

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

**Meeting Date** 21 August 2017  
**Location** Darwin office; Alice Springs  
**Time** 5.20pm for 5.30pm start  
**Members**  
**Staff**  
**Observers**  
**Apologies**  
**Non-attendance**  
**Chair** Emma Ringer  
**Minutes** Shannon Coetzee  
**Meeting opened**

Agenda Item	Assigned
<b>Item 1 – Attendance &amp; welcome to new members</b>	ER
<b>Item 1a – Declaration of conflicts of interest</b>	ER
<b>Item 2 – Apologies</b>	SC
<b>Item 2a – Non Attendance</b>	SC
<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: Seconded: Approved/Not approved	ER
<b>Item 4 – Open Actions – see table below for updates</b>	ER
<b>Item 5 – Out of session e-decisions</b>	ER
<b>Item 6 – Treasurer's Report</b>	
<b>Item 6A – Tabling of Financial Reports</b>	AD/RU
<b>Item 7 – Directors' report</b>	AD/RU
<b>Item 8 – Strategic Plan focus discussion</b>	ER
<b>Item 9 – Choose strategic plan focus for next meeting (on hold as above)</b>	
<b>Item 10 – Approve new memberships &amp; endorse online members</b>	ER

<b>Item 11 – Other business</b> <b>11.1 COM recruitment and treasurer position</b>	ER
<b>Item 12 – Next meeting</b>	

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

#	Description	Assigned	Due Date
1	Emma to make contact with Anna Goat and invite her to next COM meeting as observer to see if she would be interested to join the COM.	ER	Prior to next COM
2	Treasurer position – Jo Ellis to consider position subject to transition back to working full time next month. To be discussed at next meeting.	ER/JE	Discuss at next meeting

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.