

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	Shannon Coetzee Lauren Macaulay Fataneh Misaghi Jo Ellis Anna Goat
Staff	Anna Davis
Observers	
Apologies	Emma Ringer
Non-attendance	
Chair	Jo Ellis
Minutes	Shannon Coetzee
Meeting opened	5:30pm

Agenda Item	Assigned
Item 1 – Attendance & welcome to new members Welcome	JE
Item 1a – Declaration of conflicts of interest	
Item 2 – Apologies Emma Ringer	SC
Item 2a – Non Attendance	SC
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the August meeting are a true and accurate record. Moved: Anna Goat Seconded: Shannon Coetzee Approved/ Not approved	JE
Item 4 – Open Actions – see table below for updates <ul style="list-style-type: none"> • Strategic Plan not formally finalised. Comment – all happy to adopt as finalised. • AGM in Alice Springs – done. • AICD course – done. • All memberships renewed 	JE

<ul style="list-style-type: none"> • Audit signed by Chair and another member <p>All open actions now closed.</p>	
<p>Item 5 – Out of session e-decisions</p> <p>Nil</p>	JE
<p>Item 6 – Treasurer’s Report & tabling of financial reports</p> <p>Template reproduced by JE. Summarised and given profits and losses, statements from various accounts that organisation has.</p> <p>Non-grant income briefly discussed – increase for bullying training but decrease for DV training.</p> <p>Interest switched to higher rates.</p> <p>Reinvestment of the 300 of 400 in investment fund – matured last week and been reinvested. Comment: Another 2,500 coming in and budget tracking well.</p> <p>Staff – Lenore resigned in January 2018.</p> <p>Government Grant – approached for grant for NTG employees training. Accepted and in process of writing out scope of works but subsequently delayed due to procurement process issues as NTWWC not on training panel. The office for gender, equality and diversity are managing at present but uncertain whether training will proceed (scheduled to begin in March). Comments: require training panel contract. OCPE being very prescriptive about panel and indicated NTWWC cannot provide training at all and other panel providers are delivering it. Some potential to be added to panel in first 12 months if demand by public sector. Difficult to gauge demand when not allowed to promote training.</p> <p>Not budgeted impacts decision to replace Lenore. Need to see re funding to recruit for Lenore’s position.</p> <p>Non-grant income – IWD events, boost fundraising line item.</p> <p>Grant income – under budget component of Fair Work grant. Budgeted amount s the incorrect amount but can’t change the budget.</p> <p>Comment: computer maintenance may go slightly over budget.</p> <p>Staff turn over – no need to be populated often.</p> <p>Service and liquidity – current assets, reinvestment of termed deposit.</p> <p>Comment: ratios commonly reported as a way of tracking finances with time.</p>	JE
<p>Item 7 – Directors’ report</p> <p>Delete recommendation for Rachael to cash out leave.</p> <p>Governance issues not in report:</p> <ol style="list-style-type: none"> 1. Quorate meetings – requirement to have a minimum of 6 quorate meetings, need to have 4 quorate meetings in the next 4 months to comply. COM to prioritise meeting dates. 	AD

<p>2. COM recruitment – COM member numbers are low with 3 vacancies at present (Nadine soon to resign). Look at recruiting more COM members with Anna Goat providing a “recruitment blurb” for new members.</p> <p>3. RSVP – all COM to RSVP to meetings by reply emails. SC to send calendar invitations for next meetings.</p>	
<p>Item 8 – Strategic Plan focus discussion As discussed above.</p>	JE/AD
<p>Item 9 – Approve new memberships & endorse online members New friends: Justine Searle New members: Liza Metcalfe, Kerry Shervey</p> <p>Motion: That the new friend and memberships are approved. Moved: Jo Ellis Seconded: Lauren Macauley Approved/Not approved</p>	JE/AD
<p>Item 10 – Other business 11.1 COM recruitment - as discussed above. 11.2 LM not receiving emails 11.3 CATHSAN contact</p>	JE
<p>Item 12 – Next meeting General Com meeting: Monday 16 April 2018, 5:20pm for 5:30pm start</p>	

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

#	Description	Assigned	Due Date
	Anna Goat to provide recruitment blurb for new COM members	AG to circulate to COM and through networks	By 9/3/18

Meeting Closed: 6:20pm

Vision Our vision is for all Northern Territory workplaces to be fair, equitable and safe, where women thrive, are valued and respected

Mission Our purpose is to advocate for better working conditions for women and to empower women to exercise their right to fair, equitable and safe workplaces

Objectives

1. To provide free specialised, accessible and culturally appropriate industrial support and advice services for individual women
2. To advocate for the rights of women at work and for workplace cultural change at a structural level
3. To raise community awareness of women's rights in the workplace and where women can access support.

Activities

As per our Federal and NT Government funding agreements our services are targeted and prioritised to

- Aboriginal and Torres Strait Islander women
- Women from non-English speaking and culturally diverse backgrounds
- Migrants, visa holders and international students
- Women who have a disability
- Women in regional, rural and remote areas
- Women with family responsibilities
- Women of mature age
- Young women
- Women experiencing domestic and family violence
- Women experiencing mental health issues
- Small business employers of the above groups

1. Provide confidential information, advice, referral and representation to Northern Territory women on workplace issues including

- unfair working conditions
- discrimination
- sexual harassment
- bullying
- termination
- enterprise agreements and awards
- pay, conditions and entitlements
- occupational health and safety
- workers compensation
- flexible work, family and pregnancy
- superannuation
- domestic and family violence where it impacts on work

Telephone advice is available throughout the Northern Territory. Face to face consultations are provided in our Alice Springs and Darwin offices, and ongoing casework is available for eligible clients¹. Services are provided during business hours.

2. Provide education and training to our target groups, businesses, organisations and other workplaces across the NT

¹ Case work eligibility is determined by the NTWWC Casework Procedure. The procedure assesses; merit of the case, whether the client meets NTWWC target groups, client need, whether assistance can be gained from another organization and NTWWC capacity and operational needs.

3. Produce and make available up-to-date and relevant resources about women and work
4. Influence policy development through data collection, research, lobbying, submissions and advocacy
5. Promote our services through traditional and social media channels, a fundraising and marketing calendar, sponsors and partnerships, speaking engagements, Friends of the NTWWC program and creating new resources.
6. Build and maintain strategic relationships with politicians, bureaucrats, the media, funding bodies, unions, employer associations, other service providers and agencies, and the community to help us achieve our vision
7. Maintain our reputation as industry leaders and an expert voice on the rights of women at work

Strategies

1. We work within a feminist framework which; applies a gendered analysis to all facets of the organization, recognizes intersectionality, is managed and governed by women, is client-centred, values process and outcomes, empowers women to make their own life decisions, accepts the personal as political and is inclusive of all women and gender diversity
2. We are committed to a process of continuous improvement
3. We are committed to delivering culturally appropriate and safe services to Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse women
4. We are focused on financial sustainability and organisational longevity
5. We strive to be a model employer and workplace by demonstrating good employment practices and those that support work, life and family balance
6. We demonstrate good governance and accountability