

ESTABLISHMENT OF AN ABORIGINAL AND TORRES STRAIT ISLANDER AOD

PROFESSIONAL BODY

WORKING GROUP TELECONFERENCE

16 JULY 2014

Minutes

1. Welcome and apologies

Attendees: De Joel Upkett, Trevor Knox, Scott Wilson, Martin Nean, Val Brown, Mark Thompson, Denise Gilchrist

Apologies: Gay Foster, Julie Spratt, Leon James

2. Terms of Reference

The draft Terms of Reference were reviewed. These are to be revised to incorporate information about the composition of the working group and protocol around the holding of meetings. To be resent out to members for further comment.

Copies of the NIDAC Report on the establishment of a professional body for Aboriginal and Torres Strait Islander AOD workers and the presentation from Steve Ella at the NIDAC Conference are to be sent to working group members as background information.

Actions:

- I. NIDAC to revise Terms of Reference and send out to the working group members for comment*
- II. NIDAC to forward a copy of the NIDAC Report on the establishment of a professional body for Aboriginal and Torres Strait Islander AOD workers and the presentation from Steve Ella at the NIDAC Conference to working group members*

3. Appointment of a Chair for the working group

The proposal put forward by NIDAC that the NIDAC representative, Scott Wilson be the Chair of the Working Group was supported by working group members. A Deputy Chair is to be appointed once members have had a chance to consider this role.

Action:

- I. Working group members to consider the role of Deputy Chair and forward their names to Denise if they are interested in nominating for this position*

4. Work plan and timelines

Scott Wilson explained that NIDAC was keen to advance the establishment of the professional body as soon as possible as they had agreed to take on the role of assisting in setting up the body, on behalf of the sector, and were unsure of their future funding after the end of September 2014.

A draft work plan with accompanying timeframes is to be developed by NIDAC and sent out to working group members for comment.

Action:

- I. NIDAC to develop a draft work plan and forward onto working group members for comment*

5. Other Business

- a. Communication with the sector – it was agreed that a Communique would be sent out to people on the register listing for the establishment of the body after each working group teleconference.

A draft of the Communique is go to working group members prior to being sent out.

- b. Name of professional body – working group members are to consider how the name of the body could be determined and to send suggestions through to Denise.
- c. Draft constitution – a copy of the draft constitution that NIDAC has developed to be sent to working group members for comment.

Actions:

- I. NIDAC to send out a Communique to the register listing after each teleconference after consulting with the working group*
- II. Working group members to send suggestions to Denise on how the name of the body could be determined*
- III. NIDAC to send copy of draft Constitution to members for comment*

6. Next Meeting

It was agreed that a meeting (teleconference) would be held on a fortnightly basis with Wednesdays identified at 11am EST identified as the preferred time. The next meeting is scheduled for **Wednesday 30 July at 11am EST**. Further meetings are scheduled to be held on:

- Wednesday 27 August @ 11am EST
- Wednesday 10 September @ 11am EST
- Wednesday 24 September @ 11am EST

Note: As NIDAC is meeting in Adelaide on Wednesday 13 August it is unable to hold a teleconference on that date.

Action:

- 1. NIDAC to send out dates for meetings to working group members*

Status of Action Items

- NIDAC to revise draft Terms of Reference and send out to the working group members for comment
- NIDAC to forward copy of the NIDAC Report on the establishment of a professional body for Aboriginal and Torres Strait Islander AOD workers and the presentation from Steve Ella at the NIDAC Conference to working group members for their information
- Working group members to consider the role of Deputy Chair and forward their names to Denise if they are interested in nominating for this position
- NIDAC to develop a draft work plan and forward onto working group members for comment
- NIDAC to send out a Communique to the register listing following each teleconference after consulting with the working group
- Working group members to send suggestions on how to choose a name for the professional body to Denise
- NIDAC to send copy of draft Constitution to working group members for comment
- NIDAC to send out dates for meetings (teleconferences) to working group members