

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

January – December 2018

The ACT Alcohol, Tobacco and Other Drug Workers Group is involved in the development, implementation, coordination, evaluation and promotion of key sector support activities for the ACT alcohol, tobacco and other drug sector in the ACT.

Area	Outputs	Monitoring
Work, Monitoring and Evaluation Plan	Develop and endorse Workplan (this document).	<p>ATODA reporting on sector support activities.</p> <p>Annual review and revision of workplan with Workers Group members.</p> <p>Needs based satisfaction and feedback surveys (including with broader ATOD workforce).</p>
Terms of Reference	Review, contribute to and endorse an annual Workers Group Terms of Reference.	<p>ATODA reporting on sector support activities.</p> <p>Annual review and revision of terms of reference with Workers Group members.</p> <p>Needs based satisfaction and feedback surveys (including with broader ATOD workforce).</p>
Membership	Review membership in line with the Terms of Reference.	Annual review and revision of terms of reference with Workers Group members.

		<p>Record any expressions of interest from other stakeholders to engage with the workers group.</p> <p>Maintenance of a Workers Group contact list.</p>
Communication	<p>Establish and maintain intra organisational communication strategies to collect information from workers to feed into the Group and vice versa.</p> <p>Members act as a central contact point within services for information dissemination.</p> <p>Establish and maintain a Workers Group webpage on www.atoda.org.au.</p> <p>Provide monthly activity summaries through email and in the ACT ATOD eBulletin.</p>	<p>Annual discussion regarding intra organisational communication strategies.</p> <p>Monitor analytics of www.atoda.org.au.</p> <p>Needs based satisfaction and feedback surveys (including with broader ATOD workforce).</p>
Provide secretariat support	<p>ATODA to provide secretariat support to the Workers Group including agenda development, chairing and minutes.</p>	<p>Monitor timeliness of support (e.g. papers disseminated a minimum of 5 days in advance).</p>

<p>ACT ATOD Qualification Strategy (QS)</p>	<p>Provide support for the implementation of the QS.</p> <p>Engage in QS policy review processes.</p> <p>Promote the QS and training opportunities within services.</p>	<p>ATODA reporting on sector support activities.</p> <p>Survey of QS participants and other stakeholders.</p> <p>Incorporate QS as a regular agenda item of the Workers Group.</p> <p>Log policy development considerations.</p>
<p>ACT ATOD Services Directory</p>	<p>Review Directory design and contribute to discussions regarding usability for workers.</p> <p>Develop and implement promotional strategies for the Directory.</p> <p>Complete services profiles for collation in Version 16 of the ACT ATOD Services Directory.</p> <p>Promote the ACT ATOD Services Directory.</p>	<p>ATODA reporting on sector support activities.</p> <p>Incorporate the ACT ATOD Services Directory (minimum of 6 monthly) on the Workers Group agenda.</p> <p>Monitor www.directory.org.au analytics.</p>
<p>Referral to the ACT ATOD Sector</p>	<p>Review information and referral services to the ACT ATOD sector (e.g. websites with service profiles etc. such as ACT Health Services Directory, www.act-eassist.org.au), and create</p>	<p>Meeting minutes and associated papers.</p>

	synergies with the ACT ATOD Services Directory where appropriate.	
ACT Training and Professional Development Calendar	Contribute activities to the ACT Training and Professional Development Calendar.	Log of calendar distribution.
ACT ATOD Sector eBulletins	<p>Contribute a regular item to the ACT ATOD eBulletin.</p> <p>Support contributions from services to the ACT ATOD eBulletin.</p> <p>Coordinate and contribute to special eBulletins including an end of year bulletin regarding service operating hours over the holiday period.</p>	<p>Monitoring of distribution and subscription numbers.</p> <p>Monitoring analytics related to interaction with the eBulletin.</p>
ATODA Board	<p>Maintain ATODA Board as a standing agenda item.</p> <p>Collectively determine information to raise at the ATODA Board where appropriate.</p> <p>Nominate an individual from the Workers Group to the ATODA Board.</p>	<p>Meeting minutes.</p> <p>Needs based satisfaction and feedback surveys.</p> <p>Annual nomination of Workers Group member to the ATODA Board.</p>

Forum	Coordinate and support the implementation of forum for workers.	Needs based satisfaction and feedback surveys.
ACT ATOD Strategy	Monitor relevant components of the ACT ATOD Strategy and determine priority areas for action, particularly as they relate to workforce development activities.	Reporting to the ACT ATOD Strategy Evaluation Group. Engagement with consultative mechanisms. Meeting minutes.
ACT Budget Submission	Provide guidance and advice to the development of proposals through ACT Budget Submission processes regarding sector priorities. Act as a central point to engage workers in ACT Budget Consultation processes.	ATODA Budget Submissions. Meeting minutes. Consultation process (to be determined but has previously included regular agenda items and surveys).
Policy Engagement	Contribute to policy engagement activities of ATODA.	Determined based on need.
Issue Identification	Regularly identify and communicate a range of issues, including those experienced by clients, workers, and services and identify appropriate actions to address these	Meeting minutes. Log issues, barriers, challenges and successes.

Planning	Contribute to planning processes for the Workers Group as required.	Meeting minutes. Revised workplan for 2019.
Evaluation and Reporting	Contribute to evaluation and reporting activities (determined based on need).	Determined based on need.
Research & Quality Assurance	Contribute to planning processes, piloting and implementation support for the: ACT ATOD Service User Satisfaction and Outcomes Survey ACT ATOD Workforce Qualification and Remuneration Profile	Implementation of workplans and finalisation of reports.