

Federation Primary Prevention Team (Alcohol & Drugs)

Terms of Reference

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1. Context

Federation Council in its Federation Community Strategic Plan 2018 – 2028, has outlined a commitment towards harm minimisation and protection in relation to the uptake and use of drugs and alcohol within the community.

Council was successful through NSW Health to establish a Community Drug Action Team (CDAT), with the first meeting held in October 2020 and a member workshop in November 2020, identifying issues and opportunities, and subsequently the delivery of facilitated Think Tank workshops in July and August 2021.

A high priority action from the CDAT Think Tank, which brought together a range of agencies and groups working in the alcohol and drug space, identified the need to create a Community of Practice.

Council, together with the CDAT partners, has also recently been successful in an application to the Alcohol and Drug Foundation to establish a Local Drug Action Team (LDAT).

Together, these initiatives provide an opportunity to establish an integrated collaborative group that has a key focus on minimising alcohol and drug risk factors and implementing sustainable protective factors within the Federation Council area.

Therefore, the Federation Primary Prevention Team (Alcohol & Drugs) has been created to:

- Keep abreast of alcohol and drug issues, needs and trends within the Federation Council area.
- Deliver on the CDAT and LDAT primary prevention programs.
- Plan and deliver other relevant programs and initiatives that may arise through government, philanthropic or private sources.
- Connect with other relevant networks including the Federation and Surrounds Interagency Group, the Federation Alcohol and Drugs Community of Practice and the Murrumbidgee Local Health District (MLHD) Primary Health Network (PHN).

This is a community led Team, where all members are expected to take an active role in planning and implementation.

The Federation Council will act as an Auspice.

The CDAT Terms of Reference and LDAT program requirements have been considered in the development of this document.

2. Purpose of the Team

The purpose of the Federation Primary Prevention Team (Alcohol & Drugs) is to bring together a range of stakeholders with an active interest in the health and wellbeing of the Federation community, and to work collaboratively towards the prevention and harm minimisation from alcohol and drug use.

This Committee will sit under the auspice of Federation Council, with membership lead directions of the Committee through development and implementation of a five (5) year evidenced based action plan (to be revised every 12 months).

3. Objectives

Objectives of the Federation Primary Prevention Team (Alcohol & Drugs):

- To value the power of establishing a collaboration of stakeholders (including community members, local service providers and other key stakeholders) with common goals towards lasting sustainable change that positively influences improved community health and wellbeing (including individuals, families, workplaces and the broader community).
- To identify the specific risk factors leading to alcohol and drug use within the Federation Council area through the ongoing collection and research of data and local information.
- To plan and implement evidenced based primary prevention strategies that aim towards preventing and minimising harm and increasing protective factors.
- To partner with Local Network, Council, State and National Government agencies and other relevant programs, that support primary prevention planning and initiatives, including, but not limited to:
 - Federation Council
 - Federation and Surrounds Interagency Group
 - Murrumbidgee Primary Health Network
 - Alcohol and Drug Foundation - Local Drug Action Team (LDAT) Program
 - Community Drug Action Team (CDAT) Program
 - Murrumbidgee Local Health District (MLHD).

Note: Any required partnership documents where appropriate and relevant, will be entered into, including project plans, funding agreements and project reporting arrangements.

Objectives individual Team members:

- Being a community led group, each Team member is expected to actively participate in the planning and execution of the group's initiatives.
- Observe and abide by at all times requirements of the Work Health and Safety (WHS) Legislation, and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe and abide by at all times appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Social Media Policy, Media Policy and Code of Conduct.
- Each Team member to at all times support and be respectful of each other, in a manner that is consistent with all of the Council values.
- Through individual member networks, actively promote the work of the Federation Primary Prevention Team (Alcohol & Drugs).
- Individual Team members bring ideas and information to the group that is consistent with priorities outlined in the Federation Primary Prevention Team (Alcohol & Drugs) objectives above.

4. Membership

Membership of the Federation Primary Prevention Team (Alcohol & Drugs) is open to those with an interest in and commitment towards reducing harms caused by alcohol and other drug use within the Federation community, including:

- Local Federation community residents – including individuals, community groups and networks from across the Federation area and across a variety of cultural and demographic groups
- Staff and volunteers from government agencies and services – for example, health networks, police, ambulance, community and justice, Council staff and Councillors
- Staff and volunteers from non-government agencies and services – for example, welfare agencies, mental health services
- Other agencies and services – for example, schools, medical services, pharmacies, aged care homes.

The Team to be made up of a core group of up to 10 people. New members can be invited as appropriate and relevant by the Team at any time. Additional persons may be invited to attend meetings as guests, at the discretion of the Team.

Membership is on a voluntary basis.

All members to represent the community interest and not individual or sectional interests.

Members are required to have a current Working With Children Check and Police Check if applicable.

Federation Council will support the membership nominations process by accepting on-line nominations through its website www.federationcouncil.nsw.gov.au

Chair and Secretary - refer to relevant sections below for further details.

Project working groups to be established as needed, seeking additional relevant stakeholders, to plan and implement specific initiatives. Refer to relevant section below for further details.

5. Process for establishing membership

On behalf of the Federation Primary Prevention Team (Alcohol & Drugs), the Federation Council will call for nominations from the general public via the following:

- Via local media outlets.
- Inclusion in the Federation Council snippets.
- Notices to a wide range of community and interest groups.
- Council's corporate website and Facebook page
- Through its own networks, for example, Interagency Group, Advisory Committees, professional organisations and other government agencies.

All candidates for appointment must lodge an on-line signed Application Form with the Federation Council.

Following the closure of nominations an assessment panel made up of the Alcohol and Drug Foundation (LDAT Program), representative bodies (CDAT Program) and Federation Council, will be convened to decide on the selection of representatives to fill positions and future vacancies.

6. Establishment and Dissolution

Federation Council resolved at the Ordinary Council Meeting on 11 October 2021 to establish the Federation Primary Prevention Team (Alcohol & Drugs).

The Federation Primary Prevention Team (Drugs & Alcohol) may be dissolved by resolution of Council.

7. Term of Appointment

The term of appointment will be a two (2) year period, with the option for re-nomination by current members.

Federation Council will call for Expressions of Interest at the commencement of each term.

The term will commence from November 2021 to November 2023. Further terms to continue into the future as long as the Committee remains relevant.

Candidates for appointment must lodge a written and signed online Application form with the Federation Council.

Any member may resign at any time by advising his or her resignation to the Federation Primary Prevention Team (Alcohol & Drugs) in writing.

If a member is absent for more than two consecutive meetings the Secretary will endeavour to contact the member in regards to their absence. If no response is received after two attempts, the committee can raise this as an agenda item and request Council to declare the position vacant.

In the event of unsatisfactory performance as a volunteer, Council retains the right to discontinue their service. This will be determined by Council's Code of Conduct and all Council policies and procedures.

Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.

8. Code of Conduct

Members must abide by the Federation Council Code of Conduct at all times. Federation Council adopted the Model Code of Conduct for Local Councils in NSW in October 2019.

The Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- Understand and comply with the standards of conduct that are expected of them
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- Act in a way that enhances public confidence in local government.

The Federation Code of Conduct is located on Council's website

<https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

9. Meetings

The Federation Primary Prevention Team (Alcohol & Drugs) will meet every month in the first quarter, to establish its Strategic Action Plan, with a future meeting schedule to be determined by the Team. Meetings will average one hour and not exceed one and a half hours in duration, unless otherwise advised.

Additional meetings will be called, in consultation with the Chairperson, if required for a special purpose. Such meetings will be notified at least one week in advance by the Secretary.

It is expected where possible, all members of the Federation Primary Prevention Team (Alcohol & Drugs), attend meetings for the duration of each, and participate in any established Working Groups as agreed.

A quorum for meetings is 50% plus one (unless otherwise determined by the Team).

10. Working Groups

Shorter term working groups may be established where required, to focus on investigating a specific issue or delivery of a specific initiative.

Other stakeholders, including organisations and individual community members, may be co-opted into a working group for the purposes of providing information and expertise, and/or assistance in developing initiatives, with prior approval required to be sought from the Team.

Team and working group members may use their discretion to seek input from other people with knowledge or with an interest in the groups' specific interest or subject.

Working group Chair and Secretary roles and responsibilities to be determined by the individual working groups.

11. Chair

The Chair to be determined by the Team, for example, rotate each meeting, or 6 or 12 month periods.

12. Administrative and Secretary Support

The Secretary role/s to be determined by the Team. This could be one position, or roles divided between members, such as:

- Meeting agendas and minutes.
- Monitoring and maintaining action plans.
- Partnership Monitoring and maintaining funding and partnership agreements.
- Individual working group administration.

13. Agendas, Minutes and Materials

The Agenda, Meeting Minutes and Materials will be prepared by the Secretary.

Agendas of meetings shall be forwarded to members at least two working days before the meeting.

All agendas, meeting minutes and materials will be stored electronically on Council's information management system (Content Manager) and are subject to the Freedom of Information Act.

The Council Agenda Management Tool (refer 18/945) is available for use to develop agendas and minutes.

14. Declaration of Interest

Members will declare any conflict of interest (i.e. potential financial or material gain arising from the Advisory Committee's decision), at the beginning of any meeting, consultation and decision-making process.

The member must leave the room and remain outside until the conclusion of discussion on the item.

15. Dispute Resolution

Dispute resolution will be processed in accordance with Councils Dispute Resolution Policy.

16. Decision Making Process

The Federation Primary Prevention Team (Alcohol & Drugs) will seek to operate on a consensus basis unless bound by Council Policy or Procedure etc.

Should a vote be necessary, all Team members appointed have voting rights.

17. Limitations

The Federation Drug and Alcohol Primary Prevention Team has no authority to make decisions on behalf of Council, State or National Government and other local networks.

18. Delegated Authority

The role of the Team may only act within the Terms of Reference and procedural arrangements endorsed by Council.

Any decisions for spending of grants associated with the Federation Primary Prevention Team (Alcohol & Drugs), for example, CDAT and LDAT, will be undertaken through a consensus basis. Council's Procurement Policies must be adhered to.

In carrying out its responsibilities, the Federation Primary Prevention Team (Alcohol & Drugs) must at all times recognise the responsibility for management of the Federation Council rests with the Council and the General Manager, as provided in the Local Government Act 1993. Therefore, the Team has no delegated authority to:

- Direct Council officers in the performance of their duties.
- Expend moneys on behalf of Council (except for those grants associated with the Team such as CDAT and LDAT).
- Commit Council to any arrangement.
- Consider any matter outside its specific reference.

19. Publicity

Committee members, with the exception of the Chairperson, must not make any public comment about the Federation Primary Prevention Team (Alcohol & Drugs) or any discussions which take place in Committee meeting unless otherwise authorised by the Federation Council's General Manager and Manager Communications. Refer to Council's Media Policies and Protocols 16/10816.

20. Confidentiality

Team members must not disclose information that they know, or should reasonably have known is confidential information.

Team members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.

Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.

21. Policy History

Version	Date	Changes / Amendments
1.0	September 2021	To be reviewed September 2023 ie. prior to re-advertising positions in October 2023 for a new two (2) year term commencing November 2023.

22. Reviews

The Federation Primary Prevention Team (Alcohol & Drugs) Terms of Reference will be reviewed after a period of two (2) years.

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