulate these in advance of meetings.
- Take minutes and circulate these after meetings.

## Reporting

Reports from meetings of CHEAG are provided to the Program Board.

The reporting structure for governance of the Strategy is outlined below.

