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## Terms of Reference

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**Safety Notice:** We want the Advisory Council 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 Council that you feel **safe** and **supported**.

Contact us or read our Project Overview and FAQs 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 family violence, call the **Family Violence Counselling Support Service on 1800 608 122** (9am – midnight weekdays or 4pm – midnight weekends and public holidays)

If you or someone you know is impacted by sexual violence call **1800MYSUPPORT on 1800 697 877**.

For online chat options visit [1800respect.org.au](https://1800respect.org.au)

For more information visit [www.safefromviolence.tas.gov.au](https://www.safefromviolence.tas.gov.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:** Family Safety Secretariat

Email: [vsac@dpac.tas.gov.au](mailto:vsac@dpac.tas.gov.au)

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## Terms of Reference\*

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Updated 31 May 2023

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

Establishment	The Victim Survivor Advisory Council ("the Advisory Council") is established by the Minister for the Prevention of Family Violence.
Purpose	The Advisory Council shall establish ongoing representation of victim-survivors to the Tasmanian Government, informing and shaping the implementation of <i>Survivors at the Centre: Tasmania's Family and Sexual Violence Action Plan 2022-2027</i> . The Advisory Council has been established to ensure victim-survivors of family and sexual violence have a formal mechanism to advise the Government on issues and policies relating to Tasmania's approach to prevent and respond to family and sexual violence.
Functions / Role	<p>As a collective, the Advisory Council will:</p> <ul style="list-style-type: none"><li>• Provide advice on the ongoing implementation of <a href="#">Survivors at the Centre: Tasmania's Third Family and Sexual Violence 2022-2027</a>;</li><li>• Provide advice to inform Tasmanian Government responses that address family and sexual violence generally;</li><li>• Provide input and feedback to the Tasmanian Government on a range of policies, programs, services and initiatives and their impacts on victim-survivors of family and sexual violence;</li><li>• Identify issues faced by those affected by family and sexual violence and the services that support them;</li><li>• Ensure that the perspectives of people with lived experience of family and sexual violence across the lifespan, including those from more marginalised communities, such as Aboriginal People, LGBTIQ+ people, Culturally and Linguistically Diverse (CALD) people, migrant and refugee people, and people with disability are reflected in the advice provided to Government;</li><li>• Provide advice on the implementation of sub-projects and actions as required;</li><li>• Consider feedback received through the Hearing Lived Experience Survey 2022 to inform the evolution of Survivors at the Centre.</li></ul>
Membership	<p>The Council consists of up to twelve (12) members appointed by the Minister for the Prevention of Family Violence.</p> <p>Membership of the Advisory Council should be inclusive of people from diverse identities and backgrounds and will be comprised of:</p> <ul style="list-style-type: none"><li>• victim-survivors of family and sexual violence, including adults who may have experienced child sexual abuse or family violence</li></ul>

	<p>Council members are appointed as individuals to provide views of people with lived experience of family and/or sexual violence, not as representatives of any organisation, school or region.</p> <p>Membership will be regionally balanced and reflect the gender and cultural diversity of the Tasmanian community.</p> <p>Vacancies on the Advisory Council 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.</p> <p>Where a casual vacancy exists, the Advisory Council 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.</p> <p>Members will be appointed for two-year terms. Members may be reappointed for a further two-year term at the discretion of the Minister for the Prevention of Family Violence. Members can only be on the Advisory Council for two consecutive terms. Interested individuals may apply again after a two-year break from the Advisory Council.</p> <p>Membership occurs on a rotating basis and there will be a staggered process of renewal.</p>
Chair and Facilitator	<p>The Advisory Council will have an ex-officio Facilitator from the Department of Premier and Cabinet (DPAC).</p> <p>The Facilitator is responsible for convening and conducting meetings as well as facilitating discussion.</p> <p>The Advisory Council will have a Chair who is a Member of the Advisory Council.</p> <p>The Advisory Council Member Chair will be appointed by the Minister for the Prevention of Family Violence through an Expression of Interest process (following a six-month establishment period). The Chair is responsible for meeting outcomes and work product.</p> <p>A Deputy Chair will also be appointed to support this role. The Deputy Chair will assume the Advisory Council Member Chair role as required.</p> <p>If the ex-officio Facilitator is unable to attend a meeting, they may nominate a proxy from DPAC to attend on their behalf.</p>
Ministerial Representation	<p>The Minister with portfolio responsibility for Prevention of Family will attend Advisory Council meetings.</p> <p>Ministers with matters of interest to their portfolio may also be invited by the Facilitator to attend meetings of the Council according to the nature of the work program.</p>

Other people who may be invited to Council Meetings	<p>With approval of the Chair, invitations to Council meetings can be issued to:</p> <ul style="list-style-type: none"> <li>• representatives from State, Commonwealth and/or Local Government;</li> <li>• representatives from the family and sexual violence service sector; and</li> <li>• other key stakeholders.</li> </ul> <p>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 Council. Council members will be notified before the meeting who may be in attendance.</p>
Member Expectations	<p>Members are responsible for:</p> <ul style="list-style-type: none"> <li>• participating in three formal Victim-Survivor Advisory Council meetings per year and sharing views, advice and feedback based on lived experience of family and sexual violence;</li> <li>• allocating time to read papers prior to meetings;</li> <li>• working collectively with other Members and Government agency representatives to support the Advisory Council'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;</li> <li>• advocating for and represent a community of victim-survivors of family and sexual violence;</li> <li>• maintaining the confidentiality of Council deliberations and, on occasion, of sensitive information shared with the Council including the names or identities of other Council members;</li> <li>• 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</li> <li>• acting in a professional, respectful, and collaborative manner when discussing and resolving issues.</li> </ul> <p>In providing advice on family and sexual violence initiatives all participants are expected to promote Aboriginal self-determination, embed cultural safety, provide advice from an intersectional lens, support inclusivity of transgender and gender diverse people and focus on the needs and experience of victim-survivors and people who use services.</p> <p>Members will be provided with induction and training relevant to their roles on the Advisory Council. Members should make best efforts to be available to participate in these sessions.</p> <p>Members may take leave from the Advisory Council at any time. After a period of 12 months, members must indicate their intent to continue the Advisory Council.</p>
Meetings	<p>The Advisory Council will meet three times per year in a formal capacity. Meet length will be up to three hours at a time, with up to four hours of</p>

	<p>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.</p> <p>Suitable platforms will be made available to support members to attend by phone or video conference. Accommodations will be made in regard to access needs or accommodations based on disability.</p> <p>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 Council Members are not permitted to nominate proxy members to attend meetings on their behalf.</p> <p>Professional support is available to members for post meeting debriefing and mentoring. This will be provided free to charge.</p>
Procedures	<p>Meetings will be guided by an annual workplan, which will be co-designed by members of the Advisory Council at the first meeting of the calendar year. The workplan will focus on topics of relevance to the strategic priorities of the Prevention of Family Violence.</p> <p>The draft agenda for each meeting will be circulated to members three weeks prior, to allow members to raise matters for discussion.</p> <p>The final agenda, papers and other meeting materials will be circulated to members at least 10 working days prior to a scheduled meeting.</p> <p><b>All papers will be provided in Plain English/Easy Read format.</b></p>
Payment	<p>Members will be remunerated for their time. Remuneration will be determined in accordance with Tasmanian Government Board Fee Policy. Members will also be reimbursed for all travel related expenses.</p>
Conflicts of interest	<p>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.</p> <p>A member may, at any time, excuse themselves from being involved in discussions on an issue or agenda item for personal reasons.</p>
Code of Conduct	<p>Members will co-design a Code of Conduct that commits all Members to a standard of behaviours that:</p> <ul style="list-style-type: none"> <li>• ensure the safety of all members of the Advisory Council</li> <li>• uphold ethical decision making</li> <li>• promote culturally safe</li> <li>• are inclusive of diversity</li> <li>• respect plurality of lived experiences.</li> </ul>
Confidentiality	<p>DPAC will maintain members' privacy and will not share their personal information without consent. Sensitive information that Advisory Council 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 Council members cannot easily</p>

	<p>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.</p> <p>Advisory Council 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 Council.</p> <p>Members of the Advisory Council are not to make any media or online statements or publish or post details of the Advisory Council's activities without written approval of the ex-officio Facilitator.</p> <p>Members of the Council must also agree to keep Council discussions and the identities and names of other members confidential.</p>
Administration	<p>Secretariat support to the Advisory Council will be provided by the Community Partnerships and Priorities Division, Department of Premier and Cabinet.</p> <p>The Secretariat is responsible for:</p> <ul style="list-style-type: none"> <li>• supporting the Facilitator and Advisory Council Member Chair,</li> <li>• liaison with Advisory Council members;</li> <li>• organising meetings and collating meeting papers; and</li> <li>• assisting in the compilation of Advisory Council reports and submissions.</li> </ul> <p>Where Advisory Council 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.</p>
Review	<p>The Terms of Reference are to be subject to an annual review.</p>

## ATTACHMENT I - Guide for Reimbursement of Costs

### I Travel

- I.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.
- I.2 The option for members travelling from a common area to carpool is encouraged.
- I.3 Taxi vouchers are available for members who have no alternate means of transport to attend local meetings.
- I.4 Members who are government employees are expected, whenever possible, to utilise a Government vehicle to attend meetings.
- I.5 If the above options do not meet the travel needs of a member, please contact the Secretariat to make alternate arrangements.



## 2 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.

## 3 Meal allowance

- 3.1 Lunch will be provided for members attending face-to-face meetings between 11 am and 1 pm.
- 3.2 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.

## 4 Personal support

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

## 5 Other Costs

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

### Contact Details

Family Safety Secretariat – Community Policy and Engagement  
Community Partnership and Priorities | Department of Premier and Cabinet  
Email: [fsvap@dpac.tas.gov.au](mailto:fsvap@dpac.tas.gov.au)  
GPO Box 123  
HOBART TAS 7001

