

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

Meeting Date 14 December 2015
Location Darwin and Alice Springs offices
Time 5.20 FOR 5.30PM
Members
Staff
Apologies
Non-attendance
Chair
Minutes
Meeting opened

Agenda Item	Assigned
Item 1 - Attendance & welcome to new members	
Item 1a - Declaration of conflicts of interest	
Item 2 – Apologies	
Item 2a – Non Attendance	
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the November meeting are a true and accurate record. Moved: Seconded: Approved/Not approved	
Item 4 - Open Actions – see table below for updates	
Item 5 - Out of session e decisions Support for the RU486 campaign	
Item 6 - Treasurer's Report Motion: That the Treasurer's report be accepted. Moved: Seconded	
Item 6A – Tabling of Financial Reports Motion: That Financial reports are noted. Moved: Seconded:	
Item 8A – EBA sub-committee report	
Item 9 - Co-ordinators' report Motion: That the report be noted (and the recommendations adopted). Moved: Seconded:	AD &RU

Item 10 minute Strategic Plan focus discussion – Governance: Focus on a self-evaluation exercise of COM’s effectiveness.	EP
Item 11 – Choose strategic plan focus for next month’s meeting	All
Item 12 – Approve new memberships & endorse online members Shel O’Toole	
Item 13 - Other business 13a: COM vacancies 13b: COM Chair (Acting) election	All
Item 14 – Next meeting:	

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

#	Description	Assigned	Due Date
8	COM members to investigate grants options for new server. Target set to ascertain options before Christmas.	All	Ongoing
9	EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical.	EW	EW’s return 9/23/2015
13	(17/8) RU and NW to work together this week to get the EA lodged with FWC. EA has to be lodged for 3 rd time due to technical issues.	RU, NW	21/8 EA documents to be re-lodged, To be finalised by 30/9 Re-lodge to occur late October
14	(21/9) Coordinators to liaise with Golden and Fataneh to witness the affixing of the common seal.	AD/RU	By end Sept By mid November
15	(19/10) EW to retrieve EOIs for COM members from previous applications. COM members to approach potential COM members- EW to send through previous documentation EP to review Public Officer (PO) role for consideration	EW and all	

Meeting Closed: 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.