

# RYDE COMMUNITY DRUG ACTION TEAM

## TERMS OF REFERENCE

### Aim

To bring together the Ryde community to identify, prioritise and respond to drug related issues.

### Objectives

- Bring together key agencies, stakeholders and local residents to respond to drug and alcohol related issues in the Ryde local government area as a working group of the Ryde Safe Communities Project.
- Enable the Ryde community to comprehend and take ownership of drug issues by encouraging community and inter-agency involvement to identify and develop initiatives to address them.
- Increase opportunities for local agencies to develop sustainable partnerships to achieve an ongoing, coordinated approach in addressing priority drug related issues.
- Work within the World Health Organisation (WHO) Safe Communities model using an evidence based approach to issues.
- Operate according to the objectives of the NSW Drugs and Community Action Strategy.

### Membership

Membership of Ryde Community Drug Action Team (Ryde CDAT) will comprise key stakeholders from the Ryde area including (but not limited to):

- Community Members.
- Local government representatives.
- Staff of key Government agencies such as Police, Department of Community Services, Department of Juvenile Justice and Area Health Services.
- Drug treatment service providers.
- Non government service providers.
- Representatives of relevant community service organisations.
- Licensees
- Others as appropriate.

Application for membership to the Ryde CDAT must be made to the secretary and is at the discretion of the executive committee.

### Protocols

As a working group of Ryde Safe Communities it operates in a manner consistent with the Ryde Safe Community Projects aims and objectives.

- The Chairperson will be responsible for attendance and reporting to the Ryde Safe Community Project Steering Committee.
- All activities of the Ryde CDAT are to be ratified by the Steering Committee or otherwise the Executive Group of Ryde Safe Community Project.
- Documentation and correspondence emanating from the Ryde CDAT requires the signature of the Ryde Safe Communities Chairperson or member of the Executive Group.

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Final as at May 2006



**Office bearers:**

There shall be a Chair, Deputy Chair, Media Spokesperson(s) and Secretary elected on an annual basis. Other positions can be formed on a majority vote of the general membership of the CDAT.

- **Chairperson and Deputy:** The Chair will be elected by members of the CDAT for a period of 12 months or an alternative period as agreed by a majority vote of a full CDAT meeting. The Chairperson will be responsible for attendance and reporting to the Ryde Safe Community Project Steering Committee.
- **Secretary:** The Secretary is the first point of contact for general CDAT business.
- **Media Spokesperson:** The Media spokesperson is the point of contact and only the Media spokesperson or his or her delegate may represent / speak on behalf of the CDAT with the media.

**Working groups:**

Working groups will be convened as necessary to ensure the achievement of strategies detailed in the Drug Action Plan (DAP) or, for other specific projects as may be necessary from time to time and all activities are to be ratified by the Ryde CDAT following its responsibilities to the Ryde Safe Community Project.

**Drug Action Plan:**

- A Ryde Drug Action Plan, which provides a workplan for the Ryde CDAT, should be developed in consultation with the community of Ryde.
- The Plan should identify priority issues and actions that can be undertaken at a local level within a specified period. The Plan should be for a period of up to 2 years or as agreed upon by the full membership of the CDAT and should contain clearly identified outcomes or results.
- The Chair, in consultation with the Executive, is to ensure that the Drug Action Plan is regularly reviewed to ensure that tasks are being completed within agreed time frames and that all strategies remain relevant.

**Procedures and Proceedings:**

- The Ryde CDAT will meet quarterly. Extraordinary meetings may be called according to need.
- In relation to any procedural matter, the ruling of the Chair shall be final.
- Confidentiality is critical for all members due to the sensitive nature of the issues to be discussed. Breaches of confidentiality will be considered by a vote to determine whether or not the person who is deemed to have breached the agreement will be asked to leave the group.

**Reviewing the Terms of Reference**

The Terms of Reference are to be reviewed on a yearly basis.