



ACT Alcohol, Tobacco and Other Drug (ATOD) Workers Group

Terms of Reference

July 2016 – June 2017

1. ACT Alcohol, Tobacco and Other Drug Workers Group

The ACT Alcohol, Tobacco and Other Drug Workers Group (the Workers Group) is involved in the development, implementation, coordination, evaluation and promotion of key sector support activities for the ATOD sector in the ACT. The Workers Group is an essential component of the ACT ATOD sector governance and acts as a key advisory structure to the Alcohol Tobacco and Other Drug Association ACT (ATODA).

2. Governance

The role of the ACT ATOD Workers Group as an essential component of sector governance is reflected in the ACT Alcohol, Tobacco and Other Drug Strategy 2010 – 2014 (the Drug Strategy). Additionally, an individual from the Workers Group is nominated to the ATODA Board (as a Constitutionally defined position).

The Workers Group also has a collaborative relationship with the ACT ATOD Executive Directors Group (the EDs Group) and is a standing agenda item at their monthly meetings. The Workers Group are also invited to attend the ED's meeting as required (and are to raise agenda items with the chair prior to attendance).

The Workers Group agenda will be self directed, that is, that Group members will inform priority areas for action, and reflect these in regular workplans.

See appendix 1 for the aspects of good governance that inform the work and development of the Workers Group.

3. Objectives

The ACT ATOD Workers Group seeks to:

1. Participate in the development, implementation, coordination, evaluation and promotion of key sector support activities including those identified in the ACT ATOD Strategy 2010 – 2014¹ (e.g. ACT Alcohol Tobacco and Other Drug Services Directory);

¹ This strategy remains current

2. Regularly identify and communicate a range of issues, including those experienced by clients, workers and services and identify appropriate actions to address these;
3. Actively inform and contribute to the work of ATODA (e.g. capacity building; policy);
4. Develop, monitor and implement regular workplans; and
5. Participate in evaluative and other reporting activities as required.

4. Secretariat and Support

ATODA is funded by ACT Health to provide secretariat support to the Workers Group, including chairing meetings, agenda development and minuting.

The CEO of ATODA (or another delegate) will act as the chair for the Group, but will not be the representative on the Group (so as to align with requirements for members to differ from those on the Executive Directors Group).

Meeting agendas and papers will be distributed electronically where possible, five days before the scheduled meeting date. Agreed action items from meetings will be clearly marked in the minutes.

Members are encouraged to submit agenda items and lead relevant areas of discussion.

For further information about ATODA visit www.atoda.org.au

5. Workers Group Organisational Membership

ACT Health funded or delivered specialist services are contracted to participate in the Workers Group. Other agencies may seek membership of the Workers Group if they work at an agency eligible for full membership of ATODA (that is, work at a program or service that's primary function is the provision of AOD services).

The Workers Group is currently composed of one nominated worker from each of the following services:

- ACT Corrective Services (ATOD Programs)
- ACT Hepatitis Resource Centre (ATOD Programs)
- Alcohol and Drug Services, ACT Health
- Alcohol and Other Drug Policy Unit, ACT Health
- Alcohol Tobacco and Other Drug Association ACT (ATODA)
- Canberra Alliance for Harm Minimisation and Advocacy (CAHMA)
- CatholicCare Canberra and Goulburn
- Directions
- Gugan Gulwan Youth Aboriginal Corporation
- Karralika Programs Inc
- Salvation Army Canberra Recovery Services
- Ted Noffs Foundation ACT
- Toora Women Inc
- Winnunga Nimmityjah Aboriginal Health Service

Membership of the Group is restricted to the nominated member from each organisation; however, from time to time some activities may be opened to other relevant stakeholders. Individuals with specific expertise may also be invited to participate in the Group's activities.

See appendix 2 for further information regarding representation.

6. Request for Membership

Programs or services whose primary function is the provision of ATOD treatment or support can seek membership on the Workers Group. The process includes:

- approaching ATODA to request membership;
- articulating and documenting the scope of the services provided;
- subscribing to the objects of the Workers Group and agreeing to undertake all activities; and
- consideration of membership application by the Workers Group representatives and notification within an agreed timeframe.

7. Roles of Members

Each Workers Group member is responsible for communicating the activities of the Group within their organisation and engaging their colleagues in the work of the Group, through the following activities:

- attend monthly meetings;
- generate ideas and provide significant input into the development and implementation of key sector support activities;
- provide leadership within their organisation regarding worker engagement in sector activities;
- manage intra-organisational communication systems with the range of structures within their organisation including management, executive, Boards of Management as required and report to the Group on communication activities;
- complete all actions assigned to them from Workers Group meetings;
- participate in sector support evaluation activities;
- act as a conduit between the Workers Group and workers within their services (ensure all workers in the organisation are informed of and contribute to relevant processes);
- promote sector support activities to workers in their service;
- Identify a range of issues experienced by workers and clients in their services;
- contribute key items to agendas to guide meetings;
- actively participate in workplan formulation and monitoring;
- provide a worker perspective within the Group.

8. ATODA Board

A nominated individual from the Workers Group is appointed to the ATODA Board (as a Constitutionally defined position). Additional information regarding this role is available from ATODA.

This individual will be agreed to by members of the Workers Group through consensus annually. This person will then be nominated for the Board at the ATODA AGM (November).

This appointment is for a period of 12 months, and will be reviewed in advance to each ATODA AGM (individual are eligible for reappointment in line with the rules of the constitution).

9. Reporting and Communication Arrangements

The Group will provide regular reports to stakeholders, including:

- monthly reciprocal reports with the EDs Group (provided in email by the Workers Group Chair);
- as needed, the Workers Group to request attendance at the ED's Group to the Chair;
- monthly written report to the sector through the ATOD sector eBulletin;
- written or verbal reports to the ACT Alcohol, Tobacco and Other Drug Strategy 2010 – 2014 Evaluation Group, through ATODA's membership on that Group and/or in other identified ways;
- monthly report to all workers within their organisations to report on activities and seek input;
- reports on attendance and apologies;
- regular workplanning; and
- other reporting and communication activities as identified by the Group.

10. Conflicts of Interest

Declaration of interests will be incorporated on each Workers Group agenda. If a conflict does arise, that member may be excused for the relevant discussions. Members can also ask that the Chair not be present for certain conversations, if a perceived conflict arises.

11. Meeting Schedule

Unless otherwise agreed, monthly 2 hour meetings will be held on a Thursday at the Alcohol Tobacco and Other Drug Association ACT Office (11 Rutherford Crescent, Ainslie). Meetings may not be held at the Groups discretion.

Meeting dates will be circulated electronically by ATODA to members.

12. Further Information

For further information about ATODA or the ACT ATOD Workers Group please visit the ATODA website at www.atoda.org.au or contact a member of ATODA:

email: info@atoda.org.au

phone: (02) 6249 6358

Appendix 1: Information on Governance

Simply put ‘governance’ means: **the process of decision-making and the process by which decisions are implemented (or not implemented)**. Governance can be seen to have three components: structures, rules (known, documented processes) and the routine, informal processes that take place within these.

Good governance has 8 major characteristics. It is participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and follows the rule of law. It assures that corruption is minimized, the views of minorities are taken into account and that the voices of the most vulnerable in society are heard in decision-making. It is also responsive to the present and future needs of society.

(Source: Economic and Social Commission for Asia and the Pacific 2008, *What is good governance?*, ESCAP, <http://www.unescap.org/pdd/prs/projectactivities/ongoing/gg/governance.asp#top>, emphasis in original.)

Appendix 2: Being a Representative

What are representatives?

Representatives are committee members who voice the perspective of the people they represent (their constituents) and take part in the decision making process on behalf of them.

Representatives are usually nominated by, and are accountable to, the people they represent.

What is the role of a representative?

The role of a representative is to provide the perspective of her or his constituents. This often differs from a bureaucratic, service provider, industry, academic or professional perspective. The role of a representative involves:

- protecting the interests of constituents
- presenting how constituents may feel and think about certain issues
- contributing the constituents’ experience
- ensuring the committee recognises constituents’ concerns
- reporting the activities of the committee to constituents
- ensuring that you are accountable to your constituents
- acting as a watchdog on issues affecting your constituents
- providing information about any relevant issues affecting your constituents.

To remind yourself of your role as a representative, it is a good idea to ask yourself:

- What are the views of your constituents?
- What are the needs of your constituents?
- What does my experience as a member of my constituents’ group contribute to an understanding and identification of issues?
- How will my constituents be affected by this committee’s decisions?

(Source: adapted by David McDonald from Consumers' Health Forum of Australia 2004, *Guidelines for consumer representatives*, Consumers' Health Forum of Australia, Manuka, ACT)

Expectation of primary representative on the Workers Group:

If the nominated member is unable to attend a meeting they may identify another worker from their organisation who can act as a proxy in their place. See attachment 1 for a current list of primary and proxy members.

However, it is anticipated that the primary representative will have responsibility to undertake and fulfil all of the roles identified in section 7 of this document; and that the primary representative is responsible for reporting to and progressing actions of the ACT ATOD Workers Group. That is, that there is a single point of contact and accountability in each organisation for the ACT ATOD Workers Group, who may work with a range of individuals to complete activities.

Identifying a representative for the Workers Group:

Each participating organisation may utilise their own processes for determining the Workers Group representative, and the duration of this role. Support can be provided by ATODA regarding these processes if required.

The nominated representative may fulfil a range of roles within the organisation, including management roles, but must not be the same person representing on the ACT ATOD Executive Directors Group.