

Staff Report April 2018

1. What do you want from this report?

We usually report against the strategic plan. For this report, I tried to report against the new strategic plan but found it quite difficult, as reporting against the strategies only seemed to miss out a huge chunk of our work (which fell more neatly under activities). This especially related to the activities: "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" and also "Maintain our reputation as industry leaders and an expert voice on the rights of women at work". So I have done a report in a different format just for this meeting.

For the future, I would like some feedback on what report format works best for you. The key questions are:

- **What do you want out of the COM Staff report?**
- **What do you want to know each meeting?**
- **What is most useful?**
- **What do you NOT want?**
- **Do you want us to report against the strategic plan objectives and activities?**
- **We don't usually provide client stats – would you rather that we did?**
- **Would you rather a briefer report?**

Once these are answered, we can work out the best way to format it.

Perhaps you could look at report formats from other committees you have been involved with and see what has been successful? **I have put a couple of different templates in at the back for some ideas.** I am also open to any other formats you might suggest.

If everyone could give some feedback on this at the meeting and afterwards in time for the next reporting cycle that would be great.

2. Training project and income generation

- We are in the process of formulating a new project to develop a separate, income generating training arm. The arm would sit apart from (though linked to) NTWWC with its own name (trademarked), website, branding and identity. This would allow us to compete for fee for service training to employers without concerns about any conflicts of interest or perceived biases. The suite of training programs would include DFV Work Aware, Supporting New Managers, and Anti Bullying training. This is a brand new idea and we will report back on our progress at the next meeting.
- The DFVWA Project has been working very productively in the last couple of months. We have extended the hours for Lisa and Rachael on a fixed term basis to enable them to work on the project (an additional 24 hours a week which comes from the allocation in the balance sheet).

- We completed our first in-house training workshop with DCIS last week and received very positive feedback.
- Anna Goat is working with us on a pro bono basis to assist us in marketing and branding of the DFVWA project, and hopefully of the extended training arm project too. We are so grateful to her for her expertise and generosity.
- The research project proposal is coming along with interest shown by both Menzies and the CDU's Northern Institute.
- Anna did a webinar on DFV Work Aware for HR Daily, a national website service for HR Professionals. The [recording](#) has been watched 198 times - a great result so far, and the [article](#) from the webcast has been viewed 2411 times
- We continue to await confirmation of the funding proposal from territory Families.

3. Lobbying and advocacy and strategic relationships

- Rachael met with the reviewer of the national occupational health and safety legislation to raise the issue of DFV
- Anna met with Luke Gosling and Malarndirri McCarthy with a client to lobby for change to the Fair Work Act to provide flexibility for parents of premature babies.
- We have also had meetings with the ASU, Territory Families, DCIS, CAWLS, Ruby Gaea, Dawn House, the NTADC, YWCA, NT Shelter, NTCOSS and Chamber of Commerce.
- The NTWWC is on the coordinating committee of the upcoming inaugural Vigil to commemorate the victims of DFV to be held on Wednesday May 2 at **6.30pm for a 6.45pm start in the forecourt of Parliament House in Darwin**. At that time, across Australia, people will gather to remember victims of Family and Domestic Violence.

4. Service promotion

- Michelle Hanton from Dragon Sisters has completed her 3 months pro bono management of our facebook page. During this time she has grown our followers to close to 1000, well in excess of other similar local organisations. We are so grateful to Michelle for her assistance.
- We held a successful IWD event film night and raised \$1002 (on top of the \$2500 grant) – thanks so much to staff and COM members who helped out on the night and in the leadup.
- We attended several IWD events to promote the NTWWC and support the day, including the march, the Women at the Front Line Chief Minister's reception and the CDU and Australian Breastfeeding Association event on returning to work after having a baby

5. Finance, governance, systems and compliance

- We are in the process of updating all staff forms
- We are also automating our client feedback process.
- I have put on the agenda that we need a new grievance officer and vice chair, due to Nadine's resignation. The Grievance Officer is a designated person on the Committee of Management who can provide staff with information about their

options for resolving a complaint. The Grievance Officer will provide support for people with a complaint of bullying, discrimination or sexual harassment. This support can include attending meetings as a support person and discussing the problem. The Grievance Officer is not responsible for the resolution of the complaint.

- Alice remains disconnected from the NBN (since Oct 2017) and is operating off pocket wifi. We have lodged a complaint.
- **Policy for approval – conflict of interest**

6. Model employer

- Our Darwin office has been decorated with new clocks, calendars and artwork (fabric panels from Maningrida)
- Staff have attended training on suicide intervention, industrial relations, the equal remuneration order, the anti discrimination legislation, law society training, and trademarks
- It is time for us to begin the process of negotiation for our next Enterprise Agreement. The current Agreement has a nominal expiry date of March 2019, and under our policy we need to begin negotiations no later than December 2018. From past experience, this process can take up to a year (including the approval process at the Fair Work Commission) so it would make sense to commence soon.
- **I recommend that a meeting date be set to discuss the following terms (as outlined in the policy) and that everyone have a read of the policy (“Terms of Reference for Enterprise Bargaining”)**

(From the policy)

Prior to the negotiation period

- Two weeks prior to the negotiations commencing, representatives from the COM and staff will meet to establish the following:
 - The size and composition of the Enterprise Agreement Committee (**EAC**)
 - The names of individuals comprising the negotiating teams
 - The presence, or otherwise, of observers
 - The authority of the negotiators and any limitations to their authority
 - The proposed frequency of meetings
 - The proposed venue/s for meetings
 - Protocols for email communication between meetings
 - The proposed timeframe for the bargaining process including the making of claims and the response to claims made.
 - The manner in which proposals will be made and responded to
 - The manner in which any areas of agreement are to be recorded
 - The provision of relevant information and costings
 - When the parties consider the bargaining process is finalised

Staff Report Possible Formats

These are just 2 examples of reporting formats that I have found – I'm sure there are many more and would love to get your ideas.

REPORT FORMAT A

1. Heads up – risks, etc
2. Achievements this period
3. What's coming
4. Client feedback/client story

REPORT FORMAT B

1. Current Significant Issues
2. Matters for Approval
3. Update on Strategic Plan Implementation
4. Major Key Performance Indicators (eg overall budgeted surplus/deficit, funding (by major source); various indicators of services provided; staffing numbers - possibly also a "traffic light" indicator to indicate whether performance is on or better than target (green); a little less than target, but not major concern (amber) or below target and of some concern (red), as well as a brief description of the reason and actions being taken for amber and red items)
5. Risk and Compliance Update
6. Matters for noting (any other issues which the CEO wishes to bring to the Boards attention but which are unlikely to require discussion. This can include visitors to the organisation, significant meetings which have involved the CEO etc)