

Northern Territory Working Women's Centre Committee of Management – AGENDA/MINUTES

Meeting Date	16 March 2015
Location	NT Working Women's Centre
Time	5.20 FOR 5.30PM
Members	Nadine Williams, Emily Webster, Jude Harrison, Eloise Page, Golden Noble-Harris
Staff	Rachael Uebergang, Anna Davis
Apologies	Fateneh Misaghi
Non-attendance	
Chair	Emily Webster
Minutes	Golden Noble-Harris
Meeting opened	5:37 pm

Agenda Item	Assigned
Item 1 - Attendance & welcome to new members	EW
Item 1a - Declaration of conflicts of interest	EW
Item 2 – Apologies	EW
Item 2a – Non Attendance	EW
Item 3 – Ratification of minutes of previous meeting Moved: GNH Secoded: EW	EW
Item 4 - Open Actions – see table	
Item 5 - Out of session e decisions Nadja's study leave approved unanimously by COM	EW
Item 6 - Treasurer's Report Grants in advance- changes to be postponed until Fateneh available -YTD also provided with 'full year' in profit and loss report.	
Item 7 - Risk and Audit Sub-committee report No report as there is no risk and audit sub-committee at present. Sub-committees will be convened as required. Item 7 will be removed from agenda	
Item 8A – EBA Sub-committee report COM is behind in its response to staff representatives. EBA negotiations expect to be complete before the next COM COM will be advised after COM meeting via email. Staff will also be contacted.	EW
Item 9 - Co-ordinators' report IWD made it a busy month with networking and promotions. Successful IWD in Darwin.	ADav & RU

<p>NW query re: reduction of hours for Claire. AW: Claire’s hours are 30 hours/week. She received additional hours during a fixed term period, which has now expired. Back to normal hours for Claire.</p> <p>Policies Taking Leave During School Holidays Policy- staff engaged and happy Moved: EW Seconded: GNH Approved by all</p> <p>Conflict of Client Interests Policy- created for Alice Springs’ small population. EW: Major issues about whether a client can be provided a clinic appointment to ascertain a conflict of interest, or if this should be assessed at intake. EW and NW believe the small town issue can potentially raise issues for Alice clients. AD explains this policy is modelled on the Legal Aid policy, that it’s inaccurate to assess at intake. Action: decided to amend and recirculate</p> <p>Salary Sacrifice Policy Admin officer Delegation decreased from \$100 to \$50. Staff consulted on policy Moved: EW Seconded: GNH Approved by all</p> <p>Supervision and professional development Policy Changing the policy to be more flexible in providing supervision and professional development across offices Staff consulted about policy Moved: EW Seconded: GNH Approved by all</p>	
<p>Item 10 minute Strategic Plan focus discussion - 5. Regional and remote work Data showing that rural and remote long contacts are increasing overall. Cultural background data shows more ATSI than CALD overall EW: Data could be skewed as Alice seems urban but considered remote RU: Outreach is difficult due to finances. The stats are legitimate as work is generally in larger communities (still remote). Important to get in contact with women in remote areas. COM to assist with connections. Tennant Creek needs assistance. Outreach focus to be on TC. NW: this is a valuable discussion about remote workers. The COM should communicate any updates and connections</p>	
<p>Item 11 – Choose strategic plan focus for next month’s meeting</p>	<p>All</p>

JH suggests Community Education	
Item 12 – Approve new memberships & endorse online members Genevieve TBC with regard to COM interest. If no interest, EW will contact other interested parties	EW
Item 13 - Other business	
13.2 Vacant Vice Chair position Position should be filled by May meeting	EW
Item 14 – Next meeting: 20 April	

Item (4) Open Actions (Closed items to be removed the following month)

#	Description	Assigned	Due Date
5	(24/9/14) Decision to accept half day risk, half day Financial Reports, offered by Matrix. \$1748 for two part-day workshops. November date to be confirmed. Moved: Emily Seconded: Nadine (20/10/14) Training should be done when new Committee members are on board. GNH will do Governance and Understanding Financial training when it is next available in Darwin EW to contact A Dawson. Workshops to be run out of Alice and/or with video link	EW	20/04/2015
9	(21/7/14) Chris to send update on Risk and Audit sub-committee by the end of this week for discussion at next meeting. (24/9): Hold over until next meeting (20/10/14)CH to talk to RU about the risk assessment process. CH to send around dot points to everybody outlining the main priorities in terms of managing risk. CH offered to provide a workshop with the COM around managing risk when we have new members. EW to follow up with CH- dependent on EW	EW	20/10/14 December meeting 20/04/ 2015
17	(18/8) Refer issue re process for who goes to training etc to go to governance sub-committee. EW: hold action item over- discussion about suspending sub-committees until more COM members (20/10/14) Hold this item over.	EW	15/9/14 December meeting Held over until sub-committee reconvened

20	(24/9): Governance sub-committee to be suspended, with intention for it to be re-convened EBA sub-committee to be added as new Agenda item (Item 8A) (20/10/14) This item remains suspended		20/10/14 December meeting Held over until sub- committee reconvened completed
21	establish finance sub-committee date, 2 nd Wednesday every month at 4.45pm	EW, AD and FM	Monthly completed
22	Conflict of Interest Client Interests Policy Amendment to be made to policy, stipulating that clients, with a possible conflict of client interest, should be offered clinic appointments in an office other than that which the other client is receiving advice. Eg. Alice Client should receive a telephone clinic appointment in Darwin	RU & AD	20/04/ 2015

Meeting Closed 6:52 pm

Strategic Plan
(Please Do Not Remove)

1. Collaboration and Stakeholder Engagement

1.1 To build and maintain strategic relationships with politicians, bureaucrats, unions and the community to help us achieve our vision

1.2 To build and maintain our reputation as industry leaders advocating for the rights of women at work and for workplace cultural change

2. Community Education

2.1 To establish and implement a clear community education framework

3. Funding

3.1 To ensure ongoing financial sustainability and viability of the NTWWC

4. Cultural Accessibility

4.1 To ensure the NTWWC is accessible and culturally appropriate for Aboriginal and Torres Strait Islander women and caters for Aboriginal and Torres Strait Islander women's needs

4.2 To ensure the NTWWC is accessible and culturally appropriate for Culturally and Linguistically Diverse women and caters for Culturally and Linguistically Diverse women's needs

5. Regional and Remote Work

5.1 To explore opportunities for increasing awareness of and accessibility to the NTWWC in remote communities

6 Staff

6.1 To maintain the status of the NTWWC as a model employer and workplace

6.2 To maximise and maintain our capacity and competency

7 Governance

7.1 A well-functioning, enthusiastic and supported COM.

7.2 Effective compliant and transparent risk management.

7.3 Up to date policies and procedures are in place and adhered to.