



SOUTHERN ADELAIDE LOCAL HEALTH NETWORK DRUG AND ALCOHOL SERVICES SOUTH AUSTRALIA

Community Representative on DASSA Committees/Workgroups

Role Description

Philosophy

Our Community Representatives participate on various committees and working groups to bring community insight and issues to meetings for discussion. They provide a non-clinical perspective to assist the committee to reflect the needs and experiences of patients and families.

Community Members add value and integrity to the decision-making processes of committees and workgroups. They ensure that the diversity of the community is acknowledged, respected, and adequately represented.

How you can assist the Committee as a Community Representative

- Bring community insight and issues to meetings for discussion
- Provide a non-clinical perspective to assist the committee to reflect the client's experiences
- Read papers prepared for the meeting and provide community input on matters raised that relate to community experience and engagement
- Contribute to future service delivery planning ensuring DASSA has a community focus
- Review and contribute to Client Information sheets
- Request further information from the Executive Officer (EO) / Chairperson (Chair), as required to enable effective community input
- Follow up on action items, as agreed with the Chair/EO.

Each committee will vary in the level of time required.

Community Representative Role Expectations

As a Community Representative, it is ideal that you:

- Have experience as a community, carer or client of DASSA services
- Are willing to share your ideas and provide feedback
- Have an understanding of the range of experiences people may have
- Are able to work with others, network and communicate clearly
- Are able to set aside self-interest to represent a collective view
- Are able to give unbiased information to others accurately.

As a Community Representative on a DASSA Committee, you are expected to attend and participate in a minimum of 80% of committee meetings. If at any time through your appointment you or the Committee are not satisfied with the arrangements, a discussion will be held with the DASSA Clinical Director and your appointment may be ceased.

Recruitment / Induction Process

To become a Community Representative on a Committee you need to apply for the role using a Nomination Form and attend an interview. If successful, you then need to complete:

- National Police Check
- Evidence of COVID-19 vaccinations
- Online mandatory training
- Confidentiality Agreement and Statement of Interest
- Provision of emergency contact details
- Orientation Checklist (if applicable)
- Introductory meeting with the Secretariat and Chairperson of the Committee.

Support Provided

As a Community Representative, you will receive:

- An Agreement letter describing the role and expectations
- Mentoring and support from the Coordinator Community Participation Program & SALHN Consumer Engagement Unit and the Secretariat / Chair of the Committee
- Networking opportunities with other Community Representatives across DASSA/SALHN
- Access to training opportunities
- Access to employee counselling.

Voluntary Hours

There is a requirement that time spent participating in this role will include voluntary hours such as training (including online), professional development, and networking events with other Community Representatives.

Reimbursement

You will be reimbursed in line with the SA Health [Sitting Fees and Reimbursement Policy](#).

A sitting fee is available for:

- meeting attendance; and
- meeting preparation (up to 1 hour per meeting).

Community Representatives are also entitled to reimbursement for travel to and from DASSA/SALHN sites; up to a maximum of 32km.