



National Tuberculosis Advisory Committee

CHARTER

<p>Purpose</p>	<p>The National Tuberculosis Advisory Committee (NTAC) is a subcommittee of the Communicable Diseases Network Australia (CDNA). Its role is to provide expert advice to CDNA on the surveillance, prevention, and control of tuberculosis (TB) in Australia.</p> <p>NTAC's objectives are to:</p> <ul style="list-style-type: none"> • Define and support the development and maintenance of high-quality surveillance to monitor transmission trends and epidemiological indicators. • Contribute to strategic advice and planning, with consideration given to priority populations, prevention strategies, effectiveness of treatments and future risks. • Support the implementation of coordinated national approaches to TB management. <p>During a TB outbreak in Australia, NTAC will be consulted by CDNA to develop appropriate advice on outbreak control strategies.</p>
<p>Chair</p>	<p>NTAC has an appointed Chair and Deputy Chair. The Chair of NTAC should, where possible, be nominated from amongst the NTAC's jurisdictional representatives. A jurisdiction is defined as the ACT, TAS, NT, NSW, QLD, WA, SA, VIC and the Commonwealth.</p> <p>The appointment of Chairs and Deputy Chairs is subject to CDNA endorsement and is for a two-year period. To assist in succession planning, where possible the Deputy Chair will follow as Chair in two-year cycles.</p>
<p>Membership</p>	<p>The NTAC membership is comprised of representatives from the following departments and organisations:</p> <ul style="list-style-type: none"> • Representatives from each state and territory (jurisdiction) • Public Health Laboratory Network • National Aboriginal and Torres Strait Islander Health Protection sub-committee • Regional Engagement Specialist • Paediatric Specialist <ul style="list-style-type: none"> ○ Nominees for this position are to be made by the Royal Australasian College of Physicians (Paediatrics) for a three-year term • Australian Government Department of Health, Disability and Ageing • Australian Government Department of Home Affairs • Australian Government Department of Foreign Affairs and Trade <p>All members are expected to:</p> <ul style="list-style-type: none"> • Use respectful and inclusive language to ensure a welcome and supportive environment in all facets of NTAC business. • Raise issues pertaining to TB that require NTAC's guidance on risk, mitigation or other matters warranting national action. • Provide and seek advice from relevant experts on TB, as required by the Australian Government and state/territory governments. • Contribute to NTAC work plans, reporting requirements and working groups, as agreed by NTAC and CDNA. <p>Newly appointed NTAC members to existing positions on the committee do not need to be endorsed by the CDNA. The CDNA is to be provided with an update of any membership changes in writing for noting.</p>

	<p>A proposal to expand the NTAC membership to include a new agency, organisation or expert will require approval from the CDNA.</p> <p>All members must disclose any conflict of interest, actual or potential, relating to their membership of the subcommittee, immediately upon that conflict arising. Members are responsible for providing up to date contact details to the Secretariat.</p>
Structure	<p>The Health Chief Executives Forum (HCEF) is the advisory and support body to the Health Ministers' Meeting Forum.</p> <p>The Australia Health Protection Committee (AHPC) is a subcommittee of HCEF and supports HCEF to deliver national leadership advice on health protection. AHPC aims to reduce emerging health threats posed by infectious diseases, environmental issues, and both natural and human-made disasters in Australia.</p> <p>The CDNA is a subcommittee of the AHPC, and its role is to provide leadership on the national coordination of communicable disease surveillance, prevention and control, and provides advice on public health actions to minimise the impact of communicable diseases.</p> <p>The NTAC was established as a subcommittee of the CDNA, to minimise the national burden and human impact of TB in Australia. The activities of the NTAC assist in maintaining a high level of knowledge and expertise in Australia regarding TB and ensure continued vigilance and action. The NTAC also provides opportunities for information sharing of TB related activities occurring at the jurisdictional level, including enhanced national surveillance of epidemiological control indices for TB including (but not limited to) disease incidence, drug resistance and treatment outcomes.</p>
Attendance	<p>The NTAC will hold at least one face to face meeting each year. Generally, these meetings will convene for two days and usually be held in Canberra. The NTAC will also hold at least two teleconferences each year, with additional meetings scheduled as needed.</p> <p>A proposed meeting schedule will be prepared by the Secretariat, endorsed annually, and provided to CDNA. All members are expected to be present at each NTAC meeting. All members, except for invited experts, are eligible to have a proxy attend meetings on their behalf. If members are not able to attend, the member is responsible for nominating a suitable proxy and advising the NTAC Secretariat.</p> <p>The Chair's agreement should be sought before proxies, observers or guests attend meetings. Guests invited to attend meetings will be asked to leave once their agenda item has concluded and will not participate in committee business.</p> <p>The Secretariat support for NTAC is provided by the Australian Government Department of Health, Disability and Ageing.</p>
Governance	<p><u>Work plan</u></p> <p>NTAC will provide CDNA with an annual one-year work plan for oversight of NTAC's key activities and priorities. The NTAC may develop an ongoing Work Plan to outline a broader range of activities and priorities that support the work of the committee. All activities and priorities, both business as usual and time-limited, will be included in this broader Work Plan for oversight of the breadth of NTAC's activities.</p> <p><u>Agenda</u></p> <p>The Chair is responsible for guiding the agenda. Nomination of agenda items is open to all members. Agenda items will focus on the purpose and objectives of NTAC, agreed key priorities, tasking from CDNA, and emerging national issues. Other matters will be prioritised and managed by NTAC as determined by the Chair in consultation with members.</p>

	<p>Matters may be progressed either in formal meeting sessions or out of session, as determined by the Chair in consultation with the NTAC Secretariat and members. Time-limited Working Groups to progress the work of NTAC can be established as needed. Any agenda items requiring a decision will be supported by a paper, supporting documentation or presentation unless there are exceptional circumstances.</p>
<p>Principles for advice and decision making</p>	<p>No business can be conducted at meetings without a quorum. Consistent with the CDNA Charter, NTAC will not normally be considered to have a quorum if more than two jurisdictions (including the Commonwealth) are not represented by either a member or their proxy.</p> <p>Decisions and advice should be:</p> <ul style="list-style-type: none"> • Evidence and principles-based, • Allow individual jurisdictions to determine the best way to achieve any agreed aims, and • Consensus based. <p>Where consensus or resolution cannot be reached on an agenda item in the established timeframe, consideration should be given to progressing an item through alternative means such as majority vote, out of session review, dedicated jurisdictional discussion, Chair decision, or escalation to CDNA for consideration. Decisions agreed by the majority should not commit non-agreeing jurisdictions to a specific course of action without acknowledgement.</p> <p>Where a vote is required, only jurisdictional representatives are entitled to vote and should consider the advice provided by non-voting members in the decision-making process. If consensus cannot be reached on an item in a timely manner, the Chair will refer the matter to CDNA for consideration.</p> <p>NTAC advice will not be considered as national policy until endorsed by CDNA and/or AHPC, as appropriate.</p> <p>Provision of advice to the Department Home Affairs and other agencies and organisations must be made through the appropriate reporting channels, i.e. through CDNA to AHPC (where applicable).</p>
<p>Scope of responsibility</p>	<p>The NTAC has an ongoing role to:</p> <ul style="list-style-type: none"> • Consolidate TB related activities including: <ul style="list-style-type: none"> ○ Enhanced national surveillance of epidemiological control indexes ○ Drug resistance and treatment outcomes • Provide strategic, expert advice to the CDNA on a coordinated national and international approach to TB control. • Develop and review nationally agreed strategic and implementation plans for the control of TB in Australia. • Align strategic direction to be broadly consistent with the World Health Organization’s strategies to reduce the global burden of TB and as agreed by Australia at the World Health Assembly.
<p>Review</p>	<p>This Charter will remain in force until otherwise agreed by NTAC. Regular review of this Charter should occur to ensure accuracy and relevance.</p>
<p>Record keeping and communications</p>	<p>Outcomes, including decisions, and actions arising from the meeting, will be documented in the meeting minutes by NTAC Secretariat. Minutes will be circulated out of session for endorsement and stored on the NTAC SharePoint site for member access. Endorsed minutes will be stored as per official records management for the Department of Health, Disability and Ageing.</p> <p>The NTAC Secretariat will provide a brief summary of monthly meetings to CDNA.</p>

	There will be no public release of information in the name of NTAC in any way without the prior approval or agreement of NTAC members and the Chair, along with the CDNA and, if applicable, the AHPC. NTAC will adhere to Australian Government, AHPC and CDNA policies relating to the release of information.
Supporting documents	NTAC Membership List Guidance for Intergovernmental meetings

Document version: v1

NTAC endorsed: 29 September 2025

CDNA endorsed: 21 October 2025