CHILD SEXUAL ABUSE   
VICTIM-SURVIVOR ADVISORY GROUP

**Statement of Duties**

**Safety Notice:** We want the Advisory Group to be safe and accessible to everyone.

It’s important that while you consider an expression of interest, prepare an application or when participating in the Advisory Group that you feel **safe** and **supported**.

Contact us or read our Terms of Reference for information on:

* Accessing free support through our Support Partners
* Self-Assessment Tool to assess your safety and readiness
* A trauma informed approach to meetings and the expression of interest process
* Confidentiality at all times and anonymity if required
* Flexible ways to access and contribute
* Debriefing and regular check ins

**Seeking Help**

If you or someone you know is impacted by sexual abuse, please contact:

Lifeline 13 11 14

Kids Helpline 1800 55 1800

Tasmanian Lifeline 1800 98 44 34

State-wide Sexual Assault Support Line 1800MYSUPPORT or 1800 6978 877

Relationships Australia Tasmania 1300 364 277

For online chat options visit 1800respect.org.au

In an emergency, always call 000.

**Need assistance?** We’re here to help.

Our Team can provide you with support to read, understand and prepare an expression of interest.

**Contact us:**

**Email: keepingchildrensafe@dpac.tas.gov.au or Phone: 1800 093 758**

**Statement of Duties – Victim Survivor Advisory Council**

**Engagement Period**

* Two years, with an option to extend to four years.
* You can take breaks from the Victim-Survivor Advisory Group or withdraw from the Victim-Survivor Advisory Group at any time.

**Hours of Engagement**

* Approximately two-to-six hours three times per year.
* Engagement is casual and will be driven by a co-designed work plan. There is no guarantee of minimum engagement.

**Role Duties**

Members of the Victim-Survivor Advisory Group will be required to:

* participate in induction and training relevant to the role of Victim-Survivor Advisory Group Member;
* participate in face-to-face and/or online Victim-Survivor Advisory Group meetings;
* engage in discussions and other collaborative processes to shape government policy and service design based on lived experience;
* consider proposals and/or documents and provide ideas and feedback; and
* work as a member of a team to find a shared perspective on issues of policy and service design.

**Recruitment Criteria**

Important personal qualities for the Advisory Group Members include:

* An ability to provide your views, advice and feedback based on lived experience of child sexual abuse.
* An ability to reflect on and self-assess safety and readiness to participate in the Advisory Group and identify what support and resources will be required.
* An interest in growing both professionally and personally, through learning about new perspectives, issues and government processes. This includes developing a strong understanding of how the Victim-Survivor Advisory Group role interacts with government and the broader community sector.
* An ability to advocate for and represent a community of victim-survivors of child sexual abuse.
* An ability to work as a member of an advisory team including listening to and respecting different perspectives, being open-minded and curious, and collaborating to form collective positions on key issues.
* An ability to maintain confidentiality.

**Diverse representation**

We aim for the Victim-Survivor Advisory Group to be representative of the Tasmanian community and be a voice of the diverse experiences of child sexual abuse. We invite you to tell us if you identify as Aboriginal, a person with disability, are from a culturally or linguistically diverse background, LGBTIQA+, or a young person aged between 18 and 25 years old. While we invite you to disclose this information, you are under no obligation to.

If you identify as any of the above, we would welcome the opportunity to contact you and discuss how we can support you through the Expression of Interest process. Sharing this information will help you access support should you need it and will also help us to make all reasonable adjustments, and better understand the impact of our work.

**Confidentiality**

* The Tasmanian Government will maintain members’ privacy and will not share their personal information without consent.
* You will be expected to keep personal information about other Advisory Group Members and the information and stories shared in the Group confidential.
* You will be expected to maintain confidentiality of sensitive consultation material shared by the Tasmanian Government.

**Essential requirements**

* National Police Check for convictions for offences related to sexual assault, family violence, stalking, murder, violence against animals, & any crime considered a hate crime committed as an adult.
* Having a criminal conviction does not exclude you from participating on the Advisory Group. To maximise the psychological safety of all members of the Advisory Group, it is only the convictions outlined above that will exclude you from being a member of the Advisory Group.

**Remuneration and expenses**

* Advisory Group members will be remunerated for their time at Advisory Group meetings, including any time required for preparation and follow-up.
* Remuneration will be paid in accordance with the [Tasmanian Government Board Fee Policy](https://www.dpac.tas.gov.au/__data/assets/pdf_file/0022/127525/Tasmanian_Government_Board_Fee_Policy_4.6_as_at_August_2021.pdf).
* Expenses related to undertaking the role in the Advisory Group will be paid or reimbursed by the Department of Premier and Cabinet. Payment will be made upon receipt of an invoice by the Department of Premier and Cabinet.
* The Department of Premier and Cabinet urges you to seek independent financial advice related to your engagement as an Advisory Group member by the Department of Premier and Cabinet, including related to the impact of remuneration on your income support, Services Australia payment, child support, tax, and/or superannuation.

**Debriefing and Support**

The issues discussed within the Child Sexual Abuse Victim-Survivor Advisory Group may intensify painful aspects of your own experiences and sometimes make undertaking your role in the Advisory Group difficult and distressing for you. The Department of Premier and Cabinet will make every effort to minimise the possibility participating in the Advisory Group will re-traumatise members.

At any point in the recruitment process, or while participating as a member of the Advisory Group, you will be able to access free debriefing or mentoring support from our Advisory Group Support Partner(s) and/or an existing practitioner of your choice. This is free of charge and not cost to you. Further information can be provided by contacting the Department of Premier and Cabinet, as below.