

Advocacy Tasmania Inc.

ATOD Consumer and Carer Participation Programs and Advocacy Services

Reference Group

Terms of Reference

Role

The role of the reference group is multifaceted, and includes the following:

- To provide expert advice and support in helping to establish effective ATOD Consumer and Carer Participation Programs and Advocacy Services;
- To provide specialist input from a range of ATOD practitioner perspectives;
- To provide insight into the unique needs of ATOD consumers and carers in each region;
- To act as an advisory panel where ideas are tested and feedback given on direction, ideas, approaches and events;
- To guide the development of a best practice evaluation process and monitor its implementation.
- To oversee the continual quality improvement of the ATOD Consumer and Carer Participation Programs and Advocacy Services;
- To act as conduits relaying key information back to organisations, agencies and consumers;
- To promote ATI's ATOD Consumer and Carer Participation Programs and Advocacy Services to stakeholders.

Operation

- The project reference group will meet 3 times prior to Jun 30 2010 primarily to assist the setup phase of the project and advocacy function. when the ongoing function and meeting frequency will be reviewed.
- After the 30th June 2010, the reference group will change direction primarily to support the consumer engagement project with an altered frequency of meetings.

Tasks

The reference group is important for guaranteeing that ATI's ATOD Consumer and Carer Participation Programs and Advocacy Services are built on a sound conceptual

and operational foundation that will ensure the provision of effective, evidence based programs, drawing on research and best practice resulting in positive outcomes for both consumers and carers, and the ATOD sector broadly.

The reference group will –

- reflect and advise on both national and international best practice trends in the ATOD sector;
- provide advice on established, effective, evidence based advocacy services and consumer and carer participation programs;
- identify existing and potential partners, and outline mechanisms for collaboration across the government, community and private ATOD sectors;
- provide advice on the development of ATI policies as appropriate;
- inform ATI policies regarding risk and protective factors associated with drug and alcohol use;
- advise on appropriate processes and structures to develop, implement and monitor ATI's ATOD Consumer and Carer Participation Programs and Advocacy Services;
- advise in the development of eligibility criteria for referrals to ATI's ATOD programs and services;
- inform the development of the evaluation process and monitor its implementation;
- promote ATI's ATOD Consumer and Carer Participation Programs and Advocacy Services to the sector.

Role and Accountability of Reference Group Members

- Participation on the project reference group is voluntary.
- Members are recruited on the basis of their expertise in working with ATOD clients; and/or delivery of ATOD services; and/or their academic or professional knowledge or interest in the rights and needs of ATOD consumers and their carers.
- Members are recruited to ensure broad representation of the Tasmanian ATOD sector including all three regions.
- Members of the group are expected to speak on behalf of their respective organizations and to inform their respective organizations regarding the progress of the development and implementation of ATI's ATOD Consumer and Carer Participation Programs and Advocacy Services, if applicable.

Members

Marion Florence ATI Executive Board Member,
Ken Hardaker CEO Advocacy Tas CHAIR
Tracey Bullen, Kris MacCracken, Kevin Marriott NGO Reps
Tania Joughin, The Link representing young people.
Marianne Hagge, Sally George, Dean Sullivan, Monika Petschar, Marie Kent, Adela Ritsovski ADS Reps

Consumer Reps To be decided
Carer Rep To be decided
Peter Lucas, Community rep (eg academic background)
Raimondo Bruno, University, Theresa Hinton Anglicare Researcher
Bert Dorgelo, David Owen ATI staff – attend as required

Note reimbursement for costs for unpaid members can be arranged .

Secretariat duties is the responsibility of the ATI ATOD Coordinator.
Minutes (in the form of actions) will be circulated 3 working days after the meeting.

Agenda and notice of meeting will be at least a fortnight prior to the next meeting with any other papers being available 2 working days prior to the meeting.

Out of session processes

When out of session input is required agreement is sought for the following Email confirmation process as a standard working rule: “The email will contain the specific request for feedback and a return date. It will be assumed that people will comment by the return date and if no comment is received that the reference group member is in agreement with the contents of what is circulated.”

Working Groups

The reference group or Project Team has the capacity to form working groups on specific issues. These working groups will have their own TOR formed with input from the Reference Group and will provide reports to the reference group.
It is predicted that there will be a working group of Illicit drug consumer participation and another examining Alcohol related concerns.