

---



# Australian Dispute Resolution Association Inc.

## 1999 BUSINESS PLAN

---

## CONTENTS



Introduction	page 3
Conference Sub-Committee	page 5
Marketing and Promotions Sub-Committee	page 6
Newsletter and Publications Sub-Committee	page 11
Financial and Administration Sub-Committee	page 12
Training and Education Sub-Committee	page 14
Constitutional Review Sub-Committee	page 15
Policy Sub-Committee	page 16
Membership Co-ordinator	page 17

---

## INTRODUCTION



The Board of the Australian Dispute Resolution Association Inc. (ADRA) elected in October 1998 for the 1998-99 year comprises:

Louise Rosemann (President)  
David Holst (Secretary)  
Rebecca Gleeson  
Ian McKendry  
Allan Parker  
Stella Sykiotis

Rhonda Payget (Deputy President)  
Val Sinclair (Treasurer)  
Christine James  
Paul Lewis  
Ursula Schappi  
Alan Tidwell

The Board decided to continue key management practices established by the last two Boards of Management, in particular to develop a Business Plan and to utilise a sub-committee/working party structure. The convenors and members of each working party are :

Policy

Val Sinclair (Convenor)  
David Holst  
Christine James  
Ian McKendry  
Rhonda Payget  
Alan Tidwell

Newsletter and Publications

Stella Sykiotis (Convenor)  
Paul Lewis

Constitutional Review

Rhonda Payget (Convenor)  
Paul Lewis  
Allan Parker  
Micheline Dewdney

Training and Education

Val Sinclair (Convenor)  
Allan Parker

Financial and Administration

Ian McKendry (Convenor)  
Louise Rosemann  
Val Sinclair

Marketing and Promotions

Ursula Schappi (Convenor)  
David Holst  
Christine James  
Ian McKendry  
Louise Rosemann

Conference

Louise Rosemann (Convenor)  
Christine James/Allan Parker (job share)  
Ursula Schappi  
Stella Sykiotis  
Alan Tidwell



The Board met on 9 January 1999 to develop a business plan. The Board identified a range of goals in the development of the plan:

- critically review where we are now and future scenarios
- make an impact in the wider ADR community in 1999
- professionalism
- that our 'what' and 'how' are congruent
- be catalysts for unity
- identify and meet needs of members
- funding and lobbying for funding
- build on what has been established
- be useful to members/ADR community and promote a "service" focus
- make a meaningful contribution to debate: a 'role model'
- support and promote inclusion rather than exclusion in respect of practices, people and ideas
- community education
- have fun
- achieve concrete outcomes in implementing the above

The Business Plan presents the priority outcomes identified by the Board of Management for 1999, organised according to the working party/sub-committee which has been assigned responsibility for its implementation.

Note: Rebecca Gleeson tendered her resignation from the Board in February 1999.

## CONFERENCE SUB-COMMITTEE



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<p><u>1999 ADRA CONFERENCE</u></p> <ul style="list-style-type: none"> <li>• hold a conference in September/October 1999 with a theme around the concept of 'home grown ADR'</li> <li>• seek commercial sponsorship and produce a significant conference which has a big impact on the ADR community</li> <li>• invite a 'personality' to launch the conference</li> <li>• publish conference papers at the time of the conference</li> </ul>	Sub-Committee	11-13 November
<p><u>Planning Actions:</u></p> <ul style="list-style-type: none"> <li>• identify potential speakers</li> <li>• research and prepare conference overview/description</li> <li>• research and prepare draft program</li> <li>• research and prepare draft budget</li> <li>• research and prepare draft speakers guidelines</li> <li>• identify tasks and timetable to plan and organise conference</li> <li>• complete planning and assign responsibilities</li> <li>• implement plans</li> </ul>	Christine to co-ordinate submission of papers	by end of conference
<p><u>FUTURE CONFERENCES</u></p> <ul style="list-style-type: none"> <li>• review 1999 conference and make recommendations to the Board on whether ADRA should hold an annual conference in future</li> </ul>	Sub-Committee	by 30 November 1999

## MARKETING AND PROMOTION SUB-COMMITTEE



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<u>1. FACE TO FACE</u>		
<ul style="list-style-type: none"> <li>• book a night at Ensemble Theatre for ADRA members and guests</li> <li>• invite David Williamson to attend the evening</li> <li>• promote and sell tickets including through Department of Juvenile Justice, to members and ADR organisations</li> <li>• forward receipts to acknowledge orders and post/hand tickets</li> </ul>	<p>Christine Christine Christine and Louise</p> <p>Christine/Louise</p>	<p>20 April booked invitation sent underway</p> <p>send receipts by 10 April</p>
<u>2. SUPPORT FOR REGIONAL GROUPS</u>		
<p>a) investigate opportunities to respond to request for support for local meetings on Central Coast from Denise King</p> <ul style="list-style-type: none"> <li>• <i>co-ordinate with Training and Education Sub-Committee</i></li> </ul>	Ursula	
<p>b) link up ADRA members in Hunter with Hunter CJC Training via contact with CJC Co-ordinator Janet Hallinan</p> <ul style="list-style-type: none"> <li>• <i>co-ordinate with Training and Education Sub-Committee</i></li> </ul>	Ursula	initial contact made to be followed-up
<p>c) explore contact in other regions (eg Illawarra) and offer support</p> <ul style="list-style-type: none"> <li>• <i>co-ordinate with Training and Education Sub-Committee</i></li> </ul>		

MARKETING AND PROMOTION SUB-COMMITTEE  
(cont.)



*Actions*

*Responsibility*

*Timeframe*

3. COMMUNITY EDUCATION AND FUNDING SPONSORSHIP

- promote ADRA's 1999 initiatives widely to government/industry
- initiate a community education campaign about mediation with other stakeholders
- develop a public education kit

a) Funding

- actively seek funding for community education campaign
- seek sponsorship/s for activities

Ian to investigate FAI Foundation

b) Develop Proposal/seek Funding for InfoLine

- raise topic in paper to NADRAC
- consider how to progress project

Louise Sub-Committee

completed February

c) Poster Competition

- develop community education posters/flyers based on student design selected through a competition for high school students
- contact Joy Jones at re: possibly targetting schools which have peer mediation program
- consider actions required, rules of competition, criteria for design, copyright, printing costs, presentation of prize at conference etc.

Ursula Sub-Committee

MARKETING AND PROMOTION SUB-COMMITTEE  
(cont.)



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<p><u>4. SPEAKERS KIT</u></p> <ul style="list-style-type: none"> <li>• develop, write and prepare a speakers kit for approval by the Board which can be used in a range of public speaking situations to promote increased understanding of the application and availability of ADR</li> <li>• identify what is required to complete work already commenced</li> </ul>	Louise	draft outline circulated to Sub-Committee
<p><u>5. INCREASE MEMBERSHIP</u></p> <p>a) increase membership numbers (especially from Tas, WA &amp; NT)</p> <ul style="list-style-type: none"> <li>• undertake a mailout to professional bodies (ie industrial organisations, professional associations, legal centres etc)</li> <li>• update list prepared in 1998</li> </ul> <p>b) recruit new members from practicing mediators via</p> <ul style="list-style-type: none"> <li>• CJC, Attorney-General's Department</li> <li>• Juvenile Justice Youth Conferencing, Department of Juvenile Justice</li> <li>• Strata Schemes and Mediation Services mediator panel, Department of Fair Trading</li> </ul>	Louise to follow-up	awaiting new application form

MARKETING AND PROMOTION SUB-COMMITTEE  
(cont.)



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<p><u>6. MEMBERSHIP UPDATES AND NETWORKING</u>            a) release a 'president's update' or similar every two months with other mailouts to members            • keep members advised of activities (eg sub-committees) as they happen</p> <p>b) organise a dinner for members and others on 17 May 1999 with Folger and Bush            • get contact details from Natasha Serventy            • contact Prof J Folger via email to ascertain willingness to participate and subject of speech            • book a venue and promote to members and others</p>	Louise	by 17 May 1999
<p><u>7. MEDIA PROMOTION</u>            a) write press release/editorial content re: Face to Face for North Shore Times and Manly Daily etc            • seek editorial content (free if possible) for other activities</p> <p>b) launch media coverage ie SBS cross-cultural aspects in negotiation            • research Margaret Gees media guide/cd roms etc</p>	Christine and David	Ursula

MARKETING AND PROMOTION SUB-COMMITTEE  
(cont.)



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<p><u>8. NETWORKING</u>            a) establish links with key figures who could assist ADRA ie Attorney-General, judiciary and others            • each board member to identify and develop one new contact</p> <p>b) form a liaison with Standards Australia to explore through involvement what is being done regarding codes of contact, education and accreditation</p>		
<p><u>10. ANNUAL DINNER</u>            • hold an 'end-of-year' dinner to promote networking</p>	Louise	with October AGM
<p><u>11. PROMOTIONAL PRODUCTS</u>            • produce ADRA t-shirt, poster, keyring, t-towel etc.            • consider what is suitable and appropriate            • use design from poster competition</p>		
<p><u>12. IMPROVE CORPORATE IMAGE</u>            • develop specification for new logo, stationery and associated materials            • engage graphic designer to produce new logo, stationery etc</p>	Sub-Committee David/Louise	completed by August

## FINANCIAL AND ADMINISTRATION SUB-COMMITTEE



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<b><u>1. BUDGET</u></b>		
<ul style="list-style-type: none"> <li>• compile a draft budget for preliminary consideration by the Sub-Committee</li> <li>• seek further information regarding other sub-committee projects, bids for funding from various government and other bodies</li> </ul>	Louise	draft circulated to Sub-Committee
<b><u>2. OFFICE ACCOMMODATION</u></b>		
<ul style="list-style-type: none"> <li>• obtain in principal approval of Board of offer</li> </ul>	Board	approved Stella Cornelius' offer February 1999
<b><u>Office Establishment</u></b>		
<ul style="list-style-type: none"> <li>• research and prepare budget for furniture and equipment</li> <li>• prepare and present a submission to the Board for approval of expenditure</li> <li>• arrange lease, keys and security, signage with managing agent</li> <li>• arrange telephone and electricity connections</li> <li>• identify possible donations of furniture and equipment</li> <li>• purchase necessary furniture and equipment</li> </ul>	Val/Ian Ian	submit to Board in March
	Louise/Ian Ian	completed
	Sub-Committee	due for completion by August
<b><u>3. TELEPHONE</u></b>		
<ul style="list-style-type: none"> <li>• research Telepath universal number facility</li> <li>• seek approval of Board to establish telephone service</li> </ul>	Ian	completed
	Ian	completed

FINANCIAL AND ADMINISTRATION SUB-COMMITTEE  
(cont.)



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<b>3. COMPUTER</b>		
• compile a specification for suitable equipment, research suppliers and obtain quotes	Ian	completed
• seek approval of board for expenditure	Ian	completed
• arrange purchase, installation and warranty registration	Ian	completed
• identify internet access requirements and research suppliers	Ian	completed
• seek Board approval for internet connection		
<b>4. STAFFING</b>		
a) arrange interim casual staffing (Ms Sinclair)		
• prepare duty statement	Louise	draft circulated to Sub-Committee
• seek approval of Board to engage casual assistance		
b) research recruitment		
• identify employment obligations and develop a contract for employment	Louise/Rhonda	
c) engage an administrative assistant		
• seek Board members suggestions for suitable candidates		
• place a notice in <i>Mediation News</i> seeking expressions of interest		

---

TRAINING AND EDUCATION SUB-COMMITTEE



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<u>LUNCHTIME SEMINARS</u> • arrange lunch-time seminars	Val	ongoing

## CONSTITUTIONAL REVIEW SUB-COMMITTEE



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<b>REVIEW OF CONSTITUTION</b>		
1. review constitution and identify recommended changes	Sub-Committee (Rhonda to type)	completed
2. review recommended changes	Sub-Committee	22 March
3. draft changes and submit to Board for approval	Rhonda	5 April
4. obtain Board decision to either proceed with changes at a Special General Meeting or wait until all changes are ready	Board	May Board Meeting
5.1 convene meeting of members to approve changes in accordance with constitutional requirements	Rhonda	25 June 1999
5.2 prepare an explanatory paper for members outlining the proposed changes	(in consultation with David as Secretary)	
6. produce and publish for distribution to members an amended copy of the Constitution	Sub-Committee	by October AGM
<b>GST IMPLICATIONS</b>		
• consider implications for ADRA of GST and identify responses	Sub-Committee	by October AGM

---

## POLICY SUB-COMMITTEE



<i>Actions</i>	<i>Responsibility</i>	<i>Timeframe</i>
<u>ALRC REVIEW</u> <ul style="list-style-type: none"><li>• review papers produced by the ALRC and prepare responses on behalf of the Board</li></ul>	as appropriate	as required
<u>CODE OF CONDUCT</u> <ul style="list-style-type: none"><li>• assist with facilitation of Let's Talk meetings to reach final draft for circulation and endorsement</li></ul>	Val	ongoing
<u>ADR COMPETENCY STANDARDS/TRAINING</u> <ul style="list-style-type: none"><li>• research accreditation and develop policy</li><li>• research training in Australia</li><li>• research fit between training and accreditation/experience</li></ul>	Val, Christine & Alan	
<u>DEVELOPLINKS</u> <ul style="list-style-type: none"><li>• develop links with:<ul style="list-style-type: none"><li>• government</li><li>• universities</li><li>• NADRAC</li></ul></li></ul>	David, Ian, Val & Rhonda	
<u>DATABASE</u> <ul style="list-style-type: none"><li>• develop and ADR database</li></ul>	Ian & Alan	

## MEMBERSHIP CO-ORDINATOR



### *High Priority Actions*

#### 1998/989 MEMBERSHIP RENEWALS

- forward a follow-up letter to remaining unfinancial members by 31 March 1999

#### MEMBERS REGISTER

- prepare a draft of Membership Register of 1998/99 members and submit to Board for approval
- forward Members Register to all financial members prior to end of financial year

### *Short Term Actions*

#### MEMBERSHIP CERTIFICATES

- obtain quotes for printing of labels to be affixed to certificates for 1999/2000 financial members

#### LIBRARY

- draft policy on Library including materials to be kept and arrangements for borrowing for Board approval
- catalogue the library materials held by ADRA and develop a database of library materials
- print and circulate a copy of the catalogue to all members
- co-ordinate borrowing system

### *Long Term Actions*

#### LIBRARY CONTRIBUTIONS

- seek contributions from members to ADRA library