

Growing up in Australia: The Longitudinal Study of Australian Children (LSAC)

Scientific Advisory Committee - Terms of Reference

1. Background

The Scientific Advisory Committee (SAC) provides advice on the design and development of the *Growing up in Australia: The Longitudinal Study of Australian Children (LSAC)*. The SAC provides advice on development across the lifespan, survey methodologies, survey instruments, data dissemination and analysis of LSAC data. The SAC provides advice to the LSAC Project Group¹, which includes the Department of Social Services (DSS) Director and the Australian Institute of Family Studies (AIFS) Longitudinal Head. DSS and AIFS are responsible for the design, implementation and leadership of LSAC.

2. Role & Purpose

The role of the SAC is to:

- Provide advice on the scientific design of LSAC, including issues of content, measurement tools, data collection approaches, strategies for maximising participation and retention rates
- Provide advice on activities related to the translation and impact of the project, such as snapshots and reports
- Provide advice on data related aspects of the study, including areas such as data release and updating the data user experience
- Contribute expert advice on young adult and adult development, including across the following domains: jobs, skills and employment; wellbeing; education; health; living arrangements; relationships and parenting, and methodology
- Provide advice on any other study aspects as requested by AIFS or DSS (for example cohort engagement, translation and impact, and building the data user and research community)

3. Membership

The SAC comprises of a maximum of 12 members. Members will be appointed based on their specific expertise and commitment to the terms of appointment. Additionally, the overall composition of the SAC will be guided by the Skills and Capability Framework (**Appendix A**). Appointment is based solely with the individual and not their respective universities/institutions. Appointments will be approved by the LSAC Management Group¹.

Term

Appointment of members will be for a period of four years with a maximum of two terms. Upon conclusion of their first term, general members can choose to apply for an additional term or the LSAC Project Group may offer an additional term. Alternatively, members may wish to transition to the “Friends of LSAC” group at the end of their first or second term. The maximum specification of two terms may be varied by the LSAC Project Group, particularly to ensure the turnover of members is staggered so that term end dates do not coincide for the entire group at the same time.

SAC meetings will be chaired by AIFS and DSS.

4. Roles and Responsibilities

AIFS and DSS

AIFS Longitudinal Lead and DSS Director will rotate Chairing the meetings. AIFS provides secretariat support for the SAC. AIFS will prepare papers for meetings, as needed, in consultation with DSS. DSS will attend SAC meetings and will be carbon copied into correspondence with the SAC, for information.

AIFS is responsible for SAC secretariat functions.

5. Meetings

- The SAC will meet up to four times per year. Additional meetings may be called with the approval of the LSAC Management Group.
- It is anticipated that SAC members will attend all meetings, wherever possible. Failure to attend two consecutive meetings without strong reason, may result in the member’s membership to the SAC being reviewed
- Meetings will be via video teleconferencing with up to one face-to-face meeting per year. Teleconference meeting duration will be between 1-4 hours. Face-to-face meetings may go for one or two days.
- Meetings will be scheduled in line with the study cycle for each wave, allowing AIFS and DSS an opportunity to consolidate study/cycle progress over a longer period of time. The meetings will be scheduled for the SAC advice to align with specific stages of the study, also allowing for a complete, in depth and contextualised update of the study’s progress.
- Study updates will be provided to the SAC approximately quarterly by AIFS via email between meetings.
- SAC working groups may be established at any time, but particularly during the content development phase, for more regular, in-depth advice around specific aspects of content development.

- Any suggested amendments to meeting minutes are to be sent to an AIFS representative to be reviewed and applied. Minutes will then be recirculated to attendees.

6. Travel and Remuneration

Sitting fees

Members, who are not full-time employees of the Commonwealth, the ACT or Northern Territory Government, or a Commonwealth-owned business, will receive sitting fees modelled on the terms set out in the current version of the Remuneration Tribunal (Remuneration and Allowances for Holders of Part-Time Public Office) Determination (the Determination) except where differing terms are explicitly included in these Terms of Reference.

Members daily fee rate is the same as that prescribed in Table 2A of the Determination.

Consistent with the terms of the Determination, sitting fees cover preparation for, and attendance at, SAC meetings.

Work on Non-Meeting Days

Members, who are not full-time employees of the Commonwealth, the ACT or Northern Territory Government, or a Commonwealth-owned business, undertaking agreed SAC work on non-meeting days (other than the usual preparatory work for SAC meetings) will receive payment of fees for their time calculated using the non-meeting day fee calculation methodology outlined in the Determination.

Members are only eligible to claim hours worked on non-meeting days where the time claimed is within the maximum hours claimable per task pre-approved by the AIFS Program lead responsible for management of the study or their Delegate. Pre-approval by AIFS is required to remove any perception of a member's conflict of interest and to assist AIFS to meet its financial management responsibilities.

Travel

The AIFS Secretariat will make all travel arrangements on behalf of SAC members. Members will fly economy class for SAC business unless their flight duration exceeds five hours without an overnight break, then they would be entitled to fly business class.

Travel Allowance

If overnight stays are required, travel allowance will be paid to SAC members at the Tier 3 travel rates set out in the *Remuneration Tribunal (Official Travel) Determination* (the Travel Determination) applicable at the time of travel. This amount includes accommodation, meals and incidentals.

Consistent with the Travel Determination, if a member does not stay in commercial accommodation, but stays in accommodation such as the home of a family member or friend, a rate of one third of the specified travel allowance is payable (rounded upwards to the nearest dollar). No payment of travel allowance or expenses will be made where

the member claims or receives travel allowance or reimbursement of travel expenses from any other source or entitlement for the same travel.

Consistent with the Travel Determination, where the member is approved by the AIFS representative responsible for management of the study, to use their private vehicle for official travel, they will be eligible to receive a motor vehicle allowance as prescribed in the Determination where the private vehicle is used for the journey. Any private vehicle used for this purpose must be comprehensively insured.

Reimbursements

Members will be reimbursed for any reasonable costs associated with membership of the SAC (e.g., Design Team Meetings, Working Groups). These will be paid on receipt of agreed invoices. In the case of parking fees or taxi fares associated with meeting attendance, members must provide original receipts.

Payments

Members will be paid/reimbursed for sitting fees and travel costs twice yearly. The Secretariat will prepare a timesheet for members, based on attendance records. Members are asked to review and advise of any changes or supply acceptance to the Secretariat before payment can be processed.

There are three options for payment of SAC sitting fees, travel allowance, and reimbursement of travel costs such as airport transfers.

1. Members can be paid through AIFS payroll system. The Institute will pay Superannuation, deduct PAYG tax instalments, and pay Travel Allowance without deducting tax.
2. Accounts payable (Companies, Partnerships and Sole Traders)

An organisation or business submits a tax invoice for payment. The invoice amount should be GST inclusive (if the organisation is registered for GST). If a member has an Australian Business Number (ABN), or obtains one from the Australian Taxation Office, payments can be made without withholding tax.

Invoices must include the member's ABN. ABN holders are responsible for managing their own tax affairs.

3. Payments made to individuals who do not possess an ABN and who have not signed an Employment Declaration Form (EDF) will have tax deducted at the top marginal tax rate.

¹ LSAC governance is set out in the Memorandum of Understanding between AIFS and DSS in relation to LSAC. The LSAC Management group includes DSS SES Band 1 (DSS Branch Manager) and AIFS SES Band 1 (Deputy Director, Research) and Longitudinal Head. The LSAC Project Group consists of the DSS Director and the AIFS Longitudinal Head.

Appendix A

LSAC SAC Skills & Composition Framework

Purpose

To guide renewal of the LSAC Scientific Advisory Committee so it has the critical capability set required to shape, quality-assure and translate evidence from a maturing, lifecourse study of children and families, while meeting contemporary governance expectations.

1. Children, Families and Lifecourse Knowledge

Expertise in how children and families develop, adapt and experience change over time, and how early life shapes outcomes across adolescence, adulthood and generations.

Priority capability	Description
Lifecourse development	Understanding of developmental pathways from birth through childhood and into adulthood, including key transitions
Family relationships & parenting	Expertise in family dynamics, parenting, relationships and intergenerational processes
Child and youth mental health & wellbeing	Knowledge of psychosocial wellbeing, risk and protection across development
Education, learning & skills	Understanding of learning across childhood, adolescence and adulthood
Work, care & economic participation	Insight into work–family interface, caring, precarity and economic security
Health	Population health and epidemiological perspectives on the antecedents of healthy adulthood and ageing
Inequality & disadvantage	Understanding of socioeconomic, gendered and structural inequality shaping child and family outcomes
Technology	Understanding how shifts in technology impact on the lives, development and wellbeing of families and children.

Social cohesion	Understanding pathways to belonging, connection and participation in society and the benefits this generates for individuals and the community more broadly.
-----------------	--

2. Methodological Expertise

Capability to advise on the design, evolution and analytic integrity of a complex, multicohort longitudinal study as it transitions into adulthood and intergenerational follow-up.

Priority capability	Description
Longitudinal study design	Cohort maintenance, content continuity, refreshment and long-term design trade-offs
Advanced longitudinal analysis	Trajectories, transitions, causal inference and intergenerational methods
Survey methodology	Measurement validity, respondent burden and mixed-mode design
Administrative data integration	Data linkage governance, consent and analytic use
Data quality & representativeness	Attrition, weighting and population inference
Ethics & participant stewardship	Ethical oversight, trust, consent and participant voice

3. Policy and Portfolio Alignment

Ability to ensure LSAC remains aligned with current and emerging government policy priorities affecting children, families and life outcomes.

Priority capability	Description
Child & family policy	Family support, child wellbeing and prevention
Education & skills policy	Schooling, tertiary, VET and lifelong learning

Employment & income support	Labour market participation and economic security
Health policy	Mental health, population health and ageing
Housing & place	Housing affordability, stability and neighbourhood effects
Cross-portfolio policy integration	Understanding how evidence informs systems perspectives and whole-of-government strategy

4. Research Impact

Capability to ensure LSAC evidence is policy-relevant, usable and influential, while maintaining scientific independence.

Priority capability	Description
Evidence translation	Ability to guide research products that support understanding and action by policy and practitioner audiences.
Government skills	Understanding how departments and policy makers use evidence
Research utilisation & dissemination	Insight into maximising data and research reach and impact

5. Committee Diversity

Explicit commitment to a diverse SAC membership that brings lived experience and various life perspectives as well as academic excellence.

Priority representation	Description
Early Career Researcher	Scientific representative of similar age to LSAC participants
Lived experience	Experience relevant to LSAC cohorts (e.g. caring, poverty, disability)
First Nations	Aboriginal and Torres Strait Islander perspectives

Culturally and linguistically
diverse

CALD backgrounds and migration experience

Gender diversity

Balanced representation across genders
