



Health Technology Assessment Consumer Consultative Committee Terms of Reference

February 2026

Purpose

The Health Technology Assessment (HTA) Consumer Consultative Committee (Committee) provides strategic advice and support to the Technology Assessment and Access Division (TAAD) within the Department of Health, Disability and Ageing (the Department) and HTA advisory committees. The purpose is to support optimal consumer engagement and participation in HTA committee processes.

Objectives

The objective of the Committee is to advise the Department and the HTA Committees by:

- providing a consumer perspective on all HTA matters of relevance to Australian consumers and communities;
- informing HTA policies, methods and processes of significance to Australian consumers and the community;
- promoting communication, collaboration, engagement, mutual understanding and operational efficiencies across the HTA Committees and Sub-Committees where consumer members are involved;
- identifying gaps and opportunities for consumer engagement across technology assessment processes, that can inform the evidence and assessment requirements of the relevant HTA Committees;
- collaborating with the Consumer Evidence and Engagement Unit (CEEU) within the Department on strategies to engage with consumer / patient groups to help them provide information, education and support on engagement with HTA methods and procedures;
- informing methods for formal patient inputs and integration into assessment frameworks which would include activities such as training, feedback to patient groups and conflict of interest requirements.
- supporting the CEEU in promoting greater public understanding of HTA decision-making processes and increasing the transparency of how these assessment decisions are made;
- communicating consumer values, needs and perspectives to all aspects of the HTA sector, including external stakeholders.

Roles and Responsibilities

Committee members will nominate a Chair and Deputy Chair from the group.

Members will commit to:

- Attending all scheduled Committee meetings;
- Maintaining confidentiality and adhering to all conflict-of-interest avoidance and / or management, annually and at each meeting;
- Championing the Committee and broader partnership with the HTA sector;
- Sharing of items / issues within the Committee as they arise; and
- Promoting the Committee in relevant forums.

Membership

Composition

Core membership of the Committee will include each consumer member from the following HTA committees and their Sub-Committees:

- Pharmaceutical Benefits Advisory Committee (PBAC);
- Medical Services Advisory Committee (MSAC);
- Medical Devices and Human Tissue Advisory Committee (MDHTAC).

Consumer members from other HTA-related committees may be recommended by the HTA Consumer Consultative Committee or Department as required. This will be approved by the First Assistant Secretary, TAAD.

Appointment

The Committee is a non-statutory external committee. The Committee's membership is initiated further to a consumer committee member's appointment to a principal HTA committee / Sub-Committee. Members are appointed by the First Assistant Secretary, TAAD, or their delegate.

Length of Appointment

An individual's membership of the Committee aligns with the term of their appointment to their principal HTA Committee / Sub-Committee. The end of an individual's term with their principal committee prompts the end of the individual's membership with the Committee.

Secretariat

The CEEU will provide logistical and organisational support for the Committee, including:

- Organising meetings (including securing a venue, travel arrangements, and remuneration);
- Providing advice and information on Committee processes and requirements for meetings, including the process for declaring and managing conflicts of interest;
- Supporting the Committee Chair and members to develop agenda items, and coordinate actions arising from meetings;
- Recording meeting discussions and providing meeting outcomes and communications for public access;
- Informing and coordinating communications between the Committee and other Departmental areas and HTA Committee Chairs;
- Supporting and coordinating communications for the Committee, for internal and external contacts and referrals; and

- Promoting the Committee in relevant forums.

Email contact for the CEEU is: HTAconsumerengagement@health.gov.au.

Remuneration

The Committee Chair and members are remunerated in accordance with the Departmental Remuneration Framework, updated annually as advised by the Department.

All Committee members are entitled to reimbursement of travel expenses in accordance with the relevant Remuneration Tribunal (Official Travel) Determination.

Committee Meetings

Meetings will be held three times per year, with videoconference/teleconferences or extra meetings as required.

Where a committee member is unable to attend a meeting, proxies will not be allowed to attend the meeting.

All meetings will be chaired by the Committee Chair, Deputy Chair or nominated member as required.

A Quorum will be half the committee membership plus one. Any vacancy on the Committee will not affect its power to function.

The agenda will be set by Committee members, with input from the Secretariat when required. The Chair will finalise the agenda prior to each meeting.

Committee discussions are treated as confidential.

Consensus for key decisions and actions will be the preferred process of deliberations.

Reporting

The Chair is ultimately responsible to the First Assistant Secretary, TAAD for the operations of the Committee.

A record of meetings is to be reported following each meeting and provided to Committee members, Departmental executives, and Principal HTA Committee Chairs.

A Committee Communique is to be published on the Department's website following each meeting.

The Committee is to develop a Plan of Activities biennially, which will be provided to the First Assistant Secretary, TAAD for endorsement.

Confidentiality and Conflict of Interest

Confidentiality

Committee members may, on occasion, be provided with confidential material. Members are not to disclose this material to anyone outside the Committee, and are to treat this material with the utmost care and discretion and in accordance with terms of their confidentiality agreement.

Conflict of Interest

Conflict of interest is defined as any instance where a committee member, partner or close family friend has a direct financial or other interest in matters under consideration or proposed matters for consideration by the Committee.

A member is not to participate in Committee business until the Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll form has been completed. Additionally, Committee members must undertake an annual Declaration of Interest (DOI) process, submitted to the Committee Management Group within the Office of Health Technology Assessment HTA Support Unit (HSU).

A member must disclose to the Chair any situation that may give rise to any actual, potential or perceived conflict of interest concerning matters to be discussed at Committee meetings. Where such a matter arises, the Chair may direct a member to not be involved in any related discussion or decision-making process and may restrict access to relevant documents.