



Specialist ACT Alcohol, Tobacco and Other Drug Executives Group Terms of Reference

1. Specialist ACT Alcohol and Other Drug Executives Group

The Specialist ACT Alcohol Tobacco and Other Drug (ATOD) Executives Group (the Executives Group) is a group for Executives of specialist non-government and government ATOD services in the ACT. It provides a mechanism for information-sharing and collaborative decision-making at an Executive level, both between Executives of ATOD services themselves, as well as between Executives and ATODA as the peak body. It provides a space for key issues of collective interest to be progressed, as well as a means by which external stakeholders can provide information to Executives by invitation to attend an Executives Group meeting.

2. Governance

The Executives Group is an essential component of sector governance informing and providing advice to the development of key ACT alcohol, tobacco and other drugs policy. The Executives Group has both an operational and a treatment policy focus, as well as a focus on issues of interest to Executives including the international, national and local drug policy agenda, contracts and contract management with both the Commonwealth and Territory Governments, health service planning, service costing, etc.

While the Executives Group may be provided with ATODA documents to review, such as government submissions, the Executives Group does not have a formal endorsement role except in instances where that has specifically been agreed to by all members.

3. Objectives

The Executives Group seeks to:

1. Provide and action strategic direction for the ACT ATOD sector;
2. Actively inform and contribute to the work of ATODA (e.g. capacity building; policy);
3. Coordinate ACT ATOD sector advocacy and collaboration;
4. Facilitate regular information sharing between Executives of specialist ATOD services and between Executives and ATODA;
5. Facilitate ad hoc information sharing between Executives of specialist ATOD services and external stakeholders such as the ACT Health Directorate, Commonwealth Department of Health, and Capital Health Network; and
6. Provide a space where key issues of collective interest to Executives of specialist ATOD services can be progressed.

4. Secretariat and Support

ATODA provides secretariat support to the Executives Group. The ATODA CEO (or delegate) will act as the chair for the Group and is also a member of the Group.

ATODA will provide a high-level summary of each meeting, but the meeting will not be formally minuted.

If there is a complaint about ATODA's chairing or actioning of items from Execs meeting, please see the ATODA Feedback and Complaints Statement.

5. Membership

An eligible member of the Group is a senior manager or executive from a government or non-government organisation that is funded by the ACT or Commonwealth government to provide ATOD treatment or harm reduction services in the ACT, which meets the requirements of the National Quality Framework for Drug and Alcohol Treatment Services, and where workers in those services are covered by the ACT Alcohol and Other Drug Qualifications Strategy.

Current Members are executives from the following organisations:

- Alcohol Tobacco and Other Drug Association ACT (ATODA)
- Alcohol and Drug Services, Canberra Health Services (CHS)
- Canberra Alliance for Harm Minimisation and Advocacy (CAHMA)
- Marymead CatholicCare Canberra & Goulburn
- Directions Health Services
- Gagan Gulwan Youth Aboriginal Corporation
- Karralika Programs Inc.
- The Salvation Army, Canberra Recovery Services (CRS)
- Ted Noffs Foundation ACT
- Toora Women Inc.
- Winnunga Nimmityjah Aboriginal Health and Community Services (WNAHCS)

If an Executive cannot attend a meeting they are welcome to send a representative from their organisation to attend in their place. Executives may also consider bringing an additional senior staff member if warranted by the meeting agenda.

As appropriate and with the agreement of Executives, other stakeholders may be invited to attend part of a meeting.

The Executives Group Terms of Reference must be provided to all new members.

6. Meeting Schedule

Meetings will be held monthly or as deemed necessary by Executives. Meeting details and papers will be distributed electronically.

7. Review of Terms of Reference

These Terms of Reference will be reviewed as required by ATODA or requested by Executives. The Executives Group will have the opportunity to review any amendments to the Terms of Reference.

8. Further Information

For further information about ATODA 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