

TERMS OF REFERENCE

1. PURPOSE

The purpose of the Drug and Alcohol Strategic Senior Officers' Group (DASSOG) is to provide a whole-of-government approach to addressing alcohol and other drug issues within Western Australia. DASSOG is guided by the Western Australian Alcohol and Drug Interagency Strategy 2018-2022 (the Strategy), which aims to provide a broad strategic framework for addressing issues relating to drug and alcohol use in Western Australia.

Reducing the supply, demand and harm arising from drug and alcohol use is complex and requires multi agency and coordinated joint action. As such, other areas relevant to DASSOG are:

- the Methamphetamine Action Plan (MAP) and the MAP Full Response, including monitoring and implementation of additional initiatives endorsed by the MAP Senior Officers Working Group (SOWG), the Directors General Implementation Group, the Community Safety and Family Support Cabinet Sub Committee and Cabinet; and
- the monitoring and reporting of action on Fetal Alcohol Spectrum Disorder (FASD) across Government agencies with an emphasis on prevention and with consideration of the relationship to the Our Priorities Targets and Aboriginal Youth Suicide.

2. FUNCTIONS AND RESPONSIBILITIES

The Senior Officers' Group, through whole-of-government mechanisms, will:

- a. Work across government to comprehensively address drug and alcohol issues in Western Australia, including FASD.
- b. Form collaborative working relationships with stakeholders and share relevant information with other Senior Officers' Group members.
- c. Enable high-level, across government advice and guidance for shared drug and alcohol issues.
- d. Members will have the authority to speak on behalf of their agency and make commitments to joint agency activities.
- e. Inform the Minister for Mental Health of progress towards the Strategy, the MAP Full Response and action on FASD across Government and associated programs and strategies, and advocate for key issues as appropriate.
- f. Develop, coordinate, implement and report on agency activities and across Government initiatives in line with the Strategy, the MAP and MAP Full Response, and action on FASD.
- g. Collate information for annual reporting via the Strategy Agency Support Plan and the Methamphetamine Agency Support Plan reporting templates. Through the Chairperson of DASSOG, annual reporting will occur through the Directors General Implementation Group to the Community Safety and Family Support Cabinet Sub Committee, and Cabinet.

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- h. Through the Chairperson of DASSOG, annual reporting and advice about FASD action across Government will occur through the Directors General Implementation Group to the Community Safety and Family Support Cabinet Sub Committee.
- i. Lead an annual process to identify, prioritise and coordinate a package of MAP initiatives for consideration by the Expenditure Review Committee (ERC) in a whole of Government budget submission for the implementation of the MAP Full Response.

3. MEMBERSHIP

Senior representatives from the key government departments listed:

- Mental Health Commission (Chair)
- Department of Communities
- Department of Education
- Department of Health
- Department of Justice
- Department of Local Government, Sport and Cultural Industries (including Office of Multicultural Interests)
- Department of Mines, Industry Regulation and Safety (WorkSafe)
- Department of the Premier and Cabinet
- Department of Treasury (as required)
- Road Safety Commission (WA Police)
- School Curriculum and Standards Authority
- Western Australia Police Force

4. ACCOUNTABILITY

Group members and/or deputies are expected to genuinely collaborate and coordinate whole-of-government action through:

- a. Attending meetings and speaking on behalf of their agency.
- b. Making joint agency commitments on behalf of their agency.
- c. Communicating decisions made at meetings to staff in their own agencies.
- d. Influencing other agency decisions to be in line with the drug and alcohol agenda.
- e. Supporting other agencies as appropriate.

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5. ATTENDANCE AT MEETINGS

- a. The Senior Officers' Group may, for special purposes, co-opt the attendance of other persons.
- b. Each member may nominate a deputy to attend in his/her absence.
- c. The member must inform the Chairperson at least two days prior to the meeting if they are unable to attend and a deputy has been nominated to take their place.

6. CHAIRPERSON

- a. The Director, Planning, Policy and Strategy of the MHC shall be the Chairperson of the Senior Officers' Group.
- b. In the temporary absence of the Chairperson during a meeting, the Director shall appoint another member of the Senior Officers' Group as Acting Chairperson.
- c. The decision of the Chairperson is final in all matters of procedure and order.

7. ADMINISTRATIVE SUPPORT

- a. The Policy Support Officer supplied by the MHC will provide executive support to the Senior Officers' Group.
- b. The Policy Support Officer is the authorised channel of communication for all decisions of the Senior Officers' Group.

8. MEETING PROCEDURES

a. Frequency of Meetings

- i. The Senior Officers' Group will meet every 2 months with the first meeting of the year scheduled for February and the final meeting held in December. The Chairperson may cancel a meeting if there is insufficient business or insufficient attendees to warrant holding a meeting or an additional meeting may be held as required, at the determination of the Chairperson.
- ii. Additional meetings may be required and will be arranged outside of the schedule if needed for urgent issues. Out of session endorsement may be sought if required.
- iii. Time limited working groups may be convened to address matters as determined by the Senior Officers' Group.

b. Notice of Meetings

- i. As far as is possible, notices of meetings and supporting papers shall be dispatched five working days in advance of the meeting date.
- ii. Members should be informed that a meeting has been rescheduled or postponed as soon as practical.

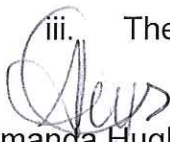
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c. Quorum

- i. A quorum shall consist of seven nominated members (or deputies). In the absence of a quorum, a meeting may be held but its decisions will be subject to ratification by the succeeding full meeting of the Senior Officers' Group.

d. Minutes

- i. Minutes of each meeting shall be recorded and distributed promptly to each member of the Senior Officers' Group.
- ii. The minutes of each meeting shall be submitted by the Chairperson to the next succeeding meeting of the Senior Officers' Group for their confirmation as an accurate record of the proceedings.
- iii. The minutes are permanently retained on file in a secure location.


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Mental Health Commission

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