

Interagency Working Group on Drugs

Terms of Reference

Background

The Interagency Working Group on Drugs (IAWGD) was established in 2008 to provide strategic, high level advice to the Tasmanian Government on emerging drug-related issues and to coordinate strategic policy and service delivery responses that recognises the harms related to the use of alcohol, tobacco and other drugs requires an integrated whole-of-government approach with links to other strategies and Tasmanian policy objectives.

Since the mid 1980's, the National Drug Strategy (NDS) strategic policy framework has informed the development, implementation and monitoring of drugs policies across different levels of government, and among government, non-government and private organisations and the community. The NDS enables collaboration, among health, law enforcement and education, and promotes the use of evidence to inform drug policy and practices. The Tasmanian Drug Strategic framework was developed to focus on issues specific to Tasmania.

Purpose

The IAWGD is the principal advisory body to the Tasmanian Government on alcohol, tobacco and other drugs related issues. It is responsible for monitoring drug use trends and harms in Tasmania, and for implementing, monitoring, progressing and reporting on progress of the NDS and the Tasmanian Drug Strategy (TDS) and related strategic policy responses to the use of alcohol, tobacco and other drugs in the Tasmanian community.

The work of the IAWGD is supported by an advisory structure specific to alcohol, tobacco and illicit drugs respectively, and by liaison with specialist treatment and service delivery. The governance structure is shown in Attachment I.

Role

The IAWGD is responsible for:

- Overseeing the development, implementation, monitoring and coordination of strategic policy and whole-of-government responses to reduce the harms from the use of alcohol, tobacco and other drugs in Tasmania;
- Monitoring changes in prevalence, levels and patterns of alcohol, tobacco and other drugs use in Tasmania;
- Considering the implications of the NDS and other national policy or reform initiatives; making recommendations regarding the adoption and/or implementation in the Tasmanian context; and overseeing the implementation and reporting of national drug strategic plans and related initiatives;
- Providing advice and input to other national and state strategies and initiatives where alcohol, tobacco and other drugs are identified as issues of concern, with particular emphasis on prevention and the social and health determinants associated with drug use;

- Consulting, liaising and collaborating with a range of key stakeholders and representative groups, service providers and other agencies/organisations as appropriate.

In order for it to fulfil its purpose and role the IAWGD may establish working groups for specific projects. Such projects may be identified by an IAWGD meeting, arise out-of-session or arise from a national or state issue. Any such working group will be sponsored by an IAWGD member who will have responsibility for the project, and who will in the first instance draw membership and expertise from the advisory groups or the advisory, consultation and liaison network(s). The sponsoring member is also responsible for providing regular project outcome updates to the IAWGD.

Membership

Chair: Deputy Secretary, Corporate, Policy and Regulatory Services, DHHS

Deputy Chair: Assistant Commissioner, Operations DPFEM

Membership: Senior representatives from:

- Department of Health and Human Services (DHHS)
 - Mental Health, Alcohol and Drug Directorate
 - Public Health Services/Director of Public Health
 - Government Relations and Strategic Policy
- Department of Police, Fire and Emergency Management (DPFEM)
 - Assistant Commissioner, Operations
 - Manager, Policy Development and Research Services
- Department of Treasury and Finance/Commissioner for Licensing (DTAF)
 - Liquor and Gaming Branch (L&G)
- Department of Education (DoE)
- Department of Justice (DoJ)
- Department of Premier and Cabinet (DPaC)
 - Policy Division
- Alcohol, Tobacco and Other Drugs Council, Tasmania (ATDC)
- Local Government Association of Tasmania (LGAT) – Observer status

Secretariat: Secretariat support is provided by the Department of Health and Human Services and is located with the Mental Health, Alcohol and Drug Directorate.

Other persons/organisations may be invited to attend meetings to speak to specific agenda items at the discretion of the Chair.

Member Roles

Responsibilities of the Chair

The role of the Chair is to manage the meetings and out-of-session business.

Responsibilities of members

It is the responsibility of members to ensure they are able to represent and make commitments on behalf of their agency/organisation within the context of the work of the IAWGD, as identified in these Terms of Reference.

Individual members are responsible for:

- Considering the strategic implications and outcomes of initiatives being pursued through the IAWGD from their agency or organisation perspective;
- Identifying and raising issues significant or relevant to each representative body;
- Consulting within their own agency or organisation and providing information back;
- Consulting with local representative groups, service providers and other agencies/organisations not represented in the membership as relevant;
- Committing to progressing the role and function of the IAWGD and its work plan, including advancing agenda items, actively participating in working groups and providing considered feedback to documents outside the meeting process;
- Reporting annually on its agency or organisation activities against the NDS and TDS and related policy initiatives including relevant activity data; and
- Respecting and adhering to confidential matters noted as not for broader dissemination or consultation.

Responsibilities of the secretariat

The role of the secretariat is to:

- Arrange meetings as required, including those of relevant advisory groups, working groups or consultations;
- Prepare and distribute agendas, agenda papers, records of meetings, resolutions or actions arising and related correspondence including coordination of any out-of-session matters;
- Support members in managing and advancing the work programs of the IAWGD;
- Provide the Chair with executive services, administration and relevant policy analysis;
- Develop linkages as required on drug-related issues;
- Draft reports on behalf of the IAWGD; and
- Maintain the TDS website

Meeting Times

- Meetings will be held no less than three (3) times annually.
- Other meetings may be convened by the Chair on an 'as needs' basis.
- Meetings of the advisory groups and any advisory, consultation and liaison groups will be convened where possible to coincide with the IAWGD meetings.
- In addition, the business of the IAWGD can be conducted out-of-session.

Meeting Protocols

Quorum

A quorum includes a minimum of 75 per cent of member agencies in attendance.

Proxies

Attendance by proxy at an equivalent level of representation and authority is acceptable upon notice being provided to the Chair or Secretariat.

Minutes and Agendas

The Chair together with the Secretariat will determine the agenda for each meeting. The Secretariat on behalf of the Chair will call for Agenda items no later than two (2) weeks prior to a scheduled meeting. Members may request agenda items up to one (1) week prior to a scheduled meeting, or may nominate late agenda items as other business. The Agenda and any associated papers will be sent to members no later than three (3) working days prior the meeting.

The Chair will ensure that Minutes are taken for each meeting and circulated to all members within two (2) weeks of each meeting.

Out-of-session items or issues will be sent to members for comment via email.

Any matters considered confidential or for controlled distribution will be so noted at meetings and in the Minutes or member correspondence/documents.

Conflict of Interest

A conflict of interest is understood to exist where a member has an interest in the operation of organisation/s or individual/s that may extend either direct or indirect benefit to the member as a result of decisions made by the IAWGD or an Advisory Group. Members must declare any conflict of interest, and the nature of such interest, in a matter being considered or about to be considered by the IAWGD, to the Chair as soon as reasonable. Should a disclosure be noted, the person shall not, unless the IAWGD otherwise determines:

- Be present during any deliberation of the IAWGD with respect to that matter; nor
- Take part in any decision of the IAWGD with respect to that matter.

Conflict of interest declarations from Advisory Group members should also be recorded by the IAWGD.

Reporting

The IAWGD may provide a report or make recommendations to the Minister for Health after any meeting. It will also report annually on its activities and progress to the Minister. Annual Reports will be placed on the TDS website once noted by the Minister. It will also raise whole-of-government alcohol, tobacco and other drugs issues through the Minister for Cabinet consideration or noting, as deemed appropriate and relevant.

Review of Terms of Reference

The Terms of Reference will be reviewed, at least, at two yearly intervals

Endorsed: By IAWGD

Signed:



Michael Reynolds, Chair Interagency Working Group on Drugs

Date:

17/07/2017

ATTACHMENT I – IAWGD Governance Framework



