

Interagency Drug Policy Committee (IDPC)

Terms of Reference

Background

The Interagency Drug Policy Committee (IDPC) was originally established in 2008 as the Interagency Working Group on Drugs (IAWGD) and as a sub-committee of the Inter Agency Policy Coordination Committee. It was originally established as the principal advisory body to Government responsible for implementing and progressing the Tasmanian Drug Strategy (TDS) and related strategic policy in response to the use of alcohol, tobacco and other drugs in the Tasmanian community. It was tasked with facilitating the development and coordination of strategic policy and whole of government priorities and actions to reduce the harms from the use of alcohol, tobacco and other drugs in Tasmania.

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 across Australia. 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 Strategy and its sub-strategies were developed to focus on issues specific to Tasmania.

Purpose

The purpose of the IDPC is to implement and monitor the progress of the Tasmanian Drug Strategy (TDS) and sub-strategies and related strategic policy initiatives; and to coordinate strategic policy advice and responses. It will provide a report on progress of implementation of the TDS annually to the Minister for Mental Health and Wellbeing.

It is the principal advisory body to the Tasmanian Government on alcohol, tobacco and other drugs related issues.

It is also responsible for monitoring alcohol, tobacco and other drugs use trends and harms in Tasmania.

The agenda of the IDPC consists of two parts, to allow for the multi-faceted nature of the Committee:

- Part 1 provides a structure for the IDPC to fulfil the requirements associated with monitoring the implementation of the TDS and allows for cross-sectoral input on strategic policy matters related to alcohol, tobacco and other drugs use and harms in Tasmania.
- Part 2 provides an in-camera opportunity for state government agencies' members to formulate and progress initial advice to inform government specific policy positions on alcohol, tobacco and other drugs related issues. Endorsed government policy positions may then form part of discussions during Part 1 of subsequent IDPC meetings. This part of the agenda may not always be required, so will be convened on a need's basis.

The work of the IDPC is supported by an advisory structure specific to the TDS, alcohol, tobacco and illicit drugs respectively, and by liaison with specialist treatment and service delivery. The governance structure is shown in Attachment 1.

Role and Function

The IDPC is collectively responsible to:

- oversee the development, implementation, coordination and monitoring of strategic policy and whole-of-government responses to reduce the harms from the use of alcohol, tobacco and other drugs in Tasmania;
- actively monitor the development and implementation of the Tasmanian Drug Strategy and its sub-strategies;
- consider the implications of the NDS and other national policy or reform initiatives; make recommendations regarding the adoption and/or implementation in the Tasmanian context; and oversee the local implementation and reporting of national drug strategic plans and related initiatives;
- develop high-level outcome measures and performance indicators for the Tasmanian Drug Strategy and its sub-strategies;
- identify, share and collate local data to monitor changes in the prevalence, levels and patterns of alcohol, tobacco and other drugs use and related harms;
- provide advice to, and seek advice from the Tasmanian Government through the Minister for Mental Health and Wellbeing on agreed policy positions on alcohol, tobacco and other drugs related issues;
- provide an annual report on the Tasmanian Drug Strategy and any applicable sub-strategies to the Minister for Mental Health and Wellbeing;
- provide advice and input to other national and state strategies and initiatives where alcohol, tobacco and other drugs are identified as issues of concern, with emphasis on prevention and the social and health determinants;
- share information across member agencies and organisations on strategic policy developments, key projects and service delivery responses to alcohol, tobacco and other drugs use and related harms; and
- consult, liaise and collaborate with a range of key stakeholders and representative groups, service providers and other agencies/organisations as required.

To fulfil its purpose and role, the IDPC may establish working groups for specific projects. Such projects may be identified by an IDPC meeting, arise out-of-session or arise from a national or state issue. Any such working group will be sponsored by an IDPC 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 IDPC.

Membership

- Chair: Deputy Secretary, Community, Mental Health and Wellbeing
- Deputy Chair: Assistant Commissioner, Operations, Department of Police, Fire and Emergency Management (DPFEM)
- Membership: Senior representatives from:
- Department of Health (DoH)
 - Mental Health, Alcohol and Drug Directorate (Directorate)
 - Public Health Services/Director of Public Health
 - Government Relations and Strategic Policy (GRaSP)
 - Department of Police, Fire and Emergency Management (DPFEM)
 - Assistant Commissioner, Operations
 - Manager, Policy Development & Research Services
 - Department of Treasury and Finance/Commissioner for Licensing
 - Liquor and Gaming Branch (L&G)
 - Department of Education (DoE) Curriculum Services
 - Department of Justice
 - Department of Premier and Cabinet (DPAC)

- Policy Division

Members of broader group, but not present for in-camera (Part 2) section of agenda:

- 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 is located with the Directorate

Member Roles

Responsibilities of the Chair

The role of the Chair is to manage the meetings and out-of-session business. The Chair will rotate as agreed by members.

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 IDPC, as identified in these Terms of Reference.

Individual members are responsible to:

- consider the strategic implications and outcomes of initiatives being pursued through the IDPC from their agency or organisation perspective;
- provide input into the development, implementation and monitoring of the TDS;
- report annually on its agency or organisation activities, priorities and actions against the TDS and NDS and related policy initiatives including relevant activity data;
- identify and raise issues, trends and service gaps significant or relevant to each representative body;
- consult with local representative groups, service providers and other agencies/organisations not represented in the membership as relevant about policy development or service responses to alcohol, tobacco and other drugs related issues;
- consider how membership representation can have maximum impact and influence in addressing both on-the-ground issues and strategic directions;
- share information about any new policy development, key projects or initiatives, or service delivery responses in place or planned relating to alcohol, tobacco and other drugs use or harms;
- share data on the prevalence, levels or patterns of use of alcohol, tobacco and other drugs to inform strategic cross-agency responses and policy development;
- raise any agency-specific issues or barriers to implementation of the TDS or the NDS in Tasmania;
- commit to progressing the role and function of the IDPC and its work plan, including advancing agenda items, actively participating in working groups and providing considered feedback to documents outside the meeting process;
- respect and adhere to confidential matters noted as not for broader dissemination or consultation; and
- nominate proxy representatives and notify the IDPC Chair or Secretariat.

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, meeting papers, records of meetings, resolutions or actions arising and related correspondence including the coordination of any out-of-session matters

- Support members in managing and advancing the work programs of the IDPC
- Provide the Chair with executive services, administration and relevant policy analysis
- Develop linkages as required on alcohol, tobacco and other drug-related issues
- Draft reports on behalf of the IDPC
- Maintain and update the TDS website as required

Meeting Times

- Meetings will be held no less than three (3) times annually.
- Other meetings may be convened outside of this schedule 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 IDPC meetings.
- In addition, the business of the IDPC can be conducted out-of-session as required.

Meeting Protocols

Quorum

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

- *Proxies*

Attendance by proxy at an equivalent level of representation and authority is acceptable upon adequate 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.

Agenda items for the in camera (part 2) section of the agenda will be called for at the same time but will be listed on the agenda as ‘item for government agencies discussion’ to indicate that the in-camera (part 2) section of the agenda is required for that meeting.

The Chair will ensure that minutes are taken for each meeting and will be circulated to members within two (2) weeks of each meeting. Minutes for the in-camera (part 2) discussions will be circulated to government agency members only.

Out-of-session items or issues will be sent to members for comment via email. Similarly, out of session items or issues related to in-camera (part 2) matters will be sent to relevant members for comment via email from the Chair or Secretariat.

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 IDPC 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 IDPC, to the Chair as soon as reasonable. Should a disclosure be noted, the person shall not, unless the IDPC otherwise determines:

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

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

Review of Terms of Reference

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

Endorsed: By IDPC on the 15 day of June 2020