

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

<b>Meeting Date</b>	14 December 2015
<b>Location</b>	Darwin and Alice Springs offices
<b>Time</b>	5.20 FOR 5.30PM
<b>Members</b>	Emily Webster Nadine Williams Emma Ringer Eloise Page
<b>Staff</b>	Rachael Uebergang
<b>Apologies</b>	Fataneh Misaghi Anna Davis
<b>Non-attendance</b>	
<b>Chair</b>	Nadine Williams
<b>Minutes</b>	Emma Ringer
<b>Meeting opened</b>	5.40pm

Agenda Item	Assigned
<b>Item 1 - Attendance &amp; welcome to new members</b>	
<b>Item 1a - Declaration of conflicts of interest</b> Noted	
<b>Item 2 – Apologies</b> Fataneh Misaghi Anna Davis	
<b>Item 2a – Non Attendance</b> Nil	
<b>Item 3 – Ratification of minutes of previous meeting</b> Motion: That the minutes of the November meeting are a true and accurate record. Moved: Emily Webster Seconded: Emma Ringer Approved	
<b>Item 4 - Open Actions – see table below for updates</b>	
<b>Item 5 - Out of session e decisions</b> Support for the RU486 campaign Noted – full support of COM	
<b>Item 6 - Treasurer's Report</b> Noted that there is no written Treasurer's Report	
<b>Item 6A – Tabling of Financial Reports</b> Financial reports tabled – balance sheet, P&L July-Nov, statements.	

<p>Noted that there is no written Treasurer’s Report.  Motion: Financial Reports are noted.  Moved: Emily Webster Seconded: Nadine Williams</p>	
<p><b>Item 9 - Co-ordinators’ report</b></p> <p><b>6. Staff</b>  Discussion on staffing arrangements in early 2016.  Motion: The COM approves Anna Davis working an additional five hours per week.  Moved: Emily Webster Seconded: Eloise Page  <i>Carried</i></p> <p><b>3. Funding</b>  Discussion on funding arrangements and scope of work done by the NTWWC for funds allocated.  Discussion on PWC review. Liaising with Michaelia Cash re: funding beyond June 2016. Question in Senate estimates to Fair Work Ombudsman, Natalie James – Michaelia Cash was present for this. Instigated review – outsourced to PWC – happened very rapidly (within two weeks). Awaiting report – due prior to Christmas – have been advised we will receive a copy. Rachael met recently with Natasha Griggs – was a positive meeting overall. Rachael to forward review to COM when received.</p> <p>Rachael to circulate a draft recruitment policy to COM.</p> <p>The COM notes Nadja’s resignation – we are sad to hear of her resignation and she will be missed.</p> <p>The COM gratefully notes the donation of \$2000 by the Women’s Network NT.</p> <p>Motion: That the report be noted (and the recommendations adopted).  Moved: Eloise Page Seconded: Emma Ringer  <i>Carried</i></p>	<p>AD &amp; RU</p>
<p><b>Item 10 minute Strategic Plan focus discussion – Governance</b>  Focus on a self-evaluation exercise of COM’s effectiveness.</p> <p>Note that COM members Eloise Page, Nadine Williams and Emma Ringer attended Matrix governance and financial training in Alice Springs.</p> <p>Eloise gave a verbal report on the overall results from the evaluation exercise and will submit a de-identified summary to February meeting on the self-evaluation exercise. Would be a good exercise to do again in six months’ time with bigger COM.</p>	<p>EP</p>

<p>Action item: That Eloise gives a formal presentation of self-evaluation at February COM meeting. Due 15 February 2016.</p> <p>Moved: Eloise Page Seconded: Emma Ringer <i>Carried</i></p>	
<p><b>Item 11 – Choose strategic plan focus for next month’s meeting</b> Governance</p>	All
<p><b>Item 12 – Approve new memberships &amp; endorse online members</b> Shel O’Toole</p> <p>Motion: That we accept the membership application of Shel O’Toole. Moved: Eloise Page Seconded: Emily Webster <i>Carried</i></p>	
<p><b>Item 13 - Other business</b> <b>13a: COM vacancies</b> Motion: COM to consider EOIs of Shannon Coetzee, Gen Dally, Lauren Macaulay, Shel O’Toole and Tina Namow, and at least two and up to four additional members will be approved by e-decision by 24 December 2015. Emily to coordinate.</p> <p>Moved: Emily Webster Seconded: Emma Ringer <i>Carried.</i></p> <p><b>13b: COM Chair (Acting) election</b> This has come about due to Emily being away from the NT for the first six months of 2016 – opportunity for another COM member to act as Chair for this period to alleviate difficulty in chairing meetings by phone. COM notes that Nadine Williams act as chair until the point that she goes on leave; Emily to resume chair from that point.</p>	All
<p><b>Item 14 – Next meeting:</b> <b>15 February 2015, 5.20pm</b></p>	

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

#	Description	Assigned	Due Date
8	<del>COM members to investigate grants options for new server. Target set to ascertain options before Christmas.</del> Rachael has spoken to some other IT people – replacing server not as urgent as originally indicated – can wait until second half of next financial period.	All	<del>Ongoing</del> Closed
9	EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical.	EW	February meeting
13	<del>(17/8) RU and NW to work together this week to get the EA lodged with FWC.</del> EA has to be lodged for 3 <sup>rd</sup> time due to technical issues. Lodged and approved late October 2015 - congratulations to all for the hard work involved in getting this over the line	RU, NW	<del>21/8</del> EA documents to be relodged, To be finalised by 30/9 Re-lodge to occur late October Closed
14	<del>(21/9) Coordinators to liaise with Golden and Fataneh to witness the affixing of the common seal.</del> Done	AD/RU	<del>By end Sept</del> By mid November Closed
15	<del>(19/10) EW to retrieve EOIs for COM members from previous applications.</del> <del>COM members to approach potential COM members.</del> EW to send through previous documentation Done <del>EP to review Public Officer (PO) role for consideration</del> Done	EW and all	Closed

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.