

Position Description – CYPAG members

Location	CYPAG is a state-wide group
Supported by	CYPAG members will be supported by the Child Safety and Wellbeing Service (CSW Service), Department of Health
Term of Appointment	2 years
Approved by	This document has been approved by Director, CSW Service
Date approved	This document was approved in January 2025

What is the CYPAG?

The Children and Young People Advisory Group (CYPAG) provides a way for young Tasmanians to inform the Department of Health (the Department) about how it can improve its services for children and young people.

See Appendix I for more information about the work the Department is doing to improve services to young Tasmanians.

CYPAG membership

The Department will recruit young Tasmanians aged between 12 and 18 years to join CYPAG.

Efforts will be made to establish a membership that has a mixture of age, gender, and representation from a range of backgrounds*, including:

- young Tasmanians with experience of using Tasmanian Government health services, such as our public hospitals
- Tasmanian Aboriginal young people
- LGBTIQ+ young people

- young people with disabilities
- young carers
- young Tasmanians with refugee and/or migrant backgrounds
- young Tasmanians from rural, regional and remote areas
- young people with experience of homelessness and out-of-home care
- young people from low-income backgrounds

**Please note - members will not be expected to contribute on behalf of organisations or communities, but rather contribute to CYPAG activities through voicing their own experiences and insights.*

When recruiting new CYPAG members, the selection panel will also consider each applicant's ability to:

- consider a broad range of views
- participate in a fair, open-minded discussion
- develop an understanding of health issues relevant to young Tasmanians
- look beyond personal interests for the benefit of the Tasmanian community, and
- uphold Member Responsibilities

Members' responsibilities

CYPAG members are expected to:

- have an interest/passion in health services and how they impact/affect young Tasmanians
- be committed to active involvement during their two-year membership term – including attending scheduled meetings and sharing their ideas and perspectives
- always act in a safe, respectful, and responsible manner, and
- be open to learning about the Department of Health and its work to be a child safe organisation

Powers

- Membership of CYPAG is voluntary
- CYPAG is an advisory body only
- The CSW Service has ultimate responsibility for progressing CYPAG members' ideas about how the Department can improve services and the way it engages with children and young people

Time commitment

- CYPAG will meet about every 3 months via video conference to share their ideas about health-related topics
- There will also be occasional face-to-face state-wide meetings, dependent on the availability of staffing and logistical resources.

- CYPAG members will be given at least a month's notice of meeting times and venues
- Meetings will be no more than two hours

Benefits of CYPAG membership

Young Tasmanians who participate on the CYPAG will:

- meet other young Tasmanians who are passionate about improving children and young people's access to, and experience of, public health services
- develop a range of skills, including working in groups (such as communicating with different types of people and active listening), experience chairing meetings and minute-taking and presenting ideas to/influencing decision makers

Reimbursements

- While participation in the CYPAG is voluntary, the Department will provide financial support for members to attend any face-to-face meetings, such as providing bus tickets and/or taxi vouchers
- Face-to-face meetings will also be catered

Work Health and Safety

- The Department has a responsibility to ensure CYPAG members' safety and wellbeing under our obligations under the *Work Health and Safety Act 2012*, available via <https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001>
 - All Department of Health workplaces and supported gatherings, including CYPAG activities, are non-smoking environments
- Alongside this, CYPAG members should take reasonable care of their own personal health, safety and wellbeing, and that of other people affected by their behavior

Appendix I – Department of Health information

All children and young people have the right to feel and be safe. Keeping children and young people safe is everyone's responsibility.

The Department is committed to improving the way services are provided to children and young people, including through the *Child Safety and Wellbeing Framework* (the Framework) [Child Safety and Wellbeing Framework | Tasmanian Department of Health](#), which was launched in 2022 (updated in April 2024), outlining the Department's commitment to strengthening child safety and wellbeing in its services, including ensuring that it upholds and meets the requirements outlined in the:

- Tasmanian Child and Youth Safe Organisation Act 2023

[View - Tasmanian Legislation Online](#)

- Tasmanian Government's Child and Youth Safe Organisations Framework

[The Child and Youth Safe Organisations Framework | Office of the Independent Regulator](#)

- Tasmanian Government's Child and Youth Safe Standards

[Child and Youth Safe Standards | Office of the Independent Regulator](#)

- The Universal Principle for Aboriginal and Cultural Safety

[Universal Principle for Aboriginal Cultural Safety | Office of the Independent Regulator](#)

- The National Principles for Child Safe Organisations

[National Principles for Child Safe Organisations](#)

A key focus of the CYPAG will be supporting activities of the Child Safety and Wellbeing Service, including helping inform the development of new resources for Department of Health staff, assisting in better understanding child/young people's rights and how we can help keep children and young people safe when accessing the Departmental health services.

More information about the work occurring under the Framework is available via [Child Safety and Wellbeing | Tasmanian Department of Health](#)

More information about the Department of Health and its services is available via [Tasmanian Department of Health | Tasmanian Department of Health](#)