

Exmouth Alcohol and Other Drug Committee 2018

Terms of Reference

**Endorsed: Exmouth Alcohol and Other Drug Management Plan (EAODMP) Committee
Date: 18 September, 2018**

INTRODUCTION

Addressing alcohol and other drug related harm is a complex task that requires a number of strategies. The delivery of these strategies in a coordinated manner is essential if the activities are to have the desired impact in the community and are to be delivered within the existing resource availability.

The development of a committee that is comprised mainly of service providers with a means for community input is essential if the delivery of activity is to be timely, coordinated and done in partnership. Community input is also essential to assist in gauging the success of the initiatives in meeting community need and for the Exmouth Alcohol and Other Drug Committee (EAODC) to promote ownership of the issues and the solutions.

Long-term Outcome

To reduce and prevent the impact of alcohol and other drug related harm and problems in the Shire of Exmouth

The EAODC is not intended to take the place of existing agencies and community groups or to supersede the core business of these groups. It is not intended that the EAODC will act as a political lobbying group for individual agency or community sub-group gain, to the detriment of others.

1. Aims and objectives:

The EAODC aims to provide feedback to appropriate local networks. The EAODC will provide a means through which all activities designed to address alcohol and other drug related harms can be channelled in an effort to prevent duplication, encourage coordination and to role-model collaboration.

The EAODC aims to ensure all activity that addresses alcohol and other drug misuse in the Exmouth community occurs in a coordinated and collaborative manner.

The EAODC objectives are to

- Be recognised as the initial point of contact to discuss and coordinate responses to AOD issues within Exmouth and accurately reflect these concerns to relevant parties as required.
- Facilitate the sharing of knowledge, expertise, information and resources among government, non-government and community organisations to promote evidence based practice, enhancing services' capacity when responding to AOD concerns and reduce the isolation of members.
- Map, monitor and review the Exmouth Alcohol and Other Drug Management Plan.
- Support community groups to develop and implement suitable strategies to address local alcohol and other drug related harms.
- Develop, maintain and communicate an outline of key alcohol and other drug related information and data.
- Provide a coordinated and collaborative forum to resolve difficulties and barriers in relation to alcohol and other drug related issues and through which appropriate programs and initiatives can be developed by the community.

- Provide a mechanism through which local alcohol and other drug related issues can be raised at a regional, state and national level.

2. Principles

Members of the EAODC will conduct activity under a key set of agreed principles. These are:

- **Applying comprehensive responses to complex issues** – a balanced range of strategies and activities that aim to prevent and decrease the demand for, supply of, and problems associated with harmful alcohol consumption and other drug use.
- **Promoting access and equity** – every individual has an equal right to access appropriate services in accordance with need.
- **Supporting evidence based practice and applying innovation** – priority needs to be given to the implementation of prevention and treatment strategies that are effective and supported by research, continuous quality improvement and evaluation. Where gaps in knowledge exist, innovation should be embraced to build the evidence base for effective interventions and approaches applicable to Western Australia.
- **Developing and maintaining effective partnerships** – partnerships need to be maintained and developed between relevant government and non-government agencies and the community. This includes the effective coordination of action at local, regional, state and national levels so that alcohol and other drug policy and strategy is appropriately aligned and coordinated across government.
- **Promoting stakeholder participation** - consumer, community and key stakeholder participation is essential in the development and implementation of policy and strategy to facilitate the ongoing development of appropriate programs and services.
- **Being responsive to emerging issues** – alcohol and other drug policy and programs must have the flexibility to respond to new and emerging issues, and the changing needs of government, the community and the sector.
- **Promoting sustainable change** – the impact of alcohol programs needs to achieve longer-term change with planned sustainability that balances current and future demands.

3. Meeting protocols

3.1 Quorum

A quorum comprising of half the members is required for any resolutions of the group.

3.2 Frequency of meetings

The Exmouth AODC will endeavour to meet bi-monthly and more frequently if required. Dates of meetings will, where possible, will be decided by the Group prior to the conclusion of each meeting.

3.3 Location of meetings

Meetings will normally be held at the Ningaloo Centre but an alternative location may be determined by the Chair when setting the date of the next meeting. Members who are unable to attend a meeting in person may participate by videoconference or teleconference.

3.4 Agenda management

The Chairperson in consultation with the secretary will determine the agenda for each meeting and discussion will be confined to the items listed on the agenda.

3.5 Administration

Secretarial and administrative functions will be coordinated by the Shire of Exmouth. Shire staff will maintain minutes of the items discussed at each meeting and the outcomes from discussions. These will be circulated to members and included for adoption at the next meeting of the AODC. **Any request for public comment on behalf of the group will be referred to LDAG Inc.**

3.6 Declaration of interests

Members of the EAODC will take all reasonable steps to avoid any conflict of interest in relation to their private, financial, business, personal or other interests that have the potential to influence, or be perceived to influence, advice given as a member of the group.

A member must declare a conflict of interest to the Chair and members of the group as soon as practical after he or she is aware of its existence.

4. Management

The EAODC has no delegated powers or authority to represent member organisations or commit member organisations to the expenditure of funds. Members of the group must comply with the Shire of Exmouth's Code of Conduct.

5. Members

Successfully addressing the issues arising from alcohol and other drug use is a complex and long-term process that is not the sole responsibility of any one part of the community, be it government or non-government agency, community group or individual. Many agency and community groups are affected in some way and need to be part of the solution.

Each agency/group will nominate a person to represent them on the EAODC. Membership will be reviewed on an annual basis.

The Chairperson of the group will be the nominated and elected from within the group. Through the Chairperson, the AODC may ask non-member groups to attend meetings on an as needs basis.

6. Membership responsibilities

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7. Review

These terms of reference will be reviewed in one year.