

## **Staff Report October 2015**

This report covers the period from September 22<sup>nd</sup> to October 19<sup>th</sup>.

### **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**

- Rachael attended the National Meeting of the economic Security 4 Women Alliance in Sydney.

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

- Rachael will be attending the AHRC Consultations on Discrimination against people with disabilities and the aged in Darwin.

### **2. COMMUNITY EDUCATION**

#### **2.1 To establish and implement a clear community education framework**

- Anne and Claire presented to CDU students in Alice Springs on our role and on advocacy skills in general.

### **3. FUNDING**

#### **3.1 To ensure ongoing financial sustainability and viability of the NTWWC**

- We attended a video linkup meeting with our FWO Contract Manager, and the other WWCs.
- We have written a letter to our new Minister (Michaelia Cash) outlining our submissions for ongoing funding post June 2016. We have also written to Senator Nova Peris and Senator Nigel Scullion.
- We have not yet heard anything back from NTG re funding post June 2016.

### **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**

- Grace commenced on September 14<sup>th</sup> and has made an outstanding contribution to the team already. We are all so relieved to have admin support again. Grace has been signed on as a Trainee with the NT Apprenticeships Centre and is enrolled at Dovaston Training College to complete her Cert III in Business Administration during work hours.

- Amy will be returning to the NTWWC to work in a casual relief role in January, to cover staff leave. It will be wonderful having Amy back and so great that she can slot right in without the need for training and induction.
- Nadja is currently taking her Long Service Leave while she completes her Bachelor of Social Work placement at the Multicultural Council of the NT.

## **6.2 To maximise and maintain our capacity and competency**

During this period staff have attended the following training and development:

- Media training
- Inservice on Trans-Inclusion presented by Brothers & Sisters NT

## **7. GOVERNANCE**

### **7.1 A well-functioning, enthusiastic and supported COM.**

**We would like to raise the issue of the frequency of COM meetings. Under our constitution, we are required to hold no less than 6 meetings each financial year. At present we schedule 11-12 meetings per year. Each meeting requires a considerable amount of resources in preparation. Perhaps bi-monthly meetings would be more efficient, while still maintaining the ability to have e-decisions between meetings on issues that require immediate attention? We would appreciate this issue being discussed.**

### **7.2 Effective compliant and transparent risk management.**

- As per our contracts, the signed audit has been provided to both funding bodies.
- The notice for the AGM went out on Oct 9<sup>th</sup>.
- We have discovered an unknown transaction on our debit card from 28<sup>th</sup> September for \$315.96. The card number was used to make a purchase from Pizza Hut in the USA. The bank has been notified, a dispute has been lodged and the debit card has been cancelled and a replacement will be issued.

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

## **8. SERVICE PROVISION**

### **8.1 Maintain the provision of an accessible, ethical and effective service to empower, support and advocate for Northern Territory working women, both individually and at the structural level, within a feminist framework.**

- Claire got flowers from a happy client 😊