



## **Alcohol and Other Drug Consumer Engagement Advisory Group (AOD AG) Terms of Reference**

### **NAME**

The Group shall be known as the Alcohol and Other Drug Consumer Engagement Advisory Group (AOD AG)

### **PURPOSE**

This is a transitional group to oversee the deliverables of the WA Primary Health Alliance funded project entitled “Improving Consumer Involvement in the Alcohol and Other Drug Sector”. This project will be completed by June 2018.

### **DEFINITION OF CONSUMER**

Past and present AOD users and their families and supporters/ significant others

### **DELIVERABLES**

- Broad, inclusive consumer consultation representative of the diversity in the sector to best inform project priorities and strategies
- Establishment of an independent AOD consumer voice via incorporation as informed by recommendations<sup>1</sup> from the 2014 Forum Improving Consumer Engagement in the AOD Sector<sup>2</sup> and the Mental Health Commission (2015) *The Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015-2025*<sup>3</sup>

### **ROLES AND RESPONSIBILITIES**

The role of the AOD AG is to lead the project by consulting and working with consumers and to ensure agreed project deliverables are achieved.

### **MEMBERSHIP**

The membership of the AOD AG shall consist of at least eight AOD consumers with networks, two of whom identify as Aboriginal/ Torres Strait Islanders.

It will also include one representative from up to six key organisations or groups as agreed by the AOD AG (see current members listed below).

- WA Network of Alcohol and Drug Agencies
- WA Substance Users’ Association
- Health Consumer’ Council
- Consumers of Mental Health WA
- Mental Health Matters 2



Any Advisory Group member can nominate a proxy to attend in their place or to vote on their behalf. The Advisory Group member would need to notify the group in advance.

An Advisory Group member may wish to bring someone to the meeting as an observer who is a potential proxy to be at the meeting in their absence. The Advisory Group member would need to notify the group in advance. In this case only one attendee will receive a payment and be able to vote.

Any individual, group or organisation can apply to be a member of the Transitional AOD AG by providing a summary of relevant interests and experience, details of active networks and what they can anticipate contributing. This can be emailed to [info@hconc.org.au](mailto:info@hconc.org.au) to be reviewed and voted on by the AOD AG.

### **DECISION MAKING**

Decisions will be taken by a majority vote at the meeting. Decisions can also be made electronically between meetings with a simple majority vote.

### **DURATION OF THE COMMITTEE**

The AOD AG will meet until the project deliverables are completed; this is anticipated to be by June 2018.

### **OPERATING PROCEDURES**

#### **MEETINGS**

##### **Project Meetings**

Project meetings will be held regularly in 2017-18.

##### **Quorum**

A quorum consists of at least 50% of the consumer members.

##### **Payment**

Payment for consumers or unfunded representatives will be provided at a rate of \$35 per hour.

#### **MINUTES**

The minutes will be taken and distributed (if possible by email) within two weeks of the meeting.

#### **AGENDA**

The Agenda must be provided at least three days prior to meetings.

## **CONFLICTS OF INTEREST**

A conflict of interest occurs when there is a conflict between carrying out a deliverable of the AODAG and your private or organisational interest. Conflicts of interest may be actual, or be perceived to exist, or potentially exist at some time in the future.

### **Managing Conflicts of Interest**

1. Conflicts of Interest will be a standing agenda item
2. The AODAG will maintain a register for any conflicts of interest that may arise as discussed and agreed by the majority of AODAG members.
3. In the case of an actual, perceived or potential conflict of interest, the AODAG member may be asked to:
  - a. contribute to the discussion but abstain from voting or taking part in a decision on the matter
  - b. observe but not take part in the discussion or decision making
  - c. leave the meeting during discussion and decision on the matter

The minutes will record which strategy is adopted.

## **REPORTING**

The AODAG reviews the progress reports HCC provides to WA Primary Health Alliance prior to endorsement.

## **PROJECT GOVERNANCE**

### **HCC deliverables**

- Organise and support regular meetings of the AODAG including provision of venue, preparation of agenda and minutes.
- Payment of consumers.
- Provision of relevant advice and support to enable development of strategies by the group.
- Production of relevant materials including project reports.
- Contribute to improved coordination and integration of initiatives related to consumers.

### **WAPHA deliverables**

- Participation in AODAG meetings
- Support development of strategies as appropriate.
- Contribute to improved coordination and integration of initiatives related to consumers



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<sup>1</sup> 2014 Forum on Improving Consumer Engagement in the AOD Sector

Recommendations:

- Recommendation One: Ensure ongoing consultation with consumers to progress strategies.
- Recommendation Two: Develop a common set of principles.
- Recommendation Three: Ensure appropriate support mechanisms to break down barriers
- Recommendation Four: Develop training for consumers and service providers to participate in processes.
- Recommendation Five: Understand the current context.
- Recommendation Six: Work towards consumers being involved at all levels.

<sup>2</sup> [http://wanada.org.au/index.php?option=com\\_docman&view=download&alias=5-consumer-involvement-forum-2014-summary-report&category\\_slug=reports&Itemid=265](http://wanada.org.au/index.php?option=com_docman&view=download&alias=5-consumer-involvement-forum-2014-summary-report&category_slug=reports&Itemid=265)

<sup>3</sup> <http://www.mentalhealth.wa.gov.au/media/1834/0581-mental-health-planprintv16acc-updated20170316.pdf>