

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

**Meeting Date** 20 June 2016  
**Location** Darwin and Alice Springs offices  
**Time** 5.20 FOR 5.30PM  
**Members**  
**Staff**  
**Apologies**  
**Non-attendance**  
**Chair**  
**Minutes**  
**Meeting opened**

| Agenda Item   | Assigned |
|---|----------|
| <b>Item 1 - Attendance &amp; welcome to new members</b>   | EW       |
| <b>Item 1a - Declaration of conflicts of interest</b>   | EW       |
| <b>Item 2 – Apologies</b>   | EW       |
| <b>Item 2a – Non Attendance</b>   | EW       |
| <b>Item 3 – Ratification of minutes of previous meeting</b><br>Motion: That the minutes of the April meeting are a true and accurate record.<br>Moved: Seconded:<br>Approved/Not approved | EW       |
| <b>Item 4 - Open Actions – see table below for updates</b>  | EW       |
| <b>Item 5 - Out of session e decisions</b>  | EW       |
| <b>Item 6 - Treasurer's Report</b><br>Motion: That the Treasurer's report be accepted.<br>Moved: Seconded   | EW       |
| <b>Item 6A – Tabling of Financial Reports</b><br>Motion: That Financial reports are noted.<br>Moved: Seconded:  | EW       |
| <b>Item 7 - Co-ordinators' report</b><br>Motion: That the report be noted (and the recommendations adopted).<br>Moved: Seconded:  | AD &RU   |
| <b>Item 8 - ten minute Strategic Plan focus discussion</b>  |          |

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|--|-----|
| <b>Item 9 – Choose strategic plan focus for next month’s meeting</b>                                 | All |
| <b>Item 10 – Approve new memberships &amp; endorse online members</b>                                | EW  |
| <b>Item 11 - Other business</b><br>11a: COM vacancies<br>11b: 2016-17 Budget<br>11c: 2015-16 Surplus | EW  |
| <b>Item 12 – Next meeting:</b>   |     |

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

| #  | Description  | Assigned | Due Date         |
|----|--|----------|------------------|
| 9  | EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical.                 | EW       | February meeting |
| 10 | That the preliminary calculations as prepared by Coordinators be provided to the auditor ASAP and a copy be distributed to the COM | AD/RU    |                  |

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.