

ALCOHOL AND OTHER DRUGS ADVISORY BOARD

TERMS OF REFERENCE

1. Purpose

The purpose of the Alcohol and Other Drugs Advisory Board (AODAB) is to provide advice to the Mental Health Commissioner (the Commissioner) about matters relevant to section 11 functions of the *Alcohol and Other Drugs Act 1974*.

2. Functions

The functions of the AODAB are to:

- inform itself of emerging issues and trends related to the Alcohol and Drug Sector in Western Australia, Nationally and Internationally;
- provide advice on the treatment, management, care and rehabilitation of persons experiencing alcohol or other drug use problems and co-occurring health issues, including persons who have or may have a mental illness;
- provide advice on the promotion and subsidising of research and education on the causation, prevention, reduction and treatment of alcohol and other drug use problems and co-occurring health issues such as mental illness;
- work in collaboration with the Mental Health Advisory Council (MHAC) to achieve a coordinated focus on alcohol and other drug use issues and mental illness;
- consider evidence and stakeholder views when providing advice on contemporary policies, practices, programs and initiatives; and
- review and provide advice on any matter referred to them by the Commissioner related to the alcohol and drug sector.

3. Membership

The members shall be appointed because of their experience, knowledge, interest and expertise.

- Members of the AODAB are not to be appointed to represent particular organisations or professions.
- To ensure the advice provided is considerate of the diverse perspectives and experience in the sector it is likely that the AODAB members would have expertise in the following areas:
 - the Community Alcohol and Drug sector;
 - Aboriginal Alcohol and Drug issues;
 - Prevention;
 - Public Health;
 - Chapter of Addiction Medicine Clinical Expert;
 - Academia and research; and
 - Law Enforcement.
- Service Consumer(s). One member of the AODAB is to be a member of the MHAC.
- There will be a maximum number of eight members.
- All members of the AODAB will be appointed by the Minister for Mental Health (the Minister).

- The Minister shall appoint a Board Chairperson and Deputy Chairperson from amongst the members of the AODAB.
- Each appointment shall be for a fixed term of three years, with members eligible for reappointment to subsequent terms at the discretion of the Minister. Members may be removed at any time at the discretion of the Minister.
- The Minister determines the Board members remuneration and allowances upon the recommendation of the Public Sector Commissioner.
- The Commissioner may invite staff members of the Mental Health Commission (MHC) to participate in Board discussions.

4. Reporting

The AODAB shall report through the Chairperson to the Commissioner.

5. Operating Procedures

- The AODAB shall commence on the date of proclamation of the *Alcohol and Drug Authority Amendment Act 2015*.
- The AODAB shall meet no less than four times per year in addition to any out-of-session work as required.
- A quorum of four members is required to constitute an effective meeting of the AODAB.
- The proceedings and records of the AODAB will comprise official records for the purposes of the *State Records Act 2000* and will be managed accordingly.
- While the records of the AODAB will be subject to Freedom of Information, it is intended that to the extent practicable that the advice and recommendations made by the AODAB to the Commissioner will not be published and in order to facilitate and promote frankness and candour and to protect personal privacy will be treated as confidential.

Subject to these terms of reference and procedures, the AODAB will determine its own procedural arrangements.

6. Media contact

AODAB members shall not make public statements or respond directly to media requests in their capacity as a member of the AODAB without reference to the Chairperson and the Commissioner.

7. Secretariat

The AODAB secretariat is provided and resourced by the MHC.

These Terms of Reference are established under the *Alcohol and Other Drugs Act 1974* section 14 (4).

Hon Roger Cook MLA
MINISTER FOR MENTAL HEALTH