



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

Terms of Reference

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 collaboration and acts as a key source of information for the Alcohol Tobacco and Other Drug Association ACT (ATODA).

2. Objectives

The ACT ATOD Workers Group seeks to:

1. Participate in the development, implementation, coordination, evaluation and promotion of key sector support activities;
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); and
4. Contribute to productive relationships and embedded collaboration within the ATOD sector.

3. Secretariat and Support

ATODA is funded by the ACT Health Directorate 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.

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, lead relevant areas of discussion and identify priority areas for action.

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

4. Workers Group Organisational Membership

ACT Government- funded or delivered specialist AOD 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 whose primary function is the provision of AOD services).

An eligible worker is a worker whose primary role is the provision of AOD services, and for organisations covered by the [ACT Alcohol and Other Drug Qualifications Strategy](#), a worker who has met the requirements or is working towards the requirements of the Qualifications Strategy. The Workers Group is composed of up to two nominated AOD workers from each of the following services:

Specialist AOD Services:

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

Other Members:

- Hepatitis ACT (ATOD Programs)

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, such as the ACT Health Directorate. Individuals with specific expertise may also be invited to participate in the Group's activities.

See Appendix 1 for further information regarding representation.

5. 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.

6. 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;
- provide a worker perspective within the Group;
- 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; and
- contribute key items to agendas to guide meetings.

7. Reporting and Communication Arrangements

The Group will provide reports to stakeholders as required. ATODA will share a list of Workers Group achievements with the Group every six months, at a minimum.

8. 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.

9. Meeting Schedule

Meetings will be held monthly or as deemed necessary by the Workers Group.

10. 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: 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.