

# AODCCC Reference Group (RG)

## Terms of Reference - 2025

### 1. Role/Purpose

The purpose of the AODCCC members Reference Group (RG) is to access the lived/living experience, perspectives, and insights of the AODCCC membership, to help inform and support the organisations systemic advocacy and development.

### 2. Objectives

1. To educate and promote the interest and welfare of those affected by alcohol and other drug use by participating in RG meetings, helping the community to move beyond stigma.
2. To advise on matters relating to systemic advocacy projects and engagements undertaken by the AODCCC.
3. To share personal current/ historical, direct/ indirect lived/ living experience expertise in a collaborative and respectful way, pertaining to the agenda items set by the Systemic Advocate.

### 3. Principles/Values

AODCCC RG works in accordance with the following values:

**Inclusion:** We acknowledge the legitimacy of everyone's experience and provide a safe space for diverse views to be shared.

**Collaboration:** We look for opportunities to bring consumers, family, community, policy makers and providers together for real change.

**Accountability:** We consult broadly and are open about our intent, activities, and outcomes.

**Leadership:** We share bold visions and take courageous steps towards what is needed in the community.

**Integrity:** We respect and value different perspectives and experiences of alcohol and other drug use.



## 4. Term

The AODCCC RG members term is complete when the member has attended 12 sessions in total.

## 5. Membership

AODCCC RG has an inclusive membership strategy:

**5.1 Number of members:** The AODCCC RG shall have no more than 7 members in attendance, with other members on active standby list available should there be an absentee.

**5.2 Eligibility:** To be a RG member, a person must:

- be a current individual member of the AODCCC.
- have a current/ historical, direct/ indirect lived/ living experience of alcohol and other drug use.
- complete an Expression of Interest (EOI).

AODCCC RG members who complete a term of 12 sessions with us are not eligible to immediately re-apply for reference group placement - an 18-month wait period before re-applying is in place to ensure new members opportunities are fair and available.

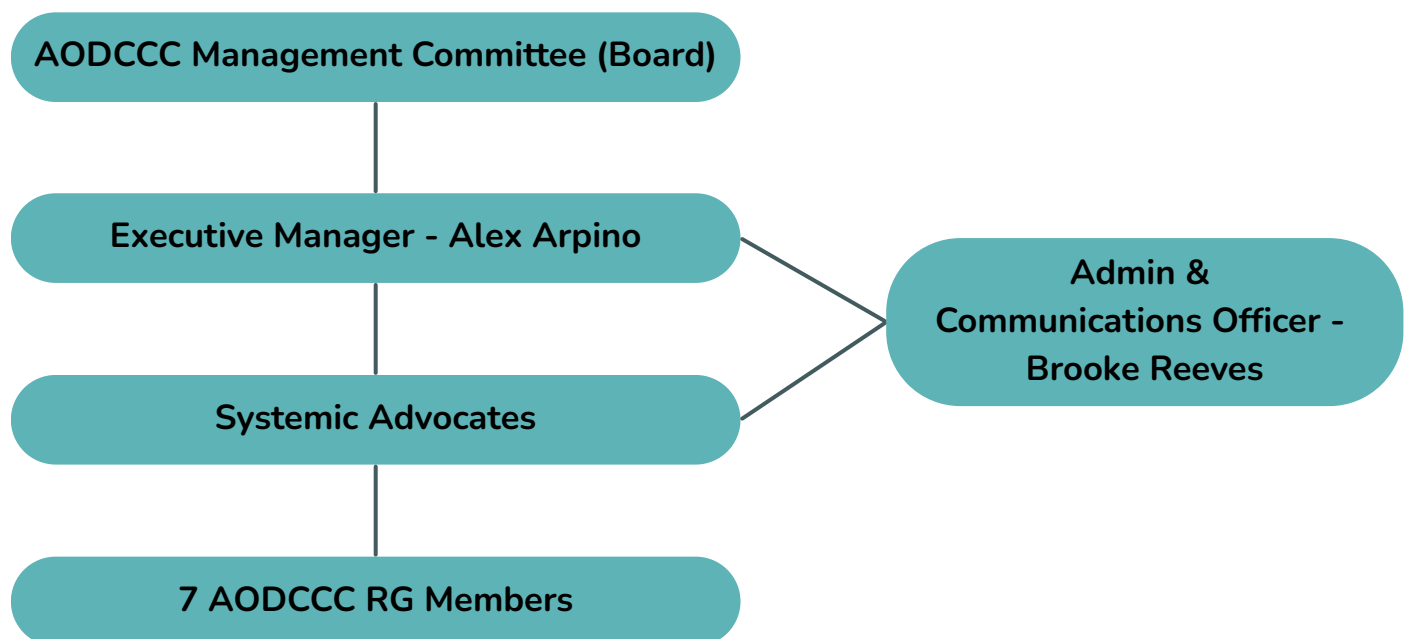
**5.3 Accessibility:** The AODCCC RG provides monthly information about its activities and options for membership to consumers of alcohol and other drug use.

**5.4 Membership Roles:** The AODCCC RG comprises of 7 General Members, and an AODCCC staff member, usually the Systemic Advocate. General Members will be provided with the opportunity to be the minute taker during their term, appropriate support and encouragement will be provided if needed.

## 6. Collaboration and Accountability

The AODCCC RG is jointly accountable to AODCCC staff, the Board, and the membership of AODCCC.

**6.1 Key relationships** of mutual accountability between AODCCC and the AODCCC RG are maintained with:



## 6.2 Conflict Resolution

Issues to be respectfully directed to the person, when appropriate and then to seek support from the Systemic Advocate where necessary. If issues relate to the Systemic Advocate, the Executive Manager is available to assist and can also be a neutral third party as required. Any requests to engage the AODCCC Management Committee can be facilitated through the Executive Manager.

## 7. Member and Staff Responsibilities

### 7.1 All Members

- Actively contribute to meetings and complete all identified reading and agreed actions.
- Work within the Terms of Reference of AODCCC RG in accordance with its Values.
- Notify the AODCCC in advance if they are unable to attend a meeting, if RG member is absent for 3 sessions without communication their term will be terminated, and the opportunity will be given to another member on the active standby list.

### 7.2 Minute-Taker

- Maintain up to date and accurate records of AODCCC RG meetings and correspondence.

### 7.3 AODCCC Staff

- Provide leadership and support regarding AODCCC RG activities and developments.
- Champion and progress AODCCC RG and feedback as required.
- Offer a main point of accountability to consumers of the service, progressing matters of interest and concern as required.

### 8. Code of Conduct

- All opinions are valid and welcome - all attendees are expected to be respectful and non-judgemental of others.
- Derogatory, sexist, racist, or prejudicial/ offensive language and/ or aggression will not be tolerated.
- Members are not to attend meetings substance/ alcohol effected to a level which impacts their engagement and/ or other attendees. Members are to reflect if they are fit for the work contained in the meeting.
- No glorification of Alcohol and Other Drug Use - While AODCCC acknowledges our members have diverse views and experience of alcohol and other drug use, including those that are actively using substances, we do not seek to promote, or encourage the use of substances, or promote a specific ideology relating to the use of or abstinence of drug use.
- Privacy and Confidentiality of other group members is to be maintained.

### 9. Meeting Arrangements

The AODCCC RG meetings will be held once a month, for 2 hours at 33 Moore Street, East Perth. RG members will be paid for 1-hour pre reading and preparation time. A total of 3 hours at \$37.50 ph.

General RG Members will be sent a group text reminder and the agenda and previous meeting minutes within a variable 1-week window before the date of the next meeting. This ensures flexible and timely content and responses.

Zoom/ Teams arrangements will be implemented when required.

## **10. Confidentiality**

Generally, the proceedings and records of proceedings are not confidential. Where confidential matters arise, these must be identified during the meeting and noted in the minutes.

Conflicts of interest must be declared and responded to in applying for AODCCC RG membership and in all reference group proceedings.

To sustain members anonymity, we will not be taking photos of RG members without consent.

When recording minutes, check-ins will not be recorded, and confidential matters will be de-personalised as a way of producing recordable information as discreetly as possible.

## **11. Agenda**

Monthly RG Agendas will be set by Systemic Advocate in coordination with the AODCCC staff group and will be disseminated in a timely manner to all RG members.

## **12. Records**

The Systemic Advocate will keep an up to date and accurate record of all the RG proceedings, minutes will be sent to RG Members for endorsement and stored on the AODCCC secure SharePoint database.