CHILD SEXUAL ABUSE   
VICTIM-SURVIVOR ADVISORY GROUP

**Terms of Reference**

**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**.

We will ensure the following support for your safety and wellbeing and will provide the following information to you:

* 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

We acknowledge that as a victim-survivor of child abuse in Tasmanian you may have left the state. We encourage you to still apply.

**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**

Statewide Sexual Assault Support Line **1800MYSUPPORT or 1800 6978 877**

Relationships Australia Tasmania **1300 364 277**

For online chat options visit [1800respect.org.au](https://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 on:**  
Email: [keepingchildrensafe@dpac.tas.gov.au](mailto:keepingchildrensafe@dpac.tas.gov.au) or Phone: 1800 093 758

DRAFT Terms of Reference\*

**Updated 5 January 2024**

**\*The Terms of Reference will be finalised by the Group once appointed.**

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| **Establishment** | The Child Sexual Abuse Victim-Survivor Advisory Group (“the Advisory Group”) is established by the Premier. |
| **Purpose** | The Advisory Group has been established to ensure victim-survivors of child sexual abuse have a formal mechanism to advise the Government on issues and policies relating to Tasmania’s approach to prevent and respond to child sexual abuse.  The Advisory Group shall provide a mechanism for representation of victim-survivors to the Tasmanian Government to inform and shape the implementation of recommendations of the Commission of Inquiry into the Tasmanian Government’s Responses to Child Sexual Abuse in Institutional Settings (Commission of Inquiry), including the development and implementation of a Child Sexual Abuse Reform Strategy and associated Action Plan. |
| **Functions / Role** | As a collective, the Advisory Group will:   * Provide advice on the ongoing implementation of the Government’s response to the final report of the Commission of Inquiry*;* * Provide advice on the development and implementation of a Child Sexual Abuse Reform Strategy and Action Plan as recommended by the Commission of Inquiry; * Provide input and feedback to the Tasmanian Government on the range of policies, programs, services and initiatives directed at preventing or responding to child sexual abuse and the impacts on victim-survivors of child sexual abuse; * Ensure the perspectives of people with lived experience of child sexual abuse across the lifespan, including those from more marginalised communities such as Aboriginal people, LGBTIQA+ people, culturally and linguistically diverse (CALD) people, migrant and refugee people, and people with disability, are reflected in the advice provided to Government; and * Provide advice on ongoing engagement processes for victim-survivors of child sexual abuse, their families and support/service network. |
| **Membership** | The Group consists of up to twelve (12) members appointed by the Premier.  Membership of the Advisory Group should be inclusive of people from diverse identities and backgrounds. Members will be:   * people with lived experience in Tasmania; and * victim-survivors of child sexual abuse, including adults who may have experienced child sexual abuse; and/or * parents or carers of victim-survivors of child sexual abuse.   We acknowledge that as a victim-survivor of child abuse in Tasmanian institutions you may have left the state. You do not need to live in Tasmania to be part of the group, however it will be necessary to ensure the safety of interstate members and that they receive appropriate support. Particular attention will be provided to this matter during the selection process for any interstate applicants.  Group members are appointed as individuals to provide views of people with lived experience of child sexual abuse, not as representatives of any organisation or region.  Membership will be regionally balanced and reflect the gender and cultural diversity of the Tasmanian community.  Vacancies on the Advisory Group will be widely advertised and interested people will be invited to apply and participate in an Expression of Interest and selection process. In the event of a casual vacancy, applicants who expressed an interest and have agreed to being contacted in the most recent selection process may be appointed during the following 12-month period without undergoing a further selection process.  Where a casual vacancy exists, the Advisory Group must be given one (1) meeting’s notice by the ex-officio Facilitator of the intention to fill the vacancy and what process will be undertaken.  Members will be appointed for two-year terms. Members may be reappointed for a further two-year term at the discretion of the Premier. Members can only be on the Advisory Group for two consecutive terms. Interested individuals may apply again after a two-year break from the Advisory Group.  Membership occurs on a rotating basis and there will be a staggered process of renewal. |
| **Chair and Facilitator** | The Advisory Group will have an ex-officio Facilitator from the Department of Premier and Cabinet (DPAC).  The Facilitator is responsible for convening and conducting meetings as well as facilitating discussion.  The Advisory Group will have a Chair who is a member of the Advisory Group.  The Advisory Group Chair will be appointed by the Premier through an Expression of Interest process (following a six-month establishment period). The Chair is responsible for meeting outcomes and work product.  A Deputy Chair will also be appointed to support this role. The Deputy Chair will assume the Advisory Group Chair role as required.  If the ex-officio Facilitator is unable to attend a meeting, they may nominate a proxy from DPAC to attend on their behalf. |
| **Ministerial representation** | The Premier or delegate Minister will attend Advisory Group meetings as required.  Ministers with matters of interest to their portfolio may also be invited by the Facilitator to attend meetings of the Group according to the nature of the work program. |
| **Other people who may be invited to Group meetings** | With approval of the Chair, invitations to Group meetings can be issued to:   * representatives from State, Commonwealth and/or Local Government; * representatives from the child sexual abuse service sector; and * other key stakeholders.   Invited representatives and guests attend meetings as observers and to provide policy advice and/or meeting support. Invited representatives and guests are not members and do not have formal rights on the Group. Group members will be notified before the meeting who may be in attendance. |
| **Member expectations** | Members are responsible for:   * participating in three formal Advisory Group meetings per year and sharing views, advice and feedback based on lived experience of child sexual abuse; * allocating time to read papers prior to meetings; * working collectively with other members and Government agency representatives to support the Advisory Group’s role and function, including listening to and respecting different perspectives, being open-minded and curious, and collaborating to form collective positions on key issues; * advocating for and representing a community of victim-survivors of child sexual abuse; * maintaining the confidentiality of Group deliberations and, on occasion, of sensitive information shared with the Group including the names or identities of other Group members; * reporting any actual or perceived conflict of interest to the DPAC Secretariat and, where appropriate, notifying members prior to taking part in relevant discussion or activity; and * acting in a professional, respectful, and collaborative manner when discussing and resolving issues.   In providing advice on child sexual abuse related initiatives, all participants are expected to promote Aboriginal self-determination, embed cultural safety, provide advice based on the different aspects of their identity and lived experience, support inclusivity of transgender and gender diverse people and focus on the needs and experiences of victim-survivors and people who use services.  Members will be provided with induction and training relevant to their roles on the Advisory Group. Members should make best efforts to be available to participate in these sessions.  Members may take leave from the Advisory Group at any time. After a period of 12 months, members must indicate their intent to continue with the Advisory Group. |
| **Meetings** | The Advisory Group will meet three times per year in a formal capacity. Meeting length will be up to three hours at a time, with up to four hours of pre-reading required in the lead up to meetings. Other meetings may be held out-of-session with agreement from the ex-officio Facilitator and Chair.  Suitable platforms will be made available to support members to attend by phone or video conference. Accommodations will be made in regard to access and/or disability needs or support required.  Members may bring a support person to meetings. Support members will be subject to confidentiality for the meeting discussions and must be approved by the Chair and ex-officio Facilitator. Advisory Group Members are not permitted to nominate proxy members to attend meetings on their behalf.  Professional support is available to members for post-meeting debriefing and mentoring. This will be provided free-of-charge. |
| **Procedures** | Meetings will be guided by an annual workplan, which will be co-designed by members of the Advisory Group at the first meeting of the calendar year. The workplan will focus on topics relevant to strategic priorities to prevent and respond to child sexual abuse.  The draft agenda for each meeting will be circulated to members three weeks prior, to allow members to raise matters for discussion.  The final agenda, papers and other meeting materials will be circulated to members at least 10 working days prior to a scheduled meeting.  **All papers will be provided in Plain English/Easy Read format.** |
| **Payment** | Members will be remunerated for their time. Remuneration will be determined 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). Members will also be reimbursed for all travel-related expenses. |
| **Conflicts of interest** | Any member with a Conflict of Interest regarding a particular issue or agenda item must declare that interest prior to the commencement of related discussions.  A member may, at any time, excuse themselves from being involved in discussions on an issue or agenda item for personal reasons. |
| **Code of Conduct** | Members will co-design a Code of Conduct that commits all members to a standard of behaviours that:   * ensure the safety of all members of the Advisory Group * uphold ethical decision making * promote cultural safety * are inclusive of people with diverse backgrounds and experiences * respect diversity of lived experiences. |
| **Confidentiality** | DPAC will maintain members’ privacy and will not share their personal information without consent. Sensitive information that Advisory Group members share will be treated as confidential. Information shared will only be used for the purpose stated in the consultation. DPAC will seek permission to share feedback more broadly; and where feedback is shared, generic terms will be used so that Advisory Group members cannot easily be identified. DPAC will maintain members’ privacy and will not share their personal information without consent. All members will have the option to keep their membership anonymous.  Advisory Group members may be provided with confidential material. Members will be able to seek advice from the Secretariat where they have queries about confidential information and circumstances in which it may be shared beyond the Advisory Group.  Members of the Advisory Group are not to make any media or online statements or publish or post details of the Advisory Group’s activities without written approval of the ex-officio Facilitator.  Members of the Advisory Group must also agree to keep Advisory Group discussions and the identities and names of other members confidential. |
| **Administration** | Administrative support to the Advisory Group will be provided by the Department of Premier and Cabinet.  The Secretariat is responsible for:   * supporting the Facilitator and Advisory Group Chair, * liaison with Advisory Group members; * organising meetings and collating meeting papers; and * assisting in the compilation of Advisory Group reports and submissions.   Where Advisory Group members raise emerging issues with the Secretariat out-of-session, these will be referred to the relevant agency for advice where appropriate. However, the Secretariat is not responsible for ensuring resolution of these issues. |
| **Review** | The Terms of Reference will be reviewed annually. |

## ATTACHMENT 1 - Guide for Reimbursement of Costs

### Travel

* 1. Travel allowance and mileage reimbursements are based on the current State Government per kilometre travel allowance rates. Please contact the Secretariat for current rates.
  2. The option for members travelling from a common area to carpool is encouraged.
  3. Taxi vouchers are available for members who have no alternate means of transport to attend local meetings.
  4. Members who are government employees are expected, whenever possible, to utilise a Government vehicle to attend meetings.
  5. If the above options do not meet the travel needs of a member, please contact the Secretariat to make alternate arrangements.

### Accommodation

2.1 If members require accommodation to attend a meeting and have no alternative accommodation options, please contact the Secretariat. Accommodation will be booked and paid for by the department with consideration given to disability accessibility needs.

### Meal allowance

* 1. Lunch will be provided for members attending face-to-face meetings between 11 am and 1 pm.
  2. When meals are not provided as part of meeting arrangements, reimbursement for meals will be made on presentation of a receipt. Meal allowance is paid in accordance with the current State Government meal allowance rate. The cost of alcoholic beverages will not be reimbursed. Please contact the Secretariat for current rates.

### Personal support

1. The Secretariat may be able to arrange personal or family support if this is required to assist a member to attend meetings. Please contact the Secretariat to advise of particular needs so that, if necessary, arrangements may be put in place.

### Other Costs

1. Any reasonable out-of-pocket expenses related to attendance at meetings may be reimbursed by providing receipts to the Secretariat.
2. Registration costs for workshops/conferences that are attended by a member as a representative of the Group/committee, as directed by the Chairperson of the Group/committee, will be paid for by the Department of Premier and Cabinet.

### Contact details for more information

Child and Young People Reform Unit  
Department of Premier and Cabinet  
Email: [keepingchildrensafe@dpac.tas.gov.au](mailto:keepingchildrensafe@dpac.tas.gov.au)

Phone: 1800 093 758  
GPO Box 123  
HOBART TAS 7001