

Terms of Reference

NSW ACI Drug and Alcohol Network Executive Committee

Reports To:	ACI Executive		
Reporter:	Co-Chairs		
Chairpersons:	Tony Gill Jo Lunn		
Terms of Office:	2 years		
Secretariat:	Drug and Alcohol Network Manager		
Endorsed By:	Drug and Alcohol Network Executive Committee	Date:	17 February 2016
Next Review:	February 2017		
Review Process:	Terms of Reference will be reviewed annually by the Drug and Alcohol Network Executive Committee.		

Decision Making:

Decisions will be made ideally by consensus. If this cannot be achieved, then at least a 2/3rd majority agreement of meeting attendees is required, though this may be at the discretion of the Co-Chair.

Background:

The ACI Drug and Alcohol Network was established in January 2015 in recognition of the need for a coordinated and integrated approach to the provision of high quality drug and alcohol services in NSW. The Drug and Alcohol Network will provide a forum for clinicians, managers, consumers and carers to collaborate, innovate and assist in the development and implementation of new or improved drug and alcohol interventions in NSW.

Purpose:

The purpose of the Drug and Alcohol Network Executive Committee is to provide leadership, strategic direction, advice and guidance for the activities of the Drug and Alcohol Network.

Responsibilities / Functions:

The Drug and Alcohol Executive Committee will embrace ACI values and be guided by ACI's frameworks, guidelines, processes and position statements during the course of its work. The Executive Committee welcomes those who wish to contribute in a multidisciplinary team approach to the improvement of patient care across an integrated health care system. The Executive Committee should have regard to the three dimensions of healthcare optimisation, which we call the "Triple Aim":

- Improving the experience of care
- Improving the health of the population
- Controlling cost

In particular, Executive Committee members will be responsible for:

- Participating in regular committee meetings
- Determining priorities for the Network through wide consultation
- Using available research and evidence when determining priorities and undertaking activities
- Overseeing the development and implementation of a work plan for the Network and assessing its effectiveness through evaluation, outcome measurement, and research
- Establishing and leading working groups open to all Network members
- Co-opting expertise as required
- Representing the Network at various meetings or committees as appropriate
- Ensuring consumers and families are engaged in decision making
- Promoting the Network and contributing to an inclusive and collegial Network ethos

It is expected that all Executive Committee members will

- Attend 75% of meetings
- Work together in a collaborative, respectful and collegiate way.

Frequency of Meetings:

6-8 weekly upon commencement, and then quarterly as determined by issues and projects.

Reporting Committees:

A number of working groups, which will have a defined scope and term, will report to the Executive Committee. The working groups will be Chaired by an Executive Committee member, who will report back to the Executive Committee on the progress of the Working Group. The Executive Committee should direct and have oversight of the strategic activities of the working groups.

Method of Evaluation:

Annual review of the Terms of Reference against the Work Plan by the Executive Committee.

Quorum:

A quorum is required for all meetings of the Executive Committee representing at least 50% of the Executive Committee. At least one Co-Chair must be present at each meeting.

Conflict of Interest:

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she must make the conflict known. The committee member may be excused from discussions and deliberations on the issue where a conflict of interest exists.

Membership:

The Committee's membership shall be between 15 and 20 members and be constituted to broadly reflect the Drug and Alcohol Network's range of stakeholders.

Executive Committee members join as individuals, and therefore representatives are not allowed to attend in their place.

The Executive Committee will include two Co-Chairs from differing disciplines.

Executive Committee membership will be reviewed after 2 years. There will be a transition period in which 50% of the members of Committee are reviewed at a time to allow for continuity of the Committee's work.

The Chief Executive of the ACI and the Director, Primary Care and Chronic Services of ACI have an automatic attendance invitation to this meeting.

Members may choose to leave the Executive Committee at any time or may be asked to leave at the discretion of the Co-Chairs.

List of Current Members, correct as at:

15 July 2015

Name	Role	Organisation	Email Address
Susan Daly	Director Mental Health and Drug & Alcohol	FWLHD	Susan.Daly@health.nsw.gov.au
Apo Demirkol	Staff Specialist Drug and Alcohol	SESLHD	Apo.Demirkol@SESLHD.HEALTH.NSW.GOV.AU
Adrian Dunlop	Chief Addiction Medicine Specialist Director Drug and Alcohol Clinical Services	Ministry of Health HNELHD	ADUNL@doh.health.nsw.gov.au Adrian.Dunlop@hnehealth.nsw.gov.au
Steve Ella	Manager Aboriginal Health, Nunyara Aboriginal Health Unit	CCLHD	Stephen.Ella@health.nsw.gov.au
Tony Gill (Co-Chair)	Senior Staff Specialist Medical Director Drug and Alcohol Services	SVHN CCLHD	Anthony.Gill@svha.org.au Tony.Gill@health.nsw.gov.au
Paul Haber	Clinical Director Drug and Alcohol	SLHD	paul.haber@sydney.edu.au
Mary Harrod	Chief Executive Officer	NUAA	MaryH@nuaa.org.au
Tonina Harvey	General Manager Drug Health Services	SWSLHD	tonina.harvey@sswahs.nsw.gov.au
Kate Hewett	Chief Executive Officer	Kamira	chewett@kamira.com.au
Jennifer Holmes	Senior Project Officer Health Informatics	SESLHD	Jennifer.Holmes@SESLHD.HEALTH.NSW.GOV.AU
Suzie Hudson	Clinical Director	NADA	suzie@nada.org.au
Peter Kelly	Senior Research Fellow	University of Wollongong	pkelly@uow.edu.au
Jo Lunn (Co-Chair)	Improving Organisational Capacity Project Officer	WHOS	jo.lunn@bigpond.com
Annie Malcolm	Senior Nurse Manager/Quality Manager	SESLHD	Annie.Malcolm@SESLHD.HEALTH.NSW.GOV.AU
Christine Minkov	Manager Substance Misuse Program	NC Medicare Local	cminkov@ncml.org.au
Antoinette Sedwell (ex officio)	Drug and Alcohol Network Manager	ACI	Antoinette.Sedwell@health.nsw.gov.au
Anthony Shakeshaft	Professor and Deputy Director	NDARC	a.shakeshaft@unsw.edu.au
Darren Smyth	Nurse Practitioner	JH&FMHN	Darren.Smyth@justicehealth.nsw.gov.au