

Federation Community Drug Action Team

Terms of Reference

1. Preamble

This document provides a description of the role, composition and function of the Federation community drug action team (CDAT) and sets out the guidelines under which the team agrees to operate. The Federation CDAT complies with the principles and objectives set out in Federation CDAT framework for action 2019.

The Federation CDAT covers the Federation Council area and is auspiced by Federation Council as set out in the auspice agreement (appendix 1).

2. Statement of purpose

The Federation CDAT is a coalition of community members, representatives from government agencies, non-government service providers and others who respond to alcohol and other drug issues in our community by developing and implementing primary prevention and harm minimisation activities.

3. Objectives

Objectives of the Federation CDAT are to:

- Build strong partnerships amongst community members, local service providers and government and non-government organisations across a range of sectors by encouraging stakeholder and community engagement and participation.
- Identify legal and illegal drug and alcohol related problems in the local community.
- Increase community knowledge and awareness of legal and illegal drug and alcohol harms and related social, health and wellbeing problems.
- Develop locally based initiatives to prevent uptake of illicit drug use, and the misuse of legal drugs and alcohol, in order to reduce drug and alcohol related harms.
- Collaborate with a common goal in addressing local legal and illegal alcohol and other drug related issues.

4. Membership

Membership is open to local community residents, staff and volunteers in government and non-government agencies and services and other agencies with an

interest in reducing the harms of alcohol and other drug use in the local community.

As well as recruiting local residents the Federation CDAT will seek to have representation from locally-based government services (including health, police, education, family and community services and other relevant government agencies), as well as non-government alcohol and drug and welfare agencies, local government, community groups and faith-based groups to ensure a wide cross-section of involvement.

4.1 Membership agreement

Members will sign a membership agreement indicating their support of the principles under which the Federation CDAT operates and their agreement to abide by its terms of reference. The membership agreement will also contain a field indicating whether the member has a current working with children check.

4.2 Membership register

The secretary will maintain a membership register (appendix iii) listing all current participants and their contact details. This will be used for distribution of meeting agendas and minutes and other correspondence.

4.3 Office bearers

At its annual general meeting (to be held by 1 August each year) the Federation CDAT will elect a chair, secretary and auspice liaison for the following twelve months (role descriptions are at appendix vii). The Federation CDAT may choose to elect other office bearers (e.g. deputy chair, co-chair, media spokesperson, newsletter editor, etc) as needed.

4.4 Training and development

Through its regular meetings and with the support of the senior community development officer (SCDO) the Federation CDAT will offer its members opportunities to broaden their understanding of relevant policy and best practice in primary prevention, harm minimisation and alcohol and drug issues generally, to ensure that all planned programs and activities are evidence-informed and in line with current policy and practice.

Training and development will also help a Federation CDAT know how to manage their team, how to recruit and retain members and how to deliver evidence-based practice.

5. Auspice

The Federation CDAT is supported by the Federation Council in the management of its finances. An auspice agreement (appendix i) is reviewed and signed by both parties annually.

The auspice provides practical in-kind assistance to the Federation CDAT through a range of services including financial accounting, provision of meeting space, storage of materials and co-signs all funding applications and acquittals. The Federation CDAT auspice liaison position maintains contact with relevant staff of the auspice.

6. Meetings

The Federation CDAT meets monthly at Federation Council to plan, monitor and review the implementation of its annual action plan. An agenda (appendix iv) for each meeting is prepared by the chair and secretary and distributed by email at least four days prior to the meeting. An attendance list (appendix vi) and minutes of the meeting (appendix v) are compiled and distributed by the secretary within a week of the meeting.

To progress particular projects or activities specific sub-committee or working groups may be convened as decided. These groups are time-limited and task-focused and will report back to the regular Federation CDAT meeting.

7. The ADF and senior community development officers

7.1 The ADF as project manager

NSW health, through the ADF, provides core funding to CDATs. The ADF supports CDATs through SCDOs.

The Alcohol and Drug Foundation (ADF) oversees the management and operation of the CDAT program, provides resources (print material, web-based and other), and professional support, networking and development through the senior community development officers as the primary relationship manager.

7.2 The role of the senior community development officer (SCDO)

The SCDO supporting the Federation CDAT and other CDATs in the region is Tony McGuire the SCDO is available to provide information and guidance in the planning, implementation and evaluation of activities and programs, assistance in funding submissions and acquittals, and advice and referrals to other agencies. where practicable, the SCDO will attend Federation CDAT meetings in person, by phone or skype and will periodically convene regional meetings.

The SCDO also provides advice on complaints management and conflict resolution, auspicings of Federation CDAT funds, research and evaluation advice, provision of data for CDAT activities and networking opportunities and promotion of the CDAT at a state level.

The SCDO also provides advice on CDAT member recruitment and retention.

7. Finances and records

Annual funding is provided to cover general operational costs incurred by the Federation CDAT and agreed evidence-based activities.

The Federation CDAT chair will sign an agreement with the ADF to access funding. To be eligible for new funding the executive officer of the auspice will sign off appropriate use all expended funds.

The SCDO is available to provide support in the preparation of surveys for funding.

8. Annual action plan

The Federation CDAT will develop annual action plans for activities and will provide consistent data collection and reporting to monitor annual action plan delivery and outcomes.

The annual action plan will outline the initiatives or activities the group plans to undertake in response to perceived need and on the basis of clear evidence and will include timeframes, tasks, responsibilities and broad evaluation strategies.

The action plan will inform all activity of the team and will be reviewed regularly at Federation CDAT meetings.

The SCDO will provide support to the Federation CDAT in developing and monitoring the plan. A planning template is available to assist in writing up plans and the ADF website includes other useful resources.

9. Evaluation and monitoring

The implementation of annual action plans, capacity development and participation in opportunistic events needs to be monitored and evaluated. CDATs should use their action plans as a framework to evaluate their activities. The ADF will implement surveys to track capacity development in order to identify ways that it can more effectively support the Federation CDAT.

CDATs need to carry out the activities agreed in their action plan and collect and report the data that the ADF tells them they need to collect.



10. Risk management

10.1 Conflict management

It is important when working with volunteers that care is taken to address problem situations sensitively and quickly, in order to lessen disruption within the group and to treat people equitably, respectfully and appropriately.

The ADF conflict management policy <https://ADF.org.au/wp-content/uploads/2016/10/program-and-service-complaints-procedure.docx> should be observed in dealing with disputes within the Federation CDAT —the SCDO is able to assist.

The basic steps to follow include:

- Encouraging the parties to speak directly with each other to resolve the point of contention alone or with another member present
- If this does not resolve the issue, asking for assistance from the SCDO to facilitate a resolution by encouraging open dialogue and looking for positive steps forward
- If progress is not made a formal complaint can be lodged through the ADF. Steps in the ADF policy will then be implemented.

10.2 Incident prevention and response

An event checklist to identify risks anticipated with CDAT events and record actions taken in the case of an incident should be used by the Federation CDAT. The 'insurance & risk assessment guide' available at the ADF web site should be used as a minimum.

10.3 Working with children

It is a requirement that those Federation CDAT members who work with children and youth will have the appropriate working with children check. This should be noted in the membership register.

11. In kind funding

The Federation CDAT does not accept funding in cash or in kind from the alcohol and other drugs industry, including (but not limited to) alcohol producers, alcohol retailers, tobacco industry, pharmaceutical companies and liquor accords.

Terms of reference appendices

- i. Auspice agreement
- ii. Membership agreement
- iii. Membership register
- iv. Meeting agenda
- v. Meeting record



Agreement

I support the principles outlined in the CDAT Framework and agree to uphold them in my work in the Federation CDAT.

I have read and agree to abide by the Federation CDAT Conflict Management Policy:

<https://ADF.org.au/wp-content/uploads/2016/10/Program-and-Service-Complaints-Procedure.docx>

In my participation in Federation CDAT meetings and activities I agree to:

- Treat other members in a respectful and non-judgemental manner
- Promote openness and trust, always acting in honesty and in good faith
- Promote full discussion, where participants agree to disagree if necessary
- Explore issues and problems with a view to finding solutions
- Respect our differences
- Maintain confidentiality within the group
- Refrain from acting in any way that would harm the reputation or wellbeing of other members.