

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

<b>Meeting Date</b>	21 August 2017
<b>Location</b>	Darwin office; Alice Springs
<b>Time</b>	5.20pm for 5.30pm start
<b>Members</b>	Emma Ringer Shannon Coetzee Lauren Macaulay Jo Ellis Nadine Williams
<b>Staff</b>	Anna Davis
<b>Observers</b>	Anna Goat
<b>Apologies</b>	Emily Webster Fataneh Misaghi
<b>Non-attendance</b>	Rachael Uebergang
<b>Chair</b>	Emma Ringer
<b>Minutes</b>	Shannon Coetzee
<b>Meeting opened</b>	5:30pm

Agenda Item	Assigned
<b>Item 1 – Attendance &amp; welcome to new members</b> Welcome to Anna joining as observer for this meeting and introductions	ER
<b>Item 1a – Declaration of conflicts of interest</b> None	ER
<b>Item 2 – Apologies</b> Emily Webster Fataneh Misaghi Rachael Uebergang	SC
<b>Item 2a – Non Attendance</b> Nil	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: Jo Ellis    Seconded: Lauren Macaulay Approved/ <del>Not approved</del>	ER
<b>Item 4 – Open Actions – see table below for updates</b> ) <u>Treasurer position</u> Jo comment: found out about small training program run by Australian Board of Company Directors in October aspects include NPF's. Jo proposed doing that course with a view to take on treasurer's role in October. Cost of course is +/- \$1,000. COM happy to approve payment for the course, comment that it is a good investment to make. Noted that there is not a "COM training" line-item in budget this year. Confirmed that could be	ER

<p>covered by the “Staff development” budget-item. Anna Goat a member of AICD and to confirm likelihood of a discount for the course.</p> <p>Jo to circulate details of the course via email and noted for potential e-decision.</p>	
<p><b>Item 5 – Out of session e-decisions</b> New server e-decision accepted by the COM.</p>	ER
<p><b>Item 6 – Treasurer’s Report</b> No Treasurer’s report tabled.</p>	
<p><b>Item 6A – Tabling of Financial Reports</b> Balance sheet as normal Profit and Loss shows expenditure from July but no comparison to budgeted amounts. Noted Leanne on bereavement leave, out of office for a couple of weeks but back to work today (21 August), Anna to circulate August reports when available.</p> <p><u>Balance sheet</u> – first for financial years, shows COM decisions made at previous meeting passed to auditor and auditor inserted in balance sheet. \$31k furniture and equipment, server will come from Division for DV project \$63,500 more than decision COM made on \$40-45k. Auditor noted surplus of +/- \$20k more. Popped in there as surplus funds.</p> <p><u>Auditors report</u> – letter from Auditor and note about ABN for cleaner. Noted no resolution on cleaner ABN issue as yet but following up. Not a significant amount of money in relation to underpayment for GST. Noted that the issue about interest is a good point from Auditor. With funding being insecure, NTWWC could not lock money up. Put in \$500k into a 3 month term deposit with Westpac, interest rates aren’t good but more than interest from long term investment account. Noted that last year was the only year that no term deposit in play because of funding uncertainty. Comment – impressed with professional Auditor report. Comment – audit, if COM happy to sign will need to be signed by chairperson and another committee member. Deadline for signing is end of September. Comment – COM members names only current as at time the audit was conducted. Some COM have since resigned - Tina, Eloise and Golden. Anna checked with auditor – no definitive rule, acceptable to have COM member names at time of audit. Financial Report Noted.</p>	AD
<p><b>Item 7 – Directors’ report</b></p>	AD

Garden Party - was a lovely day, many people putting in their time and energy into baking and cooking. Pretty good turnout, raised over \$1,000 and raised profile in rural area. Noted great support from businesses and politicians.

DFV Program – having trouble translating interest in the program to attendance and paid training. Consider market research in relation to charging. Cost for training for mixed workshop is \$220 NGO and \$440 for Government/Private. Tailored workshops are \$2,800 for 3 hours with up to 15 people. Purpose is to review and write policy to effect change. Question – has the program been promoted through family violence groups? No, need to co-ordinate. The interest in Alice Springs is higher than interest in Darwin.

Comment - consider running workshops in Alice Springs.

Question – been in touch with NTCOSS? Yes, they've been supportive.

Question - how far did discussions with government go? There was support from one minister but received a letter stating that NTWWC are not registered as preferred training provider. Daya Wakefield staff working on it but could take a while. At present, going through “backdoor”, showing interest in various government departments.

Question – more information regarding letter from Craig Allen? Craig is not in a position to make that call.

Question - how many other unions have you worked with? Has been some interest but no interest in paying for it.

Comment – White Ribbon Day held in November and 16 Days of Activism.

There is generally interest from media to combat those issues.

Comment -something to keep in mind for good opportunity to raise awareness of availability of training.

Audit – income from donations and fundraising is significantly higher than previous years - \$41,000 this year in comparison to \$3,000 in previous year. Grant sources are much more diverse than previous years. The aim is to become less dependent on government.

#### Recommendations

) In relation to renovations - received infrastructure grant of \$40,000. Renovations to take place in October. Maurice Blackburn has offered their offices during the 2 week period. Client work will be down during that time and rely on Alice Springs during that time. Requested COM approval for furniture removal and storage in the sum of \$2,000 because not budgeted line item.

Up-coming AGM – expressions of interest for planning and co-ordinating the AGM. Members that need approval. Noted that none of current COM members are financial members – request for all to log on and renew memberships.

<p><u>Department of Business Contract</u> – 3 contracts with DOB consisting of 1 contract and 2 notices of variation. Need 1 clean contract. NTWWC and DOB came to an agreement of a 5 year contract from 1 July 2017. Want to maintain 2 notices of variations – 1 is equal remuneration order, get percentage increase because the FWC made decision to increase award rates. Noted \$200,000 last year with defunding, rather than spend that amount want to spread over next few years to stem the gap. Noted the CPI clause in contract is altered - department proposing only CPI for last year of contract. DOB confirmed spreading the \$200,000 over more than 1 year. International Women’s Day funding. Expression of concern that a contract with no CPI will make it difficult to negotiate CPI in the future.</p> <p>Proposal is to accept the contract in principle however, express concern about the CPI clause. Fair Work silent on CPI argument. Agree to waive CPI in lieu of International Women’s Day funding.</p> <p>Comment – it may be good to try keep CPI clause in the contract even though reflecting 0. COM agrees with contract in principle but concerned about CPI being excluded and setting precedent. Comment – agree in principle, can negotiate amendments once draft contract is received.</p> <p><u>Recommendations:</u></p> <ol style="list-style-type: none"> <li>1. New members: Move that new members are accepted  Moved: Lauren Macaulay Seconded: Nadine Williams Approved/<del>Not approved</del></li> <li>2. Authorise Directors to spend \$2,000 for furniture removal and storage  Moved: Nadine Williams Seconded: Shannon Coetzee Approved/<del>Not approved</del></li> <li>3. Call for volunteer to assist with AGM (in late October/early November) – Consideration to tie it in with White Ribbon Day to be held in Alice Springs. Lauren Macaulay, Emma Ringer and Nadine Williams expressed interest in assisting and coordinating it to be held in Alice Springs.</li> </ol>	
<p><b>Item 8 – Strategic Plan focus discussion</b> Rachael Uebergang sent latest draft of Strategic Plan. Comment to leave time open longer, for another couple of weeks to be circulated.</p>	ER
<p><del><b>Item 9 – Choose strategic plan focus for next meeting (on hold as above)</b></del> Nil</p>	ER
<p><b>Item 10 – Approve new memberships &amp; endorse online members</b> Discussed.</p>	ER
<p><b>Item 11 – Other business</b></p>	ER

<p><b>11.1 COM recruitment and treasurer position</b> Discussed. Finance Course from Jo and further discussions with Anna Goat.</p>	
<p><b>Item 12 – Next meeting</b> General Com meeting: Monday 16 October 2017, 5:20pm for 5:30pm start – Jo Ellis unable to attend. AGM – TBC.</p>	ER

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

#	Description	Assigned	Due Date
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Meeting Closed: 6:45pm

## **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.