

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

Meeting Date 15 August 2016
Location Darwin and Alice Springs offices
Time 5.20 FOR 5.30PM
Members
Staff
Observers
Apologies
Non-attendance
Chair
Minutes
Meeting opened

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 Motion: That the minutes of the June meeting are a true and accurate record. Moved: Seconded: Approved/Not approved	EW
Item 4 – Open Actions – see table below for updates	EW
Item 5 – Out of session e-decisions	EW
Item 6 – Treasurer's Report	EW
Item 6A – Tabling of Financial Reports	EW
Item 7 – Co-ordinators' report	AD & RU
Item 8 – 10 minute Strategic Plan focus discussion (on hold till 2017)	
Item 9 – Choose strategic plan focus for next meeting (on hold as above)	
Item 10 – Approve new memberships & endorse online members	
Item 11 – Other business 11.1 AGM 11.2 Audit	EW
Item 12 – Next meeting:	

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	August meeting
10	COM information pack be uploaded to the Portal for COM members to forward to potential new members	AD	June

Meeting Closed:

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.