



## Frequently asked questions

### What is the Alcohol and Other Drugs Advisory Board?

The Alcohol and Other Drugs Advisory Board (AODAB) is a State Government Board established pursuant to s.14 of the Alcohol and Other Drugs Act 1974 (the Act) to provide advice to the Mental Health Commissioner (Commissioner) about matters relevant to the performance of the Commissioner's functions.

Members of the AODAB are appointed based on their leadership, experience, knowledge and expertise in the Alcohol and Other Drugs (AOD) sector and do not represent specific organisations or professions.

The AODAB provides independent, evidence-informed, practical and achievable advice to the Commissioner.

### What sort of work is the AODAB involved in?

The AODAB provides feedback and advice on key projects and priorities of the Mental Health Commission (the Commission).

The AODAB's expertise contributes to ensuring decision making at the highest level is informed by contemporary and expert advice, including decision making in relation to strategy and policy development and systems and services planning.

### Who is on the AODAB?

To ensure the advice provided to the Commissioner is considerate of diverse perspectives, membership may include, but is not limited to, members with expertise in the following areas:

- Community sector and regional services
- Aboriginal sector
- Multicultural sector
- Prevention, Treatment and Recovery
- Youth, older adult and people experiencing disability
- Law enforcement
- Psychiatrists and/or Addiction Medicine Specialists
- Public health
- Academia and research
- Lived Experience (consumer and significant other)

### What if I don't agree with the views of other members?

The AODAB aims to represent a diversity of experiences. AODAB decisions are determined by consensus of members present at meetings. Where members do not all agree, issues raised are documented. Notwithstanding this, members have collective accountability for decisions made by the AODAB.

AODAB members are expected to adhere to a code of conduct regarding expected behaviour.



## Frequently asked questions *cont'd*

### What Lived and Living Experience expertise is required?

AODAB members appointed for their Lived and Living Experience expertise are required to work from a Lived and Living Experience expertise perspective. This includes using their lived and living experience in conjunction with training and professional development in their practice. Members will be responsible for maintaining this Lived and Living Experience expertise to inform the work of the AODAB.

The Commission and the AODAB are also committed to ensuring Lived and Living Experience members are enabled to meaningfully contribute to the work of the AODAB.

Lived and Living Experience members can also request, through the AODAB Secretariat, or the Chair, to establish individualised structures or plans that aim to maintain their safety in relation to AODAB roles and responsibilities.

### How often does the AODAB meet and where are meetings be held?

AODAB meetings are held bi-monthly for a maximum of three hours.

Meetings are held at the Commission's office located at **Level 1, 1 Nash Street, Perth**.

Attending the meeting in person is preferred; however, online attendance can be arranged with approval from the Chair.

Dates and times of upcoming meetings will be confirmed after appointments are finalised.

Public transport is easily accessible with the McIver train station located across from the Commission and paid parking is readily available.

AODAB members may be reimbursed for travel expenses in alignment with the Public Sector Commission's [Guidelines for the payment of Government Board and Committee members](#).

### Do I need to be a resident of Western Australia?

**Yes.** Members must reside in Western Australia.

### How long are the terms of appointment?

AODAB members are appointed by the Minister responsible for the Act. This is currently the Minister for Mental Health.

Members may be appointed for an initial term of up to three years and considered for reappointment at the discretion of the Minister.

Individual membership on the AODAB should not exceed 10 years in total.

Members may be removed at any time at the discretion of the Minister.



## Frequently asked questions *cont'd*

### Will I be remunerated for my time?

The Minister determines the AODAB members' remuneration and allowances upon the recommendation of the Public Sector Commissioner and in line with State Government Boards and Committees – Premier's Circular 2023/02.

Members may not be eligible for remuneration, other than reimbursement for travel expenses, if they:

- Are being paid from public monies including current full time local, State and Australian Government employees, current Members of Parliament, current and retired judicial officers, current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last 12 months.

Members may be eligible for remuneration if:

- They are part time employees of Local, State and Commonwealth Government and the Minister is satisfied that the work relating to the AODAB occurs outside their employment and all other potential conflicts of interest are appropriately managed, or they are not currently being paid from public monies such as those on leave without pay and volunteers;
- They are university academics; and
- they are elected Local Government councillors.

### Will transportation and accommodation costs be covered if I'm based in regional and remote areas?

**Yes.** For members based in regional and remote areas, transportation and accommodation costs will be covered up in alignment with the Public Sector Commission's guidelines for [Remuneration for Government Boards and Committees, the Premier's Circular 2023/02](#), the [Premier's Circular 2021/02](#) and [Schedule I of the Public Service Award 1992](#).

### How do I respond to this Expressions of Interest (EOI)?

To apply for membership on the AODAB, please submit your resume by email to [aodab@mhc.wa.gov.au](mailto:aodab@mhc.wa.gov.au) with the subject: **AODAB RECRUITMENT – EXPRESSION OF INTEREST**.

Your resume should:

- Clearly state which position you are applying for;
- Highlight your experience relevant to the position you are applying for;
- Be no longer than 4 pages; and
- Include contact details for 2 referees.

### When will EOI applications close?

Applications will close **5pm Friday 13 December 2024**.

### How will I know if my EOI has been received?

Applicants will receive an email notification confirming receipt of their application. If you do not receive a notification, please follow up via email to [aodab@mhc.wa.gov.au](mailto:aodab@mhc.wa.gov.au), or call **(08) 6553 0525**.



## Frequently asked questions *cont'd*

**Who will decide who is on the AODAB?**

A selection panel will review all applications and make recommendations, through the Commissioner, for appointment to the Minister.

Ultimately it is the Minister determines the membership for Government endorsement.

**Are there any exclusions to applying for the AODAB?**

Eligibility requirements are:

- Members must be residents of Western Australia.
- Members must not hold a position on more than two boards at any one time.

**If I am successful, is a Police Clearance required?**

**Yes.** A Criminal Record Screening (CRS) check is required for this role; and you would need to pay the cost for this to be completed prior to being appointed.

Please note that having a Criminal Record does not exclude you from applying. We understand that people have diverse life experiences, and these unique justice perspectives may contribute to the work of the AODAB.

**What documentation will I be required to complete as part of the induction process?**

Successful applicants will need to read, complete and sign the following documents:

- Confidentiality and Non-Disclosure Agreement;
- Conflict of Interest Declaration; and
- Code of Conduct.

You will also be required to complete two online inductions which cover Governance processes and Aboriginal Cultural Awareness training.

**How will I know if I'm selected for the AODAB?**

After applications close, successful applicants will receive a letter from the Minister for Mental Health confirming their membership to the AODAB.

If you are not successful in the application, you will be notified via email.

Please note that given the processes required for appointment, confirmation of memberships may take a few months.

**Who can I contact if I have additional questions?**

Please contact Cecile Levacher on **(08) 6553 0525** or via email on [cecile.levacher@mhc.wa.gov.au](mailto:cecile.levacher@mhc.wa.gov.au) if you require additional information about the role or assistance relating to your application.

**What other ways are there for me to get involved with the Mental Health Commission?**

Upon completion of the recruitment process, unsuccessful candidates will be advised how to register for future engagement opportunities, as well as membership opportunities on other sector governance committees.

More information on the Commission's sector governance can be found on the Commission's website.