

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

**Litchfield Women's Business Network  
Steering Committee**

**AGENDA**

**MONDAY 15/11/2021**

Meeting to be held commencing 5:30pm  
In Council Chambers at 7 Bees Creek Road, Freds Pass



# COMMITTEE AGENDA

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## LITCHFIELD WOMEN IN BUSINESS NETWORK

**Notice of Committee meeting  
to be held in the Council Chambers, Litchfield  
on Monday, 15 November 2021 at 5:30pm**

Doug Barden  
**Mayor**

***Meeting objective:***

*Assisting with the planning and staging of events and contribute ideas to achieving the goals and purpose of the Litchfield Women in Business Network*

*The purpose of the Litchfield Women in Business Network is to provide opportunities to collectively share ideas, resources and contacts to support women in business.*

*The Women in Business Network will assist women make connections, promote their business and gain new skills through sharing of experiences and learnings.*

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### Order of Business

1. Introduction

2. Apologies

3. Confirmation of Minutes

Minutes of the previous meeting held 19 July 2021.

4. Presentations

Nil.

5. Items for Decision / Discussion

4.1 Terms of Reference

4.2 Future Direction of the LWIB

4.3 International Women's Day Grant

[International Women's Day | Search | GrantsNT Administration](#)

6. Close



# MEETING MINUTES

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## LITCHFIELD WOMEN IN BUSINESS NETWORK COMMITTEE

**Minutes Meeting**  
**held in the Council Chambers**  
**on Monday 19 July 2021 at 5:30pm**

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<b>Present</b>	Maree Bredhauer Christine Simpson Lauren Johnson Ute Coyne-Pollig Rana Everett  Beckie Kernick Nicky Clark Cecil Coleman	Mayor (Chair) Deputy Mayor Humpty Doo Pharmacy Bookkeeper Everett's Mechanical & Corrosion Consulting Berry Springs Mechanical Darwin Laundries Colemans Contracting
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**1. OPENING OF THE MEETING**

The Mayor opened the meeting and welcomed everyone present.

**2. APOLOGIES AND LEAVE OF ABSENCE**

Kirsty Sayers-Hunt, Councillor  
Elaine Mills EPM

**3. CONFIRMATION OF MINUTES**

The minutes of the meeting held 24 May 2021 were confirmed.

**4. PRESENTATIONS**

Nil

## **5. REPORTS FOR DECISION / DISCUSSION**

### **5.1 Post Event Review**

Tuesday 15 June 2021 – Dry season Event Speed Networking – Humpty Doo Village Green

Time management issue, event held after a public holiday and events are usually held Monday evenings. Material was good and those in attendance agreed that the event should be duplicated.

### **5.2 Planning for the forthcoming year**

The following were discussed:

- Sourcing the number of female businesswomen in Litchfield
- Developing a Facebook post seeking businesses to increase the network, ie. Photographers, hairdresses etc)
- Investigating a variety of marketing to increase awareness
- LWIB appearing on Council's website front page for a short period
- Update current Council's website with new Committee Members

Three annual network events:

1. October Business Month – Friday 29 October 2021 – Humpty Doo Village Green. A focus on finance / profit first / showcasing businesses.
2. International Womens Day – March 2021 – Investigate an opportunity to combine with the Litchfield Art Exhibition
3. 2022 Dry Season event – to be determined.

## **6. CLOSE OF MEETING**

The meeting was closed at 6:51pm



## **Litchfield Women in Business Network Committee**

### **Terms of Reference**

#### **Introduction**

The Litchfield Women in Business Network is a network of professional women living or working in the Litchfield municipality or with a close association to the Litchfield municipality.

Litchfield Council recognises the importance of supporting, making connections, promoting businesses and gaining new skills to business success. It has facilitated the establishment of this Network to support women to be successful in business.

A strong and successful business sector contributes to the liveability of the Litchfield municipality to be the Best Place to Live in the Top End.

#### **1. Purpose**

The purpose of the Litchfield Women in Business Network is to provide opportunities to collectively share ideas, resources and contacts to support women in business.

The Women in Business Network will assist women make connections, promote their business and gain new skills through sharing of experiences and learnings. This will be done by holding at least three events each annum.

#### **2. Membership**

The Litchfield Women in Business Network will be inclusive and open to women operating a business in Litchfield, living in the Litchfield municipality or with a close connection to Litchfield.

#### **3. Women in Business Network Committee**

The Litchfield Women in Business Network will be administrated by a Committee comprising:

- Litchfield Council Mayor;
- Councillors; and
- Up to 8 women from the Litchfield community

Guests may be invited to attend Committee Meetings depending on matters on the agenda for discussion.



### **3.1 Committee Appointments**

Expressions of Interest will be called for publicly from women residing in the Litchfield municipality. The Committee may invite or co-opt members as required.

### **3.2 Term of Appointment**

Committee members will be appointed for a term of 24 months.

### **3.3 Selection of Committee Members**

Selection will be based on the identified criteria as well as the individual merit.

Selection criteria will include community members who:

- either own or manage a business in the Litchfield municipality or
- own or manage a business elsewhere but live Litchfield or
- have a close association with the Litchfield municipality.

### **3.4 Roles and Responsibilities of members**

Committee members have a responsibility to:

- attend meetings;
- assist with the planning and staging of events; and
- contribute ideas to achieving the goals and purpose of the Litchfield Women in Business Network.

### **3.5 Vacancies**

A committee vacancy arises if a member resigns in writing. If the term remaining is less than 12 months, the Committee may co-opt a new member.

### **3.6 Other attendees**

Visitors or guests may be invited to attend meetings, or part thereof, to provide input to discussions or upcoming events.

### **3.7 Meetings**

#### **3.7.1 Meeting Schedule**

Meetings will be held as required, with a minimum of three per calendar year.



### **3.7.2 Quorum**

A meeting quorum of at least four (4) members is required.

### **3.7.3 Chairing of Meetings**

All meetings will be chaired by an endorsed member of Council.

### **3.7.4 Secretariat Support**

The secretary for meetings will be the Executive Assistant to Mayor and Chief Executive Officer.

### **3.7.5 Agenda Papers**

Agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Agenda Papers will be developed by the Litchfield Council's Mayor.

Calls for agenda items will be issued one week prior to the agenda distribution. Committee members may propose agenda items for the meetings to the Executive Assistant for the Mayor's consideration.

### **3.7.6 Meeting Protocol**

The Litchfield Women in Business Network Committee shall adhere to normal meeting protocols.

### **3.7.7 Voting**

Committee recommendations are to be reached by consensus.

## **4. Conflict of Interest**

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item. This will be a standing item on the agenda.

## **5. Amendment**

This Terms of Reference may be amended, varied or modified in writing after the Local Government Election.