



July 2023

Terms of Reference

Department of Health Children and Young People Advisory Group
(CYPAG)

Purpose

- The Children and Young People Advisory Group (CYPAG) aims to provide children and young people the opportunity to have a say about the Department of Health (the Department's) provision of services.
- CYPAG members will help the Department to identify health issues relevant to young Tasmanians, and how these issues may be addressed, including ways to improve its services to young Tasmanians.

Members' responsibilities

- Members' responsibilities are outlined in the *CYPAG Position Description*.

Membership

- Members will be aged 12 to 18 years.
- Membership terms will be for 2 years.
- Participation on the CYPAG is voluntary.
- Membership is by self-nomination. Nominees must apply through an Expression of Interest process.
 - Information about selection criteria is provided at Attachment 2.
 - From 2024, appointments will be made by a panel which will include a CYPAG member and two members of the Child Safety and Wellbeing Service (CSW Service).
 - Expressions of Interest will be every two years, or at the discretion of the CSW Service.

- Members can have two consecutive terms. Members must reapply if they wish to serve another term.
- Members may withdraw at any time from CYPAG by notifying the CSW Service in writing (such as via email).
- Membership will also cease if:
 - the CYPAG member displays behaviour that is deemed inappropriate and/or a breach of 'Member responsibilities'; or
 - the CYPAG member fails to attend three consecutive meetings without communication.

Secretariat support

The CSW Service will:

- support the day-to-day organisation of the CYPAG, including logistical support, arranging meetings, and incorporating CYPAG member feedback into Departmental activities (or arranging it to be provided to other work areas);
- be available to support CYPAG members' participation, including supporting individual members as required; and
- escalating any strategic issues to Department of Health leaders.
- Communication between CYPAG members and the CSW Service will be through call, text meeting, email, and face-to-face contact.

Meetings

- CYPAG members will participate in regional face-to-face meetings (South, North and North West), as well as connect through occasional face-to-face state-wide and videoconferencing meetings.
- Per year, it is anticipated that there will be no more than:
 - three or four regional meetings; and
 - one state-wide, face-to-face meeting.
 - Each meeting will be no more than three hours.

- Attachment 1 includes the proposed schedule of meetings for 2023/2024.
- There may be occasional ad hoc requests to connect with the group. For example, another area of the Department of Health may seek the CYPAG's input on one of their own projects.
 - It will be optional for members to engage with additional requests.
 - The CSW Service commits to giving members at least one month's notice of any additional opportunities.
- Catering will be provided at face-to-face meeting by the CSW Service.
- The role of chairperson and minute taker will be rotated as agreed.
- A quorum for the CYPAG will be a majority (half of the group plus one).

Transport

- If members of the CYPAG require assistance with transport to and from meetings and events, the CSW Service will support their attendance with reimbursement for bus or cab fares or fuel, or other transport as required.

Review of Terms of Reference

- The Terms of Reference will be reviewed every two years.
- Additional reviews may be instigated by the CSW Service as required.
- Any changes to the Terms of Reference must be made on the agreement of the majority of CYPAG members.

Related documents

- Position Description CYPAG

Attachment 1 - Proposed Timeline 2023/2024

July/August 2023	Recruitment of CYPAG members
September 2023	Assessment of CYPAG applications Applicants informed of EOI outcome New CYPAG members sent foundational documents in preparation for inaugural meeting
October 2023	Inaugural CYPAG Meeting, including consultation on Department activity
December 2023	CYPAG Meeting - feedback on October consultation/Wrap up 2023
February 2024	CYPAG Meeting - 2024 Planning
April/May 2024	CYPAG Meeting - Consultation on Department activity
July/August 2024	CYPAG workshop – feedback on April/May consultation.
September/October 2024	CYPAG workshop - Consultation on Department activity
November/December 2024	CYPAG workshop – feedback on September/October consultation, and wrap up for 2024

Attachment 2 – Selection Criteria

Criteria for membership

- The CYPAG is open to young people who are aged between 12 to 18 years who are living in Tasmania.
- The following membership criteria also applies:
 - An ability to participate in a fair and open-minded manner.
 - An ability to consider a broad range of views.
 - Knowledge and understanding of the local health issues relevant to young Tasmanians.
 - An ability to look beyond personal interests for the benefit of the Tasmanian community.
 - An ability to facilitate communication and engagement with young people.
 - A capacity to commit to the CYPAG for the required duration.

Selection of members

- Towards the end of current members' terms of appointment, an expression of interest process will be held to select CYPAG member for two-year terms.
- A nomination form must be completed by all interested representatives, including those CYPAG members seeking to be selected for a consecutive term (members can be selected for two consecutive terms only).
- All nominations will be assessed against the Criteria for Membership. All nominees will be interviewed by a member of the CSW Service.
- Appointment to CYPAG will be for a period of up to two years, at the discretion of CSW Service.
- Should a vacancy arise mid-term, new CYPAG members may be recruited through expression of interest. Mid-term appointments will be for the duration of the remaining CYPAG term.