

Community Action Youth and Drugs (CAYAD) Terms of Reference Clendon/Manurewa Reference Group

Purpose:

Under the terms of the contract between the Ministry of Health and Auckland Council a Reference Group is required to be in place.

“A Reference Group made up of representatives of key stakeholder groups will meet to provide support and guidance to assist the CAYAD staff in leading the project.”

Whilst Council has the ‘bottom line’ responsibility for the performance of the contract with MOH, a reference group will be established with a range of stakeholders to provide support, advice & partnership to the staff and the projects undertaken.

1. Advice – provision of:

- Professional and operational expertise
- Data, analysis of information
- Guidance on methods and processes
- Problem Solving
- Oversee the planning and implementing processes for the programme
- Monitor the achievements of projects/activities against performance indicators

2. Partnership:

- Facilitate the development of partnerships with statutory and community agencies and groups
- Consultation process will be provided to allow feedback opportunity into CAYAD initiatives/projects
- Assist and provide advice where appropriate on all aspects of the development and planning where applicable
- Explore and enable access to additional funding and resources, external sponsorship opportunities and participation in community events

3. CAYAD Team and Reference Group Boundary:

The project area is within the following roads of Clendon/Manurewa:

- Roscommon Rd and the area West of it
- Mahia Rd and the area South of it up to the Papakura District boundary
- Wiri Station Rd and the area South of it up to Mahia Rd boundary and East of (Wiri Station Rd) up to the Southern Motorway
- Area within the confines of Great South Rd, Alfriston Rd, Porchester Rd up to the Papakura District boundary