

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

<b>Meeting Date</b>	15 August 2016
<b>Location</b>	Darwin and Alice Springs offices
<b>Time</b>	5.20 FOR 5.30PM
<b>Members</b>	Emily Webster (Chair) Tina Namow (Darwin) Golden Noble-Harris (Darwin) Emma Ringer (Alice Springs) Lauren Macaulay (Alice Springs) Shannon Coetzee (teleconference)
<b>Staff</b>	Rachael Uebergang Anna Davis
<b>Observers</b>	Nil
<b>Apologies</b>	Nil
<b>Non-attendance</b>	Nadine Williams Fataneh Misaghi
<b>Chair</b>	Emily Webster
<b>Minutes</b>	Emma Ringer
<b>Meeting opened</b>	5.32pm

Agenda Item	Assigned
<b>Item 1 – Attendance &amp; welcome to new members</b>	EW
<b>Item 1a – Declaration of conflicts of interest</b> Item 7 – Emma Ringer declared interest as Secretary of Alice Springs sub-branch of NT Labor and member of the NT Labor Administrative Committee.	EW
<b>Item 2 – Apologies</b> Nil	EW
<b>Item 2a – Non Attendance</b> Nadine Williams Fataneh Misaghi	EW
<b>Item 3 – Ratification of minutes of previous meeting</b> Motion: That the minutes of the June meeting are a true and accurate record. Moved: Golden Noble-Harris Seconded: Emily Webster Approved/ <del>Not approved</del>	EW
<b>Item 4 – Open Actions – see table below for updates</b> Strategic focus is on current funding situation. Information pack is on the Portal.	EW
<b>Item 5 – Out of session e-decisions</b>	EW

Nil	
<p><b>Item 6 – Treasurer’s Report</b></p> <p>Note resignation of Treasurer from this position.</p> <p>Profit and Loss:</p> <p>\$25,000 donation received from Baiaida Poultry (as part of FWO compliance deed) and \$3000 from Darwin Business and Professional Women</p> <p>Note regarding insurances – timing of bills falling due at start of financial year</p> <p>Balance Sheet:</p> <p>Note new line items – Tendering &amp; restructuring, redundancies (\$37,500 allocated to each line item)</p>	EW
<p><b>Item 6A – Tabling of Financial Reports</b></p> <p>Motion: That Financial reports are noted.</p> <p>Moved: Emma Ringer Seconded: Emily Webster</p> <p>Approved/<del>Not approved</del></p>	EW
<p><b>Item 7 – Directors’ report</b></p> <p>Discussion regarding item 1.2 NT Women’s Consultative Council, Anna’s membership – sitting fees. Anna to investigate sitting fee amount, get back to COM – ensure she is not out of pocket to take LWOP and accept sitting fees.</p> <p>Discussion regarding item 7.2 AGM – standard meeting or fundraiser? Could potentially hold the AGM and fundraiser in Alice Springs. Emily, Lauren and Emma to discuss the potential of this. Needs to be held before the end of November 2016. Tina to investigate options for Darwin fundraiser as well.</p> <p>Discussion regarding item 7.3 policy sub-committee – need to look at this before the end of the financial year to ensure the process for policy review and approval is clear. There are a few policies upcoming for review and approval in the near future. Emily can review the three that Tina has looked at; Shannon is also able to review policies when she is back in Darwin. Lauren may also be able to assist. Rachael will circulate the five upcoming policies to the COM for review by COM members who can assist with the review.</p> <p>Update on discussions with Territory Labor – won’t commit prior to the election but have advised that if they win government will focus discussion on retaining Alice Springs office and looking at workplace domestic violence proposal. (Proposal sent to AG in Feb - \$100K). Positive discussion. Have tried to secure a formal meeting with Michael Gunner. Tina had an informal discussion with Michael Gunner at Casuarina. Emily to contact Dale Wakefield, Labor candidate for Braitling. Rachael and Anna had a phone conversation with Nigel Scullion to keep the NTWWC in his mind; meeting date TBC.</p>	AD & RU

<p>WWC campaign website: high volume of letters to the Minister continue to be sent. Reminder to COM to continue to send this to friends and networks.</p>	
<p><b>Item 8 – Strategic Plan focus discussion: Restructuring and finance</b></p> <p>Discussion Paper:</p> <p>Table outlines permanent staff who would be affected by a restructure  Note re clause 34 – redundancies. Question on when does a situation become apparent? Timing is going to be critical, particularly if the tender outcome is delayed (which is a possibility). We need to be able to give fair and proper notice. Note that Directors have been keeping staff informed throughout this whole process. Note regarding depth of corporate knowledge and technical capability with multiple long-term staff members who have worked more than five years. Note that the union (ASU) is aware of the situation informally, as they’ve been supporting us throughout the campaign.</p> <p>Note that we can sustain current services by end of February on current NTG funding.</p> <p>Suggestion that the COM will convene once the tender document is received; if the tender document is not received by mid- to late-September the COM will convene to discuss course of action.</p> <p>Emily will email the timeframe (p6) to staff from the COM to inform them; note that these are not ordinary circumstances in regard to the Chair contacting staff directly. Option to be presented to staff that they can discuss concerns with either Directors or with the Chair.</p> <p>Suggestion to contact the NT Anti-Discrimination Commission regarding possibility of opening an Alice Springs office; possible synergies for co-location?</p> <p>Note for COM members to keep Emily informed of whereabouts and availability in November, December, January period which is traditionally holiday time.</p> <p>Thanks to Directors Anna and Rachael for preparing this comprehensive document.</p> <p>Consultant for restructuring report:  Email that Emily circulated regarding Jillian Ritherdon, CEO of Venture Housing (affordable housing organisation). Has offered to undertake work on a pro-bono (no cost) basis a report as guiding advice only. Keen to take a broad perspective, looking outside the square in regard to options for service models. Very keen to commence work as soon as possible.</p> <p>COM unanimously support Jill Ritherdon to commence this work.</p>	

<p>Emily to contact staff (as per previous point) prior to Jill commencing this work.</p>	
<p><b>Item 9 – Choose strategic plan focus for next meeting (on hold as above)</b></p>	
<p><b>Item 10 – Approve new memberships &amp; endorse online members</b>  Mandy Taylor  Niely O’Connell  Kay Eade</p> <p>Motion: That the COM accept these new members.  Moved: Emily Webster Seconded: Lauren Macaulay  Approved/<del>Not approved</del></p>	
<p><b>Item 11 – Other business</b></p> <p><b>11.1 AGM</b>  As discussed above.</p> <p><b>11.2 Audit</b>  As circulated. To be signed by Emily and another COM member.  Question regarding committee members – should COM members who resigned during the period be included? General practice for auditors to include members at that point in time.</p> <p><b>11.3 Tina’s email</b>  Suggestion that Tina facilitates a group discussion. Consider timing – should follow closely from Emily’s email and Jill Ritherdon commencing. Directors supportive of this. Recommendation to find the money in the budget to fly Claire to Darwin especially for this. Note that the discussion will be confidential so that staff can speak openly.</p> <p><b>11.4 Treasurer</b>  Emily has emailed Chris Heron (previous Treasurer) to ascertain whether she has capacity to assist until the end of the year, or until we find another Treasurer. Note that Chris will be away for all of September. COM members to let Emily know if there is anyone they know with financial expertise who could be interested in joining the COM as Treasurer. Ideally this is someone with expertise or experience in finance or accounting. Emily to prepare letter of thanks for resigning COM members.</p>	<p>EW</p>
<p><b>Item 12 – Next meeting: AGM – November</b></p>	

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
<del>10</del>	<del>COM information pack be uploaded to the Portal for COM members to forward to potential new members</del>	<del>AD</del>	<del>June</del>

Meeting Closed: 7.15pm

## **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.