



Inquiry into annual and financial reports 2024–2025

Answer to question on notice

Asked by: Mr Thomas Emerson MLA

Addressed to: Minister for Aboriginal and Torres Strait Islander Affairs

Redirected to: Minister for Children, Youth and Families

Reference: HCSD

Hearing: 12 November 2025

In relation to: Our Booris Our Way Oversight Committee and Secretariat support

Question received: 19 November 2025

Answer Due: 28 November 2025

1. What secretariat functions are currently provided to the Our Booris Our Way Implementation Oversight Committee?

Mr Michael Pettersson MLA: The answer to the Member's question is as follows:

1. The Secretariat for National Aboriginal and Islander Child Care (SNAICC) is contracted to provide secretariat services to the Our Booris, Our Way Implementation Oversight Committee (OBOWIOC), including:
 - General secretariat support
 - Receive and provide responses to correspondence intended for the Committee and OBOWIOC Secretariat through the management of a dedicated Committee inbox.
 - Manage all finances, including processing invoices as required, organising travel arrangements and processing expense claims as required.
 - Develop workplans.
 - General meeting support
 - Schedule and coordinate all Committee meetings, including agenda setting, minute taking and actions arising.
 - Maintain an Actions and Decisions register.
 - Ensure accountability of actions arising to be noted and followed through.
 - OBOWIOC meetings
 - Book and confirm venue and catering for meetings.
 - Organise papers and agendas for meetings with direction from the OBOWIOC Chairperson.
 - Create meeting folders for members and distribute with sufficient time for members to prepare for meetings.
 - Record and finalise meeting minutes and actions prior to the next meeting and share with Committee members and government participants.

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- Policy support
 - Review proposals/updates from the Territory and provide advice to OBOWIOC on response.
 - Undertake policy analysis and develop papers/policy proposals for OBOWIOC consideration.
- Community/Stakeholder engagement
 - Manage communications internally and externally including media releases, developing and updating social media, newsletters and any other communications materials.
 - Organise and facilitate community meetings/events as requested by the OBOWIOC.

Approved for circulation to the Standing Committee on Social Policy

Signature:



Date: 3.12.25

By the Minister for Children, Youth and Families, Mr Michael Pettersson MLA