

Multicultural Drug & Alcohol Partnership (MDAP) Community Reference Group (CRG)

TERMS OF REFERENCE (TOR)

1. Introduction

1.1. The Multicultural Drug and Alcohol Partnership (MDAP) is working in partnership with the South Sudanese Community in Melbourne to address alcohol and drug (AOD) related harms with a flexible and tailored approach. MDAP is a partnership of the Centre for Culture, Ethnicity and Health (CEH), Burnet Institute, Sudanese Mothers Coalition Victoria, Turning Point, Drummond Street Services and VAADA. The Centre for Culture, Ethnicity and Health is based at North Richmond Community Health.

2. Community Reference Group - Background

2.1. MDAP Community Reference Group will provide practical advice, community insight, linkages to community and promote and disseminate information relating to the program goals.

2.2. This will further strengthen the capacity of MDAP to identify AOD gaps and challenges, referral services and their use as well as working on harm minimisation.

3. Roles and Responsibilities

3.1. Purpose of the community reference group (CRG)

- Promote dialogue and engagement among communities on the importance of harm reduction, community education and youth engagement.
- Identify key systems gaps, opportunities to improve the delivery of accessible, safe, effective and high-quality services for our clients in the areas of mental health, AOD, justice and community services.
- Support the work of CEH by providing culturally relevant advice relating to the delivery of our program services and education.
- Assist in the development of messaging, activities and programs.

3.2 Responsibilities

- The CRG will not make policy decisions
- Members will undergo induction training about: the MDAP program; our principles related to minimising harm from alcohol and other drugs; and expectations of the reference group members.

3.3 Decision Making

- Decisions will be made collaboratively and agreed by consensus.
- Where consensus is not achieved, final decisions will be made by the MDAP program.
- Decisions by the group will be implemented unless they are in opposition to the practical and strategic requirements agreed on through the MDAP steering committee.

4. Membership

4.1. The community reference group members will be selected from the South Sudanese community as experts in their own right, their views should not be regarded as representative of any particular organisation or member group. However, there may be occasions where members will be encouraged to draw their own experience, reflecting on their interests and perspectives.

4.2. Members from the South Sudanese community would be required to register an open Expression of Interest process taking into account the need for diverse representation and a balance of skills and understanding of their community and the experiences of diverse groups of young people and South Sudanese families in the community. Members selected will be able to participate based on their:

- ability to contribute openly to the role of the CRG
- ability to represent their views in an effective and credible manner
- ability to provide the program with insights about the community.

4.3. The Community Reference Group membership includes the auspice organisation (CEH), community members and some AOD relevant organisations.

4.4. The length of membership is from the date an individual joins the CRG until 30 December 2021.

4.5. CRG members may resign at any stage by informing the CRG Chair.

4.6. Meetings will be held every 2 months for a 1.5-hour duration with specific times and dates to be determined after the first meeting. Infrequent email/ phone contact may be required for more urgent advice or promotion, based on availability of the members.

4.7. Members are expected to attend at least 75 percent of all meetings.

4.8. The Community Reference Group members are expected to work collaboratively with other members who may hold different views.

5. Chair

5.1. The Community Reference Group will be chaired by MDAP team members who are from the community.

6. Timeline

6.1 The timeline for the project is until 30 June 2021, unless otherwise advised.

7. Honorarium

7.1 Members of the CRG who attend meetings in their capacity as individuals will receive \$60 per meeting in the form of a voucher. Members attending as part of paid work will not be eligible for this.

8. Conflicts of Interest

8.1. CRG members must declare in writing all actual, potential and perceived conflicts of interest with respect to their duties as CRG members, based on the agenda for each meeting. Members are expected to declare conflict of interest at the beginning of meetings when they foresee a potential conflict.

8.2. A conflict of interest means any circumstance where a CRG member has an actual, potential or perceived opportunity to prefer their own interests, or those of any other person or organisation, to the interests of the CRG.