



ACT Alcohol and Other Drug (AOD) Workers Group

Terms of Reference July 2008 – June 2009 (Year 2)

1. ACT AOD Workers Group

The ACT AOD Workers Group (the Group) is involved in the development, implementation and evaluation of the ACT AOD Sector Project (the Project).

The ACT AOD Sector Project is a capacity building project that began in July 2007 and is funded by ACT Health. The Youth Coalition of the ACT provides support to ACT AOD workers to conduct the ACT AOD Sector Project.

The Project is guided by the broad policy goals of:

- ACT Alcohol, Tobacco & Other Drug Strategy 2004 – 2008;
- ACT Workforce Development Strategy (under development); and,
- Council of Australian Governments Illicit Drug Diversion Initiative.

The aim of the Project is to build the capacity and identity of the alcohol and other drug sector in the ACT, foster intra and cross-sectoral relationships, and improve outcomes while maintaining respect for the diversity of services and for people who are affected by alcohol and other drugs.

For further information on the Project visit www.aodsector.org.au

2. ACT AOD Workers Group Organisational Membership

The ACT AOD Workers Group is made up of one nominated representative from each of the following ACT Health funded AOD services:

- ACT Division of General Practice
- Alcohol and Drug Foundation ACT (ADFACT)
- Alcohol and Drug Program, ACT Health (ADP)
- Alcohol and Other Drug Policy Unit, ACT Health
- Canberra Alliance for Harm Minimisation and Advocacy (CAHMA)
- Centacare
- DIRECTIONS ACT
- Gagan Gulwan Youth Aboriginal Corporation
- Salvation Army
- Ted Noffs Foundation ACT
- The Connection

- Toora Women Inc
- Winnunga Nimmityjah Aboriginal Health Service

3. Roles of ACT AOD Workers Group Members

- Attend monthly meetings;
- Generate ideas and provide significant input into the development of Project activities;
- Participate in the implementation of Project activities, as developed by members;
- Participate in Project evaluation activities; and,
- Act as a conduit between the ACT AOD Sector Project and workers within their services.

4. Reporting Structure

The Project Team provides secretariat and project management support to the Group. All meetings will be minuted by the Project Team. Meeting agendas and papers will be distributed electronically where possible, at least five working days before the scheduled meeting date. Agreed action items from meetings will be clearly marked in the minutes.

Note: An accompanying Communication Strategy has been developed to further outline communication between the ACT AOD Workers Group and key stakeholders.

5. Meeting Schedule

Monthly meetings will be held on the Thursday 2 weeks prior to the Executive Directors Group meetings. Meetings are held from 3 – 5pm at the Youth Coalition office (46 Clianthus St, O'Connor). Meetings are not held in December or January.

6. ACT AOD Sector Project Team

For further information about the Project or the ACT AOD Workers Group please visit the Project website at www.aodsector.org.au or contact a member of the ACT AOD Sector Project Team:

Carrie Fowlie, Deputy Director, Youth Coalition of the ACT
email: carrie@youthcoalition.net
phone: 02 6247 3540

Amanda Bode, ACT AOD Sector Project, Youth Coalition of the ACT
email: amanda@youthcoalition.net
phone: 02 6247 3540

David McDonald, Social Research and Evaluation Ltd Pty
email: mail@socialresearch.com.au