Australian Government
Australian Institute of Health and Welfare

AIHW
Stronger evidence, better decisions, improved health and welfare

The AIHW is seeking your feedback by **Thursday, 9th April 2026**. Feedback can be provided directly on the document or via email: primaryhealthcare@aihw.gov.au.

Please refer to the draft Data Governance Framework for context.

DRAFT FOR COMMENT

1. Draft Terms of Reference for NPHCDC Data Governance Committee

Purpose: The NPHCDC Data Governance Committee will oversee the national elements of the collection, use and dissemination of NPHCDC data on behalf of all data custodians.

Functions of the Committee: The key functions of the Data Governance Committee include:

Strategic and Governance Level

1. Ensure that data use supports public benefit.
   → *Aligns the purpose of data use with societal and health outcomes.*
2. Oversee the development and expansion of the NPHCDC.
   → *Strategic growth and sustainability of the data collection initiative.*
3. Ensure that the operation of the NPHCDC abides by the standards and requirements of relevant legislation, approving Ethics Committees, data suppliers and public expectations.
   → *Establishes the legal, ethical, and stakeholder framework for the data collection.*

Evaluation and Access Control

4. Evaluate project applications against approved uses and data sharing agreements to determine whether an Ethics approved project is supported by current data sharing agreements, approved use cases, and data quality.
   → *Ensures responsible and compliant data access.*

Operational Standards and Data Handling

5. Set and maintain standards for suppression and confidentialisation rules.
   → *Protects privacy and ensures safe data handling.*

Feedback and Impact

6. Ensure the outputs back to source (to practitioners and data suppliers) align with partner expectations and inform to improve population health.
   → *Closes the loop by ensuring data insights are actionable and beneficial.*

Membership: The Data Governance Committee will be made up of members who will represent the interests of funders and the data custodians involved in the national collection. Members will have knowledge and/or experience with data. Members may include the Primary Health Networks, General Practitioners including peak bodies such as the Royal Australian College of General Practitioners, representatives of First Nations community health organisations, AIHW and allied health representatives.

Responsibilities: Committee members will:

- Attend meetings of the Committee
- Consider, comment, contribute or seek further feedback based on the interests of the group they are appointed to represent on the NPHCDC Governance Committee.
- Develop an understanding of the priorities and requirements for National Primary Health Care Data Collection.
- Treat all matters considered by the Committee in confidence unless otherwise directed.
- Assess uses of the collection, including any applications for external access, on their merits and with impartiality.

Conflict of Interest: All members will be provided with a copy of the Confidentiality and Conflict of Interest policy when they receive their letter of appointment. A member's appointment will only become effective on receipt by the Committee member of their completed confidentiality and declaration of interest agreement which must be updated annually by members. A declaration about conflicts of interest will be made by Committee members at each meeting of the Committee.

Record of Meetings

A record of meeting including decisions and action items will be prepared and distributed by the secretariat to members of the Data Governance Committee after each meeting.

Quorum

A minimum of two-thirds of current members.

Frequency of meetings

The Data Governance Committee will meet as required, at least 4 times per year. Out of session business, additional meetings and communication may occur as required.

Reporting frequency

A report of current activities of the NPHCDC will be provided at each Committee meeting

Decision making

The National Data Custodian reports to the Committee.

The Committee may delegate approval/non-approval of components of the NPHCDC to the National Data Custodian based on principles approved by the Committee. For example, approval/non-approval of access to data that are not sensitive and meet the Acceptable/Unacceptable use principles agreed by the Committee. Where the National Data Custodian make decisions on behalf of the Committee, they will provide a record of these decisions to the Committee.

The Committee will take the advice of the National Data Custodian, NPHCDC Advisory Group and Privacy Officer into account when making decisions.

Urgent matters or those not requiring the Committee's full attention may be addressed out-of-session. All out-of-session actions will be documented and reported.

Remuneration

Members of the Committee are not eligible for sitting fees if they are AIHW staff or employees of Commonwealth, state or territory departments or agencies.

DRAFT FOR COMMENT

The AIHW may approve payment of a sitting fee to other members where they believe that the member is not otherwise paid for their time or suffers financial disadvantage by participating on the Committee.

The sitting fee will be set according to the Remuneration Tribunal *(Remuneration and Allowance for Holders of Part Time Public Office)* Determination.

Review of Terms of Reference

The Committee will review its Terms of Reference annually and agree to changes as necessary.

Secretariat

The work of the NPHCDC Committee will be supported by a Secretariat. The Secretariat will:

- provide support and advice to the Committee
- develop agendas, papers and/or briefs for Committee meetings
- arrange meetings for the Committee to discuss issues
- distribute relevant information one week prior to meetings to promote robust discussion and feedback
- draft key points and action items and circulate to the Committee within one week after the meeting
- ensure all members are kept informed of issues and information relevant to the work of the Committee
- provide feedback to the Committee on outcomes of discussions and progression of work
- arrange venues and catering for meetings
- arrange appropriate travel and accommodation, and
- verify reimbursement of eligible expenses.

DRAFT FOR COMMENT

2. Draft Terms of Reference for NPHCDC Advisory Group

Purpose: The NPHCDC Advisory group will support the NPHCDC Data Custodian and the NPHCDC Data Governance Committee through the provision of expert advice relating to contemporary and emerging issues in primary health care.

Functions of the Committee: The Advisory Group will, at the request of the NPHCDC Data Custodian or NPHCDC Data Governance Committee, advise on:

- priorities and workplans for to the NPHCDC
- the scope and nature of projects and outputs to maximise their utility and public benefit
- communication and engagement approaches to maximise stakeholder engagement and representation
- opportunities for collaboration among stakeholders and subject matter experts
- emerging trends, risks and stakeholder concerns

Membership: Membership of the Advisory Group will be selected based on their subject matter expertise and experience, particularly with primary health care data, *and* their ability to represent the interests of key stakeholder groups. Members are appointed as individuals and not as representatives of organisations.

Membership of the Advisory Group is likely to include consumers, practice/organisation providers of primary health care, representatives from First Nations communities, researchers in primary health care, representatives from digital health and/or security and infrastructure and representatives of Commonwealth/state/territory primary health care policy.

Responsibilities: Advisory groups members will:

- Attend meetings as required
- Share their personal expertise and experience, and their insights into stakeholder concerns, as required.
- Develop an understanding of the priorities and requirements for National Primary Health Care Data Collection.
- Treat all matters considered by the Group in confidence unless otherwise directed.

Conflict of Interest: All members will be provided with a copy of the Confidentiality and Conflict of Interest policy when they receive their letter of appointment. A member's appointment will only become effective on receipt by the Group member of their completed confidentiality and declaration of interest agreement which must be updated annually by members. A declaration about conflicts of interest will be made by Group members at each meeting of the Group.

Record of Meetings

A record of meeting including decisions and action items will be prepared and distributed by the secretariat to members of the Advisory Group after each meeting.

Quorum

A quorum for Advisory Group meetings will be determined on an ad-hoc basis by the Chair as required and in accordance with the subjects under consideration in each meeting.

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Frequency of meetings

The Advisory Group will meet as required, at least 4 times per year. Out of session business, additional meetings and communication may occur as required.

Reporting frequency

A report of current activities of the NPHCDC may be provided at each Group meeting.

Remuneration

Members of the Advisory Group are not eligible for sitting fees if they are AIHW staff or employees of Commonwealth, state or territory departments or agencies.

The AIHW may approve payment of a sitting fee to other members where they believe that the member is not otherwise paid for their time or suffers financial disadvantage by participating on the Committee.

The sitting fee will be set according to the Remuneration Tribunal *(Remuneration and Allowance for Holders of Part Time Public Office)* Determination.

Review of Terms of Reference

The Advisory Group will review its Terms of Reference annually and agree to changes as necessary.

Secretariat

The work of the NPHCDC Advisory Group will be supported by an AIHW Secretariat. The Secretariat will:

- develop agendas, papers and/or briefs for Group meetings
- arrange meetings for the Group to discuss issues
- distribute relevant information one week prior to meetings to promote robust discussion and feedback
- draft key points and action items and circulate to the Group within one week after the meeting
- ensure all members are kept informed of issues and information relevant to the work of the Group
- provide feedback to the Group on outcomes of discussions and progression of work
- arrange venues and catering for meetings
- arrange appropriate travel and accommodation, and
- verify reimbursement of eligible expenses.

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