

ACT Alcohol, Tobacco and Other Drug Chief Executive Officers / Executive Directors Group

Terms of Reference

July 2011 – June 2012

1. About the ACT Alcohol, Tobacco and Other Drug Chief Executive Officers / Executive Directors Group

The ACT Alcohol, Tobacco and Other Drug Chief Executive Officers Group / Executive Directors (the Group) is involved in the strategic development and implementation of key sector-wide activities for the ACT alcohol, tobacco and other drug (ATOD) sector in the ACT.

The Group is an essential component of the ACT ATOD sector governance and also acts as a key advisory structure to the Alcohol Tobacco and Other Drug Association ACT (ATODA), the peak body for the ACT ATOD sector.

2. Governance

The Group is an essential component of the ACT ATOD sector's governance, which is reflected in the *ACT Alcohol, Tobacco and Other Drug Strategy 2010 – 2014* alongside the ATOD Strategy Evaluation Group and the ACT ATOD Workers Group. The Group also has a collaborative relationship with the Workers Group, which both have reciprocal standing agenda items at their monthly meetings.

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

3. Objectives

1. To provide and action strategic direction for the ACT ATOD sector;
2. To share information and develop strategies to enhance ATOD policies, services and programs;
3. To regularly identify and communicate a range of issues, including those experienced by consumers, workers, and services and identify appropriate actions to address these, including opportunities for joint action;
4. To develop and promote workforce development activities, such as the Minimum Qualification Strategy and the Workforce Development Strategy;
5. To identify and engage in quality improvement activities, such as the Workforce Remuneration and Qualification Profile and the Service User Satisfaction Survey;
6. To support the implementation of the ACT Alcohol, Tobacco and Other Drug Strategy 2010 – 2014 and the development of other key policies;
7. To support and provide the ACT ATOD Workers Group to implement their work;
8. To actively inform and contribute to the work of ATODA;
9. To develop, monitor, implement regular workplans; and,
10. Participate in evaluative and other activities as identified.

4. Secretariat

ATODA is funded by the Health Directorate to provide secretariat to the Group, this includes minute taking and providing a meeting venue. Agreed action items from meetings will be clearly marked in the minutes.

5. Chair

A chair will be nominated by the Group's members. The individual will hold this position for 12 months, whereby members will either identify another individual as chair or reappoint the previous chair.

The chair is responsible for chairing meetings, agenda development, ensuring actions are completed, maintaining a membership contact list, and other tasks as identified. Meeting agendas and papers will be distributed electronically before the scheduled meeting date (5 days prior where possible).

6. Membership

ACT Government Health Directorate funded or delivered ATOD Services are contracted to participate in the Group. The Group is currently composed of the Chief Executive Officer / Executive Director (if the organisation is solely dedicated to ATOD) or the next appropriate representative (if the organisation runs one or more ATOD programs) from each of the following services:

- Alcohol and Drug Services, Health Directorate
- Alcohol and Other Drug Policy Unit, Health Directorate
- Alcohol Tobacco and Other Drug Association ACT (ATODA)
- Canberra Alliance for Harm Minimisation and Advocacy (CAHMA)
- CatholicCare Canberra and Goulburn
- DIRECTIONS ACT
- Gugan Gulwan Youth Aboriginal Corporation
- Karralika Programs Inc
- Salvation Army
- 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.

7. Roles of Members

- Attend monthly meetings;
- Generate ideas and provide significant input into the development and implementation of activities;
- Provide leadership within the sector regarding actions and activities;
- Complete nominated actions meetings;
- Promote activities within their service;
- Identify a range of issues experienced by their service, workers and

- consumers;
- Contribute key items to agendas to guide meetings; and,
- Actively participate in workplan formulation and monitoring.

8. Reporting Arrangements

The Group will provide regular reports to stakeholders, including:

- Monthly reciprocal reports with the Workers Group (verbally provided by the Workers Group chair);
- Monthly written report to the sector through the alcohol tobacco and other drug 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 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. Meeting Schedule

Unless otherwise agreed, monthly meetings will be held on the 3rd Tuesday of the month from 9am – 10:30am at the Alcohol Tobacco and Other Drug Association ACT Office (350 Antill Street, Watson). Meetings may not be held in December or January depending upon need and decision of the group.

Meeting dates will be circulated electronically by ATODA to members.

11. Further Information

For further information please contact the Chair:

Carol Mead
Executive Director, DIRECTIONS ACT
carolm@directionsact.com or (02) 61228000

Please note the Chair will transition in September 2011.

Appendix 1: Information on Governance

The concept of 'governance' is not new. It is as old as human civilization. Simply put 'governance' means: the process of decision-making and the process by which decisions are implemented (or not implemented). Governance can be used in several contexts such as corporate governance, international governance, national governance and local governance...

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.
unquote

(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.)

Governance can be seen to have three components: structures, rules (known, documented processes) and the routine, informal processes that take place within these.