

Insert name of CDAT



**DRAFT Community
Terms of Reference**

Drug Action Team Charter and

This Charter and Terms of Reference document should be used in conjunction with the Alcohol and Drug Foundation's (ADF) *Framework for Action* document (*See Appendix*). Please ensure that you have a copy of the *Framework for Action* (available at adf.org.au/cdat), and use these two documents together/be guided by this document.

1. Philosophy

The *Insert name of CDAT* Community Drug Action Team (CDAT) agrees to operate according to the principles and objectives of the NSW Health and Australian Drug Foundation's *A New Framework for Action 2015-2017* in a way that meets local priorities and concerns.

The *Insert name of CDAT* covers the region of *insert definition of region* primarily while also supporting CEAP projects across the wider region.

2. Aims and objectives

With the support of the ADF through the Community Engagement and Action Program (CEAP), CDAT objectives are to:

- Work to increase community awareness and knowledge of Alcohol and other Drug (AOD) related harms, including health, mental health and social problems.
- Contribute to the prevention of misuse of alcohol and legal drugs and illegal drug use, through a range of appropriate local community activities and initiatives.
- Contribute to the reduction of total risky drinking to below 25% as expressed in the state plan: NSW 2021: A plan to make NSW number one..)¹
- Promote protective factors in their communities to reduce the impact of AOD related harms.

In addition to the principles and objectives as outlined in the Framework for Action, The *Insert name of CDAT* CDAT is committed to working through a harm minimisation approach, in partnership with agencies, community representatives and government to:

- a. Identify current alcohol and other drug related issues particular to the diverse needs of the local community
- b. To research and implement local strategies designed to prevent the problematic use of alcohol and other drugs in the community
- c. Develop an annual action plan to guide the actions of the group each year
- d. Develop, implement and evaluate appropriate collaborative projects
- e. Encourage safe and healthy environments, both social and physical, which promote prevention and reduction of drug related harm

¹ (This refers to the total percentage of people in NSW drinking at risky levels. From 2004 to 2013 in NSW the rate of alcohol consumption by adults over 16 years at levels that pose a health risk over a lifetime significantly decreased from 33.3% to 26.6%. Source: NSW Population Health Survey (SAPHaRI). Centre for Epidemiology and Evidence, NSW Ministry of Health

- f. Utilise local media as a resource for increasing factual information regarding awareness, education and funding to address alcohol and other drug problems in the community
- g. Further develop public, professional and policy-maker knowledge and skills, regarding responsible use and intervention approaches to reduce drug related problems and consequences.
- h. Seek to show the local impact of the CDATs work on attitudes and behaviour related to alcohol and other drugs so as to build the community prevention evidence base.

The CDAT will only work with partners that share the principles and objectives of the ADF's Framework for Action.

3. Annual Action Plan

Each year the CDAT will develop an Annual Action Plan, outlining the proposed activity of the CDAT throughout the year. The plan will identify priority issues and actions that can be undertaken at a local level within a specified period. The Plan should contain clearly identified outcomes of results. The Action Plan needs to be adopted by consensus and minuted as such at the AGM or a General Meeting.

The Chair, in consultation with the Executive, is to ensure that the Action Plan is regularly reviewed to ensure that tasks are being completed within agreed time frames and that all strategies remain relevant. The CDAT needs to work with the Senior Community Development Officer (SCDO) for support with maintaining the Action Plan.

More detailed project planning will be completed for more substantial projects, under the guidance of the SCDO and relevant CDAT members, including the Executive.

4. The Status of the CDAT and the role of the ADF

The CDAT has been formally endorsed by the NSW Ministry of Health and is not an independent legal entity. The CDAT is accountable to the NSW Ministry of Health via the Alcohol and Drug Foundation which provides management of the Community Engagement Action Program (CEAP). The ADF oversees Committee process and all CDAT activities, whether they are funded by ADF grant or funded through other means, to ensure these are consistent with the CEAP Framework for Action and CDAT Terms of Reference.

This means the Alcohol and Drug Foundation's Senior Community Development Officer will be included in decision making and informed about all CDAT activities during planning, implementation and evaluation stages.

5. Membership

Membership is voluntary and open to representatives from the community, business sector, service organisations and religious groups, as well as various non-government and government agencies. Members need to show an active commitment to helping achieve the objectives of the CDAT in the local Community.

In addition to commitment to group objectives, all members of the CDAT agree to: a.

Treat other members in a respectful and non-judgemental manner

- b. Promote openness and trust
- c. Promote full discussion, where participants agree to disagree if necessary Discuss, not argue
- d. Explore issues and problems with a view to finding solutions

- e. Share the discussion equally to allow everyone to have their say
- f. Respect our differences;
- g. Respect confidentiality
- h. Declare any conflict of interest
- i. Be of good standing within the community
- j. Do not attend meetings or activities intoxicated
- k. *Add anything else the CDAT feels is relevant*

6. Obligations of Membership All

CDAT Members will:

- a. Comply with the CDAT Terms of Reference and CEAP Framework for Action.
- b. Actively work towards the objectives of the CDAT with the benefit to community foremost in mind
- c. Participate in annual CDAT planning processes and identify tasks that they can take on to progress agreed CDAT activities
- d. Complete a standardised CDAT Membership form for the CDAT (*See Appendix for template*)
- e. If representing an organisation, ensure that you have the support of management to fully participate in CDAT meetings and activity

Participation by all members of the ***Insert name of CDAT*** community is valued and residents in particular are encouraged to become members of the CDAT. There are 3 types of membership within the CDAT:

Executive member – includes all of the elected CDAT positions who upon being elected automatically become executive members.

Core member – includes individuals who wish to contribute through regular attendance and participation in CDAT meetings AND in the events organised by the CDAT.

General Member – includes individuals who wish to contribute through involvement in the events held by the CDAT as part of a project group, but do not wish to attend CDAT committee meetings. General members are not entitled to vote.

7. Executive Members.

The executive is expected to develop, submit and monitor grant applications on a rotating basis

The term of office for an executive member shall be 12 months from AGM, except in the case of a casual vacancy when the term shall expire at the teams' annual general meeting.

7.1 Executive Membership Roles

Chairperson

The duty of the chairperson is to:

- a) Chair the team's meetings

- b) Facilitate informed decision making: each Core Committee member has one vote, the Chair has one casting vote to be used when there is a tied committee vote, and does not make decision for the CDAT outside of this process.
- c) Ensure the committee's support for activities (including proposals and grant applications) is secured and minuted before proceeding. Keep committee informed of progress on these activities at meetings or via email.
- d) Act as the primary liaison between the CDA team and the Alcohol Drug Foundation's Senior Community Development Officer (SCDO).
- e) Support the CDA team to carry out its functions and comply with the CEAP Framework for Action.
- f) Communication regarding CDAT business and progress in activities with appropriate parties, needs to be in line with CDAT plans, and to be tabled at each meeting.
- g) Facilitate the annual planning process with assistance of the SCDO.
- h) Sign and provide feedback on grants.
- i) Develop meeting agenda in partnership with the secretary.
- j) Provide any comment to the media on behalf of the CDAT, unless this role is delegated.
- k) The CDAT may select a Deputy Chairperson to support the Chair and to prepare to become the Chair in the future.

Secretary

The duty of the secretary is to:

- a) Receive nominations for membership;
- b) Receive all correspondence;
- c) Maintain the CDAT's records including:
 - i) List of members;
 - ii) The CDAT's Annual Action Plan; iii) The charter and Terms of Reference;
 - iv) Minutes of meetings;
 - v) Ensure work is being undertaken, as agreed by CDAT and funders
 - vi) Any newsletter the CDAT may provide;
 - vii) Correspondence; and
 - viii) Media clippings. (The CDAT may choose to appoint a Promotions and Publicity Officer)
- d) Record the minutes of meetings or delegate this task
- e) Record attendance at meetings and apologies
- f) Forward correspondence as appropriate to members
- g) Forward minutes of meetings no less than two weeks after the meeting
- h) Forward the agenda no less than seven days prior to the meeting

Treasurer

The duties of the treasurer are to:

- a) Keep updated records and balances
- b) assist with acquittals
- c) assist with grant application
- d) Liaise with auspice organisation
- e) Where funding periods overlap each grant should be kept separate and reported on separately from one another.
- f) The treasurer should keep a separate spreadsheet for each grant
- g) ensure that '*request for payment*' forms be signed and copied along with tax invoices before submitting to the auspice body and kept as a record (*See Appendix for template*)

Auspice

The Auspice body play a very important role in supporting the CDAT. The Auspice should ideally have a representative on the CDAT committee. The Auspice body:

- a) Keeps CDAT finance records separate to their own organisation records
- b) Where funding periods overlap each grant should be kept separate and reported on separately from one another.
- c) Provides a statement to the treasurer for presentation at meetings as requested
- d) Provides a letter to support grant applications and acquittals
- e) Acts within the terms of the CDAT Auspice Agreement (*See Appendix for template*)

8. Cessation of Membership

CDAT Members can resign at any time. If there is a dispute concerning membership of the CDAT, the matter should be referred to the Senior Community Development Officer who can, if necessary, refer the matter to ADF's NSW Manager of Community Programs for resolution.

CDAT Core and General membership should be renewed annually at the AGM.

9. General Meetings

General meetings should be held on a regular basis as close to the ***insert dates that CDAT will meet*** as possible, at least six times per year as highlighted in the *Framework for Action*. In changing meeting dates from this schedule consideration should be given to dates where the majority of core, executive members, and where possible the SCDO, can attend.

9.1 Notice of general meetings

- a) Notice of any general meeting must be provided at least seven (7) days prior to the date of the meeting. Notice should include an agenda and a copy of the previous minutes. All members are to be notified of any meeting where an annual review or evaluation is to be considered.
- b) Method of meeting notice must take into account the access that community and CDAT members have to electronic media with a view to reaching as many people as possible within practical boundaries.
- c) CDATs should ensure that their SCDO knows how frequently, when and where the CDAT is meeting so as to be able to assist with enquiries and promote the meeting to possible new members.

10. Quorum

Three members shall constitute a quorum for a general meeting – at least one of which must be a community resident.

11. Meeting Process

- a. The standing agenda for regular meetings shall be:
 - i. Welcome and introduction of new members, guest speakers and observers
 - ii. Acknowledgement to country
 - iii. Present (to be recorded)
 - iv. Apologies (to be recorded)
 - v. Previous minutes (confirmation and/or amendment)
 - vi. Agenda topics – as required – Chair to ask for input prior to meeting
 - vii. Secretaries report including Correspondence
 - viii. Treasurers report
 - ix. SCDO report
 - x. Annual action plan – track progress
 - xi. Project reports;
 - xii. General Business;
 - xiii. Next meeting (date, time and place).
- b. As an action team, members are committed to transacting routine business with maximum efficiency.
- c. Items for discussion under “general business” are to be referred to the Secretary before the meeting wherever practicable.
- d. A record of each meeting comprising relevant points and (the minutes) shall be recorded by the Secretary.
- e. All lasting decisions of the CDAT shall be recorded in the minutes of the meeting. Minutes should be kept by all members, with the Secretary being responsible for ensuring at least one copy of all minutes is stored safely and can be accessed by all members upon request.
- f. A copy of the minutes from each CDAT meeting should be circulated to all members and to the Senior Community Development Officer within two weeks of the date the meeting was held.

12. Decision Making

12.1 At all times the *insert name of* CDAT shall aim for consensus in decision making, that is, general agreement by all members present. Where a consensus cannot be reached matters will be decided by a majority of votes of members present at the meeting. A majority shall be half of the members in attendance plus 1. If a majority vote is not achieved, the status quo will be retained.

12.2 In recognition of the occasional need for more urgent decisions, three executive members can make decisions on behalf of the CDAT at any time. These decisions must be circulated electronically to core members and referred to at the next meeting for ratification.

13. Dispute resolution process

13.1 Between CDAT members.

In the event there is a dispute between CDAT members the matter should be referred to the Senior Community Development Officer who can, if necessary, refer the matter to ADF's NSW Manager of Community Programs for resolution.

13.2 Between ADF employees and the CDAT or a CDAT member.

If there is a dispute between an ADF employees and the CDAT or a CDAT member the matter should be referred to ADF's NSW Manager of Community Programs for resolution as per ADF's Grievance Resolution Procedure.

14. Annual General Meeting (AGM)

The CDAT is not a legal entity, however an AGM will be held to ensure that executive positions have the opportunity to be renewed or changed and to act as a prompt to invite membership from the wider community. The AGM generally occurs in October of each year; however the date is to be decided by the Executive Committee.

A standardised agenda shall be developed and used to conduct the business of the AGM. No business other than that reflected by AGM agenda items shall be conducted during the AGM.

14.1 Annual General Meeting (AGM) Procedures

- a)** Notice of the AGM must be provided at least **21 days** prior to the date of the meeting. Notice should include an agenda and a copy of the previous AGM minutes.
- b)** Notice of the AGM may be issued via numerous means including email, post, fax, newspaper, newsletter, notice board postings, web notification and other forms of electronic media. Method of meeting notice must take into account the access that community and CDAT members have to each of these options, with a view to reaching as many people as possible within practical boundaries.

14.2 Election of executive at the AGM

Elections of executive shall occur using the following process;

- a.** All nominations for an executive position must be on the approved nomination form (*See Appendix for template*) and can be made at/or prior to the AGM
- b.** Nominations for an executive position must be accepted by the nominated person and moved and seconded by other members present at the meeting, or in writing if not able to attend.
- c.** An executive member can be elected to their position through a secret ballot or "show-of-hands", the method to be decided by the team at the time of the election/s.
- d.** Where there is only one nomination for a position, the nomination must be supported by at least 75% of the members present at the meeting before the nominee is taken to be elected.

- e. The term of office for an executive member shall be 12 months, except in the case of a casual vacancy when the term shall expire at the annual general meeting.
- f. Executive members may be re-elected to their position annually, Executive members should only hold the *same executive* position for no more than two consecutive years unless continuation is agreed by 75% of the core membership.
- g. Executive positions not filled at the AGM shall be declared a casual vacancy and may be filled at a future general meeting as long as the above guidelines are followed.

15. Funds Management

15.1 Grants made to the team shall be managed on behalf of the team by **insert name of auspice agency**, acting as the auspice agency, in accordance with that organisation's rules and the requirements of the organisation providing funds.

15.2 A Memorandum of understanding (MOU) has been established for this auspice agency and is confirmed annually at the point of ADF Core Grant application. *(See Appendix for MOU template)*

16. Risk Management

16.1 The **Insert name of CDAT** CDAT will prepare a Risk Management Plan for all their activities. This should be done with assistance from the Senior Community Development Officer.

16.2 The Risk Management Plan should be signed off by the Senior Community Development Officer at least four (4) weeks prior to the advertisement of CDAT events so that insurance cover can be provided as appropriate.

16.3 The Risk Management Plan needs to consider health and safety issues as well as checking that appropriate insurance is in place for CDAT activities.

16.4 Whilst a CDAT is not incorporated, it is able to access insurance provided by the Alcohol Drug Foundation, as outlined in the insurance document.

17. Becoming inactive and conclusion of NSW Health endorsement 17.1

In the event that the CDAT becomes inactive, defined as;

- a) ceasing activities
- b) not meeting the terms of reference and
- c) not in line with the Alcohol Drug Foundation's Community Engagement and Action Program 'Framework for Action'

17.2 Should the CDAT become inactive, on the advice of the SCDO the ADF will give notice to the CDAT Committee that their status is under review and outline what activities are required to remedy the situation.

17.3 If these recommendations are not met in a specified time frame then, on advice from the CEAP Steering Group the ADF will make a recommendation to NSW Health that endorsement of the CDAT is withdrawn.

In this case the Committee can no longer be called a CDAT, nor access the ADF CDAT grant program.

17.4 All funds that have been received through grants are to be returned to the funding body, the Alcohol Drug Foundation. Where funds have been gained through fundraising or any other manner, all remaining funds shall be transferred to the **insert appropriate organisation** as soon as is practical and once all outstanding accounts and invoices have been paid by the auspice body.

18. Amending the Terms of Reference (TOR) Document

This TOR can be amended by the team at a regular meeting provided:

- Members of the team have been notified of the proposed amendment via a Notice of the Meeting circulated to members at least 7 days prior to the meeting.
- All amendments should align to the Framework for Action.
- Once amended, the CDAT Chair or Secretary should send the updated TOR to the Senior Community Development Officer for approval.
- The Senior Community Development Officer approved TOR needs to be adopted by consensus and minuted at a general meeting.