

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

**Meeting Date** 19 February 2018  
**Location** Darwin office; Alice Springs  
**Time** 5.20pm for 5.30pm start  
**Members**  
**Staff**  
**Observers**  
**Apologies**  
**Non-attendance**  
**Chair**  
**Minutes**  
**Meeting opened**

Agenda Item	Assigned
<b>Item 1 – Attendance &amp; welcome to new members</b>	
<b>Item 1a – Declaration of conflicts of interest</b>	
<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 August meeting are a true and accurate record. Moved: Seconded: Approved/Not approved	
<b>Item 4 – Open Actions – see table below for updates</b>	
<b>Item 5 – Out of session e-decisions</b> <ul style="list-style-type: none"> <li>- That the COM approve the new NTG TBI grant contract</li> <li>- That the Committee of Management accept Anna Goat as a member of the COM.</li> <li>- That the COM approves Anna's application for 66.8 hours of TIL to be paid out in her next pay.</li> <li>- That the NTWWC Committee of Management agree to hold the 2017 AGM on Wednesday 22 November 2017.</li> <li>- That the NTWWC Committee of Management approve the following new members Deanna Mohr, Anna Goat, Shirleen Brown and Diedre Couchman, and new friend Wely Wood.</li> <li>- That the NTWWC Committee of Management approve the following minor amendments to the budget: Adjust the income against the sale of the car to reflect the actual sale price; Adjust the Superannuation and Wages &amp; Salaries items due to the DFVWA PPO being reflected separately in the balance sheet.</li> </ul>	

<b>Item 6 – Treasurer’s Report &amp; tabling of financial reports</b>	JE
<b>Item 7 – Directors’ report</b>	AD
<b>Item 8 – Strategic Plan focus discussion</b>	
<b>Item 9 – Approve new memberships &amp; endorse online members</b> New friends: Justine Searle New members: Liza Metcalfe, Kerry Shervey	
<b>Item 10 – Other business</b> <b>10.1 COM recruitment</b>	
<b>Item 11 – Next meeting</b>	

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

#	Description	Assigned	Due Date
	Anna to circulate Strategic Plan and all COM to consider and provide feedback.	AD to circulate All COM to provide feedback	Circulate: by 4/9 Feedback: before Oct meeting
	Coordinate AGM in Alice	Lauren, Emma, Nadine	Deadline for AGM notice is 30 days before
	COM happy to contribute to payment for AICD course - Anna Goat to confirm if discount available. Jo to circulate details of the course via email and all COM to express interest - noted for potential e-decision.	Anna Goat, Jo Ellis	Before next meeting
	Renew membership online	All COM members who have lapsed membership	ASAP
	Audit to be signed by Chair and another member.	Anna to organise	ASAP

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.