

TASMANIAN VETERANS' ADVISORY COUNCIL (TVAC)

TERMS OF REFERENCE

I. Purpose

To provide advice and support to the Government on issues affecting the serving and ex-service members of the Australian Defence Force and their families, including on:

- Strategies to promote the wellbeing of serving and ex-service members of that community.
- Providing a forum for the serving and ex-service community to communicate directly with the Government through the Minister for Veterans' Affairs.
- Encouraging cooperation across all ex-service organisations in Tasmania.
- Monitoring and providing advice about matters relating to the recognition and commemoration of the service of ex-service men and women.

2. Functions of TVAC

- 2.1 Provide advice on matters relating to the serving and ex-service community that are referred to TVAC by the Minister for Veterans' Affairs.
- 2.2 Provide advice to the community on behalf of the Minister on veterans' related programs, projects and funding opportunities.
- 2.3 Facilitate a collective approach to raising issues important to the serving and ex-service community in Tasmania.
- 2.4 Contribute to a body of knowledge about national and international veterans' issues by providing reports, conference material and academic papers to the Secretariat.
- 2.5 Actively support the objectives of the State Government in delivering associated activities and initiatives such as *Tasmania Together*, social inclusion and positive ageing.
- 2.6 Represent TVAC on other government advisory committees/working parties as required or requested.

3. Expectations of TVAC members

- 3.1 Actively participate in TVAC meetings by contributing ideas, advice and expertise in relation to issues affecting the serving and ex-service community and respective networks.
- 3.2 Report on relevant issues to members' respective networks.
- 3.3 Work collectively with other members in relation to veterans' issues.

4. Membership of the Advisory Council

- 4.1 Membership of the Advisory Council will include up to 12 members of whom at least two-thirds will be members of the serving and ex-service community, including the Chair of the Council.
- 4.2 Members will be appointed by the Minister. At least one-third of the members will be selected following an open registration and selection process.
- 4.3 Ex-officio members may be appointed by the Minister to represent the Commonwealth Government and the State Government.
- 4.4 An independent Chair will be appointed by the Minister to convene and chair meetings of the Advisory Council.
- 4.5 Members will be appointed for an initial 12 month term, which may be extended by a further 12 months at the discretion of the Minister.
- 4.6 The membership of the Advisory Council should reflect, as far as possible, the service history, social, economic, gender and regional diversity of ex-service men and women in the Tasmanian community.
- 4.7 Members, excepting ex-officio members, will be appointed as individuals, not representatives of particular interest groups or organisations.

5 Selection of Members

Members will be selected based on the following criteria:

- 5.1 Knowledge and understanding of issues affecting serving and ex-service men and women, and capacity to make a worthwhile contribution to discussions about these issues.
- 5.2 Commitment both to the wellbeing of the serving and ex-service community and the broader Tasmanian community.
- 5.3 Ongoing contact with formal or informal ex-service organisations or networks.
- 5.4 The range of operations in which veterans have participated from World War II until the present day.
- 5.5 Geographic distribution (to allow for coverage of as many communities as possible).

6. Operations of the Advisory Council

- 6.1 The Advisory Council will create a dialogue between the serving and ex-service community and the State Government by connecting the Government to ex-service men and women; providing advice on a wide range of issues affecting the serving

and ex-service community and providing a means for the Government to consult with the serving and ex-service community on other relevant issues.

- 6.2 The Chair will provide regular reports to the Minister on the deliberations of the Advisory Council.
- 6.3 Noting many issues affecting serving and ex-service men and women are the responsibility of the Commonwealth Government, the Advisory Council may refer matters of concern to the State Minister for Veterans' Affairs with a recommendation that he/she raises the issue with the Commonwealth Minister for Veterans' Affairs.
- 6.4 Administrative support to the Council will be provided by the Secretariat.
- 6.5 Advisory Council members will be reimbursed for any reasonable out-of-pocket expenses in relation to the Council including travel, meals and accommodation.
- 6.6 The Advisory Council shall meet as and when required. It is anticipated that the Advisory Council will meet at least twice in each calendar year. There may be times when less or more frequent meetings are required.
- 6.7 Members are expected to give priority to attendance at normal meetings of the Advisory Council and will be required to attend at least 50 per cent of meetings each year.
- 6.8 A quorum for a regular meeting shall be half the appointed members plus one.
- 6.9 Members are requested to send agenda items to the Secretariat 10 days prior to the next meeting.
- 6.10 The agenda will be sent to members one week prior to the next meeting.
- 6.11 Minutes of TVAC meetings will be prepared by the Secretariat in consultation with the Chair.

7. Definitions

- 7.1 *Veteran* - The Department of Veterans' Affairs defines a veteran as 'a current or former member of the Australian Defence Force who has been on operational service.'
- 7.2 *Serving and ex-service community* - For the purposes of TVAC the serving and ex-service community includes:
 - Serving and ex-service members of the Australian Defence Force and their families; and
 - Commonwealth or allied serving or ex-service men and women who served as a member of their country's Defence Force.