

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

Additional Budget Estimates 2000-2001, 19-23 February 2001



Question: PM31

Outcome 1, Output 2.2

Topic: Contracts

Hansard Page/Written Question on Notice: F&PA 72

Senator Crowley asked: Copy of the successful organisations' contracts. If not, why not.

Answer: Copies of the National Secretariat contracts for the National Council of Women of Australia, the Australian Federation of Business and Professional Women, and the YWCA Australia, are attached.

AGREEMENT

between

COMMONWEALTH OF AUSTRALIA

as represented by

The Office of the Status of Women

in the

Department of the Prime Minister and Cabinet

and

**THE NATIONAL COUNCIL OF WOMEN AUSTRALIA INC
LTD**

in respect of

**Funding for the Provision of National Secretariat Services
under the 1999-00 National Women's Non-Government Organisations
Funding Programme**

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W.G. Bayly
W.G. Bayly

THIS AGREEMENT is made on the 7th day of December, 1999
BETWEEN the **COMMONWEALTH OF AUSTRALIA** represented by the Office of the Status of Women in the Department of the Prime Minister and Cabinet ("**the Commonwealth**")

AND

THE NATIONAL COUNCIL OF WOMEN INC LTD incorporated under the laws of the Australian Capital Territory, the registered office of which is situated at 210 Lonsdale Street Melbourne VIC 30000 ("**the Organisation**")

WHEREAS:

- A. The National Women's Non-Government Organisations ("NGOs") Funding Programme administered by the Office of the Status of Women ("OSW") in the Department of the Prime Minister and Cabinet ("the Department") provides funding for the provision of National Secretariat Services by selected national women's NGOs Secretariats ("National Secretariats"). Except for the first year in which funding is pro-rated to \$75,000, National Secretariats will be funded at \$100,000 a year until 30 June 2002, subject to satisfactory quarterly reviews, for the provision of National Secretariat Services.
- B. The Organisation, a national women's NGO, has put forward a proposal to the Department for funding as a National Secretariat.
- C. On the basis of the information presented in the proposal, the Department has assessed the Organisation as meeting the National Women's NGOs Funding Programme criteria and has selected the Organisation as a National Secretariat.
- D. The Organisation recognises the need for the maintenance of budgetary and accounting controls for the Funding, as set out in this Agreement, to ensure proper accountability for the use and expenditure of the Funds.
- E. The Commonwealth agrees to provide the Funds to the Organisation, and the Organisation agrees to accept responsibility for the administration of the Funds, on the terms and conditions set out in this Agreement.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. Definitions and Interpretations

1.1 In this Agreement, unless the contrary intention appears:

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Agreement Material means all Material (including Commonwealth Material) brought or required to be brought into existence as part of, or for the purposes of, performing the National Secretariat Services, but not limited to documents, equipment, information or data stored by any means;

Agreement Price means the sum of money specified in Schedule 1 that the Commonwealth shall pay the Organisation for the performance of the National Secretariat Services;

Audited Financial Report means a full report of the Organisation's financial situation and transactions which have been examined by an independent person who has recognised accounting qualifications;

Budget means the budget for the expenditure of the Funding set out in Schedule 1;

Commonwealth Material means any Material provided by the Commonwealth to the Organisation for the purposes of this Agreement or which is copied or derived from Material so provided;

Department means the Commonwealth Department of the Prime Minister and Cabinet;

Financial year means the financial year commencing 1 July in one year and ending on 30 June the next following year, except for the financial year for 1999-2000 which for the purposes of this Agreement commences on 1 October 1999 and ends 30 June 2000;

Funds or Funding means the funds payable to the Organisation by the Commonwealth in accordance with this Agreement;

Funding Period means the period from 1 October 1999 until 30 June 2002 or the termination of this Agreement, whichever is earlier;

Intellectual Property includes all copyright and neighbouring rights, all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, trade secrets and know how and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

Material includes documents, equipment, software, goods and any medium whatsoever in which information is embodied;

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National Secretariat Services means:

- (a) the provision of policy advice to Government on policy matters;
- (b) consultation with a broad cross-section of women; or
- (c) the dissemination of information to a broad cross-section of women, and the community in general, about the availability of services and a description of government initiatives;

in relation, but not limited to, some or all of the following policy areas:

- (d) women's economic security, including retirement incomes;
- (e) labour force issues for women;
- (f) women in leadership and decision making;
- (g) legal issues for women and protection of the law; and
- (h) international issues for women.

OSW means the Commonwealth Office of the Status of Women;

Outcomes means the outcomes set out in Schedule 1;

Parties means the Commonwealth and the Organisation;

Programme means the National Secretariat (Stream 1) funding component of National Women's Non-Government Organisations Funding Programme administered by OSW in the Department;

Programme Objectives are, for Stream 1 to support broadly representative, effective and viable national women's non-government organisations which contribute actively to government policies and strategies affecting women; and enable a diverse range of women's views to be considered. Stream 1 funding will support the achievement of these objectives through the provision of National Secretariats to provide policy advice, consultation and information services, supported by sound governance, relevant to government policy priorities for women in areas, including but not limited to, economic security (including retirement income), labour force issues for women, women in leadership and decision making, international issues for women and legal issues for women and the protection of the law;

Quarter means each of the following periods during the Funding Period:

- (a) 1 July to 30 September;
- (b) 1 October to 31 December;
- (c) 1 January to 31 March; and
- (d) 1 April to 30 June.

Year 2000 Compliance means in relation to software or equipment, that neither performance nor functionality of the software or equipment is affected by dates prior to, during or after the year 2000. In particular, but without limiting the foregoing:

- (a) no value for the current date will cause any interruption in the operation of the software or equipment;
- (b) date based functionality must behave consistently and correctly for all dates, and the change to or from any date, prior to, during or after the year 2000, including without limitation:
 - (i) 9 September 1999;
 - (ii) 31 December 1999;
 - (iii) 1 January 2000;
 - (iv) 29 February 2000; and
 - (v) 31 December 2000;
- (c) in all interfaces and data storage, the century in any date must be specified either explicitly or by unambiguous algorithms or inferencing rules;
- (d) the Year 2000 must be recognised as a leap year in terms of handling both 29 February and day 366;
- (e) the software and equipment must be able to interface with and continue to operate when interfaced with any Related Products, whether that Related Product references years before and after the end of 1999 by two or four digits; and

Within the meaning of Year 2000 Compliance:

- (a) "**Calculation**" includes, but is not limited to, the calculation, comparison, sequencing and any combination required, which accommodates same century and multi century formulae and data values and date data interface

values such as leap year calculations and date data century recognition;
and

- (b) "**Related Product**" means any item of equipment, software, firmware, microcode, protocol or system that the software or equipment:
 - (i) shares information with relating to Calculations; or
 - (ii) operates with to complete a function involving the recording of an interval of time.

1.2 In this Agreement, except where the context otherwise requires:

- (a) words importing a gender include any other gender;
- (b) words in the singular number include the plural and words in the plural number include the singular;
- (c) clause headings are for convenient reference only and have no effect in limiting or extending the meaning of the provisions to which they refer;
- (d) all references to dollars are to Australian dollars;
- (e) where any word or phrase has a defined meaning, any other part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;
- (f) the Schedules and any attachments form part of this Agreement;
- (g) where any conflict arises between the terms and conditions contained in the clauses of this Agreement and any part of the Schedules (and attachments if any), the terms and conditions of the clauses prevail; and
- (h) where any conflict arises between any part of the Schedules and any part of an attachment, the Schedules prevails.

2. Term

2.1 This Agreement shall commence on the date the Parties sign the Agreement and shall, subject to clause 2.2, be for a period of less than 3 years ending on 30 June 2002.

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- 2.2 At the end of each financial year during the Agreement the Commonwealth will review the Organisation to ensure that it has achieved all Outcomes required under Schedule 1. In undertaking the review, the Commonwealth may use any relevant material it wishes, including without limitation:
- (a) the reports which the Organisation has provided to the Commonwealth in the past 12 months in accordance with Clause 7 of this Agreement;
 - (b) any other relevant material including material which it requires the Organisation to provide for the purpose of this review;
 - (c) surveys of women who are recipients of National Secretariat Services; and
 - (d) interviews with employees of the Organisation.
- 2.3 The Parties agree that the Funding for the second year and the third year will in each case be made available by the Commonwealth to the Organisation only upon the Commonwealth being satisfied from the review undertaken in accordance with clause 2.2 that the Organisation has satisfactorily achieved the agreed objectives and Outcomes for the previous financial year.

3. Provision of National Secretariat Services

The Organisation shall carry out the National Secretariat Services.

4. Payment of Funding

- 4.1 Subject to Parliamentary appropriation and subject to this Agreement, the Commonwealth shall pay the Funds to the Organisation at the times and in the manner specified in Schedule 1.
- 4.2 Where monies are not fully expended at the end of each financial year, then the Commonwealth will in its absolute discretion determine whether:
- (a) the monies unexpended in that financial year may be carried forward and used in addition to the monies committed by the Commonwealth for the following financial year; or
 - (b) the monies unexpended in that financial year must be offset against the amount committed by the Commonwealth for the following financial year.
- 4.3 At the end of the Funding Period all unexpended monies must be dealt with in accordance with clause 20.

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5. Use of Funds

5.1 The Organisation shall use the Funds only:

- (a) to provide the National Secretariat Services; and
- (b) to meet the Outcomes in Schedule 1;
- (c) in accordance with the Budget; and
- (c) during the Funding Period.

5.2 The Organisation shall not commit any part of the Funds for expenditure, which is likely to occur after the end of the Funding Period.

5.3 The Organisation shall not seek core funding for national secretariat services from any other Commonwealth, State, Territory or Local government agency or department during the Funding Period.

5.4 Notwithstanding clause 5.3, if the Organisation receives additional funding from any other Commonwealth, State, Territory or Local government agency or department during the Funding Period, they must notify the Department in writing full details of the additional funding.

6. Management of Funds

6.1 The Organisation shall:

- (a) deposit on receipt, and hold, the Funds in a bank account controlled solely by the Organisation, which may not be used for any other purpose;
- (b) ensure that money cannot be withdrawn or transferred from the account without the signatures of at least two office holders of the Organisation; and
- (c) notify the Commonwealth of the identifying details of the account.

6.2 The Organisation shall keep proper accounts and records of its transactions and affairs in relation to the use of the Funds, separately from other accounts and records of the Organisation, in accordance with accounting principles generally applied in commercial practice and as required by law, and shall ensure that all payments out of its moneys are correctly made and properly authorised and adequate control is maintained over the incurring of liabilities.

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- 6.3 Moneys earned by the Organisation from interest on the Funds shall be used and dealt with by the Organisation as if those moneys earned were part of the Funding.

7. Reports

The Organisation agrees to provide the Commonwealth:

- (a) within 60 days of the end of each financial year of the Funding Period a detailed report on the activities of the Organisation during the preceding financial year, which includes but is not limited to:
 - (i) the annual report of the Organisation;
 - (ii) an Audited Financial Report which certifies that Funds received during the preceding financial year by the Organisation under this Agreement have been expended in performance of the Organisation's obligations under this Agreement;
 - (iii) any other matter relevant to the performance of the National Secretariat Services under the Agreement;
- (b) at the completion of each quarter, a quarterly report on progress against the outcomes contained in Schedule 1;
- (c) within 30 days of the end of the Funding Period:
 - (i) a final report setting out details of the final Outcome of the Programme with details of both qualitative and quantitative outputs and showing how the Organisation has achieved all of the agreed Outcomes; and
 - (ii) an Audited Financial Report which certifies that Funds received by the Organisation under this Agreement have been properly expended in the performance of the National Secretariat Services; and
- (d) any other information that the Commonwealth may from time to time notify the Organisation in writing that it requires.

8. Performance Monitoring by the Commonwealth

- 8.1 The Commonwealth will monitor the ongoing performance of the National Secretariat Services.
- 8.2 To assist the Commonwealth in the monitoring of the ongoing performance of the National Secretariat Services, the Commonwealth :

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- (a) will:
 - (i) use the reports provided under clause 7; and
 - (ii) use assessments of the Organisation made by the Commonwealth's officers; and
 - (b) may:
 - (i) at any time commission or conduct a more detailed evaluation of the Organisation's delivery of the National Secretariat Services; and
 - (ii) use any other source of information.
- 8.3 The Organisation agrees to provide all reasonable assistance to and cooperation with the Commonwealth in carrying out any of its functions under clause 8.1.
- 8.4 If as a result of its monitoring of the Organisation under sub-clause 8.1 the Commonwealth concludes that the performance of the National Secretariat Services is unsatisfactory it may notify the Organisation that it requires it to implement a remedial plan, and upon receiving such notification, the Organisation must implement a remedial plan as approved by the Commonwealth.
- 8.5 If the Organisation does not comply with a notification of the Commonwealth under sub-clause 8.4, the Commonwealth may exercise its rights under clause 18.

9. Dispute Resolution

- 9.1 Subject to clause 9.4, before resorting to external dispute resolution mechanisms, the parties shall attempt to settle by negotiation any dispute in relation to this Agreement including by referring the matter to personnel who may have authority to intervene and direct some form of resolution.
- 9.2 If the dispute is not settled by the parties within 10 business days of one party first sending to the other party written notice that they are in dispute, the dispute may be the subject of court proceedings or may be submitted to some alternative dispute resolution mechanisms as may be agreed in writing by the parties.
- 9.3 Notwithstanding the existence of a dispute, each party shall continue to perform its obligations under this Agreement.
- 9.4 A party may commence court proceedings relating to any dispute arising from the Agreement at any time where that party seeks urgent interlocutory relief.

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9.5 This clause 9 shall survive the termination and expiration of this Agreement.

10. Eligibility

The Organisation must immediately notify the Commonwealth in writing if it becomes aware of any matter which may affect its eligibility to continue as a Funding recipient or its capacity to comply with the provisions of this Agreement.

11. Access to premises and records

11.1 The Organisation shall, at all reasonable times, give to persons authorised in writing by the Commonwealth, access to premises occupied by the Organisation where the National Secretariat Services are being undertaken and shall permit those persons to inspect and copy the performance of the National Secretariat Services and any Agreement Material or other Material relevant to this Agreement.

11.2 The Organisation must:

- (a) allow properly authorised officers and agents of the Auditor-General reasonable access on reasonable notice during normal working hours to the Organisation's personnel, premises, equipment, systems and documentation for the purposes of any audit being conducted under the *Auditor-General Act 1997*; and
- (b) co-operate fully with the persons referred to in paragraph (a) and respond promptly to, and comply with, any reasonable request from them.

12. Material

Ownership of all Agreement Material, including Intellectual Property, vests at all times in the Commonwealth unless otherwise agreed between the parties.

13. Disclosure of Information

13.1 The Organisation agrees not to disclose to any person other than the Commonwealth, any information relating to this Agreement without prior approval in writing from the Commonwealth.

13.2 The Commonwealth may impose any conditions or restrictions it considers appropriate when giving its approval under clause 13.1.

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- 13.3 The Commonwealth may at any time require the Organisation to give, and to arrange for its officers, employees, agents and subcontractors engaged in the performance of the National Secretariat Services to give, undertakings in writing in a form required by the Commonwealth, relating to the non-disclosure of information.
- 13.4 If the Organisation receives a request under clause 13.3 it agrees to arrange promptly for all such undertakings to be given.
- 13.5 The obligations on the Organisation under this clause 13 will not be taken to have been breached where the information referred to is legally required to be disclosed.
- 13.6 This clause 13 will survive the expiration or termination of this Agreement.

14. Commonwealth Approval

- 14.1 The Organisation shall not make any public announcement, statement, publish or release any agreement material produced as part of the National Secretariat Services provided by the Organisation without the prior approval of the Commonwealth in writing.
- 14.2 The Commonwealth and the Organisation enter into this agreement in the spirit of cooperation and a desire to increase an effective dialogue on issues affecting women. In keeping with this, the Organisation will take reasonable steps to bring to the attention of the Commonwealth in a timely manner any other public announcement, statement, publication or release of information not relating to agreement material on issues affecting women.

15. Conflict of Interest

- 15.1 The Organisation warrants that, to the best of its knowledge after making diligent inquiry, at the date of signing this Agreement no conflict with the interests of the Commonwealth exists or is likely to arise in the carrying out of its obligations under this Agreement.
- 15.2 If, during the term of this Agreement a conflict of interest arises, or appears likely to arise, the Organisation agrees to:
- (a) notify the Commonwealth immediately in writing;
 - (b) make full disclosure of all relevant information relating to the conflict; and

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- (c) take such steps as the Commonwealth may reasonably require to resolve or otherwise deal with the conflict.

15.3 If the Organisation does not notify the Commonwealth or is unable or unwilling to resolve or deal with the conflict as required, the Commonwealth may terminate this Agreement in accordance with the provisions of clause 18.

15.4 The Organisation shall not, and shall ensure that any employee, agent or subcontractor of the Organisation does not, engage in any activity or obtain any interest during the course of this Agreement that is likely to conflict with or restrict the Organisation in performing the National Secretariat Services.

16. Sub-Contracting

The Organisation shall not, without the prior written approval of the Commonwealth, sub-contract to any person the performance of the whole or any part of the National Secretariat Services. Where the Commonwealth approves the subcontracting, the Organisation will remain liable to the Commonwealth for the carrying out of this Agreement.

17. Termination where no appropriation

17.1 Notwithstanding any other provision of this Agreement, the Commonwealth may, where the Agreement is for a period of more than 12 months and where there is no appropriation for the following year of the Agreement, terminate this Agreement upon giving 3 month's written notice to the Organisation.

17.2 If this Agreement is terminated under sub-clause 17.1, the Commonwealth shall be liable only for:

- (a) payments due under this Agreement for National Secretariat Services satisfactorily rendered before the effective date of termination; and
- (b) subject to sub-clause 17.4 and 17.5 any reasonable costs incurred by the Organisation and directly attributable to the termination or reduction of this Agreement.

17.3 Upon receipt of a notice of termination the Organisation shall:

- (a) stop work as specified in the notice;
- (b) take all available steps to minimise loss resulting from that termination or reduction and to protect Agreement Material; and
- (c) continue work on any part of the National Secretariat Services not affected by the notice.

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- 17.4 The Commonwealth shall not be liable to pay compensation in an amount which would, in addition to any amounts paid or due, or becoming due, to the Organisation under this Agreement, together exceed the Agreement Price. The Organisation shall not be entitled to compensation for loss of prospective profits.
- 17.5 Where this Agreement is terminated and the Organisation has repaid monies to the Commonwealth under clause 17.1, the Commonwealth may re-allocate any repaid paid monies or not at its absolute discretion.

18. Termination for Default

- 18.1 If the Organisation is in default under this Agreement on account of the failure to perform or observe any obligation or undertaking to be performed or observed on its part under this Agreement the Commonwealth may by notice in writing to the Organisation, terminate this Agreement and upon termination the Organisation must repay all monies granted to it by the Commonwealth and return Agreement Material to the Commonwealth.
- 18.2 Where the default is capable of being remedied, the Commonwealth must not exercise its rights of termination under sub-clause 18.1 unless:
- (a) it has first given to the other Party notice in writing specifying the default and requiring the other Party to remedy it within the time (being not less than 10 Business Days) specified in the notice; and
 - (b) the default is not remedied within the time set out in the notice.
- 18.3 Notwithstanding any other provision of this Agreement, in the event that:
- (a) any order is made, or a resolution is passed, to wind up the Organisation or place it under official management, or a receiver to all or part of the undertaking of the Organisation is appointed; or
 - (b) the Organisation enters into a scheme of arrangement or compromise with its creditors; or
 - (c) the membership, structure or nature of the Organisation is altered so that in the opinion of the Commonwealth, the Organisation cannot carry out its obligations under this Agreement,
 - (d) The Commonwealth may terminate this Agreement with immediate effect by written notice to the Organisation.

19. Privacy Principles

All personal information will be dealt with in accordance with the Privacy Principles contained in the *Privacy Act* and as set out in Schedule 3.

20. Repayment of Funds

20.1 If:

- (a) on the expiry of the Funding Period, any part of the Funds:
 - (i) remains unspent or uncommitted; or
 - (ii) cannot, by reconciliation between the accounts and records maintained by the Organisation (as reported to the Commonwealth by the Organisation) and the Budget, be shown to the reasonable satisfaction of the Commonwealth to have been spent or committed in accordance with this Agreement; or
- (b) at any time the Commonwealth forms the reasonable opinion that any part of the Funds has been spent or committed by the Organisation other than in accordance with this Agreement;

the Commonwealth may by notice to the Organisation require the Organisation to repay that part of the Funds, and the Organisation must repay the notified amount to the Commonwealth within one month of receipt of the notice.

20.2 If the Organisation fails to repay any part of the Funds in accordance with a notice issued under clause 20.1:

- (a) the Organisation will owe the Commonwealth interest on the unrepaid amount from the date it was due for the period it remains unrepaid, calculated at an interest rate equal to the weighted average yield of the 13 week Treasury notes allotted in the latest tender of those notes prior to the date on which the amount was payable plus 1%; and
- (b) the unrepaid amount, and interest owed under this clause:
 - (i) will be recoverable by the Commonwealth as a debt due to the Commonwealth by the Organisation; and
 - (ii) at the Commonwealth's discretion, may be set off against any other money due to the Organisation by the Commonwealth, whether under this Agreement or otherwise.

- 20.3 The Organisation acknowledges that interest calculated in accordance with clause 20.2(a) represents a reasonable pre-estimate of the loss incurred by the Commonwealth as a result of the loss of investment opportunity for, or the reasonable cost of borrowing other money in place of, the amount which should have been repaid.

21. Indemnity

- 21.1 The Organisation shall indemnify the Commonwealth from and against any:

- (a) loss, liability or expense incurred directly by the Commonwealth;
- (b) loss, liability or expense incurred by the Commonwealth in dealing with any claim against it including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by the Commonwealth,

arising from:

- (c) any act or omission by the Organisation, its officers, employees, agents or subcontractors in connection with this Agreement where there was fault (including, without limitation, any negligent or otherwise tortious act or omission) on the part of that person; or
 - (d) any failure by the Organisation to comply with its obligations under this Agreement.
- 21.2 The right of the Commonwealth to be indemnified under this clause 21 is in addition to, and not exclusive of, any other right, power or remedy provided by law.
- 21.3 In this clause 21, "Commonwealth" includes officers, employees and agents of the Commonwealth.
- 21.4 This clause 21 will survive the expiration or termination of this Agreement.

22. Negation of employment, partnership and agency

- 22.1 The Organisation, its employees, partners and agents shall not, by virtue of this Agreement, be or for any purpose be deemed to be an employee, partner or agent of the Commonwealth.

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- 22.2 The Organisation shall not and shall ensure that its employees, partners and agents do not represent themselves as being an employee, partner or agent of the Commonwealth.

23. Insurance

- 23.1 The Organisation must effect and maintain the following insurance unless the Commonwealth agrees that all or any are not relevant:
- (a) worker's compensation insurance at the level specified under relevant state or territory legislation;
 - (b) public liability insurance to the value of \$5m; and
 - (c) professional indemnity insurance to the value of \$5m.
- 23.2 Where requested, the Organisation must provide the Commonwealth with a copy of any insurance policy required under clause 23.1 which is acceptable to the Commonwealth.

24. Entire agreement, variation and severance

- 24.1 This Agreement records the entire agreement between the Parties in relation to its subject matter.
- 24.2 No variation of this Agreement is binding unless it is agreed in writing between the Parties.
- 24.3 Any reading down or severance of a particular provision does not affect the other provisions of this Agreement.

25. Waiver

- 25.1 If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.
- 25.2 A single or partial exercise by a party of any of its rights does not prevent the further exercise of any right.
- 25.3 In this clause 25, 'rights' means rights or remedies provided by this Agreement or at law.

26. Compliance with law

The Organisation shall ensure that in carrying out its functions and expending the Funds, it complies with all relevant Commonwealth, State, Territory and local government laws, regulations and by-laws.

27. Applicable law

The laws of the Australian Capital Territory apply to this Agreement.

28. Taxes

28.1 Except as provided by this clause, all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement shall be borne by the Organisation.

28.2 The amounts payable to the Organisation under this Agreement, as indicated in Schedule 1, do not include an amount to cover any liability of the Organisation for Goods and Services Tax (GST) on any taxable supplies as determined under *A New Tax System (Goods and Services Tax) Act 1999* (the GST Act).

28.3 The Commonwealth will pay to the Organisation the amount, if any, of GST that becomes payable under the GST Act from 1 July 2000 in relation to the agreement price.

28.4 The Commonwealth will make payments as specified in clause 28.3 provided the Organisation complies with all requirements, including being registered for the Australian Business Number and Goods and Services Tax, under the GST Act and other legislation.

29. Year 2000 Compliance

The Organisation shall ensure that the Agreement material including any information or data required to be created, used or provided under the Agreement will not be adversely affected by a Year 2000 compliance failure.

30. Notices

30.1 The address of the Commonwealth for the purposes of this Agreement shall, unless otherwise notified in writing by the Commonwealth to the Organisation, be:

Office of the Status of Women
Department of the Prime Minister and Cabinet
3-5 National Circuit
BARTON ACT 2600

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- 30.2 The address of the Organisation for the purposes of this Agreement shall, unless otherwise notified in writing by the Organisation to the Commonwealth, be:

National Council of Women Inc Ltd
210 Lonsdale St
MELBOURNE VIC 3000

- 30.3 Any notice, request or other communication required to be given under this Agreement may be delivered by hand, sent by pre-paid post or transmitted electronically, and if it is sent or transmitted electronically a copy is to be sent to the addressee by pre-paid post.

- 30.4 A notice is deemed to be received if:

- (a) delivered personally, on the date of delivery;
- (b) sent by person to person registered mail, on the date that the acknowledgment of the delivery is completed by the recipient; and
- (c) sent by facsimile, on the completion of transmission without evidence of garbling or incomplete transmission.

EXECUTED as an Agreement

SIGNED SEALED AND DELIVERED)
for and on behalf of the)
COMMONWEALTH OF AUSTRALIA)
by:)

Joanne Marie CAWDELL)

Name of signatory

Group First Assistant Secretary)
Office of the Status of Women)

Position of signatory

in the presence of:)

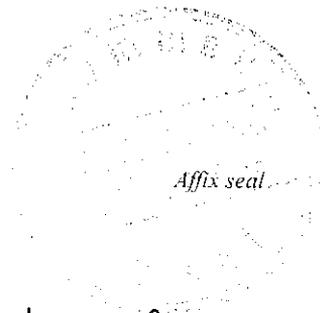
Kim FARRANT)

Name of witness

[Handwritten signature of Kim Farrant])
Signature of witness)

[Handwritten signature of Joanne Marie Caldwell])
Signature)

THE COMMON SEAL of)
The National Council of Women)
Australia Inc Ltd)
was affixed to this deed)
in the presence of:)



Affix seal

H. C. Bayly)

Name of President/Secretary/Chairperson

and:)

H. C. Bayly)

Signature of President/Secretary/Chairperson

M B Wilson)

Name of Secretary/other permanent officer

[Handwritten initials]

[Handwritten signature of M B Wilson])

Signature of Secretary/other permanent officer

[Handwritten initials]

SCHEDULE 1 - Outcomes Schedule

*Schedule
1*

This agreement has been negotiated between the National Council of Women Australia Inc Ltd (NCWA) and the Commonwealth Office of the Status of Women (OSW) in the spirit of co-operation and acknowledges the need to be accountable for the expenditure of government funds. The agreement is based on the following principles:

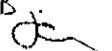
- That both parties recognise the important role of women's non-government organisations in contributing to the development of well informed public policy;
- That both parties recognise the need to clarify and agree upon the range and extent of the services to be provided by the non-government organisation for the funding provided by OSW on at least an annual basis;
- That the Board of the NCWA recognises its role and responsibilities in fulfilling the terms and conditions of the agreement.

NCWA's submission is at Schedule 2 as a guide to the kinds of activities that will be undertaken in meeting the outcomes set out in this Schedule. To the extent that Schedule 2 conflicts with Schedule 1, Schedule 1 will prevail.

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SCHEDULE 1 Continued

KEY OUTCOME 1: POLICY ADVICE OUTCOMES	PERFORMANCE MEASURES	PRIORITY TARGETS	ACHEIVEMENTS
<ul style="list-style-type: none"> • Provision of well informed, relevant and timely advice to Government on identified policy priorities identified in the definition of National Secretariat Services 	<ul style="list-style-type: none"> • Quality and timeliness of advice and submissions • Range, breadth and depth of women's issues addressed 	<ul style="list-style-type: none"> • Relevant, well-informed and timely advice of a high quality to all specific requests from Government as well as advice provided on the organisation's initiative in the areas of women's economic security, labour force issues, leadership and decision making, international issues, legal issues and the protection of the law 	
<ul style="list-style-type: none"> • Contribution to international women's policy from a non-government perspective 	<ul style="list-style-type: none"> • Demonstrated credibility with members and constituents • Mutual assessment of influence and impact on policy 	<ul style="list-style-type: none"> • Identification and provision of information on emerging issues of women's policy 	
<ul style="list-style-type: none"> • Provision of advice which reflects the diversity and heterogeneity of women and which provides balanced analyses of common concerns, competing interests, key sensitivities and the pros and cons of advice or options; 	<ul style="list-style-type: none"> • Strategies developed to increase participation of women's organisations in policy development both nationally and internationally 	<ul style="list-style-type: none"> • Range and quality of research methods employed in the development of policy advice to Government 	
<ul style="list-style-type: none"> • Identification of, and advice on emerging issues affecting women • Broadening the range and number of women's organisations who can actively contribute to policy development through establishing and maintaining partnerships. 	<ul style="list-style-type: none"> • Participation in the policy initiatives of the other two national women's secretariats funded by OSW. 		

H.G.B.


SCHEDULE 1 Continued

KEY OUTCOME 2: CONSULTATION

OUTCOMES	PERFORMANCE MEASURES	PRIORITY TARGETS	ACHEIVEMENTS
<ul style="list-style-type: none"> • Consultation with a wide range of women (including members, other women's organisations and in the broader community) and other stakeholders as relevant, particularly as this informs policy advice to Government; 	<ul style="list-style-type: none"> • Range of consultations and effectiveness of consultation methods utilised 	<ul style="list-style-type: none"> • Consultations to inform policy advice to Government either on request or as part of the organisation's ongoing program of consultation 	
<ul style="list-style-type: none"> • Development of partnerships with other stakeholders, including other women's NGO organisations 	<ul style="list-style-type: none"> • Number and range of advisory bodies and external committees where the organisation is represented 	<ul style="list-style-type: none"> • Expansion of the organisation's communications infrastructure at the international, national, state/territory and local community levels 	
<ul style="list-style-type: none"> • Promotion of informed public debate regarding women's policy issues 	<ul style="list-style-type: none"> • Numbers and diversity of women and women's organisations participating in consultations 	<ul style="list-style-type: none"> • Development and implementation of strategies to build partnerships and alliances with key stakeholders (including other women's NGOs) 	
<ul style="list-style-type: none"> • Maintenance of constructive working relationships with the Office of the Minister assisting the Prime Minister on the Status of Women, OSW and other Commonwealth agencies, including early advice on likely media activities. 	<ul style="list-style-type: none"> • Demonstrated links, joint activities and strategic alliances with other national NGOs, and in particular the other two National Secretariat organisations funded by OSW, and the effectiveness of these relationships 	<ul style="list-style-type: none"> • Increase in partnerships/alliances and cross-organisational consortiums against benchmarks 	
	<ul style="list-style-type: none"> • Approaches by OSW and other relevant Government agencies to organisations for participation and involvement in policy matters 	<ul style="list-style-type: none"> • Development and maintenance of a constructive working relationship with the Minister's Office, OSW and other Commonwealth departments and agencies through periodic informal and formal discussions, fulfilling all the terms and conditions of this funding agreement. 	
	<ul style="list-style-type: none"> • Quality and effectiveness of engagement with Government and other stakeholders in formulating policy responses and consultative processes 	<ul style="list-style-type: none"> • Provision of timely written advice about forthcoming events or emerging issues likely to attract media attention 	
		<ul style="list-style-type: none"> • Location of the national secretariat in Canberra 	

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SCHEDULE 1 Continued

KEY OUTCOME 3: INFORMATION AND EDUCATION			
KEY OUTCOMES	PERFORMANCE MEASURES	PRIORITY TARGETS	ACHEIVEMENTS
<ul style="list-style-type: none"> Activities which support women's access to information on relevant issues relating to Government initiatives; Contribution to building the positive profile of women, women's achievements and women's issues, including community education Dissemination of accurate information to members and the wider community about policy development Provision of information to influential private and public organisations involved in shaping public policy to build their understanding of women's policy issues 	<ul style="list-style-type: none"> Quality and range of publications and other channels of communication Production of resource material and use of resources by other agencies (including government and the community) Range of opportunities provided for participation and number and diversity of women participating Information, consultation processes and resource materials reflect attention to diversity and cultural appropriateness Constructive media activity Range and effectiveness of conferences and seminars Attendance by Government and private sector participants at conferences and seminars Protection of personal information relating to the Agreement in accordance with Schedule 3 	<ul style="list-style-type: none"> Production and dissemination of 'Quarterly Bulletin' Production and dissemination of monthly 'Newsletter' Completion of 'Family Friendly' Project Participate in Budget Briefing sessions and dissemination of information to state/territory councils and constituents Development and implementation of an effective strategy for lobbying Government Range and frequency of media exposure Web site to be continuously updated Range and quality of activities designed to build a positive profile of women, their achievements and issues 	

H.G.B.

SCHEDULE 1 Continued

KEY OUTCOME 4: GOVERNANCE

OUTCOMES	PERFORMANCE MEASURES	TARGETS	ACHEIVEMENTS
<ul style="list-style-type: none"> • A well managed and accountable organisation • Maintenance of an effective and representative national women's secretariat 	<ul style="list-style-type: none"> • Evidence of forward planning, sound organisational policies and responsible financial management • Accountability requirements met in a timely manner • Existence of financial management systems that enable financial reporting that is accurate, timely and monitored by the organisation's Board • Improved participatory structures and mechanisms for member organisations and constituencies • Best practice employment policies and procedures in place • Membership base increased, in particular focussing on younger women • Structures are representative and regularly reviewed. • Increase in numbers of women in the organisation's decision making role 	<ul style="list-style-type: none"> • The Board to develop, maintain and continuously review its governing policies in relation to strategic aims, executive responsibilities, board/executive relationship and governance process • Effective management of public funding • Effective financial management of the organisation • All statutory and other legal obligations of the Board to be fulfilled • Women to increasingly participate in organisational decision making at the national and state/territory levels • Strengthening the capacity of the organisation to compete for funding from a variety of sources 	
<ul style="list-style-type: none"> • Participation of women in the organisation's decision making role. 			

N.G.B.

SCHEDULE 1 Continued

Agreement Price:

\$75,000 for the period 1 October 1999 – 30 June 2000

\$100,000 for the period 1 July 2000 – 30 June 2001

\$100,000 for the period 1 July 2001 – 30 June 2002

Payment

The agreement price for each financial year will be paid as follows subject to satisfactory completion of quarterly reports in accordance with the outcomes described in this Schedule:

FINANCIAL YEAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1999-2000		\$35,000 on signing of contract	\$20,000 on 31 December 1999	\$20,000 on 31 March 2000
2000 –2001	\$25,000 on 1 July 2000	\$25,000 on 1 October 2000	\$25,000 on 1 January 2001	\$25,000 on 1 April 2001
2001-2002	\$25,000 on 1 July 2001	\$25,000 on 1 October 2001	\$25,000 on 1 January 2002	\$25,000 on 1 April 2002

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- Relocate *NCWA* data, information and files etc. to National Secretariat office in Canberra.
- Induct and orient new staff.
- Develop individual workplans for newly appointed staff.
- Commence delivering of specified outcomes - re: policy advice, consultation, information and education, and governance.
- Review and update strategic plan to reflect strategic imperatives contained in the Outcomes Agreement.
- Advise OSW of progress made in completing milestone tasks.

Stage 3 Contract consolidation

All milestone tasks in stage 3 to be completed within first 18 weeks.

- Review, and where necessary update, all current existing procedures and operating systems.
- Complete implementation of those systems and procedures identified as required in *NCWA's* proposed methodology but not yet in place.
- Maintain close transition support to staff, and complete more detailed induction and orientation.
- Consolidate outcome delivery systems and achieve required progress in meeting key outcomes and agreed performance targets.
- Commence implementation of strategies arising from the strategic planning review.
- National Secretariat operating at full capacity.
- Submit first milestone report.

Stage 4 Contract progress

All milestone tasks in stage 4 to be completed within first 12 months.

- All processes and procedures associated with the NCWA's outcomes delivery system are in place and working effectively.
- All organisational management systems and quality improvement systems as per quality assurance plan are in place and assessed as working effectively.
- Immediate, milestone and review reports submitted and deemed to have met OSW requirements.

Outcomes and timing

The following table provides a schedule with timelines for delivery of outcomes across the four key areas relevant to the government's policy priorities.

Outcomes	Quantity x Timing
<p>Policy advice</p> <p>Policy advice submissions requested by government.</p> <p>Policy advice submissions on emerging and existing issues not requested by government but regarded as relevant to policy priorities.</p>	<p>Quantity and timing of submissions made in response to all requests.</p> <p>An agreed minimum number per annum.</p>
<p>Consultation</p> <p>National conference.</p> <p>State and territory conferences.</p> <p>Consultations with broader community (e.g. forums, questionnaires, seminars, task groups etc.).</p> <p>Consultations with ICW standing committees.</p> <p>Convening of relevant national standing and sub-committees.</p>	<p>One per annum.</p> <p>One per annum per state/territory.</p> <p>An agreed minimum number per annum per policy priority.</p> <p>An agreed minimum number per annum per policy priority.</p> <p>An agreed minimum number per annum per policy priority.</p>

Convening of relevant state/territory standing and sub-committees.	An agreed minimum number per annum per policy priority.
Convening of the Alliance of National Women's Organisations Conference.	March 2001.
Benchmarking partnership formed.	Minimum of one per annum.
Other partnerships formed for other purposes (e.g. joint projects, events etc).	An agreed minimum number per annum.
Information and education	
National newsletters.	Minimum of 9 per annum.
State/territory newsletters.	Minimum of 9 per annum per state/territory.
Quarterly Bulletin.	Four per annum.
Completion of 'Family Friendly Project'.	Within first 6 months of contract.
National Council conference.	One per annum.
State/territory Council conferences.	One per annum per state/territory.
Information kits.	An agreed minimum number per annum.
Update of NCWA web-site.	Continuous.
Copies of NCWA policy advice submissions widely distributed.	As per number of policy advice submissions.
Post budget briefing session/s.	An agreed minimum number per federal budget.
Special projects.	An agreed minimum number per annum.
Brochures, handout material, publications etc.	An agreed minimum number per annum.
Forums, seminars, training etc. (with or without partners).	An agreed minimum number per annum.
Governance	
NCWA board general meetings (teleconferences).	Minimum number of 5 per annum.

Board policies implemented implemented and reviewed	Governance policies implemented within first 6 months of contract and then reviewed at each board meeting.
Accounts audited.	Annual.
Contract performance reports to board	Minimum number of 5 per annum.
Financial reports to board.	Minimum number of 5 per annum.
National and state/territory annual general meetings	One per annum per national and state/territory council.
Strategic plan update and review to reflect new contract requirements.	Updated within first 6 months of contract and then reviewed annually.
Formal appraisals of board and executive performance.	Annual.
Contract reports submitted to OSW	Type and frequency as per requirements.

Section 6

Attachments

ATTACHMENT 1

PART B

The Corporations Law

A company limited by guarantee
incorporated in the Australian Capital Territory

CONSTITUTION

OF

NATIONAL COUNCIL OF WOMEN OF AUSTRALIA LIMITED
ACN 061 777 937

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PART 1 - OBJECTS

1. Objects

The objects for which the Company is established are:

- (a) to facilitate provision of a link between many and varied organisations where matters of common interest arise;
- (b) to bring together in association such voluntary associations for consultation and action to promote the welfare of individuals, families, communities and a sustainable environment;
- (c) to support efforts to achieve peace through negotiation, arbitration and conciliation;
- (d) to promote recognition and respect for human rights and to work for the removal of discrimination such as that based on birth, age, race, gender, language or religion;
- (e) to promote equal rights and responsibilities for both men and women;
- (f) to develop national policies and responsibilities on behalf of women and their families, communities and a sustainable environment;
- (g) to encourage women to recognise their responsibilities in the community and to train and motivate them to participate in public life on local, national and international levels;
- (h) to deepen and increase the mutual understanding between women through national and international contacts.

2. Promotion of Objects

The income and property of the Company must be applied solely towards the promotion of the objects of the Company set out in this Constitution. No part may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the members of the Company. However, nothing in this Constitution will prevent the payment:

- (a) in good faith of reasonable and proper remuneration and reimbursement to any officer or employee of the Company or to any member of the Company or other person in return for any service actually rendered to the Company;
 - (b) for goods supplied in the ordinary and usual course of business;
 - (c) of interest on money borrowed from any member of the Company; and
 - (d) of reasonable and proper rent for premises leased to the Company by
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any member of the Company.

3. The Company will not support with its funds any activity or endeavour to impose on or procure to be observed by its members or others any articles or restrictions which if an object of the Company would make it a trade union within the meaning of the *Industrial Relations Act*.

PART 2 - GENERAL

4. Liability of members

The liability of the members is limited.

5. Definitions

The following definitions apply in this Constitution unless the context requires otherwise:

AGM means an annual general meeting as defined by the Corporations Law.

Approved Fund means any fund operated by the Company and includes the "Overseas Development Assistance Fund" and any other funds established by the Board.

Board means the Board of Directors of the Company for the time being.

By-Laws means the By-Laws of the Company as made, amended or replaced from time to time by the Company.

Committee means any committee for the time being established by the Company.

Company means National Council of Women of Australia Limited.

Conference means the Company in general meeting which may be held as the Board sees fit from time to time.

Constituent National Council of Women or Constituent NCW means the National Council of Women operating in a particular State or Territory as the case may be which is a member of the Company. There must be only one Constituent National Council of Women in each State or Territory.

Directors mean the Presidents of the Constituent NCsW and members of the Board elected by delegates voting at a Triennial Conference.

Executive Committee means the committee elected by the Company in Conference and comprising the President, up to two Vice-Presidents, Assistant Secretary, Secretary, International Coordinator, Treasurer and Communications Officer vested with special authority to act.

Honorary Life Vice-President means a member of a Constituent NCW so appointed by the Triennial Conference in recognition of outstanding service to the NCWA Ltd.

ICW means the International Council of Women.

International Coordinator means the Board member who represents National Coordinators and who liaises with ICW on their behalf.

Law means the Corporations Law and the Corporations Regulations.

Member means a Constituent NCW or a National Affiliate, unless the context requires otherwise.

Member present means, in connection with a meeting, the member present in person at the venue or venues for the meeting or by proxy and, where the member is a body corporate, by representative.

National Adviser means a person elected to provide information and expertise in a particular field.

National Affiliate means a National Organisation holding affiliate membership of the Company.

National Coordinator means a person elected to coordinate the work of the National Advisers in the relevant ICW Standing Committee.

National Organisation means an organisation incorporated in a State or Territory of Australia the membership of which comprises organisations at State or Territory level having names and objects similar to the national organisation and which are operating in at least four of the States or Territories.

NCWA means the Company.

President means the President of NCWA, duly elected.

Seal means the common seal of the Company.

Secretary means any person appointed to perform the duties of a secretary of the Company and includes an honorary secretary.

Triennial Conference means every third annual conference after the election of the Board not including any special conferences.

Vice-President means a Vice-President of NCWA duly elected.

6. Interpretation

Headings are for convenience only and do not affect interpretation. The following rules of interpretation apply unless the context requires otherwise.

- (a) A gender includes all genders.
- (b) The singular includes the plural and conversely.
- (c) Where a word or phrase is defined, its other grammatical forms have a corresponding meaning.
- (d) A reference to a paragraph or sub-paragraph is to a paragraph or sub-paragraph, as the case may be, of the Article or paragraph, respectively, in which the reference appears.

7. Replaceable Rules

The replaceable rules contained in the Law do not apply to the Company unless otherwise stated.

8. Previous constitution superseded

This Constitution supersedes the Memorandum and Articles of Association of the Company which were taken to be the Company's constitution in force immediately before the adoption of this Constitution.

9. Transitional

Everything done under any previous constitution of the Company shall continue to have the same operation and effect after the adoption of this Constitution as if properly done under this Constitution. In particular:

- (a) every Director and Secretary in office immediately before adoption of this Constitution shall be taken to have been appointed and shall continue in office under this Constitution; and
- (b) any Seal adopted by the Company before the adoption of this Constitution shall be taken to be a Seal properly adopted under this Constitution.

10. Actions authorised under the Law and compliance with the Law

Where the Law authorises or permits a Company to do any matter or thing if so authorised by its constitution, the Company is and shall be taken by this Article to be authorised or permitted to do that matter or thing, despite any other provisions of this Constitution.

PART 3 - MEMBERSHIP

11. Eligibility and Application for Membership

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- (a) Membership of the Company consists of two classes, namely:
 - (i) NCW membership which is limited to the Constituent NCsW;
and
 - (ii) Affiliated membership which is open to National Organisations.
 - (b) Every applicant for membership of the Company must be an NCW or National Affiliate that is proposed by one and seconded by another Constituent NCW. The application for membership must be in writing signed by the applicant, the proposer and the seconder, must be in the form prescribed by the Board from time to time and must be forwarded to the Secretary of the Company.
 - (c) At the next meeting of the Board after the receipt of any application for membership that application must be considered by the Board which must then decide on the admission or rejection of the applicant. Applications for membership will only be accepted if the requirements for such membership, as determined by the Board from time to time, are satisfied. In no case is the Board required to give any reason for the rejection of an applicant.
 - (d) Subject to this Constitution and to the Law, the Company in general meeting by special resolution may:
 - i) establish any new class of members and prescribe the qualifications, rights, restrictions and obligations of members in that class; and
 - ii) vary or abrogate the qualifications, rights, restrictions or obligations of members in any new or existing class.
 - (e) When an applicant has been accepted for membership the Secretary must immediately send to the applicant written notice of that acceptance and a request for payment of the membership fee. Upon payment of the membership fee the applicant becomes a member of the Company, though if payment is not made within 90 days after the date of the notice the Board may in its discretion cancel its acceptance of the applicant for membership of the Company.

12. Autonomy of Members

Each member is autonomous. NCWA will not interfere with the internal affairs of any member.

13. Membership fee

- (a) The membership fee will be that which the Company prescribes at
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each Annual General Meeting.

- (b) The Board may raise a levy, if approved by two thirds of all Board members of their proxies, provided that members have had 8 weeks for consultation with their Constituent NCsW or organisations.
- (c) The membership fee for members may differ depending on whether the member is a Constituent NCW or a National Affiliate.
- (d) All membership fees become due and payable in advance on 1 July in every year.

14. Suspension of Membership

If the membership fee and other financial obligations of a member remain unpaid for a period of 90 days after it becomes due, the Board may, after notice of the default has been sent to the member by the Secretary or Honorary Treasurer, suspend the member by resolution of the Board from all privileges of membership. The Board, at its discretion, may reinstate the member on payment of all arrears.

15. Cessation of Membership

- (a) A member may at any time by giving notice in writing to the Company Secretary resign its membership of the Company but will continue to be liable for any membership fee and all arrears due and unpaid at the date of its resignation. It will also be liable for all other money due by it to the Company and for any sum for which it is liable under clause 73(a) of this Constitution.
 - (b) The Board may by resolution censure, suspend or expel any member of the Company that:
 - (i) willfully refuses or neglects to comply with the provisions of the Constitution of the Company; or
 - (ii) is guilty of any conduct which in the opinion of the Board is unbecoming of a member or prejudicial to the interests of the Company.
 - (c) At least 30 days before the meeting of the Board at which a resolution referred to in article 15(b) is passed, the member must have received notice of:
 - (i) the meeting itself;
 - (ii) the allegations against it; and
 - (iii) the intended resolution.
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- (d) The member referred to in article 15(b) must, through its representative, have an opportunity of giving orally or in writing any explanation or defence that member thinks appropriate at a meeting before the passing of the resolution referred to in article 15(b).
 - (e) That member may elect to have the question dealt with by the Conference by notice in writing lodged with the Secretary. If at that Conference a special resolution is passed by a majority of three quarters of those present and voting by ballot the member concerned will be censured or suspended and, in the case of a resolution for its expulsion, the member will be expelled.

PART 4 - MEETINGS AND CONFERENCES

In this part unless the context otherwise requires “meeting” includes “conference”.

16. Notice of general meetings

- (a) Each notice convening a general meeting shall contain the information required by the Law.
- (b) The non-receipt of a notice convening a general meeting by, or the accidental omission to give notice to, any person entitled to receive notice does not invalidate the proceedings at or any resolution passed at the meeting.

17. Business of general meetings

Unless all members are present as Members Present and agree otherwise, no business shall be transacted at any general meeting except as set out in the notice of meeting.

18. Resolutions to be put to Conferences

- (a) Subject to the provisions of the Law relating to special resolutions and agreements for shorter notice, at least 4 months before a Conference the Secretary must send written notice to each member that resolutions to be put to the Company in Conference (including motions to amend the Constitution and/or the By-Laws made under them) must be received by the Secretary at least 8 weeks from the date of the written notice.
 - (b) The Secretary must forward to each member a copy of each resolution submitted at least 8 weeks before the Conference.
 - (c) Not more than 2 resolutions (apart from those dealing with the Constitution or the By-Laws) will be accepted from the Board and each Constituent NCW, and not more than one resolution will be accepted from each National Adviser, National Coordinator and National
-

Affiliate.

- (d) Members may also suggest topics to be discussed at the Conference.

19. Quorum

- (a) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (b) Except as otherwise provided in this Constitution, a majority of the NCW members of the Company eligible to vote constitute a quorum at a general meeting.

20. If quorum not present

- (a) A general meeting convened on the requisition of members will be dissolved if a quorum is not present within half an hour from the time appointed for the meeting.
- (b) A general meeting convened in any other way must, if a quorum is not present within half an hour from the time appointed for the meeting, be adjourned to any other day time and place as the Board determines.

21. Chair of meetings

The President presides as chairman at every general meeting of the Company. If there is no President or if she is not present within 15 minutes after the time appointed for the holding of the meeting or if she is unwilling to act, a Vice-President may be the chairman. If a Vice-President is not present or is unwilling to act then the members present must elect one of their number to be chairman of the general meeting.

22. Adjournments

- (a) The chair may and shall if so directed by the meeting adjourn the meeting from time to time and from place to place.
- (b) No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided by paragraph (c), it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
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23. Voting at general meetings

- (a) Every question submitted to a general meeting is first to be decided by consensus. If any person listed in articles 26(a)(i), 26(a)(ii) or 26(a)(iii) challenges a decision, then the question must be decided by a show of hands, (or in the case of a teleconference by signalling verbally assent or dissent), unless before or on the declaration of the result of the show of hands a poll is demanded by:
- (i) the chairman of the general meeting; or
 - (ii) not less than 5 persons present (or present by proxy) and entitled to vote at the general meeting; or
 - (iii) a number of persons present representing not less than 10% of the total voting rights of all the persons present and entitled to vote at the meeting;
- and the demand for the poll is not withdrawn.
- (b) Unless a poll is demanded and the demand is not withdrawn, a declaration by the chairman of the general meeting that the motion has been carried or carried unanimously or without dissent or by a particular majority or lost, an entry to that effect in the minutes of the meeting is conclusive evidence of the circumstances and it is not necessary to prove the number or proportion of votes cast in favour of or against the motion.
- (c) Despite the Law, a poll for a resolution may be demanded by at least 5% of Members Present and entitled to vote on the resolution.
- (d) A poll may not be demanded on the election of a chair of a general meeting.
- (e) A question of adjournment is to be resolved by a vote.
- (f) Abstentions from voting by a show of hands or by a poll will be recorded, but not counted in the determining of a question.

24. Procedure for polls

- (a) If a poll is demanded and the demand is not withdrawn, it must be taken in a manner and at a time and place, as the chairman of the general meeting then or subsequently determines. The result of the poll becomes the resolution of the general meeting at which the poll was demanded.
- (b) A demand for a poll does not prevent the continuance of the general meeting for the transaction of any business other than the question on which the poll has been demanded.
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25. Chair's casting vote

In the case of an equally divided vote whether on a show of hands or on a poll the chairman of the general meeting at which the show of hands takes place or at which the poll is demanded has a second or casting vote, and must exercise that vote to retain the status quo.

26. Representation and voting of members

- (a) The voting body at all meetings and Conferences of the Company consists of:
- (i) the members of the Executive Committee of the Board exercising 10 votes between them;
 - (ii) not more than 10 delegates from each Constituent NCW, each delegation exercising a total of 10 votes between them;
 - (iii) National Coordinators and National Advisors each exercising one vote; and
 - (iv) a duly appointed representative from each National Affiliate, each exercising one vote.
- (b) At Conferences of the Company
- (i) any officer of the ICW or Coordinator or Adviser of an ICW Standing Committee;
 - (ii) NCWA Honorary Life Vice-Presidents; and
 - (iii) the Immediate Past President.
- may attend but must not vote in that capacity.
- (c) Each Constituent NCW may invite observers to attend the Conference. These observers have no voting rights, but may speak with permission of the Conference.

27. Restriction on voting rights - unpaid amounts

No delegate of a member may vote at any Conference unless all money due and payable by the member to the Company has been paid.

28. Objections to qualification to vote

- (a) An objection to the qualification of a person to vote may be raised only at the meeting or adjourned meeting at which the vote objected to is tendered.
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- (b) Any objection shall be referred to the chair of the meeting, whose decision shall be final.
- (c) A vote allowed after an objection shall be valid for all purposes.

29. Proxies

- (a) Any member, National Co-ordinator or National Advisor may appoint another person as proxy to attend and vote in its or her place at the Conference and a proxy has the same right as it or she has to speak at the meeting.
- (b) No person, except the President or her nominee, may hold more than 5 proxies.

30. Form of proxy

- (a) An instrument appointing a proxy must be in writing signed by the appointor. If the appointor is a body corporate the instrument appointing the proxy must be signed under its common or official Seal.
- (b) A proxy may vote as the proxy thinks fit on any motion or resolution in respect of which no manner of voting is indicated.
- (c) An instrument appointing a proxy may be in the following form or in a form that the Directors may accept or stipulate.

NATIONAL COUNCIL OF WOMEN OF AUSTRALIA LIMITED

.....Inc. being a member

OR

I, of being a National Co-ordinator / National Advisor of the National Council of Women of Australia Limited appoint of or failing her of as my proxy to vote for it / me on its / my behalf at the Conference of the Company to be held on 20..... and at any adjournment.

My proxy is authorised to vote ** in favour of/ *against* the following resolutions:

SIGNED date:
.....20.....

Note: If the appointor desires to vote for or against any resolution it /

she may instruct her proxy accordingly. Unless otherwise instructed the proxy may vote as she thinks fit.

* *Strike out whichever is not desired.*

31. Validity of proxies

- (a) A vote cast by a proxy is valid despite the previous revocation of that person's authority by the death or unsoundness of mind or otherwise of the principal unless a notice in writing of the revocation has been received at the Company's registered office or by the chairman of the Conference before the vote is cast.
- (b) No proxy of a member may vote at any Conference unless all money due and payable to the Company by the member that appointed the proxy has been paid.

32. Where proxy is incomplete

- (a) No instrument appointing a proxy is treated as invalid merely because it does not contain:
 - (i) the address of the appointor or of a proxy;
 - (ii) the proxy's name or the name of the office held by the proxy; or
 - (iii) in relation to any or all resolutions, an indication of the manner in which the proxy is to vote.
- (b) Where the instrument does not specify the name of a proxy, the instrument is taken to be given in favour of the chair of the meeting.

33. Lodgement of proxies

- (a) For an instrument appointing a proxy to be effective the following documents must be received by the Company not less than 48 hours (or any shorter period as the Directors may permit) before the commencement of the meeting or adjourned meeting at which the proxy proposes to vote:
 - (i) the instrument appointing the proxy or a certified copy of that instrument; and
 - (ii) any evidence that the Directors may require of the validity and non-revocation of that appointment of proxy.
 - (b) For the purposes of this article, the Company receives these documents when they are received at any of the following:
 - (i) the Company's registered offices;
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- (ii) a fax number at the Company's registered office; or
 - (iii) a place, fax number or electronic address specified for the purpose in the notice of meeting.

34. Annual General Meeting

An Annual General Meeting of the Company must be held once in each financial year in accordance with the provisions of the Law. When the Annual General Meeting occurs during the year of a Triennial Conference, then the Annual General Meeting must take place during the Plenary of the Triennial Conference.

35. Extraordinary General Meeting

Extraordinary General Meetings will be convened on the requisition in writing of any 2 members or as provided by the Law.

36. Meetings by technology

- (a) For the purposes of these articles the contemporaneous linking together in oral communication by telephone or other electronic means ("telecommunication meeting"), of a quorum as defined in Clause 19(b) of this Constitution constitutes a general meeting. All the provisions in these articles relating to a general meeting apply to a telecommunication meeting if they are not inconsistent with the provisions of this article. The following provisions apply to a telecommunication general meeting:
 - (i) all the members entitled to receive notice of a general meeting are:
 - entitled to notice of a telecommunication general meeting; and
 - entitled to be linked by telephone for the purpose of the telecommunication general meeting;
 - (ii) notice of a telecommunication general meeting may be given by telephone or other relevant electronic means;
 - (iii) each person taking part in a telecommunication general meeting must be able to hear and be heard by each other person taking part at the commencement of the general meeting and each person so taking part is deemed to be present at the general meeting; and
 - (iv) at the commencement of a telecommunication general meeting each person taking part must announce her presence and presence of any observers to all other persons taking part in
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that general meeting.

- (b) A person is conclusively presumed to be present at all times during a telecommunications general meeting unless she has previously obtained the express consent of the chairman to leave the general meeting.
- (c) A minute of the proceedings of a telecommunication general meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the general meeting chairman.

PART 5 - BOARD

37. Composition

- (a) The Board comprises the Executive Committee, the Presidents of the Constituent NCWs or their nominees and other officers as proposed by the President elect and elected by the Triennial Conference.
- (b) The Company may from time to time by ordinary resolution passed at a general meeting increase to a number not exceeding 20 or reduce the number of office-bearers or other members of the Board.
- (c) An editor of council publications may be appointed by the Board and may attend Board meetings but must not vote.
- (d) The Board may appoint a non-voting liaison officer resident in Canberra.

38. Appointment and removal

- (a) At every triennial Conference the office bearers and other members of the Board must resign.
- (b) The incoming Board takes office immediately at the conclusion of the Triennial Conference.
- (c) The Company may by special resolution following notice in compliance with the Law remove any office-bearer or other Board member before the expiration of her period of office and may by a special resolution appoint another person in that office-bearer's place. The person so appointed holds office only until the next Triennial Conference.

39. Vacancy of Office

- (a) The Board may at any time appoint any person to that Board either to fill a casual vacancy or as an addition to the existing office-bearers or
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other Board members; however the total number of office-bearers or other Board members must not at any time exceed the number fixed by these articles. Any office-bearer or other Board member so appointed holds office only until the next Triennial Conference.

- (b) The office of a Board member becomes vacant if the Board member:
- (i) is an insolvent under administration;
 - (ii) is prohibited from being a director of a company because of an order made under the Law;
 - (iii) ceases to be a Board member by operation of the Law;
 - (iv) is of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (v) resigns by notice in writing to the Company;
 - (vi) is absent without the consent of the Board from meetings of the Board for a period of more than three meetings;
 - (vii) holds any office of profit under the Company;
 - (viii) ceases to be a member of a Constituent NCW; or
 - (ix) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of her interest as required by the Law, (though nothing in this paragraph affects the operation of article 2 of this Constitution.)

PART 6 - POWER AND DUTIES OF THE BOARD

40. Power of the Board

- (a) The Board manages the business of the Company.
 - (b) The Board must exercise its powers lawfully and under any provisions prescribed by the Company in general meeting.
 - (c) Any rule, regulation or by-law of the Company made by the Board may be disallowed by the Company in general meeting.
 - (d) No resolution of, or article made by, the Company in general meeting will invalidate any prior act of the Board which would have been valid if that resolution or article had not been passed or made.
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41. Expenses of the Company

The Board may pay all expenses incurred in promoting and registering the Company and may exercise all powers of the Company unless the powers are required by the Law or by this Constitution to be exercised by the Company in general meeting.

42. Lending money

The rate of interest payable on money lent by members to the Company must not exceed the lowest rate paid for term deposits at the time of granting the loan by banks in the State in which the Executive Committee of the Board resides from time to time.

43. Negotiable instruments

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Company must be signed drawn accepted endorsed or otherwise executed by any two of the President, Vice-President, Secretary or Treasurer or in another manner as the Board from time to time determines.

44. Approved Funds

The Company must establish approved trust funds for specific purposes approved by the Board and separate accounts must be kept of all these funds.

45. Minutes of the Board

- (a) Board minutes must be made:
- (i) of all appointments of officers and employees;
 - (ii) of names of Board members present at all general meetings of the Company and meetings of the Board; and
 - (iii) of all proceedings at all general meetings of the Company and meetings of the Board.
- (b) The minutes must be signed by the chairman of the general meeting or meeting at which the proceedings were held or by the chairman of the next succeeding general meeting or meeting.

PART 7 - PROCEEDINGS OF THE BOARD**46. Proceedings**

The Board may meet together for the dispatch of business, adjourn and

otherwise regulate its meetings as it thinks fit. A Board member may at any time summon a Board meeting and the Secretary must on the requisition of a Board member summon a Board meeting.

47. Meetings by technology

- (a) For the purposes of these articles the contemporaneous linking together in oral communication by telephone or other electronic means ("telecommunication meeting") of a quorum of Board members constitutes a meeting of Board members. All the provisions in these articles relating to a meeting of the Board members apply to a telecommunication meeting if they are not inconsistent with the provisions of this article. The following provisions apply to a telecommunication meeting:
- (i) all the Board members entitled to receive notice of a Board meeting are:
 - entitled to notice of a telecommunication meeting; and
 - entitled to be linked by telephone for the purpose of the telecommunication meeting;
 - (ii) notice of a telecommunication meeting may be given on the telephone or other relevant electronic means;
 - (iii) each of the Board members taking part in a telecommunication meeting must be able to hear and be heard by each of the other Board members. Board members taking part are deemed for the purposes of these articles to be present at that meeting after a roll call taken by the Chairman at the beginning of the meeting; and
- (b) A Board member is conclusively presumed to have been present and to have formed part of a quorum at all times during a telecommunications meeting unless that Board member has previously obtained the express consent of the chairman to leave the meeting.
- (c) A minute of the proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if it is certified to be a correct minute by the chairman of that meeting, following a vote at the next meeting.

48. Voting

- (a) All Board members as defined in Clause 37 (a) and (b) may exercise a vote at meetings of the Board.
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- (b) Subject to these articles, questions arising at any Board meeting will be decided by a majority of votes. A determination by a majority of the Board members is a determination of the Board. In case of an equally divided vote the chairman of the meeting has a second or casting vote and must exercise that vote to retain the status quo.

49. Quorum

- (a) At all meetings of the Board, a quorum is half plus one, of the members entitled to vote.
- (b) The continuing Board members may act despite any vacancy in the Board but, if and while their number is reduced below the number fixed under these articles as the necessary quorum of the Board the continuing member or members may act only for the purpose of increasing the number of Board members to that number or of summoning a Conference of the Company.

50. Chairman of Board meeting

The President presides as chairman at every Board meeting. If there is no President or if at any meeting she is not present within 15 minutes after the time appointed for holding the meeting one of the Vice-Presidents must be the chairman. If neither Vice-President is present at the meeting then the members may choose one of their number to be chairman of the meeting.

51. Delegation by Board

The Board may delegate any of its powers, functions or both (not being duties imposed on the Board as the directors of the Company by the Law or the general law), except its power to delegate, to one or more subcommittees consisting of those Board members as the Board decides. Any subcommittee so formed, subject to any requirements that may be imposed by the Board has the power to co-opt any representative of any member or members of the Company. All subcommittee members have one vote on decisions at subcommittee meetings.

52. Board Committees

- (a) The Board may appoint one or more Advisory Committees consisting of those Board members as the Board decides. Advisory Committees have, subject to any requirements that may be imposed by the Board, the power to co-opt any representative of any member or members of the Company. All Advisory Committee members have one vote on decisions at Advisory Committee meetings.
- (b) A subcommittee may meet and adjourn as it thinks proper. Questions arising at any meeting must be determined by a majority of votes of the members present. If the vote is equally divided the chairman has
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a casting vote and must exercise that vote to retain the status quo.

- (c) All acts done by any meeting of the Board or of a subcommittee or by any person acting as a Board member remain valid even if it is afterwards discovered that there is some defect in the appointment of any Board member or subcommittee or person acting as a Board member or that the Board or subcommittee member was or members were disqualified.

53. Resolutions of Board

A resolution in writing signed by all the Board members entitled to receive notice of a Board meeting is as valid and effectual as if it had been passed at a properly convened Board meeting. Such a resolution may consist of several similar documents each signed by one or more Board members.

PART 8 - PRESIDENT

54. Election and term of office of the President

- (a) The President-elect will be elected at least 12 months prior to her installation at the Triennial Conference.
- (b) Nominations for the President- elect must be called at least 18 months before a Triennial Conference. Each nomination must be:
- (i) in writing;
 - (ii) signed by the president and secretary of the Constituent NCW of which the nominee is a member and by the nominee;
 - (iii) accompanied by the written consent of the executive committee of that Constituent NCW; and
 - (iv) forwarded to the Secretary at least 15 months before the conference.
- (c) The Secretary must give notice of all nominations for President- elect to all Constituent NCWs not less than 14 months before the Triennial Conference.
- (d) Election of the President- elect must be by secret ballot. For the purpose of counting votes a returning officer and a poll clerk will be appointed by the Executive Committee.
- (e) The presidency may not be held by members of the same Constituent NCW for two successive triennial periods.
- (f) The President of the Company holds office from the conclusion of the
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Triennial Conference at which she is installed to the conclusion of the next Triennial Conference and is not eligible for re-election.

- (g) The Immediate Past President holds that office for one year from the installation of the President and may, for this period, attend Board meetings but may not vote.

55. Restrictions on voting by the President-elect

The President-elect may attend Board meetings but may not vote in that capacity.

PART 9 - EXECUTIVE COMMITTEE

56. Election of the Executive Committee

- (a) The President-elect must submit to the members three months prior to the Triennial Conference her nominations for the Executive Committee for election at the Conference. Such nominations must bear the endorsement of the Constituent NCW of which she is a member. The nominations must not be unreasonably refused.
- (b) The Executive Committee of the Board will be elected at the Triennial Conference.

57. Meetings of the Executive Committee

At all meetings of the Executive Committee, a quorum is half plus one, of the members entitled to vote.

PART 10 - NATIONAL COORDINATORS AND ADVISERS

58. Election of National Coordinators and Advisers

- (a) National Coordinators and National Advisers are elected at the Triennial Conference for a three year term. A National Coordinator or National Adviser must at all times be a member of a Constituent NCW. A National Coordinator or National Adviser may not be elected from the same Constituent NCW for more than 2 successive triennial periods.
- (b) If a position for a National Coordinator or National Adviser becomes vacant, the Board may fill the vacancy until the next Triennial Conference.
- (c) Election of National Coordinators and National Advisers must be by secret ballot. For the purpose of counting votes a returning officer and a poll clerk will be appointed by the Chairman.
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PART 11 - HONORARY LIFE VICE-PRESIDENTS

59. Appointment of Honorary Life Vice-Presidents

The Conference, on the recommendation of the Board, with the consent of the relevant Constituent NCW, may appoint as Honorary Life Vice-President any member of a Constituent NCW who has rendered outstanding service to the National Council of Women of Australia Limited, but there may not be more than ten Honorary Life Vice-Presidents at any one time.

60. Restrictions on voting by Honorary Life Vice-Presidents

Honorary Life Vice-Presidents may not vote at any Conference or meeting in that capacity.

PART 12 - SECRETARIES, TREASURER AND OTHER OFFICERS

61. Secretary

The Secretary must maintain all records, registers and other information required by the *Corporations Law*. The register of members maintained by the Secretary must include the following information: the name and address of each member; the class of membership and the date on which each member becomes and ceases to be a member. The Secretary must also keep minutes of all Board meetings.

62. Treasurer

The duties of the Treasurer are to:

- (a) collect all money and fees due to the Company and make all payments authorised by the Board members or by the Company in General Meeting;
 - (b) keep proper books and accounts including full details of all receipts and expenditure of the Company and Approved Funds;
 - (c) provide all reasonable assistance to the auditor in the performance of the auditor's duties;
 - (d) perform other duties related to the financial affairs of the Company as appropriate;
 - (e) present financial reports to each Board meeting; and
 - (f) present a duly audited statement of Company financial accounts at every Annual General Meeting and as required by the Law.
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63. Other officers

- (a) The Directors may from time to time:
 - (i) create any other position or positions in the Company with the powers and responsibilities as the Directors may from time to time confer; and
 - (ii) appoint any person, whether or not a Director, to any position or positions created under sub-paragraph (a)(i).
- (b) The Directors at any time may terminate the appointment of a person holding a position created under paragraph (a)(i) and may abolish the position.

PART 13 - ICW DELEGATES**64. Nomination to the Company Delegation**

- (a) One member of a Constituent NCW may be nominated from each State or Territory of Australia for inclusion in the Company delegation of ten to the ICW meetings. Each Constituent NCW may also forward to the Board names of other suitable candidates from whom the Board will choose to complete the delegation.
 - (b) Each nominee:
 - (i) must be endorsed by the Board;
 - (ii) must consent to nomination; and
 - (iii) must be a financial and active member of a Constituent NCW for at least 2 years immediately prior to nomination or for 12 months in the case of a member of a Committee.
 - (c) The delegation will be led by the President or in her absence the Vice-President, or if neither is available by a member elected by the Board from the full list of members of the delegation. The election will be by majority vote and the President will have the casting vote if the votes are equal.
 - (d) Alternate delegates may be appointed by the Board to accompany the delegation.
 - (e) The Board will forward to ICW the names of all delegates, alternate delegates, and of all other participants who are members of Constituent NCWs who are eligible under the ICW constitution to attend its meetings.
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65. Nomination for ICW Positions

- (a) On receipt of nomination requests from ICW, the Company will, as soon as practicable, circulate such nomination requests to all Constituent NCWs and Board members, National Co-ordinators and National Advisers.
- (b) Any member of a Constituent NCW must meet both ICW and NCWA criteria to be eligible for nomination to the ICW position.
- (c) Eligible nominees must complete such nomination form as is required by ICW and NCWA from time to time. The completed form must be accompanied by:
 - (i) written approval of the nomination from the Constituent NCW of which the nominee is a financial member which is co-signed by both the President and Secretary of the Constituent NCW;
 - (ii) an extract of the minutes of the executive committee meeting of the Constituent NCW evidencing its recommendation for approval of the nomination;
 - (iii) an extract of the minutes of the general meeting of the constituent NCW evidencing its approval of the nomination.
- (d) Only one nomination for each ICW position may be put forward from each Constituent NCW to the Company.
- (e) Where two or more nominees from the same Constituent NCW seek to be put forward for the same position on the ICW Board, that Constituent NCW will conduct a secret ballot of its own members (including regional councils, if any) to determine which nomination should proceed to the Company.
- (f) Only one nomination for each position may be put forward to the ICW from the Company.
- (g) Where two or more nominees from two or more Constituent NCsW are put forward for the same position within ICW, the Company will conduct a secret ballot to ensure that only one nominee from Australia proceeds to ICW.

ICW delegates and financial assistance

No nominee standing for or elected to a position within ICW is entitled to financial assistance from the Company or any Constituent NCW.

PART 14 - SEALS AND EXECUTING DOCUMENTS

67. Seals and their use

- (a) The Company may have a common seal. If the Company has a common seal it may also have a duplicate common seal.
- (b) A Seal may be used only by the authority of the Directors, or of a committee of the Directors authorised by the Directors to authorise the use of the Seal. Every document to which the Seal is affixed shall be signed by:
 - (i) 2 Directors;
 - (ii) a Director and a Secretary (or another person appointed by the Directors to countersign that document or a class of documents in which that document is included).
- (c) This Article does not limit the ways in which the Company may execute a document.

PART 15 - INSPECTION OF RECORDS**68. Inspection by members**

- (a) The Directors may authorise a member to inspect books of the Company to the extent, at the time and places and under the conditions, the Directors consider appropriate.
- (b) A member (other than a Director) does not have the right to inspect any document of the Company except as provided by law or as authorised by the Directors.
- (c) The Board may from time to time determine at what times and places and under what conditions the accounting and other records of the Company will be open for the inspection of members.

PART 16 - ACCOUNTS AND AUDIT**69. Keeping records**

- (a) Accurate accounts must be kept of the sums of money received and expended by the Company and of the matters incurring the receipt and expenditure and of the property, credits and liabilities of the Company.
 - (b) Proper accounting and other records must be kept by the Board and copies of every profit and loss account and balance sheet (including every document required by law to be attached) accompanied by a copy of the auditor's report as required by the Law must be distributed. A balance sheet and profit and loss account made up to a date not
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more than 6 months before the date of the meeting must be laid before each Annual General Meeting.

70. Audit

- (a) A properly qualified auditor or auditors must be appointed and their duties must be regulated in accordance with the Law.
- (b) Once at least in every year the accounts of the Company must be examined by the auditor or auditors who must report to the members as required by the *Corporations Law*.

PART 17 - NOTICES

71. Notices generally

- (a) Any member who has not left at or sent to the registered office, a place of address or an electronic mail address (for registration in the register) at or to which all notices and documents of the Company may be served or sent is not entitled to receive any notice.
 - (b) A notice may be given by the Company to any member by:
 - (i) serving it on the member personally;
 - (ii) sending it by post to the member or leaving it at the member's address as shown in the register or the address supplied by the member to the Company for the giving of notices;
 - (iii) fax to the fax number supplied by the member to the Company for the giving of notices; or
 - (iv) transmitting it electronically to the electronic mail address given by the member to the Company for giving notices.
 - (c) Notice to a member whose address for notices is outside Australia shall be sent by airmail, fax or electronic mail.
 - (d) Where a notice is sent by post, service of the notice shall be taken to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected:
 - (i) in the case of a notice of a meeting, on the day after the date of its posting; and
 - (ii) in any other case, at the time at which the letter would be delivered in the ordinary course of post.
 - (e) Where a notice is sent by fax or electronic transmission, service of the
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notice is taken to be effected by properly addressing and sending or transmitting the notice and to have been effected on the day it is sent.

72. Notices of general meeting and conference

- (a) Notice of every general meeting must be given in any authorised manner to:
 - (i) every person entitled to attend the general meeting except those persons who have not supplied an address for the giving of notices to them to the relevant Constituent NCW or National Affiliate; and
 - (ii) the auditor or auditors for the time being of the Company.
- (b) No other person is entitled to receive notices of general meeting.
- (c) Every Constituent NCW and National Affiliate must forward to the Company the addresses of its members who are entitled to attend the general meeting where the addresses are known to that Constituent NCW or National Affiliate.

PART 18 – AMENDMENT

73. Amendment of Constitution and By-Laws

The Constitution and the By-Laws or a provision of the Constitution or a provision of the By-Laws may be modified or repealed by special resolution of the Company in accordance with the Corporations Law. A Special Resolution means a resolution of which notice has been given in accordance with the Corporations Law and that has been passed by at least 75% of the votes cast by members entitled to vote on the resolution or such other percentage that is prescribed by the Law.

PART 19 - WINDING UP

74. Winding Up

- (a) Every member of the Company (irrespective of the class of membership to which that member has been admitted) undertakes to contribute to the property of the Company if it is wound up while that member is a member or within one year of ceasing to be a member, for payment of the costs, charges and expenses of winding up the Company and for the adjustment of the rights of the contributors amongst themselves any amount as may be required not exceeding \$10.00 (ten dollars).
 - (b) If on the winding up or dissolution of the Company and after
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satisfaction of all its debts and liabilities, there remains any property whatsoever, that property must not be paid to or distributed among the members of the Company but must be given or transferred to any one or more institutions having objects similar to the objects of the Company, the Rules of which prohibit the distribution of income and property amongst members to an extent at least as great as is imposed on the Company under paragraph (a) of this article. That institution or those institutions will be determined by members of the Company at or before the time of dissolution or, if no determination is made, by a judge of the Supreme Court who has jurisdiction concerning charitable funds.

PART 20 - INDEMNITY

75. Indemnity

Every Board member and other officer for the time being of the Company is indemnified out of the assets of the Company against any liability arising out of the execution of the duties of office which is incurred in defending any proceedings whether civil or criminal in which judgment is given in that member's favour or in which that member is acquitted or in connection with any application under the Law in which relief is granted by the court in respect of any negligence, default, breach of duty or breach of trust.

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NATIONAL COUNCIL OF WOMEN OF AUSTRALIA

SUBMISSIONS BY STANDING COMMITTEES JANUARY - AUGUST 1999

SUSTAINABLE DEVELOPMENT

CONSUMER AFFAIRS

- 27/3/99 ANZFA A341 OIL/LINTERS DERIVED FROM INSECT RESISTANT COTTON
- 27/3/99 ANZFA A338 GLYPHOSATE TOLERANT SOYBEANS
- 27/3/99 ANZFA P175 INFO REQUIRED FOR UNPACKAGED FOOD SOLD BY RETAIL
- 27/3/99 ANZFA P179 JAM, MARMALADE & RELATED PRODUCTS
- 24/3/99 ANZFA P197 FALVAOURINGS & FLAVOUR ENHANCERS
- 27/3/99 ANZFA P161 SPECIFIC LABELLING STATEMENTS
- 27/3/99 ANZFA P174 SAUCES, CHUTNEYS AND PICKLES
- 9/4/99 ANZFA A357 SWISS RAW MILK CHEESES
- 9/6/99 MINISTER FOR HEALTH & FAMILY SERVICES - LABELLING GE FOODS
- 9/6/99 ANZFA P131 REVIEW OF GELATINE STANDARD
- 9/6/99 ANZFA P185 MILK, CREAM, FERMENTED MILKS
- 9/6/99 ANZFA P180 CEREALS AND CEREAL PRODUCTS
- 10/6/99 ANZFA A18 LABELLING/STANDARD A18
- 10/6/99 ANZFA A18 LABELLING/STANDARD A18
- 16/6/99 ANZFA P167 NUTRITION LABELLING
- 16/6/99 ANZFA P205 ARTICLES & MATERIALS IN CONTACT WITH FOOD
- 16/6/99 SENATE COMMUNITY AFFAIRS LEGISLATION COMMITTEE
ANZFA AMENDMENT BILL - INPUT
- 16/6/99 MINISTER FOR AGRICULTURE, FISHERIES & FORESTRY
- 30/7/99 ANZFA A373 PECTIN ESTERASE
- 30/7/99 ANZFA A371 PHYTASE FOR UE AS A PROCESSING AID
- 30/7/99 ANZFA P186 CHEESE, BUTTER AND EDIBLE OIL SPREADS
- 30/7/99 ANZFA P206 THE DECLARATION OF ADDED WATER IN FOOD
- 30/7/99 ANZFA P207 PERCENTAGE LABELLING OF KEY INGREDIENTS
- 30/7/99 ANZFA P344 CAFFEINE IN NON-ALCOHOLIC BEVERAGES
FOOD IRRADIATION TRAILS

ECONOMICS

22/1/99 TAX REFORM BROADCAST

SOCIAL ISSUES

CHILD AND FAMILY

- MAY 1999 ATTORNEY GENERAL'S DEPT: SUBMISSION ON THE ISSUES RAISED IN THE DISCUSSION PAPER "PROPERTY AND FAMILY LAW - OPTIONS FOR CHANGE"

NATIONAL COUNCIL OF WOMEN OF AUSTRALIA

SUBMISSIONS BY STANDING COMMITTEES JANUARY - AUGUST 1999

- JUNE 1999 - PREPARED 'A GUIDE TO CHANGING ATTITUDES - HOW TO ACHIEVE THE BALANCE IN WORK-LIFE MANAGEMENT'. CURRENTLY SEEKING AN ADDITIONAL BUSINESS PARTNER TO ENABLE PUBLICATION.

AGEING

- IN CELEBRATION OF THE INTERNATIONAL YEAR OF THE OLDER PERSON: IN THE PROCESS OF PUBLISHING AN ANTHOLOGY OF STORIES BY OLDER AUSTRALIANS. THE PROJECT IS BEING FUNDED BY SMALL INDIVIDUAL DONATIONS AND PRE-ORDERING OF BOOKS.

GENERAL WELL-BEING

ENVIRONMENT & HABITAT

- 14/3/99 PRODUCTIVITY COMMISSION SUBMISSION TO THE COMMISSION'S INQUIRY INTO THE IMPLEMENTATION OF ECOLOGICALLY SUSTAINABLE DEVELOPMENT BY COMMONWEALTH DEPARTMENTS AND AGENCIES (DR73)

NUTRITION

- MARCH 1999 MINISTER FOR AGRICULTURE ENDOSULFAN IN BEEF

HEALTH

- 20/3/99 AUSTRALIAN INSTITUTE OF FAMILY STUDIES: SUBMISSION ON "NATIONAL ACTION PLAN FOR SUICIDE PREVENTION" CONSULTATION DRAFT DECEMBER 1998
- 30/4/99 SUBMISSION - NATIONAL ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKFORCE MODELLING PROJECT
- 26/7/99 MINISTER FOR HEALTH AND AGED CARE: SUBMISSION RELATING TO THE DEREGULATION OF PHARMACIES
- JULY 1999 AUSTRALASIAN MENOPAUSE SOCIETY REPORT WRITTEN AND DISSEMINATED THROUGH NCW AND INTERNATIONAL COUNCIL OF WOMEN.
- 19/3/99 MINISTER FOR HEALTH AND AGED CARE HEALTH FUNDS
- 9/3/99 PRESS RELEASE TO SOUND AND PRINT MEDIA: CALL ON PRIME MINISTER TO INITIATE A NATIONAL DRUG HARM MINIMISATION PROGRAMME TO COMBAT DRUG OVERDOSE IN OUR COMMUNITY.

COMMUNICATIONS

MASS MEDIA

- *15/4/99 SUBMISSION TO THE SENATE SELECT COMMITTEE ON INFORMATION TECHNOLOGIES - INQUIRY IN THE "BROADCASTING SERVICES AMENDMENT (ONLINE SERVICES) BILL 1999"

NATIONAL COUNCIL OF WOMEN OF AUSTRALIA

SUBMISSIONS BY STANDING COMMITTEES JANUARY - AUGUST 1999

- APRIL 1999 NCWA PROJECT SUPPORTED BY THE TELESTRA CONSUMER CONSULTATIVE COUNCIL TO WHICH OUR ADVISER IS A DELEGATE QUESTIONNAIRE AND STUDY ON "INTERACTIVE VOICE RESPONSES (IVRS)" – TELEPHONE QUEUING SYSTEMS AND OTHER RELATED ISSUES. RESULTS ALSO TO: SOCAP (SOCIETY OF CONSUMER AFFAIRS PROFESSIONALS IN BUSINESS AUSTRALIA INC)

STATUS OF WOMEN

- MARCH 1999 SUBMITTED A BUDGET PAPER TO THE TREASURER

It is with pleasure that I present the report for NCWT's during its centenary year. The year has been one of increasing work, strength and growth and several important goals achieved.

CONGRATULATIONS

Life Membership of NCWT Inc. was awarded to Mrs. Eileen Harrison, Hon. Treasurer for over 9 years

VALE

NCWT Inc. deeply regrets the loss of Mrs. Rosette Dayan, former Convenor for Migration and longstanding delegate (WIZO); also Mr. Harry Dodson, husband of Life Member Mrs. Gladys Dodson.

MEMBERSHIP: During the year NCWT inc. welcomed a number of new members. Affiliated organisations total 43, with two in the process of affiliation. The calibre and support of delegates, particularly the younger women have been encouraging. Individual members number 21, with inquiries from another seven. The increase in the organisations and individuals affiliated with NCWT Inc. has been most heartening.

MEETINGS Two-hour General and Executive Meetings are held each month and are scarcely sufficient to deal with the business. Senator Eric Abetz and Ms Lynne Fitzgerald spoke on the MAI and Ald Darlene Haigh on youth problems. Numerous sub-committee meetings have also been held this year.

SPECIAL ACTIVITIES Sept 1989 - June 1999

- SPONSORSHIP

Mr. Ian Roberts of Roberts and Partners provided sponsorship of \$500 for wider distribution of its Newsletter.

- NCWA Ltd's and NCWT Inc's REVISION OF THE CONSTITUTIONS.

The review of NCWA Ltd's constitution has involved NCWT Inc. in continuing but long needed review. NCWT Inc. congratulates Elizabeth Steeper and Stephanie Chin on their achievement. From 1996 NCWT Inc. has been updating its own Constitution to enable all affiliated organisations in Tasmania to work more closely together in future. The amendments were ratified on 17/2/'99.

- MEETING AT OATLANDS - 25/2/'99

An informal meeting, was chaired by Mrs. Raeleen Haig for NCWA Ltd. Representatives of the affiliated organisations from throughout the state, met together to discuss working together NCWT Inc. requested discussion of its constitutional changes, however this did not occur. The opportunity to get to know one another was appreciated. A further meeting has been held.

- GIFTS TO ICW

NCWT Inc. was able to donate \$150 from the Grace Montgomery Fund, to the ICW and another \$200 was also donated at the Centenary Inter-faith Service for this purpose.

- STORIES FOR 'THE BEST IS YET TO COME'

Eight individuals submitted stories for NCWA Ltd's anthology to commemorate the UN IYOP

- "IMPROVING SAFETY IN OUR COMMUNITY " SEMINAR-FORUM

The emphasis was on what we as individuals and as a community could do to improve safety and the ICW request that each NCW work to improve the transport- pollution-health- nexus. NCWT Inc received \$200 from the Hobart City Council, to assist with costs. Over 70 persons attended the daylong seminar in Oct. 1998. The Seminar was opened by the Police Commissioner followed by

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11 speakers dealing with a range of safety related topics The results and recommendations have been summarised in a booklet.

ASSISTANCE TO LOCAL CHARITIES and NON- AFFILIATED ORGANISATIONS and INDIVIDUALS

Food was collected for the Salvation Army' and finance for Papua New Guinea, Amnesty International Inc, UNIFEM, Australis Self-Made Girl and the Cancer Council. NCWT Inc. supported fundraising of its affiliates and advertised their events. Members of the public and organisations have phoned NCWT Inc. consistently for assistance. Requests range from help re domestic violence, stalking bullying, etc. to care of children, education problems, poverty, homelessness and need for information re government departments, etc. NCWT Inc. also responded to four requests by university students for assistance with research projects.

LUNCHEONS, SEMINARS AND SPEAKERS

Bi-monthly luncheon-seminars have continued successfully. In May Jennifer Trewthwey spoke on the Antarctic Centre; Julie Warne will speak in July on the Tasmanian Symphony. Orchestra. A State Conference to discuss resolutions is being organised for July, with several guest speakers.

50th ANNIVERSARY OF THE SIGNING OF UNIVERSAL DECLARATION OF HUMAN RIGHTS

Robert Henderson, Director of HREOC, (Tas) spoke at NCWT Inc's Christmas Luncheon on the Universal Declaration of Human Rights Participants received parchment copies of the Preamble to the Declaration. Lady Green and Vice-Patron Mrs. Jill Freeman attended.

INTERNATIONAL WOMEN'S DAY -8 March 1999 AND HERITAGE FESTIVAL 1999
NCWT Inc. mounted a display of historical material and logos of affiliated organisations, from 8-23 March in the State Library and 2-26th April as part of Tasmania's Heritage Festival and conducted a Luncheon Seminar on 9 March at which Shirley McCarron spoke on Festival 2000's Plans for the Female Factory.

CENTENARY EVENTS

- FLORAL FESTIVAL - NCWT Inc. entered a floral arrangement on the theme Caring for a Century in the Annual Floral Festival in St. David's Cathedral. on 9/2/'99
- CELEBRATORY INTER-FAITH SERVICE
To begin NCWT Inc's centenary year and to celebrate IWD 78 people took part in an inter-faith service on 28 February 1999 at Wesley Uniting Church in the presence of NCWT Inc's Patron, Lady Green. Reverend Norma Spaulding officiated on the theme "Spinning a Web. " Logos were placed in procession on display. Candles representing NCWT's colours were lit. During prayers by delegates of different faiths, the congregation joined hands to signify the 'web' women have created worldwide during the century.
- HISTORY OF NCWT Inc.
The History was available at the AGM. NCWT Inc. greatly appreciates the work done by Mrs. Gladys Dodson in compiling and editing it and to Mrs. Vanessa Blair for word processing.
- TREE-PLANTING CEREMONY- 19/5/'99
Life Member, Bonnie Roberts, donated three gleditzias in NCWT's colours and these were planted on 19 May by three Life members, Mrs. Glad Dodson, Mrs. Bonnie Roberts and Miss Vi Holland, with the assistance of the Hobart City Council, opposite the entry to the Female Factory in South Hobart as a memorial to NCWT's work in saving the Female Factory from demolition in the 1960 and again in the 1980s to have the site recognised by the Heritage Council. The Hon. Fran Bladel, representing the Premier and spoke movingly and eloquently. NCWT Inc. has since received an anonymous donation of \$500 to assist in placing a granite seat at the site.

• CELEBRATORY RECEPTION-TO MARK CENTENARY OF NCWT Inc. on 19 N
1999

NCWT Inc. welcomed friends and guests from many organisations, for a Reception after the AGM to mark the centenary The Governor of Tasmania , Sir Guy Green A.C., KBE, was Guest Speaker, followed by the Hon. J. White MLC (for the Premier) and then the Lord Mayor of Hobart who presented NCWT Inc. with a plaque and a donation. Lady Green cut the anniversary cake

ACTION

NCWT Inc. has continued to support its affiliated organisations during the year. Action has been taken on: - Local Government 2 submissions; State Government 19 letters and submissions to NCWA Ltd. 22 areas of concern; and to Tasmania's federal politicians, 3 issues. NCWT Inc. also distributed various Government pamphlets and booklets including G-line (support for gamblers); Breast Cancer Council - brochures and information on Centre-link, on Tax Reform Package, Commonwealth Seniors Health Card etc. and brochures from its affiliated organisations and other non-affiliated bodies.

MEETINGS WITH GOVERNMENT

NCWT Inc. President and Hon. Secretary met with Minister for Health, the Hon. J. Jackson in November, concerning nurses; patients' and relatives' complaints of loss of quality care in the acute areas of the health system. The statistical data in Minister's reply seemed to indicate that there was no cause for concern, however, NCWT Inc continues to monitor the situation. The President and Hon. Secretary also met with the Hon. Fran Bladel to discuss future funding for NCWT Inc. and the prospect of a 'Round Table' with the Government for women's organisations.

SUPPORT FOR AFFILIATED ORGANISATIONS

Delegates are asked at the commencement of each meeting, to provide reports on their organisation's numerous activities and we thank those of our members who have undertaken this role, in particular our President Mrs. Jill Coleman.

SUPPORT FOR NON-AFFILIATED ORGANISATIONS

The President represented NCWT Inc. at a great number of meetings and events. Members of the Executive also supported her in this service. NCWT Inc. has been active in supporting various social and fund-raising functions of non-affiliates, besides representation and support. Representatives from NCWT Inc., particularly the President, have taken part over 30 community events to date.

REPRESENTATION

The following have represented NCWT Inc. in the following ways -

- The President J. Coleman was appointed to Heritage 2000 Committee and represents NCWT Inc. on the Board of the Working Women's Centre.
- Rosemary Cramp acts as NCWT's delegate to the Consumers Federation of Australia Inc.
- M. Campbell represents NCWT Inc. on the Regional Council of Telstra
- L. Grant represents NCWT Inc. on the Poverty Coalition and was also appointed to Riverworks (Tas.) funding environmental clean up.
- A. Mcshane represented NCWT Inc. on the UN IYOP Committee;
- NCWT Inc. nominee Don Maisch is on the Government Standards Committee on low-frequency radiation.

INTERNET

NCWT Inc. has maintained its home page on the Internet, thanks to the facility at the State Library We sincerely thank the Government for continuing to make this possible to

non-government organisations. This year NCWT Inc. has received a number of phone calls from people who have read the material and seek further information.

NEWSLETTER

The monthly newsletter continues to be a vital source of information and communication link for the affiliated organisations and individual members, particularly in helping them to support each other's concerns and functions. We sincerely thank the Newsletter Editor, Mrs. Jill Coleman, Mrs. L Grant and those who have consistently helped with collation.

PRESIDENT

During the 1998/99 year NOWISA has been challenged by the goals indicated during the previous year.

I refer to the structures of Co-ordinators and Advisers covering the five categories. It has been pleasing to have Mrs Heather Southcott AM, accept the role as National Adviser for the Implementation of Conventions. Heather is well versed and has a wealth of experience. All Advisers have researched, reported and followed through petitions and requests for information required.

It was with regret that NCW/SA had to accept the resignation of Dr. Orietta Wicks, Co-ordinator of General Well-Being, which also covered her role as Health Adviser and within Social Issues as Adviser on Youth Affairs. Dr. Wicks had submitted well prepared documents on health, particularly on immunisation, Health Insurance and the safe storage of vaccines. Unfortunately, this position has not been filled and worth while projects followed through.

Mrs Jean Roberts now carries the role of State Co-ordinator of Social Issues.

Mrs Elaine Attwood Adviser on Nutrition and Consumer Affairs has been asked to act as National Adviser until the Triennial Conference in 2000 replacing Mrs Val Cocksedge who retires from that position at the 1999 AGM.

Mrs Zetta Karay OAM was appointed as State Co-ordinator for 1998M, arranging together with Advisers, lunchtime meetings and the forward planning of two Seminars. Topics covered Mass Media, The Environment, World Health Day and United Nations matters.

Celebrating The International Year of Older Persons, a Seminar entitled "Contributions of Women Across the Generations" will be held at NOW House on Monday 19th July 1999. It will cover women in Education, Business, Police, Law, Journalism and Entertainment.

A half day seminar in line with the *NCWA policy "Family Friendly Workplace"* - now renamed "Work-Life Management - How to Achieve the Balance" is planned for September 11th 1999.

Three educational visits have also been of value to members: The Easy Living House", an environmental project, a visit to the Museum to view "The Life of the Pharaohs" and a visit to the Women's Studies Resource Centre, the largest lending library of resources for women in the Southern Hemisphere.

Attendance at Monthly Council Meetings has been encouraging, speakers have been stimulating and question time has led to lively debate about current issues. Resolutions to the 1999 Annual Conference were keenly debated by members prior to submission. The bi-monthly Newsletter continues to keep the membership informed. We continue to work with Ad-hoc committees drawn from the Executive and Council, in areas covering Nominations, Social Events, History of NCW/SA, Newsletter, Office Equipment and the Constitution of NCW/SA.

I wish to express appreciation to Mrs Jean Roberts OAM who has been convenor of the *Ad-hoc* committee in NCWISA dealing with the NCWA revised Constitution. Jean has kept the Executive and Council fully informed.

SPECIAL EVENTS

During May, the NCW/SA was honoured by the visit of the National President,

Mrs. Gracia Baylor AM. Many activities were planned and this gave an opportunity for Honorary members, Council members, Associates and Presidents of Affiliated Organisations to meet our National President. We were honoured to have our Patron-in-Chief Lady Neal, also Professor Judith Brine acting on behalf of the Lord Mayor Or Jane Lomax-Smith, Patron, at the cocktail party arranged for Mrs Baylor, This was also the occasion for Lady Neal to present the Ruth Gibson Award to Ms Jennifer Lauriston. A scholarship of \$1,000 given to a successful applicant for further studies, Ms Lauriston is completing a Ph.D relating to unemployment.

We also had the pleasure of welcoming Lady Neal to afternoon tea with Past Presidents, Honorary Life members and the Executive. Lady Neal has endeared herself to all members with her friendliness and interest in our Council.

The Australia Day ceremony held in the Pioneer Women's Garden was again a special occasion with Or Barbara Hardy AO, as quest speaker.

NCW/SA has been represented on:

- Telstra Consumer Council
- Consumer Association of SA .Status of Women SA
- Women's Information Service
- S A Council of Social Services
- Government Advisory Committee on Cervical Screening
- NCW/SA War Memorial Committee
- Ruth Gibson Memorial Award Management Committee (President, Secretary, Treasurer).

AWARDS

Mrs Jean Roberts OAM for services to women in SA through the NCW and the Churches of Christ

Dr Heide Taylor, Zonta International: "**Women of Achievement**" ***DEATH***

We record the passing of Mrs Lois Harris, delegate of Women's Agricultural Bureau.

I acknowledge the support given at all times by Gracia Baylor and members of the NCWA Executive. The bi-monthly Teleconferences and the monthly Newsletters, have kept our Council informed of events at National Level.

Lois Hoepfer President NCW/SA

NATIONAL COUNCIL OF WOMEN OF AUSTRALIA INC. LTD.

Report of the President Mrs Gracia Baylor AM BA

It is with pleasure that I present my second Annual Report of NCWA to Conference delegates.

We have been following a strategy to build up the public profile and perceptions of NCWA personnel and the work of the organisation. The main activity streams of the strategy are as follows:

First, the further consolidation of the new structures. Now in our second year of the new Board structure with an Executive working with specific responsibilities, we can take stock to evaluate how well the new systems are working. I will be seeking comments on this and other matters at the commencement of our new working year to ensure improvements can be made where necessary. The National Coordinator, Elspeth Sharp will be reporting in detail on the new structure of Advisers and Coordinators elsewhere in this document, but I am pleased to note that seventeen out of the twenty national positions are now filled. Whilst the new committee structures still require some fine tuning it is pleasing to see the amount of solid work that is being produced on behalf of NCWA. The work of the Advisers and their Coordinators provides much of the credibility and integrity of the standing of NCWA in the public arena and we thank all those hard working members for their contributions, and particularly, Elspeth Sharp for the time and effort she has given in helping to get the system working.

THE IMMEDIATE FUTURE

In the coming twelve months we want to concentrate on increasing membership and reaching out to more women throughout Australia. This can be done in a number of ways and we will be giving priority to the following: -

Attracting new members through activities which demonstrate our commitment to women of all ages. This year we are launching our publication to mark the UN Year of the Older Person - the anthology *The Best is yet to Come* - a celebration of the life experiences and achievements of older women. I wish to thank those who have carried this project through from the initial stages last year. We particularly owe a debt of gratitude to Mrs Sylvia Gelman MBE who has dedicated so much time and effort to the project and really has been largely responsible for bringing it to fruition. She has been ably and enthusiastically helped by Board member Leonie Christopherson who has done so much to promote the book and to raise the necessary funds to produce it. Along the way we have had professional help from Lisa Goodacre in reading every one of the ninety-nine stories and poems submitted, in assessing and categorising them and in taking a keen interest to ensure the quality and quantity of the finished product is of a high standard. Others who have helped also include Sheila Rimmer and Helen Friedmann who has provided advice on publishing. The launch of this book will be a proud achievement for NCWA and we are confident we will more than reach our predicted sales target.

The Work-Life Project is also now ready for launching. At the time of writing this report we have received significant funding from North Limited of \$15,000.00 with a promise of further in-kind support. I will report verbally at the Conference on the total level of sponsorship support we have received for this project and the timetable for the nation-wide launch.

These two matters have been our major focus nationally for 1999. As well, we have made a number of press releases with the help of our Advisers on Nutrition, Economics, Consumer Affairs, and Child and Family. We were asked for a response to the Federal Budget which was published by the Women's Network News.

This year we are going to concentrate much more on regular Media Releases and will be calling on our expert Advisers for help as the issues arise. It is a very effective and potent avenue to lift our profile. By this means we will attract greater interest and hopefully more members joining NCW.

2000 AND BEYOND

We must look to the future and set our plans in place so that we can position ourselves to be at the forefront of current issues affecting the whole community. Things that we should be considering include involving men in our activities. In the year 2000 and beyond there will be a merging of issues which relate to the whole community, the whole of society, families inclusive of both parents, sons and daughters. NCWA will be developing new policies this year to implement a strategy of "inclusiveness". We will put men on our platforms at seminars and include them much more in our consultations in Committee work and look to the day when we may have some male office bearers. These initiatives will be directed still towards the advancement of women in society as a whole; however the advent of the age of technology will place men and women working together and communicating more than ever. I believe that the New Age way to get women into the top positions is to involve men in securing an equal place for women. By remaining separate and isolated from men and male dominated organisations we run the risk of alienation in an era when we should be promoting a coming together of the sexes in a joint effort to right the world's ills.

This means that economic issues will loom large in the next millennium as a cornerstone for true equality. We will continue to look at women as consumers of goods and services and advocate to the Australian Government through the Prime Minister that NCWA wants A GENDER FREE GST. There are many side issues which flow on from this basic premise that touch on the environment, health, education and many social issues. Men, women and children all want and deserve a new quality of life in the next century and NCWA will define those issues, research them and promote them in the interests of our widening constituency.

Structural growth of the organisation - this is of vital importance and it is vital for our future viability. We must take a serious look at an achievable regionalisation program

that will deliver a strong and vibrant network which governments and others will increasingly look to for in-put, feed back and consultative avenues for policy formulation and implementation. We will call on every State and Territory to participate in finding the answers for the implementation of a firm policy that will deliver the outcomes we want to achieve.

NCWA is well placed to take this next step into the future with confidence. It is, and will continue to be, a major force in women's affairs. We have an excellent management team with the right combination of skills to take us forward. In celebrating the one hundredth birthday of NCW Tasmania we pay tribute to the wonderful women who have gone before us and build on the strong foundations they have left us - we must put past problems behind us and not dwell on them - we must think positively and constructively, projecting ourselves into the future with energy and optimism.

I wish to thank all members of the Executive who have worked hard this year in carrying out our plan of action. I also thank all members of the Board for the work they are doing in their respective States and Territory and my thanks to all those members of affiliated bodies and individual associate members for their loyalty and support over the past year.

I especially thank Kelly Post and Anne Sudano our excellent office staff and the many others who help us with our administrative duties and responsibilities. I am continually gratified by the constant stream of helpers who come forward to assist with our many tasks. Thank you to everyone and let us go forward together in a joyous leap into the third millennium with a gathering momentum of goodwill, cooperation and doing for others, as we would have them do for us.

TENDER PROPOSAL

for

*Schedule
2*

**Stream 1 National Secretariats
National Women's Non-Government
Organisations
Funding Program**

Submitted by

NATIONAL COUNCIL OF WOMEN OF AUSTRALIA

Preface

The Board of Directors of the *National Council of Women of Australia (NCWA)* is pleased to respond to the Commonwealth Office of the Status of Women's request for tender for the provision of Stream 1 National Secretariats.

The *NCWA* is a large and diverse organisation that coordinates a body of eight state and territory constituent councils. Through this network we have access to the views of over 3,000,000 women who are members of the hundreds of women's organisations affiliated with the *NCWA*.

The *NCWA* celebrates over 100 years of active involvement in the advancement of women in all spheres of Australian life.

We are a democratic organisation that is inclusive and consensus-based in its approach to decision making. We have therefore resisted the temptation of committing our national network to a three year methodology that puts specific numbers to specific actions. Rather, we have endeavoured to demonstrate our credentials as an organisation that is well established and more than capable of delivering the full range of outcomes required by the Office of the Status of Women.

Our commitment to achieving the best possible outcomes for women, key stakeholders and the wider Australian community is rock solid. This commitment is combined with our capacity to:

- add significant value to the provision of National Secretariat Services through the unique qualities we are able to bring;
- collaborate with the Office of the Status of Women in an environment of trust and mutual respect for the maximum benefit of all stakeholders.

Our tender submission is presented in five main sections.

- Section 1 Contains a profile of the *NCWA* which includes the details of the organisation as requested in clause 11.1.1 of the request for tender.
- Section 2 Provides evidence of our ability to meet all the selection criteria specified in clause 9 of the request for tender.

- Section 3 Describes our proposed methodology for delivering outcomes in the areas of policy advice, consultation, information and education and governance.
- Section 4 Contains a quality assurance plan that has been developed to demonstrate how the *NCWA* will ensure responsiveness to *OSW*'s needs and expectations.
- Section 5 Provides a milestone schedule including a phased transition-to-contact process.
- Section 6 Encloses attachments that supplement information provided in the tender proposal.

In preparing this tender our aim has been to demonstrate how we will achieve the right balance between 'value for money' and 'excellence' in delivering outcomes. I believe our tender achieves that aim and I commend it to you.

Gracia Baylor
President
National Council of Women of Australia Inc Ltd.

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Distinguishing qualities

Founded in Sydney in 1896, to bring together representatives from women's organisations already existing in Australia, the *NCWA* is the coordinating body for the National Councils of Women in each state and territory. It represents over three hundred affiliated organisations and almost 500 individual associate members.

The *NCWA* has a long and proud history of achievements. And, as we enter into the second century of operation, the *NCWA* looks forward to continuing its leadership role in advocating for the advancement of Australian women and families.

In delivering the National Secretariat Services, the *NCWA* can bring significant qualities and attributes which we believe distinguish us from other women's organisations.

Specifically, the *NCWA* offers:

- ❑ the full resources of an established national and state/territory infrastructure of 45 standing committees and 180 sub-committees covering a broad range of women's concerns and issues;
- ❑ access to the views of over three million women in Australia who are either members of the women's organisations affiliated with the *NCWA* or individual members in their own right;
- ❑ the full depth of its knowledge, experience and expertise accumulated over many years of active involvement in women's issues;
- ❑ long established committees at both national and state council levels with experience and expertise in specifically addressing OSW policy priorities;
- ❑ well developed business systems and procedures that support the smooth operations and work of these standing committees;
- ❑ established communication and consultation channels that enable individual members to influence decisions made at the state/territory and national levels through to the ICW and United Nations;

- ❑ the promotion of international understanding and goodwill through active participation in the International Council of Women and through the consultative status the ICW has with the United Nations Economic and Social Council;
- ❑ a credible record of achievements and performance that is respected throughout Australia;
- ❑ the full spectrum of views held by women not dominated or influenced by party political or sectarian interests;
- ❑ an established network of relationships and contacts built up over many years with state and national government departments, other women's NGO's, peak bodies and community organisations and agencies;
- ❑ nationwide representation on its board of management giving the opportunity for all states and territories to participate in decision making.

Index of information

Information required in our tender proposal may be located by using this index.

CLAUSE	INFORMATION REQUIRED	WHERE WE HAVE ADDRESSED THE INFORMATION
11.2	Organisation's understanding of the tender brief	See all sections
11.3	Methodology, including key deliverables, showing how the organisation will address each of the outcomes sought, having regard to identified policy priorities.	See section 3 page 23
11.4	Indicative timeline for proposed activities	See section 5 page 48
11.5	Evaluation strategies for activities undertaken and outcomes delivered.	See section 4 page 34
11.6	Detailed budget including an indication of how funding will be apportioned for each of the four outcomes.	See attachment 12
11.7	Current applications for other funding from Commonwealth, State, Territory or Local Government.	See attachment 12
11.8	Funding received from Commonwealth, State, Territory or Local Governments over the past five years.	See attachment 12
11.9	Any other funding sources.	See attachment 12
11.10	Any difficulties the organisation can anticipate in delivering the outcomes especially in the first twelve months.	None apparent
11.11	Evidence of ability to meet all of the selection criteria.	See section 1 page 8, See section 2 page 13, See section 4 page 34
11.12	Any potential conflict of interest.	None apparent

Section 1

Organisation Profile

Section 1 **Organisation profile**

Contact details

- Name:** National Council of Women of Australia Ltd.
- Postal address:** Suite 1.06
Queen Victoria Women's Centre
210 Lonsdale Street
Melbourne. Victoria 3000
- Contact officer:** Gracia Baylor, President of NCWA
- Telephone:** 61 3 9662 9177
- Fax:** 61 3 9662 9477
- E-mail address:** NCWA@bigpond.com.
- Website address:** <http://NCWA.tempest.com.au/index.htm/>
- Head office:** Suite 1.06
Queen Victoria Women's Centre
210 Lonsdale Street
Melbourne. Victoria 3000
- Legal status** A company limited by guarantee incorporated in the Australian Capital Territory. ACN 061 777 937.
(See attachment 1 - Constitution of the NCWA Ltd)

Membership

The NCWA acts as an umbrella organisation for the constituent councils of New South Wales, Victoria, Queensland, Tasmania, Launceston, Western Australia, South Australia and the Australian Capital Territory. Its membership consists of two classes, namely:

- the constituent national councils of women;
- and
- affiliated national organisations.

Membership of the NCWA's constituent councils is made up of affiliated organisations and individual associates. Membership of the NCWA is comprised of 8 constituent councils with a total membership of 336 affiliated organisations and 487 individual associate members.

The NCWA is affiliated to the International Council of Women and is actively involved in its various sub-committees.

The NCWA is constituted to deal exclusively with issues relevant to the status of women, promote the interests of its constituency and work toward broadening its membership base. (Refer attachment 1 Constitution of NCWA part 1 - Objects)

Mission and vision

The mission of the National Council of Women of Australia is:

'The advancement of women.'

The vision of the National Council of Women of Australia is:

'To work for the removal of all discrimination against women and to promote the equal status for women and men in law and in fact.'

Aims and objectives

The aims of the National Council of Women of Australia are:

- 'To act as a link for networking and a coordinator between Councils,
- To act as a voice and agent of communication at state, national and international levels on issues and concerns of women and society as a whole.
- To develop national policies and responsibilities on behalf of women and their families.
- To maintain an affiliation with the International Council of Women and monitor the implementation of its plans of action and policies at the national level.'

The objectives of the National Council of Women of Australia are:

- To provide a link between many and varied organisations where matters of common interest arise.
- To bring together in association such voluntary organisations.

- To support all efforts to achieve peace through negotiation, arbitration and conciliation.
- To promote recognition and respect for human rights and to work for the removal of discrimination such as that based on birth, race, gender, language or religion.
- To promote equal rights and responsibilities for both women and men.
- To encourage women to recognise their responsibilities in the community and to train and motivate them to participate in public life on local, national and international levels.
- To deepen and increase the mutual understanding between women through national and international contacts.'

Brief history

The story of the *National Council of Women of Australia* begins with the constituent councils, the first being formed in 1896 in New South Wales by Miss Margaret Windeyer, who had attended the first quinquennial conference of the International Council of Women (ICW) in Chicago in 1893. This was the sixth such council in the world, the councils in USA, Canada, Germany, Great Britain and Sweden, in that order preceding it.

Tasmania formed a council in 1899, Victoria in 1902, South Australia in 1902, Queensland in 1905 and Western Australia in 1911. Each of these state councils affiliated separately with ICW but to participate in ICW triennial conferences, had to unite together as an Australian delegation for voting purposes.

One dominating figure of those early years was Mrs. Henry Dobson of Tasmania. She was the inaugural vice-president and then became president of the NCW of Tasmania, a position she held until her death in 1934 at the age of 91. In latter years she was made a Life President. She was active in the promotion of other state councils and was often a speaker at their inaugural meeting. She attended every ICW quinquennial conference from 1899 and became vice-president of the ICW; a remarkable record unlikely to be matched.

Interstate conferences took place from the early years to provide a national forum. In 1925 a federal council was formed, made up of the various state councils, but there was still no national administrative body.

The *NCWA* emerged in July 1931, with the first board situated in Victoria under the presidency of Mrs. I H Moss. The *NCWA* became the only Australian body then affiliated with the ICW and since has handled numerous national and international matters.

Subsequently, three more constituent councils joined the *NCWA* - the ACT in 1939, Launceston in 1952 and the Northern Territory in 1964 (since disbanded). Victoria and Launceston both have regional councils as well.

Structure

Each constituent council is completely autonomous in matters affecting its own state or territory. Each has its own constitution and by-laws.

The *NCWA* acts as the administrative body at national and international levels in consultation with the constituent councils.

The office of the *NCWA* moves to the state or territory in which the president has been elected for each triennium. The board of *NCWA* is made up of an executive committee resident in the state or territory of the president, and the presidents, or their nominees, of the constituent councils.

The office holders of the *NCWA* comprising the Executive Committee, are elected by the constituent councils at each triennium annual general meeting.

The *NCWA* holds an annual conference at which delegates, national coordinators, national advisors and others eligible to attend may vote.

There are five national coordinators responsible for each of four interrelated sub-committees. Each sub-committee is headed by a national advisor. The national coordinator maintains a link with her ICW counterpart and likewise advisors link with the relevant ICW advisors.

The role of the national advisors is to provide expert informed advice in their various areas of expertise to their national coordinator who collates the material, seeks further input if required, and then sends it to the *NCWA* international coordinator for approval and action.

National coordinators are responsible for ensuring that submissions are well represented and prepared in a professional way for presentation. They are also responsible for obtaining answers to questionnaires within Australia, or for ICW which may be distributed to United Nations agencies.

Work of the NCWA

- Participate in national and international activities which further the aims and aspirations of the NCWA.
- Maintain close contact with ICW and assist in the formulation of that organisation's policy and work.
- Speak for the constituent councils on national issues affecting women throughout Australia.
- Present to Australian government and statutory bodies submissions on relevant matters.
- Work for the implementation of the resolutions which are adopted at annual conferences and board meetings.
- Represent the NCWA on various government and other bodies.

Section 2

Statement of Capacity

Section 2 **Statement of capacity**

Introduction

The organisational resources available to the NCWA will ensure that the National Secretariat Services can be delivered at the level and quality required. Our ability to meet the objectives of the Office of the Status of Women is based on:

- our relevant past and current experience in providing throughout Australia the full range of services and outcomes specified in the tender;
- our established and effective organisational infrastructure at the national state/territory and international levels;
- our deep and cumulative understanding of the issues and concerns of women that has been gained over the course of more than a hundred years of service;
- our long term commitment to eliminating discrimination and advancing the status of women regardless of race, creed, religion or political persuasion;
- our record of achievement in each of the government's key outcome areas;
- our extensive membership base and the strategic contacts, networks and partnerships that have been developed over the years;
- our quality management systems which facilitate timely service delivery, accuracy in reporting and reliability in achieving specified performance outcomes.

This section of our tender proposal demonstrates our capacity to deliver the required outcomes by specifically addressing selection criteria 2 - 5 as determined in clause 9 of the Request for Tender.

Knowledge and understanding of women's issues

Over the past hundred plus years of our existence, we have developed a level of knowledge and understanding of women's issues that we believe is unmatched in scope and depth by any other organisation in Australia.

*Broad and
diverse
network*

This knowledge and understanding has been gained from our extensive network of affiliated organisations and individual members. Through this network we have access to the views of over three million Australian women. And through a coordinated system of communication and consultation, we have been able to impart this knowledge to the wider Australian community via the

many hundreds of submissions, consultations, projects and information/education services.

*Knowledge
into action*

Nationally, the NCWA has worked on issues to do with equal pay for work of equal value, migrant groups, help for deserted wives, improvement in child care, anti-pollution measures, inquiries into drug addiction, causes of suicide, breast cancer research, domestic violence, consumer protection, eating disorders and the labeling of genetically engineered foods. A more realistic portrayal of women in the media has also been a major part of our agenda.

*An
international
perspective*

At the international level, the NCWA has always been an active participant in the International Council of Women (ICW), which is a federation of non-government organisations of many nations, races, creeds and cultures. Our relationship with the ICW enables us to keep up to date with the concerns and issues of women from around the world, and also with 'leading edge' thinking about how women can actively contribute to the economic and social development of their regions and nation.

*Learning
through
communic-
action*

The standing and sub-committee system operating in each state/territory council, and at the national level, is the primary means of enabling our members to impart their own perspective on issues. The committee system also enables members to further develop their own knowledge and understanding of women's issues as they come into contact with women from a variety of cultures and backgrounds.

Within this committee system, national and state/territory coordinators and advisors cooperate to provide informed research and advice in the following fields:

- Ageing
- Arts and Letters
- Child and Family
- Consumer Affairs
- Economics
- Education
- Environment
- Habitat
- Health

- Human Rights
- Implementation of Conventions
- International Relations and Peace
- Legislation
- Mass Media
- Migration
- Music
- Nutrition
- Rural and Urban Women
- Women and Employment
- Youth

Active and well informed participation

These committees are continually researching and preparing submissions to government, both state and federal. For example, since January to August this year, the NCWA alone made 39 submissions across the areas of sustainable development, social issues, general well-being, communications and the status of women.

(See attachment 2 - Submissions made by the NCWA)

State/territory councils are similarly active in their own right dealing with national issues, and issues appropriate to their own state/territory such as aboriginal reconciliation, tax reform, work-life management, 'family friendly' workplaces, property and family law, unemployment, consumer affairs and women in poverty, to list but a few.

(See attachment 3 - 1999 NCWA reports from constituent councils - which provides some indication of the range of work and interests of each council)

Significant achievements made at all levels

The capacity of the NCWA to convert this knowledge and understanding of women's issues into constructive outcomes for the whole community may be further demonstrated by drawing attention to the many significant achievements we have made over the years across the full spectrum of societal, economic and familial issues.

(See attachment 4 for a listing of some of the achievements/activities of the NCWA and its constituent councils.)

The range and scope of the NCWA's work demonstrates the wealth of knowledge and expertise it is able to bring to a national secretariat service.

Quality and depth of proposal

***Established
national
infrastructure***

The NCWA has an established national infrastructure that facilitates the free flow of information on matters of concern. Our 45 standing committees and 180 sub-committees adopt the same titles and terms of reference of the standing committees of the International Council of Women. Where a particular local issue needs special attention, an ad hoc committee is formed.

***Prompt
responses
to issues***

All committees are encouraged to take the initiative and address topical areas of concern in the local, national and international arena. As a primary information resource available to the NCWA, these committees enable us to respond quickly and effectively to important issues as they arise.

NCWA's infrastructure has several distinctive features that will add value to the provision of National Secretariat Services. These features include:

- a two way communication and information flow enabling individual members to make and receive input at the state/territory level, the national level and internationally through the ICW;

(See attachment 5 illustrating the communication/information flow for national and state/territory coordinators and advisors)

- the appointment of 5 national coordinators and 40 state/territory coordinators whose prime responsibilities are to:
 - communicate and consult with their advisors (i.e. standing and sub-committee members);
 - ensure that issues are addressed, actions taken, submissions prepared, seminars/workshops held etc. within given timelines and specifications;
 - ensure that the interrelationships between and across standing and sub-committees works smoothly and effectively;

(See attachment 6 for job roles of the national coordinators and state/territory coordinators)

***Additional
specialist
advice***

- provision for each standing and sub-committee to co-opt field specialists where it is felt that this may strengthen or supplement the work of that committee;

Close alignment with OSW

- national and state/territory sub-committees whose focus of interest closely relates to OSW's policy priorities, namely: women's economic security, labour force issues for women, women in leadership and decision making, international issues for women, and legal issues for women and protection of the law;

(See attachment 7 for descriptions of the terms of reference for these committees)

Inter-national links

- the maintenance of international links (including the United Nations) through the adoption of ICW's 'Plans for Action' which provide the themes for each Triennial Conference and the general framework within which national and state/territory councils develop their priorities for action.

(See attachment 8 for diagrams of NCWA's link with the United Nations through the ICW)

A Canberra base

Our tender submission makes provision for the location of a national secretariat office in Canberra and appointment of a national liaison officer. The prime responsibility of this person will be to provide professional back up and support to the president, the NCWA executive committee, and the NCWA board in the fulfillment of their duties and responsibilities. In addition, a small administrative support team (equivalent to approximately 0.8 effective full time positions) comprising an office manager and clerical assistant will be employed with similar duties to those currently occupying these positions in the board's office in Melbourne.

Key personnel

The president and executive committee and board will make their respective key contributions to ensure that the NCWA meets the outcomes required by OSW. The NCWA board will provide overall strategic leadership and governance through the development and monitoring of policies that require the organisation to achieve what it should under the terms and conditions of the contract, avoid unacceptable actions and situations, and meet all fiduciary and accountability requirements.

Quality assurance

Within our tender submission we have developed a quality assurance plan (*refer section 4*) that outlines a system of checks and controls to ensure that quality outcomes are delivered. The plan embraces quality principles, the person/s or authority responsible to ensure the control systems are implemented and maintained, and a coherent set of management systems

designed to provide effective infrastructure support over the duration of the contract period. The management systems referenced in the plan include:

- a reporting regime that outlines the type and content of reports proposed by NCWA as a basis for it fulfilling its reporting and accountability requirements;
- annual stakeholder satisfaction surveys (internal and external) designed to measure the extent to which the NCWA is meeting the needs and expectations of its key stakeholders;
- a process for managing complaints and resolving grievances involving a stakeholder complaint's register that formally records all complaints/grievances made against the NCWA and what follow up actions were taken to address those complaints/grievances;
- an annual quality audit that assesses the progress made by NCWA in achieving organisational best practice;
- a systematic benchmarking program where teams are appointed to establish benchmarking partnerships with other similar NGO's for the purpose of making mutually beneficial process improvements;
- the dissemination of guidelines, standards and protocols for national and state/territory coordinators and advisors to follow when performing their respective functions;
- the development and implementation of a marketing plan to enhance NCWA's national and state/territory profile;
- an annual formal review and update of NCWA's strategic plan to ensure it closely accords with OSW objectives.

Value for money in outcomes

Should the NCWA be a successful tenderer we will be able to bring significant 'value for money' benefits.

*Minimal
set-up
resources
needed*

With the exception of employing a national liaison officer, we do not need to devote valuable time and resources to setting up and establishing a national secretariat. Our nationwide channels of communication and consultation are all well established and proven to be working effectively. And our standing and sub-committee system at both the national and state/territory levels are closely aligned with OSW's policy priorities and experienced in working to address these issues (*refer attachment 7*).

**Honourary
unpaid
positions**

In addition, we have a number of honorary unpaid positions including treasurer and assistant treasurer, research officer, co-opted specialist advisors, an international advisor on economics, recording secretaries, legal advisors, archivists, and United Nations liaison officers. These positions are all filled by highly qualified leaders in their field with each contributing enormously to the work of the *NCWA*.

It is also worth noting in this context, that the *NCWA* carries very many years of cumulative knowledge and wisdom in representing the interests of women - a resource that is inestimable in its worth to the broader Australian community.

In summary, the *NCWA* has the infrastructure, the systems and the personnel in place to ensure that the transition to an outcomes based contract is effected smoothly with little or no time and resources needed to set up the infrastructure and operating systems required to manage a national secretariat.

Evidence of broadly based membership

Our extensive and diverse membership base ranges from small women's groups in the community to the largest women's organisations in Australia.

**Large
membership
base**

At the national level, membership is comprised the *NCW* of Australian Capital Territory, Launceston, New South Wales, Queensland, South Australia, Tasmania, Victoria, Western Australia; and such other national organisations of women as may be accepted by the *NCWA* board.

At the state/territory level membership is open to women's organisations and any woman (individual associate member) who accepts the council's aims and objectives.

Membership numbers of the constituent councils as at June 1999 are shown in the below.

	Org'tn	Assoc	Total
New South Wales	59	85	144
Queensland	52	118	170
Victoria	73	74	147
South Australia	46	82	128
Western Australia	29	49	78
Tasmania	34	18	52
Launceston	18	33	51
Aust. Capital Territory	25	23	53
	336	487	823

(See attachment 9 for listings of state/territory affiliated organisations)

Capacity to represent women

As demonstrated above, the NCWA has a large and diverse membership which is fully represented in the work of the organisation and in its decision making processes.

In summary, members are represented through the following means:

**Democratic
decision
making**

- NCW consults with members;
- delegates attend NCW meetings and discuss motions, requests and submissions;
- delegates report to NCW and initiate motions, actions, submissions and support;
- delegates report to own organisations;
- organisations raise matters of interest and concern, plan action, request support and in turn report to NCW.

(See attachment 9 which shows diagrammatically, the consultation, communication and action network for member delegates)

**Vertical and
horizontal
integration**

Our lines of communication and established consultation processes facilitate the free flow and open expression of views both vertically and horizontally within the organisation. This occurs at each organisation level, and when appropriate such views can then proceed through to ICW's standing committees and on to the United Nations.

(See attachment 10 which shows in diagrammatic form, the probable flow of communication for an issue raised by a women in the community.)

**No partisan
interests**

In representing women from all walks of life in Australia, the NCWA is non party political and non-sectarian, and importantly not beholden to, or organised in the interests of, any one viewpoint, perspective or propaganda. In this respect we are unique in that there is no criteria applied to organisations or individuals who wish to join and support the work of the NCWA. Representative of women of all ages and backgrounds, we have a continuous record of sustaining people of all nationalities and cultures.

**Well
established
contacts**

Our capacity to broadly represent women interests is also based on the vast network of contacts and long standing relationships we have developed over the years with other stakeholder organisations (refer below including attachment 11) whose views and opinions on matters of concern are regularly sought. Likewise, we make our own contributions to these organisations, including women's NGO's by attending meetings, seminars, undertaking joint projects and activities, making presentations, and providing information and advice etc.

Indeed, the *NCWA* has as one of its core aims 'To act as a voice or agent of communication at the national and international levels on issues and concerns of women'.

Capacity and willingness to work with stakeholders

**Wide-
ranging
stakeholder
relationships**

Over the years the *NCWA* has established excellent working relationships, not only with government departments, through membership on various government decision making bodies and committees, but also with very many other stakeholder organisations. Many of our members attend meetings, seminars and make presentations to a wide variety of government, corporate and not for profit organisations. Reference to attachment 4 that lists some of our achievements and activities, demonstrates the wide range of stakeholder organisations with whom the *NCWA* has worked in recent times.

**A major
alliance
project**

Also relevant in this context, is our proposal to convene an alliance of national women's organisations conference to be held at the National Conference Centre in Melbourne on Thursday 8 to Sunday 11 March, 2001. To be named "Women creating partnerships for the future", planning for this conference has already begun and involves seven other prominent women's organisations in Australia.

(See attachment 11 for further details of this conference)

**Partnerships
- a strategic
priority**

Further evidence of the importance we attach to this aspect of our activities is the fact that the building of inter-organisational partnerships, and the outcomes to be achieved, is a key result area of our 1996 - 2001 strategic plan. The strategies, which are reviewed annually and updated as required, focus the organisation's attention on developing:

- opportunistic partnerships/alliances - to provide *NCWA* with access to the resources of a partner organisation for mutually beneficial joint ventures, projects, consultations etc.;

- stakeholder alliances that seek to build strong long term relationships with major stakeholders who can assist with the attainment of *NCWA* goals;
- cross functional consortiums to provide *NCWA* with economies of scale and the ability to undertake with partners long term projects of mutual benefit.

Section 3

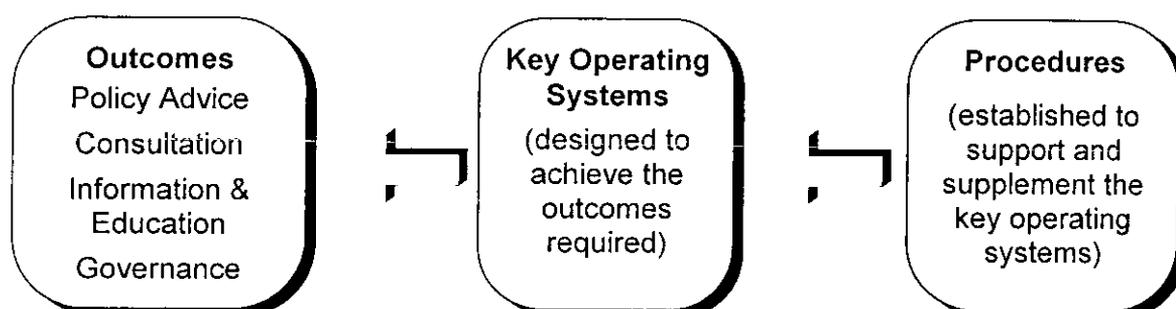
Proposed Methodology

Section 3 **Proposed methodology**

Overview

The methodology proposed by the NCWA to deliver the required outcomes is based on the alignment of outcomes with key operating systems and the procedures that support or supplement those systems.

The interrelationship between outcomes, systems and procedures is depicted in the following diagram.



Many of the key operating systems and procedures referenced in our methodology are already in place and working effectively. Those that are relevant to the tender but not yet in place (but nevertheless relevant to providing national secretariat services) are outlined in the Milestone schedule in section 6 along with timelines for their establishment.

As noted in the preface of this tender, our methodology is based not so much on prescribing a detailed three year program of specific key deliverables (as these will necessarily change over time as priorities change and new issues emerge) but more on ensuring that we have the systems and processes in place to enable us to respond effectively and promptly to OSW's specific outcome requirements.

Methodology Outline

The table on the following pages outlines NCWA's proposed methodology for delivering the required outcomes.

OUTCOMES	KEY OPERATING SYSTEMS	PROCEDURES
<p>POLICY ADVICE</p> <p>P.1 Provision of well informed, relevant and timely advice to government on identified policy priorities.</p>	<p><input type="checkbox"/> Relevant, well-informed and timely advice will be provided to government in response to:</p> <ul style="list-style-type: none"> ▪ all specific requests from government for advice on identified policy priority areas, namely: women's economic security, labour force issues for women, women in leadership and decision making, international issues for women, and legal issues for women and protection of the law; ▪ the ongoing emergence of issues and concerns within the scope of the government's identified policy priority areas but not specifically requested by government. <p><input type="checkbox"/> To ensure all advice to government on identified policy priorities is well-informed and relevant, the NCWA will:</p> <ul style="list-style-type: none"> ▪ utilise its established consultative mechanisms at the international, national, state/territory and broader community levels; ▪ apply appropriate methods of research to provide background information and content to the issues under consideration. <i>(The means currently used to research such issues include: newspaper/magazine/journals; specialist libraries; internet - general and specialist sites; discussion with federal and state government departments, specialist semi-government agencies and private organisations; publications; submissions from NCWA state/territory councils; and interviews with other relevant stakeholders.)</i> <p><input type="checkbox"/> Prior to formulating and submitting advice to government, the NCWA will prepare a detailed process plan outlining the most appropriate means of undertaking research and consultations to inform that advice. This process plan will consider such matters as research methods to be used, the extent and level of consultation required, and how the overall process of generating that policy advice will be managed and coordinated.</p>	<p>Receipt and registration of specific government requests.</p> <p>Documentation of emerging issues.</p> <p>National and state / territory coordinators convene their relevant standing and sub-committees.</p> <p>Job role of honorary research officer</p> <p>Executive committee and honorary research officer assist in developing process plan.</p>

	<p><input type="checkbox"/> National and state/territory coordinators, when convening their respective consultative committees to inform policy advice to government, will:</p> <ul style="list-style-type: none"> ▪ ensure advisors are selected on the basis of the knowledge and experience they are able to bring to the issue under investigation; ▪ co-opt external specialists in the field as required to supplement the work of these committees. <p><input type="checkbox"/> Copies of all policy advice submissions to government will be distributed to those affiliates, members and other stakeholders who have participated in, or contributed to, the formulation of that advice. (<i>This practice is designed to keep members informed and involved</i>)</p> <p><input type="checkbox"/> The progress of issues, including the outcomes of policy advice submissions to government, will be monitored and tracked, and reported back to NCWA constituents at annual state/territory and national conferences and seminars.</p>	<p>Included in job role of national and state / territory coordinators.</p> <p>Pool of specialist advisors updated as required.</p> <p>Mailing list maintained and a copy filed.</p>
<p>P.2 Provision of advice which reflects the diversity and heterogeneity of women and which provides balanced analysis of common concerns, competing interests, key sensitivities and the pros and cons of advice options.</p>	<p><input type="checkbox"/> All policy advice submissions to government will be checked by the executive committee to ensure that such advice meets NCWA quality standards in relation to:</p> <ul style="list-style-type: none"> ▪ relevance and timeliness; ▪ style and readability of content; ▪ diversity and heterogeneity of views expressed; ▪ balanced analysis of common concerns, competing interests and key sensitivities; ▪ due and well-informed consideration of the pros and cons of advice options. 	<p>Issue and submission tracking and monitoring procedure.</p>
		<p>Policy advice submission assessed for compliance with documented quality standards prior to release.</p>

	<p><input type="checkbox"/> Established channels of communication will be utilised to ensure that the widest possible views are reflected in the policy advice submissions to government. <i>(These channels, and their associated communication systems, will provide for maximum representation and diversity of women's' views at the community, state/territory, national and international levels.)</i></p>	<p>Communication channels documented.</p>
<p>P.3 Effective identification of, and advice on, emerging issues affecting women.</p>	<p><input type="checkbox"/> The national and international environment will be scanned to identify existing and emerging issues about which some policy advice or action may be required or appropriate. <i>(Environment scanning will occur across all forms of media, including daily newspapers, radio and television, reports and publications, information received from national and international stakeholder organisations / partners, and state and federal governments etc.)</i></p> <p><input type="checkbox"/> Current issues (including emerging issues) will be selected and prioritised for actioning in accordance with criteria that reflects OSW policy priorities for women.</p>	<p>Scanning incorporated into job roles of the national liaison officer, president, board and national coordinators.</p> <p>Criteria documented. Issue selection and prioritising incorporated into above job roles</p>
<p>CONSULTATION</p> <p>C.1 Consultation with a wide range of women (including members, other women's organisations and in the broader community) and other stakeholders as relevant, to inform policy advice to government.</p>	<p><input type="checkbox"/> All consultations to inform policy advice to government, whether in response to specific requests for information/advice or as part of the NCWA's ongoing program of consultation, will be conducted in accordance with:</p> <ul style="list-style-type: none"> ▪ a detailed methodology that takes into account such matters as the nature of the issue under investigation, timelines, cost, target population, and the most appropriate means/methods required to achieve the outcomes desired; ▪ a set of guidelines prescribing the standards of performance required for the conduct and coordination of all NCWA consultations. 	<p>Methodology planned and documented.</p> <p>Compliance with guidelines incorporated into job roles of national executive.</p>

	<p><input type="checkbox"/> NCWA's established communication infrastructure will be utilised to achieve required consultation outcomes. <i>(This infrastructure embraces comprehensive consultative mechanisms at the international, national, state/territory and broader community levels.)</i> The particular level or levels at which consultations will be held will be determined by the national executive depending on the nature and urgency of the issue/s under investigation and the outcomes to be achieved.</p>	<p>Range of consultative mechanisms planned and documented.</p>
	<p><input type="checkbox"/> NCWA coordinators and advisors will regularly consult with their ICW counterparts to ensure that, where appropriate an international perspective is incorporated into NCWA policy advice submissions.</p>	<p>Incorporated into job roles of national and state/territory coordinators and advisors</p>
	<p><input type="checkbox"/> At the national level, and depending on the nature and urgency of the issue/s under investigation, an agreed minimum number of consultations will be held with:</p> <ul style="list-style-type: none"> ▪ members of the NCWA board and executive; ▪ relevant NCWA standing and sub-committee/s, including co-opted specialists in the field; ▪ NCWA state/territory councils and individual members; ▪ all the above or a combination of these. 	
	<p><input type="checkbox"/> At the state/territory level, an agreed minimum number of consultations will be held with:</p> <ul style="list-style-type: none"> ▪ members of the state/territory councils; ▪ relevant state/territory standing sub-committees, including co-opted specialists in the field; ▪ state/territory affiliated organisations and individual members; ▪ all the above or a combination of these. 	

	<p><input type="checkbox"/> At the broader community level, an agreed minimum number of consultations will be held with the general public of women, partner organisations, other women's NGO's, and stakeholder organisations in the corporate, public and not for profit sectors. The consultative mechanisms used to inform policy advice at this level will include:</p> <ul style="list-style-type: none"> ▪ issue-based community forums and focus groups; ▪ written questionnaires and phone surveys to elicit attitudes and opinions on particular issues; ▪ national and state/territory seminars; ▪ special task oriented working / advisory groups; ▪ media advertising to solicit public input and submissions. 	<p>Consultations coordinated by international coordinator and national liaison officer and incorporated into respective job roles.</p>
<p>C.2 Development of partnerships with other stakeholders, including other women's NGOs</p>	<p><input type="checkbox"/> The development of strategies to build partnerships and alliances with key stakeholders (including other women's NGOs) will occur within the context of NCWA's annual strategic planning and review cycle. <i>(The strategies will be reviewed annually and updated as required, and will focus the organisation's attention on developing:</i></p> <ul style="list-style-type: none"> ▪ <i>opportunistic partnerships/alliances;</i> ▪ <i>stakeholder alliances;</i> ▪ <i>cross-organisational consortiums.)</i> <p><input type="checkbox"/> Planning to continue for the convening of a national conference on 'Women Creating Partnerships for the Future' to be held in Melbourne on March 8 - 11th 2001. This conference involves an alliance of prominent women's organisations in Australia.</p> <p><input type="checkbox"/> NCWA will undertake at least one major benchmarking project per annum as a means of achieving best practice. Such a project will require an external benchmarking 'partner' in order to gain maximum benefit.</p>	<p>Update and review of strategic plan.</p> <p>Principles guiding the development of partnerships/alliances documented.</p> <p>Benchmarking team/s appointed and trained and self-directing.</p>

	<p><input type="checkbox"/> The progress of these partnerships will be continually monitored and an annual formal assessment made of the outcomes achieved from each.</p>	<p>Progress tracking and monitoring procedure.</p>
<p>C.3 Constructive working relationships with Minister's office, OSW and other commonwealth agencies, including timely advice on likely media activities.</p>	<p><input type="checkbox"/> The development and maintaining of constructive working relationships with the minister's office, OSW and other commonwealth agencies and departments will be based on the following relationship-building processes and activities, including:</p> <ul style="list-style-type: none"> ▪ meeting the government's expectations with respect to achieving the required outcomes; ▪ fulfilling all terms and conditions of the agreement; ▪ timely compliance with all contractual reporting and accountability requirements; ▪ continuous application of NCWA's quality assurance procedures to ensure that national secretariat services are of the highest standard; (see section 5 - Quality Assurance Plan) ▪ periodic and informal liaisons/discussions with ministerial and departmental staff to 'keep in touch' and ensure such staff are personally informed of NCWA's progress and alerted to any issues, problems or concerns; ▪ timely written advice about forthcoming events or any emerging issues likely to attract media attention. <p><input type="checkbox"/> The national secretariat will be located in Canberra and staffed by a national liaison officer and a small administrative support team. (This will facilitate close working ties with the minister's office, OSW, government departments and other stakeholders based in Canberra whose focus impacts on issues of concern to women.)</p>	<p>Meetings with OSW.</p> <p>Performance indicators developed and monitored.</p> <p>Reviewed and documented in milestone reports.</p> <p>Compliance with NCWA's quality assurance plan.</p>

<p>INFORMATION & EDUCATION</p> <p>I.1 Activities which support women's access to information on relevant issues relating to government initiatives.</p>	<p><input type="checkbox"/> The NCWA will continue to produce its 'Quarterly Bulletin' for wide distribution to all state/territory affiliated organisations, associate members, other women's NGO's, women leaders in business and the community, and state and federal members of parliament. (<i>The Quarterly Bulletin provides information on a wide range of issues, events, and projects.</i>) A minimum of two pages or 25% of the bulletin will be devoted to such matters as:</p> <ul style="list-style-type: none"> ■ issues relevant to the government's policy priority areas; ■ the work currently being undertaken by those NCWA and state/territory standing and sub-committees that relate to the government's policy priority areas; ■ relevant issues that relate to government initiatives. <p><input type="checkbox"/> NCWA will continue to produce and disseminate its monthly 'Newsletter' for all state/territory councils. A specific section of the Newsletter will be devoted to covering relevant issues that relate to government initiatives.</p> <p><input type="checkbox"/> NCWA will complete its family friendly project within the next 9 months. This major project examines workforce and family issues and has involved working with the Victorian Women's Trust to develop a public document that contains strategies and material to assist women and men to think about the issue of family-friendly workplaces.</p> <p><input type="checkbox"/> Post-budget briefing session/s will continue to be held to discuss the budget's impact on women. An accompanying 'Issues Paper' will be produced and distributed to all state/territory councils.</p> <p><input type="checkbox"/> NCWA web site will be regularly updated to provide information about current issues, the work of the NCWA and state/territory councils, government initiatives, and how women can access and become involved in NCWA decision making.</p>	<p>Incorporated into job role of president and national liaison officer.</p>
		<p>Established procedures and timelines for production.</p>
		<p>Organised and coordinated by national liaison officer.</p>
		<p>Incorporated into job role of national liaison officer.</p>

	<p><input type="checkbox"/> Executive summaries and extracts of submissions to government on policy priority areas will be produced and disseminated throughout the network.</p>	<p>Incorporated into job role of national liaison officer.</p>
<p>1.2 Contribution to building the positive profile of women, women's achievements and women's issues.</p>	<p><input type="checkbox"/> NCWA standing committee on the Status of Women will have delegated responsibility for planning and coordinating a program of activities specifically designed to build a positive profile of women, women's achievements and women's issues.</p> <p><input type="checkbox"/> The approach adopted by the Status of Women standing committee will be based on coordinating the work of other relevant national and state/territory standing and sub-committees to:</p> <ul style="list-style-type: none"> ▪ undertake an agreed number of special projects like the proposed 'family court and issues affecting women'; ▪ produce brochures and handout material on issues, concerns, women's organisations, special projects etc.; ▪ produce an agreed number of information kits at a required level of quality and quantity; ▪ seek partnerships with registered training providers to conduct seminars and courses on a range of issues. 	<p>Incorporated into job role of coordinator.</p> <p>Terms of reference established for standing committee.</p> <p>Agreed performance indicators monitored</p> <p>Agreed performance indicators monitored.</p> <p>Agreed performance indicators monitored.</p> <p>Agreed performance indicators monitored.</p>
<p>GOVERNANCE G1 A well managed and accountable organisation</p>	<p><input type="checkbox"/> NCWA board will operate within a 'policy governance framework' as the means of ensuring that it provides effective strategic leadership and accountability, and that the organisation as a whole, including its constituent state/territory councils, are results-oriented.</p> <p><input type="checkbox"/> The board will develop, maintain and continuously review its governing policies with respect to:</p> <ul style="list-style-type: none"> ▪ strategic ends - i.e. policies that articulate what results are to be achieved by the NCWA, for whom and at what cost; within the scope of OSW's policy priorities; 	<p>Board policies reviewed and updated at board meetings.</p> <p>Incorporated into job role of board.</p>

<ul style="list-style-type: none"> ▪ executive limitations - i.e. policies that establish the boundaries of acceptability within which the methods and activities of the NCWA's executive can be responsibly left to that executive; ▪ board / executive relationship - i.e. policies that clarify the manner in which the board delegates authority to the executive, as well as how it evaluates executive performance in relation to achieving the prescribed strategic ends and complying with executive limitations policies; ▪ governance process - i.e. policies that describe the board's philosophy, its accountability, and the specifics of its own job. 	<p>Incorporated into job role of board.</p> <p>Incorporated into job role of president.</p> <p>Treasurer appointed and assigned specific responsibilities.</p> <p>Suitably qualified auditor appointed.</p> <p>NCWA board</p> <p>Other governance systems incorporated into job role of NCWA board.</p>
<ul style="list-style-type: none"> ▪ effective financial management of public funding will be ensured by: <ul style="list-style-type: none"> ▪ ongoing development, implementation and review of board policies that determine how the organisation fulfills its fiduciary responsibilities for financial planning and monitoring, and safeguarding its actual financial condition; ▪ submission of bi-monthly financial reports to the board that are prepared in accordance with preestablished criteria set by the board; ▪ appointment of a treasurer to keep proper books of accounts in a format which meets the accountability requirements prescribed in the Constitution of the NCWA; ▪ adoption of the accrual method of accounting through use of the software package MYOB; ▪ established day to day expenditure controls and procedures; ▪ annual production of an audited set of accounts. 	<p><input type="checkbox"/> All statutory and legal obligations of the board will be fulfilled</p> <p><input type="checkbox"/> Other governance systems will include: <ul style="list-style-type: none"> ▪ an annual schedule of board - constituent meetings as a means of strengthening board accountability and educating board members about constituent needs and aspirations; </p>

	<ul style="list-style-type: none"> ■ an annual and formal self-appraisal process conducted to assess board performance; ■ an annual and formal review/update of NCWA strategic plan; ■ an annual and formal appraisal process conducted by the board to assess the performance of the president and executive 	
<p>G.2 Participation of women in the organisation's decision making roles.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Nominations for positions on boards of national and all state/territory councils will comply with provisions required in council constitutions. <input type="checkbox"/> Women will participate in NCWA decision making through the established channels at the national and state/territory levels with respect to: <ul style="list-style-type: none"> ■ internal organisational and management matters; ■ policy issues, motions, actions, submissions etc., ■ strategic priorities and directions. <input type="checkbox"/> State/territory delegates to the national council will: <ul style="list-style-type: none"> ■ report to NCWA and initiate motions, actions, submission, etc.; ■ attend NCWA meetings and discuss motions, requests and submissions etc.; ■ report to their own organisation or agency; ■ raise matters of interest and concern, plan action, request support on behalf of their own organisation. <input type="checkbox"/> NCWA will continue to rotate the three year term of the president's position between the states and territories as a means of providing all members with equal opportunity for close proximity to executive decision making. 	<p>Established procedures documented and followed.</p> <p>Established channels documented and understood by all members.</p> <p>Determined at triennial conferences.</p>

Section 4

Quality Assurance Plan

Section 4 **Quality Assurance Plan**

Introduction

The *National Council of Women of Australia* is committed to ensuring that the National Secretariat Services provided under the National Women's NGO's Funding Program delivers quality outcomes with respect to policy advice to government, consultation, and information and education. As a recipient of public funds, we recognise the need for the *NCWA* to be effectively governed and we remain committed to ensuring this outcome is also delivered.

The quality assurance plan is based on a formal system of checks and controls which are interfaced throughout *NCWA's* outcomes delivery system. The plan will be updated as necessary to remain responsive to the government's needs and the needs of *NCWA's* members.

Our president, in conjunction with the national liaison officer (to be appointed), the executive, and the *NCWA* board, will periodically review the quality assurance systems contained in the plan to ensure they meet the expectations and requirements of the government and other key stakeholders.

The *NCWA* aims to provide National Secretariat services that meet and strive to exceed the expectations of the Commonwealth Office of the Status of Women.

Quality principles

Five quality principles underpin provision of the National Secretariat Services. These principles are:

- | | |
|----------------|---|
| Responsiveness | <i>NCWA</i> will continuously review and update its system for delivering outcomes to ensure prompt responses to stakeholder needs and expectations. |
| Consistency | <i>NCWA</i> will manage the delivery of outcomes to ensure a high standard of contract performance is consistently maintained. |
| Accountability | <i>NCWA</i> will work with the Commonwealth Office of the Status of Women to ensure all accountability requirements are met and that a cooperative working relationship is maintained at all times. |

Value for money	NCWA will deliver the required outcomes in a manner consistent with best practice.
Continuous improvement	NCWA will measure, regularly evaluate and, where appropriate, implement innovations to improve the standards of its work.

Responsibilities and authorities

Final responsibility for the provision and maintenance of the quality system shall reside with the NCWA president and board. The national liaison officer shall have full delegated authority for the implementation and day to day operations of the quality management system.

Specifically, the NCWA board shall have overall responsibility for ensuring that the organisation is achieving what it should with respect to the tender requirements and that all agreed performance targets and outcomes are achieved.

The president, in conjunction with the executive committee, and with assistance from the national liaison officer (to be appointed) shall have delegated day to day responsibility for ensuring that all requirements under the terms and conditions of the contract are met including key outcomes, agreed performance targets/measures and quality standards.

The international coordinator shall have day to day responsibility for ensuring that national coordinators and advisors carry out their assigned duties and tasks to NCWA required standards, check to ensure that all material is collated, further input is sought if required, and appropriate NCWA sign-off approval is obtained. This position is also responsible for liaising with the ICW and ensuring that the ICW's Plans for Action are distributed throughout the network.

The national coordinators, in conjunction with their national advisors, shall have delegated authority for ensuring that all standing and sub-committees are functioning effectively and that submissions for the purposes of informing policy are well researched and prepared in a professional way for presentation.

The state/territory coordinators, in conjunction with their state/territory advisors, shall have delegated authority for ensuring that all state/territory standing and sub-committees are functioning effectively and that consultations held for the purposes of informing policy advice and submissions comply with the same NCWA quality standards as apply nationally.

The *NCWA* treasurer shall be responsible for ensuring the proper keeping of separate books of the account, and that the organisation complies with Australian Accounting Standards and best practice financial management.

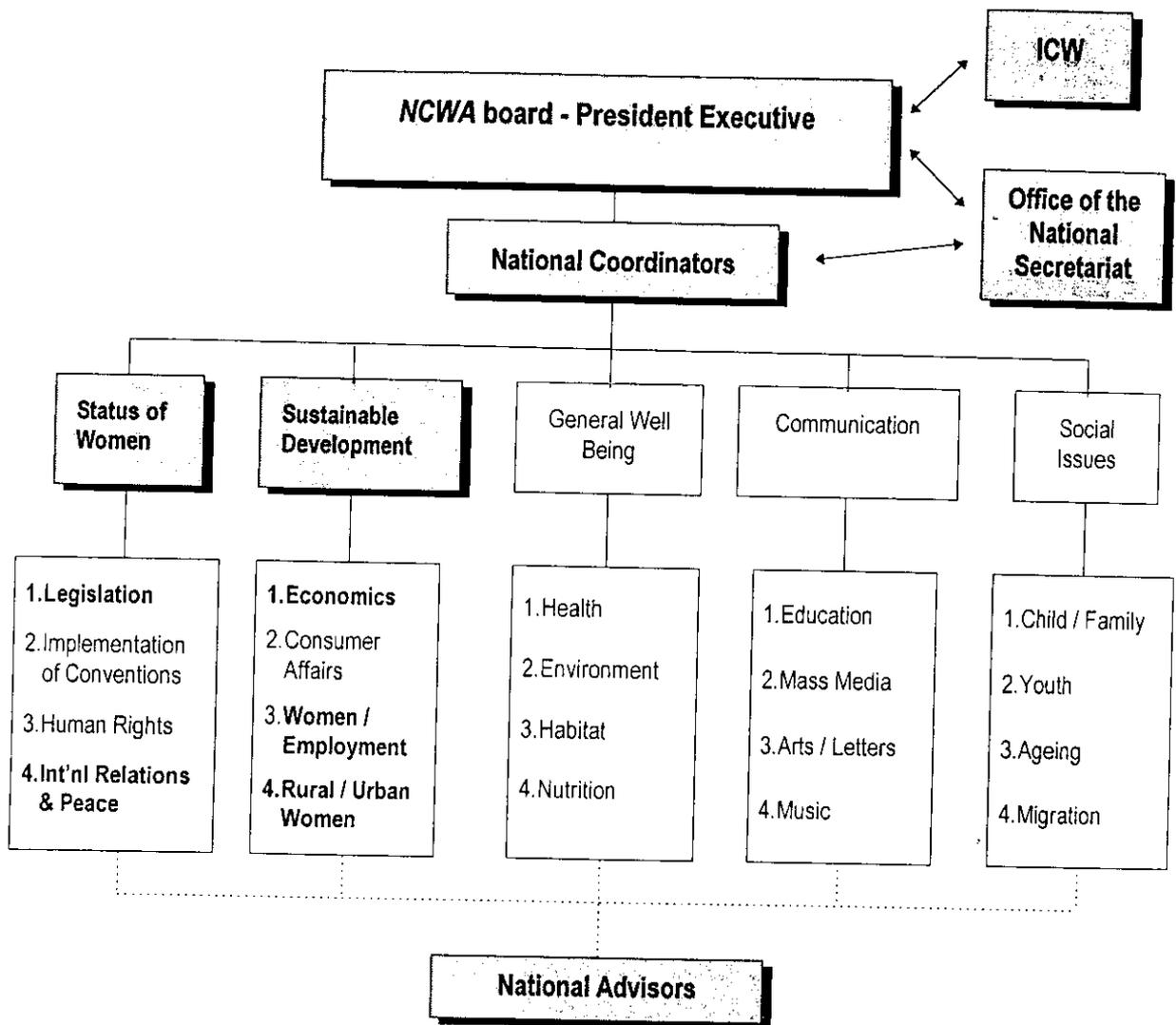
The research officer shall be responsible for ensuring that research methods and techniques used to provide information and background to policy advice submissions are the most appropriate for the purpose.

The Australian delegate to the ICW is responsible for reporting the views of *NCWA* members to ICW standing committees as well as ensuring that the ICW views reported back to the *NCWA*.

The organisational structure (national and state) of the *NCWA* is illustrated on the following pages. Those components of the structure that are directly relevant to addressing the government's required outcomes are highlighted.

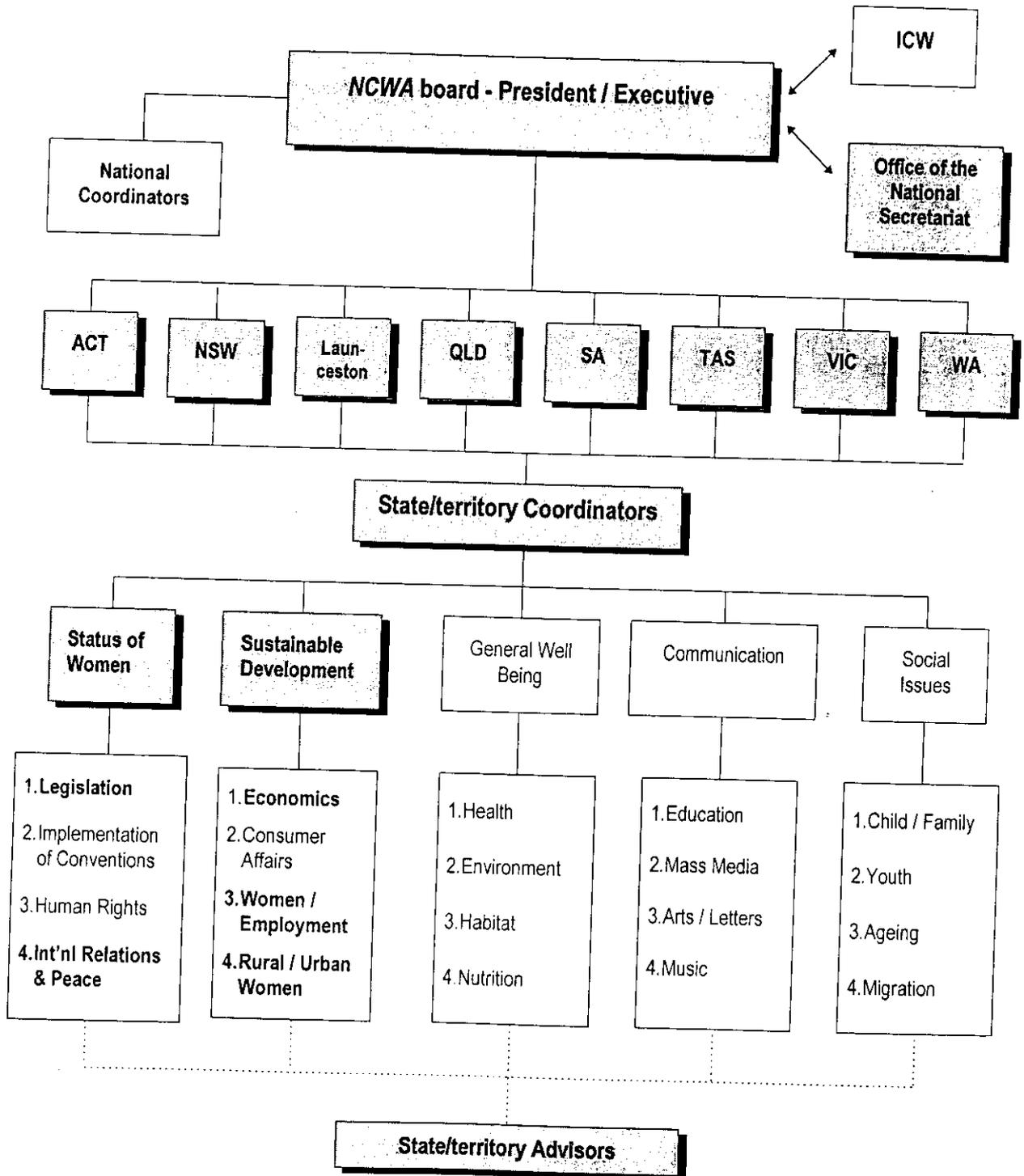
National structure

The organisation chart below shows the lines of authority and accountability between the NCWA board, an office of the National Secretariat and NCWA's network of national standing committees and sub-committees.



State / Territory structure

The organisational chart below shows the lines of authority and accountability between the NCWA board, an office of the National Secretariat and the NCWA's state/territory network of standing and sub-committees.



Management - systems

The NCWA has an established and coherent management system designed to provide effective and efficient infrastructure support to the delivery of the required outcomes.

The main components of this system are:

- a comprehensive reporting regime to facilitate good governance and accountability of performance;
- a benchmarking program as a means of achieving best practice;
- a management systems profile to ensure consistently high standards of performance are maintained.

Reporting regime

The reporting regime outlined in the table below is suggested as a basis for NCWA reporting to the OSW. This regime is a proposal only and thus may be altered to suit OSW accountability requirements.

Type of Reports	Content of Reports
<p>Immediate oral reports (Includes an accompanying written report within 48 hours)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Any actual, perceived or anticipated problems, difficulties or significant incidents in regard to: <ul style="list-style-type: none"> ■ stakeholder issues, emergencies or important grievances; ■ service disruptions; ■ conflicts of interest; ■ contractual problems or difficulties; ■ proposed NCWA public announcements, statements, information releases etc.; ■ responses to notices or instructions from OSW.
<p>Milestone Reports (six monthly)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Progress made in implementing establishment tasks as referenced in Milestone Schedule (This applies to first Milestone Report only - see section 6). <input type="checkbox"/> Progress made in achieving agreed performance targets and delivering outcomes on policy advice priorities.

<p>Milestone Reports (cont.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Progress made in achieving agreed performance targets and delivering outcomes on consultation. <input type="checkbox"/> Progress made in achieving agreed performance targets and delivering outcomes on information and education. <input type="checkbox"/> Progress made in achieving agreed performance targets and delivering outcomes on governance. <input type="checkbox"/> Summaries of any actual, perceived or anticipated problems, difficulties or significant incidents and how these were resolved. <input type="checkbox"/> Proposed changes, developments or innovations in NCWA's outcomes delivery system. <input type="checkbox"/> Financial expenditure details showing actual to budget expenditure for each outcome area. <input type="checkbox"/> Stakeholder complaints - summary of issues and how resolved. <input type="checkbox"/> Identification of any operational issues and trends likely to impact on delivering the required outcomes. <input type="checkbox"/> Details of marketing initiatives and activities undertaken in line with NCWA's strategic marketing plan.
<p>Review Reports (annual - within 60 days of the end of each financial year)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review of achievements in meeting agreed performance targets and outcomes on: <ul style="list-style-type: none"> ■ policy advice priorities; ■ consultations; ■ information and education; ■ governance. <input type="checkbox"/> Summary and overview of contract performance issues. <input type="checkbox"/> Overview of operational issues and trends addressed throughout the year. <input type="checkbox"/> Internal quality performance assessment - indicators and measures. <input type="checkbox"/> Outcome summary of benchmarking project. <input type="checkbox"/> Stakeholder complaints - summary and overview. <input type="checkbox"/> Audited financial report. <input type="checkbox"/> Annual report of the organisation. <input type="checkbox"/> New strategies derived from review and update of NCWA's strategic plan.

	<input type="checkbox"/> Planned initiatives and activities derived from review of NCWA's marketing plan. <input type="checkbox"/> Annual review and update of marketing plan.
Final Report (within 30 days of end of funding period)	<input type="checkbox"/> Audited financial report <input type="checkbox"/> Formal review and evaluation (qualitative and quantitative) of the overall outcomes achieved and target performance indicators met under the Agreement.

Benchmarking program

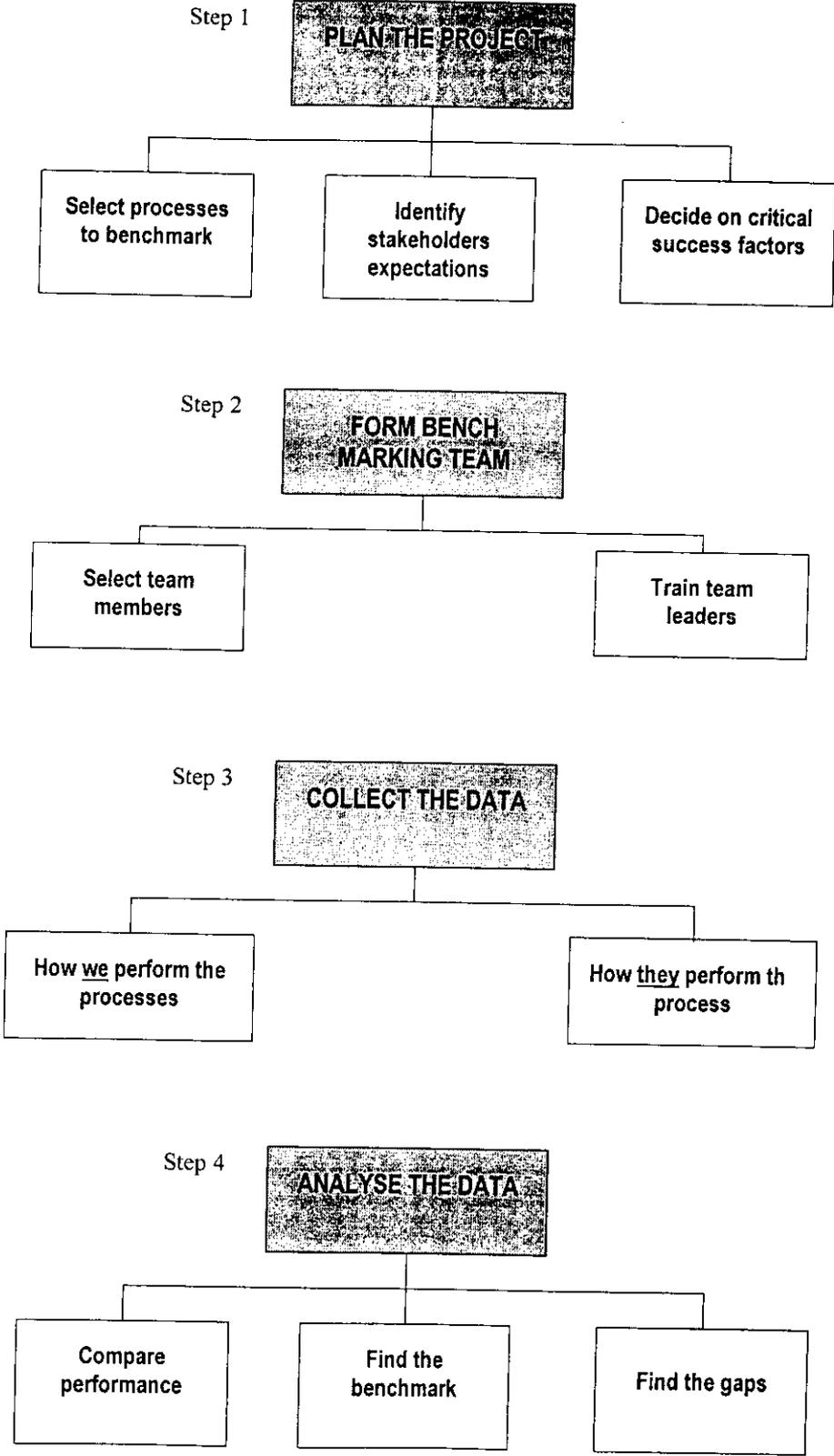
The NCWA has the necessary resources and network links to establish benchmarking partnerships with similar NGO's (including other OSW funded national secretariats). This will enable the NCWA (and its benchmarking partner) to compare outcome delivery systems for the purposes of learning and progressing towards best practice.

NCWA benchmarking teams will be established comprising:

- a lead team drawn from the president, national liaison officer and executive committee to identify opportunities to establish benchmarking partnerships, determine what needs to be benchmarked and generally guide the benchmarking project;
- a project team drawn from within the organisation to visit or communicate with identified benchmarking partner/s to collect and analyse the data, and prepare findings for consideration and implementation by the lead team.

The composition of the project team will vary depending on what is being benchmarked.

The sequence of steps that will be undertaken by the benchmarking teams is illustrated on the following pages.



Key management systems	Systems timing	Responsible authority / persons	Formal reporting
National organisation: Ensure effective executive management for delivering the outcomes specified in the final contract.	Ongoing	NCWA board through President, International Coordinator and National Liaison Officer.	Milestone Review
Ensure that commencement of contract is effected smoothly across the national and state/territory levels without disruption or delay.	By end of October 1999	NCWA board through President, Executive, International Coordinator and National Liaison Officer.	Milestone (first report only)
Address any contractual issues that arise.	Immediate	President and NCWA board.	Immediate Milestone
Ensure all national and state/territory standing committees and sub-committees are sufficiently supported and resourced to deliver the required outcomes.	Ongoing as required	National Liaison Officer and Treasurer.	
Plan, monitor and review budget expenditure and resource allocation arrangements with adjustments made as required.	Monthly and ongoing as required	President in liaison with Treasurer.	Milestone Review
Conduct performance appraisal for National Liaison Officer.	Annual and ongoing as required.	President and Executive Committee.	
Ensure efficient and effective data / information collection, storage and retrieval system.	Continuous	National Liaison Officer in conjunction with administrative support team.	
Outcomes delivery - policy advice Ensure all government requests and submissions for policy advice are responded to, and that agreed performance targets/outcomes are met.	Continuous	President and Executive Committee	Milestone Review Final
Ensure all policy advice submissions to government comply with NCWA quality standards.	Prior to all policy advice submissions	National Liaison Officer in conjunction with President.	Milestone Review Final

Ensure the most appropriate means of research and consultation are deployed to inform policy advice.	Prior to policy advice submissions	National Liaison Officer in liaison with national and state/territory coordinators as appropriate, and Research Officer.	Milestone Review
Scanning of national and international environment to identify current and emerging issues.	Continuous	National Liaison Officer in conjunction with national and state/territory coordinators, and International Coordinator.	Milestone Review
Selection and prioritising of issues for actioning.	Ongoing as issues emerge	National Liaison Officer in conjunction with President and board.	Milestone Review Final
Progress and outcomes of policy advice submissions monitored and tracked.	Ongoing following all policy advice submissions	National Liaison Officer.	
Outcomes delivery - consultation: Ensure all agreed performance targets and outcomes are met	Continuous	President and Executive Committee.	Milestone Review Final
Prepare methodology and process guidelines for the conduct and coordination of all consultations.	Ongoing prior to conducting consultations	National Liaison Officer and President.	Milestone
Identify opportunities and develop strategies for the forging of partnerships, alliances, consortiums.	Ongoing	National Liaison Officer in conjunction with President and Executive.	Milestone Review Final
Monitor the progress and outcomes of each partnership, alliance, consortium established.	Ongoing	National Liaison Officer and President.	Annual.
Liaise with government personnel to ensure 'purchaser' satisfaction.	Ongoing and as required	NCWA board through President and National Liaison Officer.	
Provide timely advice to government about likely media activities.	Ongoing as required	National Liaison Officer.	Milestone Review
Outcomes delivery - Information & education. Ensure all agreed performance targets and outcomes are met.	Continuous	President and Executive Committee	Milestone Review Final

Initiate and implement national and state/territory objectives relevant to achieving required outcomes.	Ongoing	President and National Liaison Officer in conjunction with Executive and national and state/territory coordinators.	Milestone Review Final
Evaluate outcomes of all activities, projects, kits, publications etc.	Ongoing as appropriate	National Liaison Officer	Milestone Review Final
Develop, review and implement marketing strategies to promote NCWA and expand membership base.	Plan developed within first 6 months. Implementation and review continuous	Executive, President, National Liaison Officer, National and state/territory coordinators.	Milestone Review Final
Outcomes delivery - governance			
Implement and review 'policy governance' provisions of NCWA board.	Implemented within first 6 months. Review ongoing.	Chairperson of NCWA board board members.	Milestone Review Final
Ensure all agreed performance targets and outcomes are met.	Continuous	NCWA board	Milestone Review Final
Preparation of immediate, milestone, review and final reports in accordance with agreed format and requirements of OSW.	Ongoing as required	President and National Liaison Officer.	
Ensure continued fulfillment of all statutory and legal responsibilities.	Ongoing	NCWA board and President.	Review Final
Review strategic plan in light of contract requirements and maintain strategic planning and review cycle.	Review within first 6 months. Annual planning and review cycle	Board of management, President, National Liaison Officer.	Milestone Review
Conduct performance appraisals for NCWA board and President.	Annual	NCWA board	Final

Quality improvement: Develop and administer internal and external stakeholder satisfaction surveys.	Annual	President and National Liaison Officer.	Review Final
Plan, coordinate and implement benchmarking program to achieve best practice.	Annual	President and National Liaison Officer in conjunction with state/territory councils.	Review Final
Ensure quality assurance plan is implemented and working effectively.	Continuous assessment and periodic formal review as required	National Liaison Officer, President and NCWA board in liaison with state/territory councils.	Review Final
Ensure effective mechanisms are in place to receive, record and satisfactorily resolve stakeholder complaints/grievances.	Periodic formal review of system. Grievance resolution ongoing as required.	President, National Liaison Officer and NCWA board as appropriate.	Immediate (if appropriate) Milestone Review Final
Ensure all state/territory councils comply with NCWA standards of performance.	Periodic as appropriate.	National Liaison Officer.	Review Final
Auditing inspections of management systems - stakeholder grievances, benchmarking, data collection, consultation and policy advice.	Continuous and periodic	President and National Liaison Officer.	Review Final

Section 5

Milestone Schedule

Section 5 **Milestones schedule**

Staged workplan

The following proposed workplan indicates the key milestones to be achieved from pre-contract through to contract commencement and subsequent contract consolidation process. The timing of stage will, of course, be subject to the needs and requirements of the Commonwealth Office of the Status of Women.

Stage 1: Notification of contract

All milestone tasks in stage 1 to be completed within four weeks.

- Formal notification of successful tender received from the Minister Assisting the Prime Minister for the Status of Women.
- 'Transition-to-Contract Management Team' appointed and assigned specific tasks to effect smooth transition.
- Meet with government staff to negotiate specific performance targets/measures and finalise Outcomes Agreement and sign contract.
- Notify state/territory councils of Outcomes Agreement having obtained prior approval in writing from the Commonwealth.
- Advertise for National Liaison Officer and support staff to be located in Canberra.
- Search for, identify and secure suitable premises in Canberra to locate the head office of the National Secretariat.
- Appoint staff selection panel to finalise and review job descriptions, develop staff selection criteria, and generally plan for staff interviews.

Stage 2 Initial set up and establishment

All milestone tasks in stage 2 to be completed within 4 - 8 weeks

- Conduct interviews for staff appointments and advise successful/unsuccessful applicants.
- Arrange for and purchase office equipment, materials and supplies as required.

NCWA BOARD

REPORT FROM NCW LAUNCESTON PRESIDENT ELAINE BUSHBY

During this past year our **Co-ordinator and the various Standing Committee Advisers** have continued their implementation of the structural changes in their operation, handed down from ICW, introduced at the NCWA Triennial Conference in Perth, W A in 1997 and further refined at the First Annual Conference of NCWA in Melbourne, August 1998. There has been some frustration about the poor communication with some of their national counterparts.

Whilst changes to the composition of the NCWA Board and the introduction of Teleconferences for Board Meetings have been welcomed, there is still concern on our part at the lack of any definitive statement on **NCWA'S relationship with Member Councils, where there is more than one Member Council in a State or Territory.**

The future growth and development of NCWA has been of genuine concern to our Council for some time. ***We feel that it is imperative that NCWA establish, as a national goal, input from women in rural and regional Australia, and encourage growth in the organisation, in this way,*** not restricting its operations to Capital cities alone.

In February of this year, **NCWA put considerable time, effort and resources into facilitating a joint meeting of NCW Tasmania (Hobart) and NCW Launceston.** The express purpose of this meeting was to enable the two Tasmanian Councils to reach an agreeable solution to the proposed change to the NCWA Constitution passed at the NCWA Conference in August 1998, that only one Council (or voice) should represent each State.

We greatly appreciate the efforts of the NCWA Board in this regard, and especially the impartial and fair part played by Gabriele Azatu, Rayleen Haig and Elizabeth Steeper, on the day. However, it was extremely disappointing, that the outcome of the meeting (a majority vote for our proposal of an over-arching Executive, with specific duties) was not acceptable to NCWT.

Members of NCWL happily participated in **NCWT's Celebration of their Centenary,** travelling to Hobart for a number of their celebratory events, including the Ecumenical Service, the Tree Planting, the AGM and the Reception.

A further meeting of NCWT and NCWL was held at Oatlands, on 27 May 1999, under the very able Chairmanship of Ms Helen Hutchinson, but again, the otherwise pleasant day, concluded with unresolved differences.

We feel that the way forward is to allow in the Constitution of NCWA for other States to progress in this way, if they so wish, not to jeopardise potential growth and stifle incentive to expand. It is essential that a mechanism be established that allows growth, that is not inhibited by the necessity of one state voice at National level, in order to comply with the proposed change to the National Constitution.

The necessity for fund raising, following the cessation of State Government grants, is of ongoing concern to our Council and the support of the Executive and members in this is very much appreciated and has been very successful.

In October, to mark our affiliation with **ICW** we held a Lunch time General Meeting. Members provided **International dishes for the Luncheon**, and the proceeds from the function went to ICW funds. A presentation by the Riverside Primary School Group about their international project (all were in appropriate costume), was followed by an address by Lisita Paonga (an International student from the University of Tasmania, Newnham Campus) on Women in Tonga. This, plus comments from some other international guests who were present, (several of whom were also in national dress) provided a most enjoyable and entertaining programme.

NCWL takes its **obligation to ICW** very seriously, as we know ICW depends on Affiliation fees and donations such as ours, for survival. Part of ICW work is to be part of "Project Five-O" (a co-operative development programme consisting of ICW, International Federation of Business and Professional Women, International Federation of University Women, Soroptimist International and Zonta International.) This is providing vocational training for women and girls in poor economic circumstances in developing countries.

The projects are managed by local committees, which include members from at least two of the international women's organisations, and the aim is to make these assisted groups self-sufficient within five years.

Our warm relationship with President Nancy Connors and the **Devonport branch of NCWL** continues, with members from both groups attending each other's special functions, as well as working closely together on some issues. ***We congratulate Mrs Mary Binks, (foundation President and current Secretary) of Devonport NCW, on her recent election to the position of Mayor of Devonport.*** Mary is the third member of our Council to hold the position of Mayor (Dorothy Edwards and Barbara Payne are both former Mayors of Launceston). In addition, a former member of NCWL Mrs Annette Waddle was recently elected Deputy Mayor of Launceston, and our congratulations are extended to her also.

Our General Meetings have been well attended, and we have had a variety of interesting and challenging speakers, at both these and the **Luncheon Meetings**.

Mrs Mollie Campbell Smith was the "Guest" Speaker for our meeting in March. Mrs Campbell Smith spoke of her involvement in various organisations for the IYOOP along with fellow NCWL Adviser (for Ageing), Mrs June Hazlewood, on behalf of NCWL. They have been active and successful on several fronts. A Grant had been applied for and received to run a **De Bono based Six Hats Workshop on parallel thinking, sponsored by NCWL**, which was well attended by about 90 people. NCWL, through Mollie and June, also actively supported the successful bid for a **Launceston City Online Centre** at the Launceston Library. The **Older Persons Reference Group**, of which Mrs Campbell Smith is President was joined by NCWL in its venture to facilitate the **pilot project of installing a computer in the Day Centre at Peacehaven Home for the Aged**. This has been wonderfully successful and has opened up a new world for many of the people there. The project has also attracted the support of other groups, including Launceston City Online Access Centre, School for Seniors, Launceston College and Tafe all of whom have offered assistance with volunteers, volunteer computer tutors, oral history and technical advice.

All this involvement, by these, as with our other hardworking Advisers, greatly increases public awareness and appreciation of the work of NCWL in Northern Tasmania.

As the result of a survey of our members we have now commenced (following our AGM in April), holding both our **Luncheon and General Meeting on the same day**, which has resulted in an over-all better attendance for both. There is a guest speaker in between the two, and the only down side is that we will now have less guest speakers over all.

Members of our Council have participated in a number of Seminars, and attended many functions on behalf of NCWL. This is of two way benefit – it enhances our appreciation and understanding of the scope of the work of the Civic and Community organisations in our area whilst raising the profile of NCW amongst them.

One Conference of interest at which NCWL was well represented was the Launceston City Council initiative "**Launceston 2010 The Search for Our Future**". This took place over three days, and was attended by 80 people from various Business, Recreational Cultural, Development, Essential Services, Education, Government, Council and Community interests. A document of findings from the Conference has been produced, and this report will be used as the basis for the development of the City's Strategic Plan – Launceston 2010. It is anticipated that participants will continue to meet twice a year.

The Honorary Secretary, the Treasurer, the Co-ordinator of Standing Committees and Advisers and the Advisers themselves have covered, most ably, much of the work of our Council. Their work, on a broad range of issues of interest to women is the foundation on which a successful Council is built, and I acknowledge, with gratitude, their contribution. This excellent Executive, is very dedicated to the work of NCW. as a whole, and NCWL in particular, and I thank them for their support.

Space does not allow a more comprehensive coverage of all the issues with which we have been involved and the submissions made – these are dealt with more fully in our **Annual Report** which has been distributed to all Councils.

Finally, it is with sadness that we record the loss of some valuable members of our Council.

Mrs Jean Baird was a former Convener for Education.

Mrs Muriel Weir was a highly esteemed member of NCWL for well over forty years, holding a number of positions at local, national and international level for a great many years. Muriel was a tireless worker for the Council and for the many other charities that she supported. At the time of her death, she was our oldest Life Member, both in age, and in time as a Life Member of NCWL.

Mrs Kath Lee (mother of our present Treasurer, Mrs Marie Cleaver) was another dearly loved member of our Council for over forty years. Always willing to help, she was a great supporter in many, many ways, and she will be greatly missed.

Elaine Bushby
President NCW Launceston.

REPORT FROM NCW AUSTRALIAN CAPITAL TERRITORY
PRESIDENT MARGERY SMYTH

The past year has seen NCW/ACT maintain its membership numbers and continue its involvement in both ACT community matters and the national goals of NCWA,

Our monthly lunchtime meetings have continued to attract good attendances and on some occasions interesting speakers add an extra dimension. One of our most interesting speakers was Alison Mann, the daughter of Rae Mnn, our assistant secretary. Alison is a marine archaeologist working with artefacts salvaged from the wreck of the "Pandora", and her talk illustrated by coloured slides, kept the assembly enthralled.

This year's International Women's Day Breakfast, which NCW/ACT helped to organise, was again a very successful event, with the speaker ~ Ruth Cracknell, AM, attracting an audience of over 600. Almost another 600 applications were returned, after the capacity of the venue was quickly filled. The proceeds of the event were divided between two International Women's Development Agency projects. One project was an educational campaign run by the Inter Africa Committee to end traditional practices harmful to women and children, focussed on the practice of female genital mutilation. The other project was to support ECOSEEDS, a non-government organisation working in the Western Province of Papua New Guinea. Its focus is on women centred community education in small business development and environmental degradation control. A well-subscribed collection was also taken to contribute towards the appeal for funds needed to build the national memorial to Australian war Nurses.

During the year we have enjoyed two visits from Leonie Christopherson and we were pleased to have Elspeth Sharp as our guest at our President's Luncheon in April.

In last year's report we mentioned the celebration of our long time member, Ella Doran's 90th birthday in October 1997. Ella's 91st birthday celebration included the launch of her autobiography - "Hand In Hand With Time And Change". With Ella still much in control, we wonder what she has in store for next October.

NCW/ACT's history of the past 20 years is currently in production and we expect to launch this update in September, to mark our 60 years anniversary.

At the time of writing we are preparing for our main IYOF project, which will take the form of a public forum on the topic of "The Changing Role Of Grandparents". The discussion will be informed by a panel of representatives from the Family Court, Legal profession, Grandparents' Support Group, Aboriginal Community, Migrant Community, Education Department and Kidsafe.

Submissions have been made to the ACT Government on a range of topics including -

- The need for funding for SPELD to assist children with learning difficulties
- The maintenance of the services offered by the Women's Information and Referral Service
- The need for a rehabilitation and de-tox unit specifically for teenagers
- The need for a convalescent unit

- ACT Healthy Hospitals and Healthy Cities Programme
- ACT Law Reform to Sexual Assault Laws

- Pre-Budget submission

Representation - Members of Executive have represented NCW/ACT at a number of events including -

- Youth Suicide Forum
- Healthy Hospitals Seminar
- Family Violence Seminars
- Budget Briefing
- Proposed sale of ACTEW discussions
- National Nursing Summit
- Human Rights Seminars
- Baha'i community Conference & celebration of 50th anniversary of the Declaration of Human Rights
- National Forum of Women's Consultative Councils
- Australia New Zealand Food Authority meeting & reception
- Genetically Modified Foods Forum
- Breast Cancer Research reception
- UW reception for visiting Chinese Women's delegation

Ongoing Representation

- ACT Women's Consultative Council
- Canberra Seniors' Centre Board of Management
- United Nations Association of Australia/ACT
- Coalition '99 Committee

Vale We have recently heard of the death of previous Vice-President and Treasurer, Rose Hill, who has been living in retirement in Turrumurra for some time.

As this is my final year as President of NCW/ACT, I should like to record how much I have enjoyed working with both the previous and the current Boards and wish them continuing strength in the future.

Margery Smyth
President NCW Australian Capital Territory

August 1999

NCWA BOARD

REPORT FROM NCW NEW SOUTH WALES INC., PRESIDENT PEG McENTEE OAM

It is with pleasure I present this report on behalf of the members of NCW NSW INC.,

This is my first year in the position of President and it has indeed been a 'learning process'.

I recognise the value of the great achievements of the Pioneer women who work so tirelessly, firstly to found the organisation and then to bring about change in so many vital areas for Women and Families.

As with other organisations to-day, it is not easy to recruit younger women and consequently our membership is 'Ageing' however the wealth of Wisdom and the abundant Energy of the members is truly incredible.

It is a joy to note the organisation and participation of the many works/ projects undertaken by both the Individual members and the Affiliated Organisations.

NCW NSW continues to participate in the Peak Women's Organisations meetings, which are convened twice a year by the Department of Women NSW.

The Australia Day and the Jean Arnot Memorial Luncheons were again a great success and I congratulate and thank the women who worked so hard in the planning and organising for both.

A feature of the Jean Arnot Memorial Luncheon was the attendance of thirty eight ladies ranging in age from Ninety to One Hundred and two years.

Each of these ladies were presented with flowers, a cake and a bottle of wine to mark the occasion, scrolls were presented by our Patron Mrs. Gordon Samuels, wife of the Governor of New South Wales.

The presentation of awards at the Australia Day Luncheon, The Jean Arnot Memorial Luncheon, The NCW Foundation Day Luncheon and the Norma Topp Awards presented at the End of Year Function gives the opportunity to recognise and support the achievement of Women and their contribution to Society.

The winners of the Norma Topp Youth Award for 1998 were the Young Friends of Manly Hospital group; they are the youngest Affiliate Member Group of NCW NSW.

Guest Speakers continue to be a feature of our monthly Council meetings.

This year we have invited speakers from several of our Affiliated member groups to share information about their organisation so that we will have a better understanding of their Aims and Objectives.

To recognise the Year of the Older Person a member of the Law Society of NSW provided a speaker to address the topic: "The Law and the Older Person".

A symposium was organised by Mrs. Betty Davy OAM National Adviser for Ageing.

The symposium was entitled " Retirement, Reward or Regrets" and was held on the 24th June, at Parliament House, Sydney.

This year we have given support to " The Ozindo Project"...this venture has come about through the concern of two young Australian Women, Fiona Collins and Mia Hoogenboom.

These young women were students in Indonesia and were saddened and concerned by the severity of the economic crisis in that country and decided to embark on a 16,000 kilometre bicycle journey around Australia to raise funds for the provision of food for Indonesian families.

Support has been given to these young women by NCW and other affiliated organisations, they have received co-operation from these groups and other people on their journey thus far...they need much assistance for the remainder of their journey so please keep informed of their arrival in your place and help where you can.

Tax deductible donations may be sent to "The Uniting Church in Australia International Mission for Indo Project". PO Box No A2266 South Sydney NSW 1235.

I wish to thank most sincerely our Patron Mrs. Gordon Samuels who gives so much support through her gracious attendance at the various functions throughout the year.

My grateful thanks to the NCW NSW executive committee for the time given to their duties and their support to me at all times, particularly Mrs. Roseleen Goldie for her assistance in our office.

To Mrs. Judith Douglas, Editor of the "News", Mrs. Marjorie James OAM VP "News Co-ordinator " and the TEAM who work so hard to prepare the Newsletter for Postage.

Congratulations to Mrs. Yolanda Lee VP and her committee for a successful UNIFEM BREAKFAST....it was wonderful to see the involvement of school students.

I thank Immediate past President Mrs. Clare Cusick for her helpful support to me... also to Clare and the ad hoc committee that worked on the review of the NCW NSW Constitution and again to Clare for her continuing participation on the NCWA Constitution Review committee.

Clare Cusick arranged for NCW NSW to be host to a group of Japanese women visiting Australia late last year.

These ladies wished to have information on Aged Care, ChildCare facilities and to meet and speak with an Australian Aboriginal woman. Clare made the necessary arrangements to facilitate these requests.

NCW NSW did participate well in the questionnaire Interactive Voice Response.

Congratulations to Mrs. Gwen Roderick for her work on this issue and we were very pleased to note that she was honoured to receive the award AM for her services to women, "particularly throughout the National Council of Women of Australia".

OBITUARY:

Mrs. Eve Sharpe (deceased 20.5.99).
Life Member of NCW NSW.
Member of the Local Heritage Council &
Local Council (former Deputy Mayor of Marrickville)

Congratulations and thanks to National President of NCWA Gracia Baylor and the members of the National Executive committee for their contribution by way of leadership for the organisation.

Peg McEntee OAM.
President NCW NSW.
10th June, 1999.

Report from President of NCW Queensland Ann Fletcher OAM

It has been an interesting and challenging time for me as a new President of NCW in Queensland. The State is almost drought free after many years and tourism seems to have survived the economic crisis caused by the Asian crash. We are still very concerned about the fate of our country towns.

We received letters from our Education and Health Ministers in response to the Resolutions from last years Conference. We now have more settled Government in Queensland. As foreshadowed by Laurel, in her report last year, there has been some restructuring, the new Director of the newly named Office of Women's Policy is Stephanie Belfrage and we have established a good rapport with her and with the Minister for Women's Policy, Judy Spence.

NCWQ had Advisers for all areas except Arts & Letters but sadly our Adviser for Migration has just resigned. We have only one Coordinator as Ros Macdonald prefers to work this way and we really would have had great difficulty finding five people to take these positions. We have some wonderful new, young and enthusiastic Advisers. However the more experienced members are querying the new structure, They find it cumbersome and communication difficult. The handbook for Advisers has been well received.

A "new look" newsletter is being produced by Joie Dwyer and will be circulated quarterly. A non -recurrent grant, to purchase a fax machine and a portable overhead projector, has been received.

Our program for the year is full and interesting. We have had a panel on "Grey Power" for IYOP organised by our Convener for Ageing. The topics incorporated the five UN principals for IYOP 99

- Participation
- Care
- Self-fulfilment
- Independence
- Dignity

The speakers were excellent. Val Cocksedge is planning a panel discussion on "Nutrition" for September. We joined with AFUW for a visit to the Indonesian Gold exhibition at the Art Gallery in April.

Our major event for IYOP will be a Luncheon hosted at the Parliamentary Annexe by the Hon Anna Bligh ,Minister for Families , Youth and Community Care and Minister for Disabled Services. Affiliated organisations will mount displays with the theme "Achievements through the Decades"

Other speaker's topics for the year include:

- 'Folk and Fauna : The Real Connection'
- 'Breaking the Silence, Violence against Women: A Gender Response' ' Enduring Power of Attorney : Who would speak for you if you could not speak?'
- 'Working for Success'

A visit from Leonie Christophersen was enjoyed by all who met her and we are looking forward to the National President's visit. It is very valuable for members to meet with representatives from the Board and hear about NCWA first hand.

We were delighted when Yvonne Bain, a Past President of NCWA and NCWQ received an Honorary Doctorate of Griffith University. She acknowledged NCW's contribution to her honour in her Occasional Address.

I attended the Queensland Women's Round Table Meeting, organised by the Office of Women's Policy. It was a packed two days attended by representatives from 54 very varied women's organisations. There were sessions on

- Health
- The Needs of Young Women
- Violence against Women
- Ageing
- Work Related Issues (I was able to promote NCWA's ' Family Friendly Workplace' initiative briefly)
- Reconciliation

There really was not enough time to cover so many topics.

We were able to network with each other at breaks and on the first evening had drinks and dinner with departmental staff.

I found it a very interesting experience with many issues to consider. Two women who had attended the Canberra Round Table said that they felt this one was more productive and less intimidating than the Federal one.

The Office of Fair Trading has asked us to supply three representatives to attend Consumer Advocacy Forums starting this month.

The Council continues to receive invitations to many functions and we try to send a representative to network and promote NCW. I will be attending the Queensland Constitutional Convention in Gladstone next week, representing NCWA and NCWQ. The theme is ' What are the implications for the States if the Federal Republic Referendum is carried?'

In conclusion I would like to thank Margaret Struthers (Secretary), who has experienced the "learning curve" with me and all members of our Council who have supported us in so many ways and helped to maintain the relevance of NCW in these changing times.

Ann Fletcher

President, National Council of Women Of Queensland Inc

ANNUAL REPORT - National Council of Women of Victoria
ROBYN WELHAM

The year has been a successful one marked by the wide acceptance of the Newsletter edited by Janet Galley and produced by Chele Matthews. The resulting increase in costs, paper and time have been well worth the expense. The resulting knowledge and co-operation of members has made a very positive attitude within Victoria and we grateful to all who have assisted.

We continue to meet on the first Thursday of each month in the 1st Floor Meeting room, 104 Exhibition Street, Melbourne 300. Monthly Executive Meetings are held in our office on the 2nd Thursday of each month, 5th floor of said building.

Due to financial restrictions our office hours have been cut and we are now open Wednesday 8am – 11 am and Thursday 8am - 4pm. This makes for a very tight schedule for all concerned.

The efforts of our International Secretary in redefining our standing committees to come on line with ICW requests have been much appreciated and have achieved some 10 advisors who meet recently to discuss matters concerning them.

All positions were filled at the March Annual Meeting although one was a double appointment with need for serious thought to having another member appointed to one or other due to the need for a larger rather than smaller executive.

Two Forums have been run - in April a Drug Forum and in May "Travel, Then and Now" to celebrate the International Year of Ageing.

Four of the five Regional Branches continue to function well and Ballarat Branch has recessed and reformed to be known as the Western Wanderers. These branches are an invaluable source of effort and enlightenment to Council in keeping aware of Rural needs and views along with those of Suburban ones.

We have had the recent good fortune to have a large number of women under 40 join us with a view to undertaking both an active part in our council affairs and in revitalising fund raising activities to enable council to become more active

in community needs. We welcome them and look forward to their fellowship, expertise and youth as we enter the coming century. Subscription have remained at \$50 for Affiliated Organisations and \$25 for Associates but we are seriously reviewing these at this time as we can no longer retain the rising costs that are associated with smooth running of an office such as ours. An age related Life Membership scale is also available to Associates. We are most grateful to the State Government Grant from the Office of Woman's Affairs and for all who have arranged fund raising efforts throughout the year.

We were saddened during the year to at the death of Mr. Eustice Tracey, our long time supporter of our Australia Day Women's Ceremony in the Pioneer Women's Gardens where this year we our Guest Speaker was Mrs. Sylvia Gelman MBE. who spoke of the contribution made to early Victoria by Jewish Women.

We again plan our Mid-Term Luncheon and Regional Day and Christmas Luncheon and look forward to a Think Tank in September to plan towards the year 2000.

In closing I thank Executive Members and Advisors for their help and support in all that has been carried out for Victoria and especially Chele Matthews for her many skills offered to both Council and myself throughout the past year.

THE NATIONAL COUNCIL OF WOMEN OF WA (INC)
PRESIDENT'S REPORT
HOBART CONFERENCE 25 – 29 AUGUST 1999

I have just completed my first year as President of NCW WA. It has been a busy year; however, with the support of a strong executive, some very successful ventures have been accomplished.

On 17th March, to celebrate the International Year of Older Persons as well as our 88th birthday, NCW WA hosted a well-attended Garden Party in the grounds of Government House. A beautiful birthday cake, decorated in the colours of Women's Suffrage, was cut by the Governor's wife and myself.

We were fortunate to have the national President, Mrs Gracia Baylor, visit our state from 21st – 24th May. She agreed to a meeting with the executive, at which time we were able to express our opinions and concerns in regard to NCWA policy decisions; this proved advantageous for both parties. A lunch and evening reception were provided by the City of Perth at its Council Chambers. Our Governor's wife, Mrs Marlena Jeffery, granted us an interview. Gracia also attended a dinner hosted by Guides WA and judged the May Ball Queen at the Australian-Asian Association's Ball, the latter giving her an awareness of our interaction with multi-cultural activities. 24th May was our annual seminar, with the theme 'Our Heritage – Women's Pathways into the New Millennium' to celebrate the Centenary of Women's Suffrage in WA. This was again very well-attended and received. Gracia presented NCWA policy on 'The Family Friendly Workplace', which motivated much interest and was reported on in our daily newspaper.

NCW WA now has representatives on several government boards and committees, which enables us to promote and focus on the position NCW takes in regard to community and women's interests. An excellent working relationship has been created with the Women's Policy Development Office, which keeps us informed and includes us in various women's activities. NCW WA received a \$4 000 grant from the Suffrage Committee to research and publish a book on our history. Paddy Firstenberg and Noreen Sher (delegate for the National Council of Jewish Women and a qualified historian) have commenced the research – a lengthy, tedious chore. I am certain the result will be most gratifying.

Honours this year go to Gwen Roderick AM, who was awarded the Australia Medal, Olga Ramasamy OAM, who was awarded the Order of Australia Medal, and Deborah Kirwan, who was made an ambassador for the International Year of Older Persons.

NCW WA is continuing to address areas which concern women's community interests such as Women's Prisons, Women's Health, Prostitution and Genetically Engineered Foods. I am certain if all constituents are working toward NCW ideals, principles and policies, NCWA will be a force to be reckoned with – a 'ROOF' organization.

JOY SANDS

ATTACHMENT 4

NCW TASMANIA

OVERVIEW OF ACTIVITIES

STRUCTURE

NCWT Inc. consists of voluntary community service organisations. It acts as an 'umbrella' group for its members, but does not speak for them. It has reciprocal membership with three other 'umbrella groups.'

It is non-party political, non-sectarian and open to all women and to all voluntary community groups which agree with the Aims.

WORKING TOGETHER

Since 1899 NCWT Inc's affiliated organisations, now numbering over 43 affiliated (see attached list) have worked with over 30 in the north and north west, have supported each other, helped each other with fund raising, and in gaining wider support for specific concerns, e.g. in 1996 the Salvation Army delegate reported that children were using cartoon stickers on their skins and that these were laced with LSD. NCWT immediately contacted the then Minister and the Government took immediate action to have the stickers declared illegal. NCW has gained wide community support, to help the whole community, locally, nationally and globally.

TOLERANCE

Has worked to build tolerance amongst its members and in the community; women from various religious groups and all political persuasions have always worked together very happily in NCWT Inc. At the interfaith service this year five very different religious groups actively took part and more felt no constraint in participating.

NETWORKING WITH ITS MEMBERSHIP

Apart from general meetings and sub-committee meetings, NCWT has a well established telephone communication tree and contacts all its affiliated and individual members when matters of urgency need the input of the membership. This was very useful during the Pre-Beijing discussion of resolutions to go to the Beijing Conference in 1995.(see below)

NCWT also conducts 'mini-teleconferences' similarly (see Constitution) NCWT has established links to women in rural areas via the branches of its affiliated organisations and has established two Advisers(to date) in rural areas to help co-ordinate input from those areas. NCWT has ensured that the views of its members and represented with the general needs and values of Tasmanian women, to appropriate authorities; NCWT has worked via the ICW Plans of Action to improve every aspect of life, wherever problems have been identified; taken part in national and international discussion, inquiries and conferences to ensure that the views of Tasmanian women are reasonably represented.

SUPPORT FOR MEMBERS, AND THE GENERAL COMMUNITY

NCWT has worked to provide wider support for the service activities of its member organisations and women generally; it has collated the views of its members and represented the needs and values of Tasmanian women to appropriate authorities; worked via the ICW Plans of Action and the Convenerships [now Advisers and Co-ordinators] of the 20 sub-groups, to improve every aspect of life, wherever problems have been identified; it has taken part in national and international discussion, inquiries and conferences with other organisations to ensure that the views of Tasmanian women are reasonably represented.

NETWORKING WITH THE COMMUNITY

NCWT provides an information-sharing and networking service to the community. Consistently on most days, on average at least four calls are received, from intra and inter state, by phone/Fax requesting information on all manner of subjects ranging from help re violence, stalking, etc., child-care, bullying, to the arts, health, education, migrants needs, and links to Government Departments, etc. NCWT is seen as a stable, responsible organisation.

Over the years, NCW has worked with other NGOs, e.g. The Country Women's Association, etc on a multitude of issues of concern to women, their families and the state, not only providing information, but supporting their concerns.

The Communication Tree was extended during the Pre-Beijing discussion on the resolutions to be forwarded from Australia. NCWT contacted a far larger range of women's organisations to obtain state-wide information, re the most critical issues for Tasmanian women, and put forward two resolutions to NCWA, which were included in the Australian Resolutions Manual prepared by NCWA for Beijing

NATIONAL & INTERNATIONAL NETWORKING

NCWT worked tirelessly from 1900 to establish the NCW of Australia Ltd.; Mrs. Emily Dobson was indefatigable in ensuring that an NCW was set up in the other States and Territories. and was elected Australian President in 1910 (or perhaps earlier) and remained in that positions for a number of years.

As well, NCWT has been represented at most ICW Conferences. Mrs Emily Dobson was a Vice-President of ICW from 1910? (or earlier) ^{for 25 years} and worked to ensure that Australia was represented by its full complement of delegates at ICW meetings. Delegates have self-funded to ensure that NCWT has been represented. For many years NCWT obtained papers and information from experts and provided information for delegates to take to international events to share with and help educate women world-wide. NCWT is in frequent contact with ICW representatives to the UN.

NCWT delegates have also attended the meetings and conference at local, national and international levels, of a wide range of affiliated and non-affiliated organisations to be informed and to inform. Without the training gained in NCWT, many women would not consider doing this. *Newt individuals have links with women world-wide.*

WRITTEN COMMUNICATION

NCWT has produced a monthly newsletter for over 30 years; and since 1996, maintained a home-page on the Internet (we believe, the first NCW in the world to do so);

EMILY DOBSON AWARD

In 1919 NCWT established the Emily Dobson Award, an annual recognition of the work of **voluntary organisations**; the first organisation in Tasmania, probably Australia, to recognise the work of volunteers; [In 1998 NCWT was the recipient of a Hobart City Council Award in recognition of its service to the community and on the occasion of its centenary, received a Plaque from the Hobart City Council in special recognition of its community service].

SERVICE ACTIVITIES

It is impossible to provide a comprehensive overview of NCWT's many service activities over the years. Many of these are integrated with the activities of its affiliated organisations, e.g. selling buttons, for raffle tickets, for most of its affiliates, attending fund-raising, working bees, collecting clothes and food donations, etc. NCWT has also contributed to the wider community. For example, the minutes demonstrate that it has been actively involved in e.g. -

FUNDRAISING

Virtually every year NCWT has raised funds for local, national and international projects, e.g. - Russian child famine victims in 1920 when £157 was raised, etc. sewing machines for Samoans, education materials for Papua -NewGuinea in the 1980s and again for victims of drought and flood in Papua NG in 1998; the Botanical Gardens 1997, for the *Smart Girl* Project in 1999 also \$240 for ICW Overseas projects in 1999. Nearly every year NCWT has

raised funds for a special project, plus supported its member organisation's own fund raising.

OTHER DONATIONS

NCWT has inter alia -

- frequently collected donations of food etc. for e.g. The Hobart Women's Shelter, Caroline House, and the Salvation Army.
- donated books to Libraries and *Women Tasmania* (formerly OSW) - e.g.
- collected funds for and supplied hot water bottles (with hand-made covers) to nursing homes for several years in the 1960s.
- educational materials for e.g. Samoa and Papua new Guinea;

PARTNERSHIPS WITH OTHER NON-AFFILIATED ORGANISATIONS

NCWT is currently lending it support to and is represented as an active member of the United Nations Association Australia (Tasmania); the Poverty Coalition (since 1995? - UN Decade of Abolition of Poverty); the Gene Equity Coalition (Gene Modification); The Coalition Against Major Chain Dominance. It has taken an active role in e.g. tree-planting with Greening Australia, Clean-up Australia, the Global March Against the Exploitation of Child Workers, the circulation of the Reconciliation Books, the Petition Jubilee 2000 and is the UN IYOP, will take part in the Global Embrace, etc. *Also supported the Floral Festival and The Heritage Festival in 1999.*

SUPPORT FOR, ASSISTED IN ESTABLISHMENT OF NEEDED SERVICES - NCWT has

- BUSH NURSING SERVICE - worked very hard to have the Tasmanian Bush Nursing Service set up before World War I.
- CHILD HEALTH ASSOCIATION AND SERVICES FOR MATERNAL HEALTH
From 1905, and perhaps before this, NCWT was concerned to have adequate services, not only in Tasmania but Australia-wide and world wide and collected papers from doctors and other informed midwives demonstrating the improvements in mortality, and health where good facilities existed. *These were used for local and international (ICW) submissions* NCWT was still working on this in 1922, and beyond.
- ECONOMIC CONDITION OF WOMEN - NCWT was working on this issue from its inception and in a similar way on equal pay and this has continued throughout its history.
- REGISTER OF VOLUNTEERS - Besides carrying out other specific war-time service projects, worked with NCWA, to set up and maintain for the Government, the Register of Women Volunteers offering themselves for service during both during World War 1 and as again requested by the Government in World War 2. to maintain the Register of Volunteers for the Government - which it did.
- 1929-33 DEPRESSION ASSISTANCE
NCWT helped organise and support the running of soup kitchens, etc. to feed children during the 1930s Depression, when there was little social welfare available.
- ESTABLISHMENT OF OTHER ORGANISATIONS
NCWT was the initial instigator and actively supported the setting up of, e.g. - the League of Nations (Tasmania), the Girl Guide Association, the Alliance Francaise, Child Health Association and Clinics, the Country Women's Association, The Good Neighbour Council, The Asthma Foundation, United Nations Association (Tas.), Carer's Association, Holyoake Inc., etc., and others.
- ESTABLISHMENT OF GOVERNMENT & SEMI-GOVERNMENT ORGANISATIONS
More recently NCWT has represented the need for then worked on the initiating committees

responsible for the Women's Information Service which became the Office of Status of Women, (now Women Tasmania), the Hobart Women's Health Centre and the Working Women's Centre.

• COMMUNITY PROJECTS

NCWT Inc. was to a great extent, responsible for the preservation of the **Female Factory** in south Hobart when it was to have been demolished in the 1960s and again to have it turned from a car park into a heritage site as a memorial to pioneer women in Tasmania. NCWT worked with Museum staff in making the submissions and in lobbying Government to achieve this.

Also in having the **Wellington Bridge** saved from demolition when the Elizabeth St. Mall was built over it and organising a memorial plaque to mark the site of the Bridge over the Hobart Rivulet in Hobart's Mail.

Also in initiating the **Salamanca Market** and in having the Hobart City Council reverse its decision to close the Market some months after the initial trial.

• TOURISM

Deliberately promoted tourism by inviting inter-state and overseas visitors including a Senior Vice-President of NCW of India, etc. ; NCWT has entertained members of ICW, and various NCsW from a number of countries, as well as non-members. It has hosted conference and national executive meetings of NCWA.

• TAXATION OF NGOS

NCWT challenged the Australian Taxation Office concerning the tax status of organisations such as NCW and other NGOs and after a nine year effort, obtained a ruling which exempts such organisations;

COMMUNITY EDUCATION & RESEARCH

- From the outset, NCWT asked experts to help educate its members (*organisations*) and NCWT provided papers for the community at local, national and international gatherings. NCWT continues to conduct seminar-luncheons every eight weeks for this purpose and major seminars on issues of concern or interest, including, e.g. *A Sustainable Future, Home Sweet Home (housing) ; Peace Everyone's Quest, The Kid in the Middle, Tolerance; Women and Technology; Rights and Responsibilities of Parents; Improving Safety in the Community;* the recommendations from which have been widely distributed and have had considerable effect on various policies.
- trained women to take part in public life and community activities.
- NCWT has provided brochures on anaemia (*Ironed Out*) in conjunction with the Health Department, and *Dying with Dignity* . It also helped distribute NCWA's brochures on Eating Disorders. All of these have been very popular with professionals as well as the community, NCWT has been asked for reprints of all four.
- NCWT has conducted its own and various community surveys using established statistical methodology, e.g. *Young Women & Smoking, Housing needs, Future of Mount Wellington, Hobart in Future, Needs of Women in cities, Safety & Violence.*

SERVICE ON GOVERNMENT COMMITTEES

Mrs. Emily Dobson was selected to represent Australia at the Hague peace Conference in 1899 and others. NCWT has continued to be represented on various Government Boards and Committees. Currently two Executive Officers are represented on Government committees.

LAUNCESTON

MEMBERSHIP

The membership number over the past 5 years has been steady at 25-26 Affiliated Organisations, with a growing number of associate members from 40-50 over that period. Prior to that there were more Affiliated organisations, but with the demise of Mother's Clubs and some Church groups (e.g. multiple branches of the Catholic Women's League) we experienced a drop in numbers in this area.

In addition our Branch at Devonport has maintained a membership of 6-7 Affiliated organisations and 15-20 Associate members

ACHIEVEMENTS

Submissions on and involvement in working for the following, with successful outcomes:

- Equal pay for equal work for women
- Provision of Launceston's first Child Care Centre
- Establishment of a central City Rest Centre, (with co-operation of LCC)
- Establishment of the 7EX Fair - an Annual huge community Fund Raiser
- Family Friendly Workplaces (supportive of NCWA)
- Tax Reform (supportive of NCWA)
- Private Health Insurance (Supportive of NCWA)
- Local Council Reform and issues: -Skateboarding for youth. Youth spaces: Inveresk Railway Development; Upgrading Oasis Rest Centre
- Genetic Engineering
- Genetically modified food
- Proposed decriminalisation of Marijuana
- Retention of Art School at Nth Campus Uni of Tas
- Retention of Adult Education Centre at present site in High St
- Submission to inquiry into management and treatment of Breast Cancer
- Telstra Consumer Consultative Council Conference (led to Telstra sponsoring computers in two aged persons facilities)

- Global warming and greenhouse emissions
- Low grade electro-magnetic radiation – ICW-UN
- To the Tasmanian Family Council Advisory Body to the Premier, a submission to help formulate a Family policy for the State Government
- Mental Health – Alzheimers, suicide, schizophrenia (with ADARDS, Richmond Fellowship and Rotary)
- Resultant Legislative reform in areas of Child Welfare-Children and Family Bill; Child Protection; Youth Justice
- Gun control Legislation
- Education –Gender Issues, Discipline policy
- Review of Sexual Assault and Rape in Tasmania provisions
- Competitive Tendering and contraction of Public Health and Community Services
- Domestic Violence provisions
- Sex Discrimination Legislation and Advocacy Service (Act passed as a result of our community lobbying)
- Other Legislative reform for which we have worked, and which has been achieved – Introduction of Classified System for Computer Games, similar to that existing for Videos. – Greater protection in courts for child abuse and other witnesses – Improved laws of evidence for child witnesses – Improved restraint order process that affect domestic violence
- Lobbied with other women's interest groups for Childcare at the University of Tas (Nth Campus) and for 40 extra places at the Launceston General Hospital. (Peddar Patter Childcare)
- Submission to prevent transfer of Q V Maternity Hospital to LGH (unsuccessful)
- Submission re dumping of jarosite in Derwent River
- Ainslie Retirement Village upgrade to new site at Low Head
- Steering Committee Launceston City Council to co-ordinate Projects for 2000 and beyond
- Participated in LCC Search for the Future Conference 2010
- Lobbied for a review of Licensing Legislation to require hotels to close at midnight

Matters still of concern, on which action is continuing:

- Foetal Alcohol Syndrome
- Family Law Court Backlog
- Work with Health Dept on Positive Ageing in Tas
- Submissions re spread of Feral Pacific Oysters
- Submissions to State and Commonwealth Governments re the proposed import of raw Canadian salmon and the resultant threat to our fishing industries.

LATEST MAILOUT

Please find attached a copy of our September Newsletter. We also distribute various pamphlets etc from affiliated organisations, Women's Health Information Service, Government publications, (eg Seniors' Week Program) and items from other sources, of interest to our members, from time to time.

SPONSORED PROJECTS AND PUBLICATIONS

- Production of Family Videos for sale to Parent Organisations (Education Dept sponsor, with others) Lobbying resulted in part with:- Federal Govt - New Guidelines for Childcare Centres - Financial Support for Mothers and Specific criteria for payment of Homeless Youth Allowance.
- Women Taking on Technology (Funded by NCWA with sponsorship they received) - very successful function 140 attended.
- De Bono Lateral Thinking Seminar - attended by 90 people. Sponsored by Dept of Community services (Tas)
- Computer Project at Peacehaven Retirement Centre (Sponsored by Dept of Sport and Recreation)
- Computer Projects at Aldersgate and the Manor Aged Care Establishments (sponsored by Telstra)
- 50 Plus Booklet, at present in production, to be launched in October. This is being produced in conjunction with Retirement Villages, Older Persons Reference Group, On-line Centre Launceston Library, Launceston College, etc as a project for IYOP and to encourage mental and physical health for older people. The booklet details interests and activities for the over 50's
- In the years '92-'98 we received Govt grants varying from \$ 375 to \$ 500, except in the year '96-'97 when no grant was received. There has been no further grant received since 1998
-

PARTICIPATION WITH OTHER ORGANISATIONS

As indicated in some of the points above we have worked with a variety of organisations on various issues and projects. These have included:

- Women's Health information Service
- Launceston City Council
- State Government
- Education Department
- University of Tas (Nth Campus)
- Matric Colleges
- TAFE
- Family Resource Centre
- Many Community Groups
- Rotary

DISTINGUISHING FEATURES OF NCW

With its Affiliated Organisations it brings together many community organisations with similar aims and objects, who on their own could achieve little, but together, have strength.

NCW also gives women who are not involved in any particular organisation the opportunity of belonging, with Associate membership.

FROM : RS N CAMPBELL→SM:TH

PHONE NO. : 0363311986

SEP. 07 1999 06:05PM PT

There is no professional or commercial requirement for membership - women from all walks of life and backgrounds are welcome to participate

It is non- sectarian

It is not party political

It is concerned with local community, state, national and international issues.

It works comfortably with various organisations, and at all levels.

WORKING WITH GOVERNMENT

NCW is well received and recognised as a respected organisation by all political parties, community groups and local state and commonwealth Government bodies.

NCW LAUNCESTON

NCW Launceston has a close working relationship with our local members of Parliament, both State and Federal. Senator Jocelyn Newman and Hon Sue Napier, Leader of the Opposition in the Tas Parliament were both Conveners for Laws and the Status of Women with our Council. We have also had a number of other members who have been Members of Parliament (Margaret McIntyre, (first woman member in the Legislative Council) Millie Best and Gill James, to name a few)

We have also had in our ranks women of distinction in local Government. Dorothy Edwards, and Barbara Payne have both been Mayors of the City of Launceston. Annette Waddle, is currently Deputy Mayor, Joan Walters a current Councillor, and Merlyn White, a former Mayoress, and Councillor. The first President of our Branch in Devonport is currently serving as Mayor in that City.

Our Patron is Lady Green, wife of the Governor of Tasmania, and she is vitally interested in our activities and attends functions from time to time

We are delighted to have at present two legal advisors to cover the Legislation and Status of Women areas, one is in private practice and the other is Senior Policy Advisor to the Attorney-General

We also have Professor Andrew Osborne, of UTAS (Nth Campus) and Professor Nigel Forteach of the Aquaculture Industry, as Advisors for the Environment.

NCWL - SOME OTHER ACHIEVEMENTS

Tasmania became the only state with two autonomous Councils in 1946, when Launceston was granted autonomy (Agreement 1952)

FROM : RS M CAMPBELL+SMITH

PHONE NO : 0363311886

SEP 07 1999 06:06PM F4

EXHIBITIONS Large numbers of the public attended the NCWL Exhibitions (before Expos were popular!) in 1958 (Practical Savings), 1959 (Getting the Best out of Life) and 1961 (Heart, Home and Family). The profits from these were kept for special purposes, the most interesting being the Mayoress' Chain which was presented to the City Council in 1960, and first worn by Mrs F J C White (NCWL member) as Mayoress.

Launceston was home to the Board of ANCW for the years 1960-1962

A Branch of NCW Launceston was established at Devonport in 1983

Subsequent advancement and achievement by our Council proves the value of encouraging expansion into regional areas of Australia.

From its early years to recent times NCW/ACT has initiated, launched, administered or helped into being:

- Emergency Housekeeper Service
- District Nursing Service
- Clothing Exchange
- The Thursday Club (later Senior Citizens Club)
- Goodwin Homes for the Elderly
- Housing Planning Surveys & planning participation
- Council of Social Service ACT
- Council on the Ageing ACT
- Women Voters Organization
- Cancer Society ACT
- Child Guidance Clinic
- Woden Special School
- Pap Smear Publicity Campaign
- Budgeting for Health - Nutrition Seminar
- Population survey of Iron Levels and leaflet giving advice on maintaining healthy iron levels
- Eating disorders leaflet
- International Year of Peace project - Book of recipes for food and philosophy - "Recipes for Peace"
- Women and Technology Seminar
- IYOP project - 1 day Forum on "Changing Role of Grandparents"

Mailouts - copies of all newsletters, reports and publications are sent to NCWA and should be in records. Most recent would be current newsletter and summary of proceedings at grandparents forum.

Nutrition based projects are always done in conjunction with Dieticians Association. Some sponsorship from Health Dept. CWA participated in our grandparents forum by providing the catering.

Annual luncheon is held inviting presidents of all affiliated organizations and interested community members to inform about our activities and give an opportunity to exchange ideas. Annual International Women's Day Breakfast is always organized as a joint venture with NCW/ACT and most other relevant women's groups in Canberra.

NCW gives a voice to smaller organizations which would have no hope of influencing the course of events. The wide spread of opinions represented ensures that NCW is not positioned at an extreme in either direction but could be said to be a moderate voice.

We have an excellent relationship with the Chief Minister, who attends functions, where she speaks, and takes an interest in the activities of NCW.

We have representation on the ACT Women's Consultative Council. President of the Senate, Senator Margaret Reid is an Associate Member and also attends functions.

NCW/ACT is always invited to participate in Pre-Budget discussions and to comment upon government policy.

INFORMATION FOR NCWA RE. TENDER 1999

VICTORIA

1 MEMBERSHIP NUMBERS

1994	Affiliates 92	Associates 148
1995	Affiliates 85	Associates 149
1996	Affiliates 88	Associates 149
1997	Affiliates 81	Associates 151
1998	Affiliates 72	Associates 89

2 ACHIEVEMENTS

1987 Published a history of the organisations affiliated to NCWV "From Vision to Reality". This was launched by Premier John Cain at Melbourne Town hall

1988 Produced a video Called "The Impossible Takes Longer". Launched at State Film Centre.

Late 80s. NCWV took part in preliminary hearings for "WHY WOMEN'S HEALTH" (Fed. Govt.)

Late 80s and early 90s supported the development of Life Education in schools in Victoria.

1989 Supported setting up of Pap Smear Register by Anti- Council of Victoria - now a very good service Australia wide

1989 Discussion Paper produced on HIV Infection and AIDS

1990 NCWV urged caution with the early use of bone density analysis - only to be done by accredited clinics. We now have reliable, good testing

1990 Options Paper produced in relation to the Review of the Nurses' Act by the Government of Victoria

1990 Paper prepared on Female Genital Mutilation (FGM) and sent to State and Federal governments. NCWV Advisor also spoke on subject on 3CR (Issue first raised by Central Gippsland Branch)

1994 Wrote NCWV's & NCWA's submission to the Family Law Court (Federal) in response to their Discussion Paper on FGM. (This submission is often quoted). Provided information that led to the development of an ICW resolution on FGM. This material is now held in the UN library in Geneva.

Spoke to schools on FGM and worked with Ecumenical Migrant Centre & Health Sharing Women (Womens' Health Vic.) in order to raise community awareness of the issues in families of different ethnic backgrounds including the families who had lived in Australia for several generations.

1990 Started campaign against Surrogacy & general monitoring of IVF legislation - letters & submission written.

1994 Worked with Adoption agencies and Vision on Surrogacy issue. State Parliament were hoping to make changes to the infertility (Medical Procedures) Act 1984 to permit altruistic surrogacy - this was defeated. NCWV played a strong advocacy role in relation to the Rights of the Child.

1990 Organised a 2 Day Conference called "Life Begins at 40 - Don't Settle for Less" with sponsorship from National Mutual Life and Bongiomo Financial Services Ltd.

1991 Published a booklet entitled "Getting it All Together" (based on the papers and workshops of the above Conference) with funding provided by the Federal Office of Status of Women .

1991 Advocated against the inhuman trade in human body parts - This issue was taken to ICW, with the support of NCWA . (This matter was raised by our Central Gippsland Branch)

1991 Homeless youth - supported work of Ardoch College, Windsor. Campaigned for outreach services and appropriate health care.

1990 - 92 Supported Anti-Cancer Council Vic. in setting up pilot mamogram screening; needed to progress slowly to get it right - now have an excellent screening service Australia wide - Victoria's is arguably the best.

1992 Supported setting up of WESTADD - a non- medical detoxification unit in the Western Suburbs with an outreach programme - NCWV attended early brainstorming meetings. In 1995 NCWV had to fight for the retention of the Unit.

1992 Published book of poetry by women called "The Whirling Spindle" with sponsorship from the Truby and Florence Williams Charitable Trust. (See attached pages from the front of the book)

1993 Prepared an Eating Disorder pamphlet (see attached letter). Published in 1994 by NCWA with a grant from the Lance Reichstein Foundation. The work for this brochure was a collaboration between the Anorexia Nervosa & Bulimia Foundation, the Department of Psychiatry of Monash University and NCWV.

1994 NCWV represented at the preparatory meeting for UN Women's Conference Beijing.

1994 Supported Prostitute Collective Victoria in their fight for decriminalisation and heavy fines for clients (men) rather than for street workers; re-education for street workers etc.

1994 NCWV played a major role in the campaign against Table Top Dancing and campaigned against the way women were consistently portrayed in the media.

NCWV through NCWA has from time to time made an input into the discussion of current social issues that informs the development of new legislation Eg. on drugs, suicide and the situation of "outworkers". The NCWA Convenor on Health is a member of NCWV and frequently uses material gathered in Victoria or raised by our State Council in submissions she sends forward at the national level. From time to time she is invited to attend workshops organised by the Federal or State governments and as State Interntional Secretary insures that NCWV sends submissions forward to government Inquiries and appears before them if the issue is of particular concern to the State Council.

1995-7 NCWV moved into better office premises and modernised the office equipment. During this period the State government consulted the Council on issues as diverse as Abortion, IVF, Female Genital Mutilation, Euthanasia, Legislation on Marijuana, RU 486 and Infaxrix. The President accepted the invitation to join The Eminent Australians for Reconciliation Committee, representing NCWV and she has continued to support the movements to Reconciliation.

Seminars organised included the following topics:

- The Internet, Electronic Banking and Future Telephone Technology
- Womens health - Choices using Technology
- Cancer Care - What can we Expect By the Next Century?

1998 Patricia Penrose researched and published a very valuable record of NCWV's "Nine Decades" which she generously made available to all Affiliates and Associates. (See copy enclosed)

1998 Day Seminar held to celebrate the 50th Anniversary of the Declaration of Human Rights, sponsored by The Australian Multi-Cultural Foundation and the Victorian Multi-Cultural Commission. This very well attended and important Seminar was opened by the Premier. Most of the Papers are available from our Office.

1998 Consulted widely with our members and prepared Submission to the Draft Two Year Action Plan for Women 1998-2000 (Government of Victoria)

1998 Other Submissions prepared by NCWV:

- Re. Victorian Women's Health Plan
- Re. Towards a Primary health and Community Support System
- Re. Streamlining Assessment Services
- Re. Productivity Commission's Inquiry into the Gambling Industries of Australia

1999 Seminar on Drugs, chaired by President of YWCA

- Seminar on The New Fundraising Laws - provided by The Victorian Office of Fair Trading and Business Affairs re. The State Fundraising Appeals Act 1998
- Seminar on the Law and Provocation - the issues (planned in November)

Country Branches: Victoria is the only state that has country Branches. These enable women in rural and remote areas to meet, discuss and take action on issues of concern to them and to feed their ideas and concerns into the state Council on a regular basis. Please see attached a brief review of the Work of our Geelong Branch as an example of the relevance to NCWV outside the Metropolitan area.

3 Copy of the latest mail out - see enclosed

4 Pamphlets, Brochures and Books

We have not updated our brochures recently although we plan to do so.

The pamphlet on Eating Disorders is well known to members of NCWA. (I do not have a copy.) Please see above notes for information on funding /sponsorship that made some of these projects possible. Other projects were done "privately" through fundraising from members etc. We can lend you copies of the books produced over the last 15 years, including the booklet "Getting it all Together" but have no spare copies.

5 What distinguishes NCW from Other Women's NGOs"

We are unique in that there is no criteria applied to organisations or individuals who wish to join. We are inclusive of anyone who accepts our objects and who is interested in supporting the work of Council on behalf of women and children. We are therefore representative of women of all ages and all backgrounds. We have an almost continuous record of sustaining people of all nationalities, religions and backgrounds.

6 Working with Government

Please see notes in (2) above.

NCWV is an apolitical body that attempts to feed back to the government of the day concerns its members have in relation to the problems experienced on the ground as a result of the implementation of government policy (State and Federal), gaps in services, issues of concern to women and children etc. and in relation to matters about which the government seeks consultation. Our voluntary Advisors are selected on the basis of their knowledge of their field and hands on understanding of the impact of changes in the service systems, changes in policy, the identification of new issues of concern etc.

NCWV holds a lunch each year to which all the women politicians are invited and keeps them aware of the activities of Council through our Newsletter. The Executive and Branch Executives look for opportunities to meet with politicians of all parties (including Ministers re matters under their portfolio) for the purpose of discussion of issues and politicians are invited to speak to Council on occasions.

A small deputation met with the Minister of Women's Affairs (Victoria) last November. It is customary for NVWV to meet with Ministers from time to time. NCWC receives a grant annually from the Office of Women's Affairs.

Judy Dunster
Honorary Secretary, NCWV
12/9/99

TO: Margaret Wilson
Hon National Treasurer

03 9388 0503
03 5986 4159

FROM: Joy Sands
President NCWWA

DATE: 8 September 1999

SUBJECT: **TENDER FOR GOVERNMENT FUNDING**

• **Membership Numbers**

At present: 60 Associates
30 Affiliated organisations

equivalent to 'thousands' in total.

Examples: Asian Australian Association = 30,000

Guides = 8,000

Catholic Women's

Mothers' Union

Jewish Council of Women

List of Affiliated organisations attached (A).

The above shows a 10% increase over 5 years.

• **Achievements over the life of NCWWA**

- formed in 1911 - 88 years.

Edith Cowan was the first woman Parliamentarian in Australia and had presided as President of NCWWA. Paramount was her battle for the advancement of women - the mission of National Council of Women. Her conviction that education was the key to women's advancement led her to work for the formation of the Karrakatta Club.

Legislation and/or achievements formulated:

Children's Protection Society

Appointment of Justices of the Peace (first woman Justices to the Children's Court in 1915).

Establishment of King Edward Memorial Hospital for Women and Princess Margaret Children's Hospital.

2 Private Members Bill - one was an act enabling mothers to share equally with fathers in the estate of a deceased child, probably the first bill ever introduced by any woman in any British Parliament.

The second was the Women's Legal Status Bill to 'put women on a reasonably fair footing in point of holding offices and positions now closed to them'. Passed without amendment, opening legal and other professions in WA to women.
Nurses Registration Bill, which addressed the clear need for standards in the profession.

Present date: the introduction of the Nurses' Degree at University level was due to lobbying from NCWWA.

Achievements to date:

WA Commission on Government - NCWWA was approached by the Women's Policy Development Office to have input. Every issue raised was addressed.
Rural Health Consumers - WA State Government was lobbied - Health Direct Call Centre has been established.
Medical coverage for residents in nursing homes. Outcome was the development of a Resident Care Plan that covers assessment, documentation, treatment and regular evaluation in consultation with each resident and relative.
Immunisation - continue lobbying - result was a National Childhood Register which records how to update the immunisation of each child. Large mailout undertaken.
Country Women's Association - NCWWA was instrumental in its foundation.

Submissions have covered the following topics:

Genetically engineered foods - submissions by NCWWA Advisers with National Adviser on all issues raised by ANZFA - contributing and instrumental to the effective labelling of foods.
Drugs - submission into the Working Party on Drugs - request to comment on final report.
Migration and Settlement - liaised with the Australian Asian Association and a Migrant Agent is a member of NCWWA Executive.
Health, particularly women and children.
Immunisation.
Domestic Violence.
Child endowment.
Maternity leave.
Legal adoption of children.
Women magistrates.
Federal marriage and divorce laws.
Widows' pensions.
Women's prisons.
Suicide.
Drugs.
Family friendly workplaces
Women on boards/committees.

Prostitution.

Surrogacy.

Affirmative Action legislation.

'Attitudes Towards Telephone Transactions' - survey on IVR undertaken by National Adviser Gwen Roderick AM.

Seminars

Annual Seminars have been conducted over the last 10 years and have covered a wide and diversified range of topics relevant to women and the community. Guest speakers are distinguished in their particular field and expertise.

Complimentary tickets have been distributed to schools so that participation covers a wide age range.

- **Copies of latest mailout**

NCWWA Newsletter (monthly).

Annual Report.

Anorexia and Bulimia - produced by NCWA and distributed to primary/high schools and women's groups.

Distribution to Associate Members, Affiliated organisations, NCWA Board, Constituent Councils, State Government Agencies, Government and Opposition Members of Parliament, other Women's organisations and individual women, e.g. Mrs Marlina Jeffery (Governor's wife and Patron), Councillor Tess Stroud (City of Perth and Vice Patron) and Mrs Jo Court (Premier's wife) plus schools (where appropriate).

- **Pamphlets/booklets**

Historical perspective - book - funding from City of Perth and the Women's Policy Development Office Centenary Suffrage Committee for publication of the history of NCWWA.

- **Joint Projects**

Participated with:

Woman's Christian Temperance Association on gambling and alcohol.

Salvation Army on surrogacy, poverty and suicide.

Guides on the program 'Women in Leadership'.

National Council of Jewish Women on intercultural relationships.

Australian Asian Association on Tenants' Committee

Soroptimists on a National Women's Day function.

Women's Policy Development Office - on all functions, events and women's issues.

WPDO - pre and post Beijing Conference.

COTA (Council on the Ageing) - International Year of Older Persons, e.g. Government Garden Party (partially funded by Lotteries).

- **NCW is distinguished from other NGOs**

NCWWA is a conglomerate of organisations consisting of a wide range of issues.
NCWWA is not specific issue based.

Individual NGOs are working to their own specific agenda.

NCW provides for the unison of affiliated members. This permits a greater understanding of issues which affect all women, families and the community.

Unity has a greater impact and assists to provide the desired concepts rather than a single voice.

- **'Constructive working relationship'**

NCWWA has an excellent working relationship with government departments providing members on various government decision making boards/committees.

Members are from State Government Members of Parliament (in government and opposition). Many attend meetings, seminars and undertake presentations.

NCWWA Members on Boards/Committees:

Telstra Consumer Consultative Council (national)

Optus Consumer Liaison Forum (national)

Statistics Advisory Board (national)

Telstra Consumer Council WA

Retail Shops Advisory Council WA

Health Consumers' Council WA

Retirement Villages Act Committee WA

Water Board WA

Real Estate Review Committee WA

Censorship Board WA

Committee for Suffrage Program

Edith Cowan Scholarship Selection Committee

Migration consultancy

Legal Costs Committee WA

Rod Evans Senior Citizens' Board of Management WA

Swan River Trust WA

WA Police Ethnic Advisory Council

Registered Migrant Agent

Ambassador for the International Year of the Older Persons

Minister for Women, Mrs Rhonda Parker M.L.A – strong relationship and supports NCWWA by means of a grant for its infrastructure, e.g. office administration and travel.
WPDO (Women's Policy Development Office) – close working relationship on a range of issues.

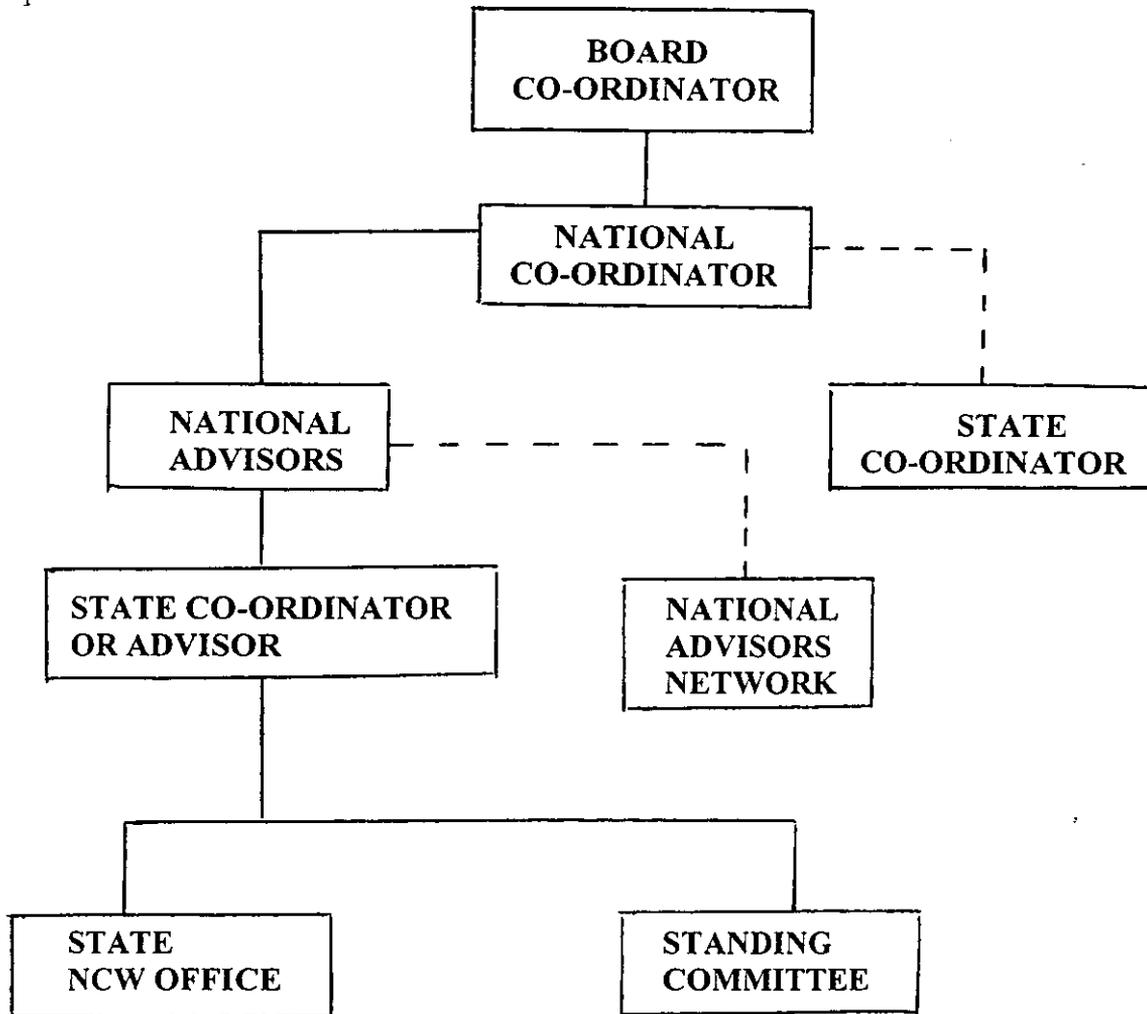
Sponsorship from the Lotteries Commission towards the Garden Party to celebrate the International Year of Older Persons.

Grant from the Lotteries Commission to conduct a Program of Excellence covering Meetings Procedure, Public Speaking, Administration and Legal aspects.

Grants from the Lotteries Commission to upgrade the NCWWA equipment e.g. photocopier, upgrade of computer, printer, e-mail and Internet facilities.

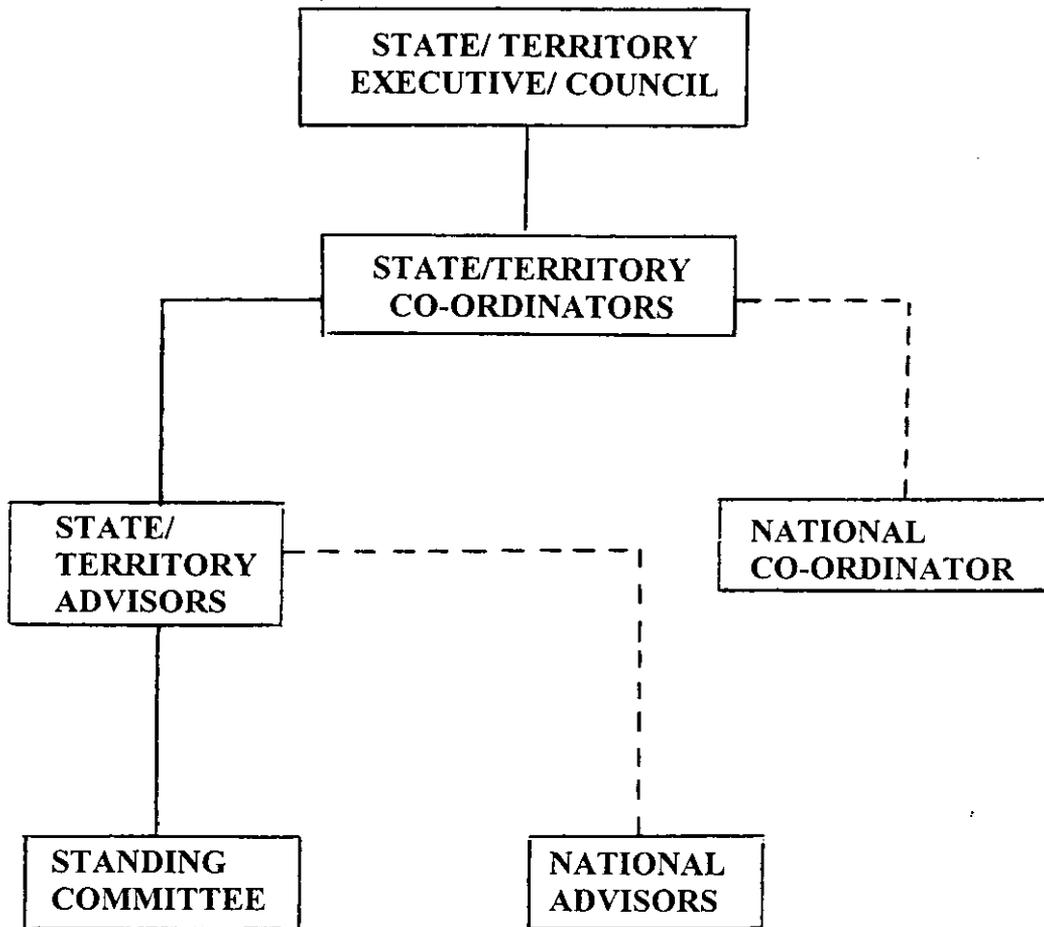
Extra line for e-mail and Internet connection donated by Telstra.

COMMUNICATION/INFORMATION FLOW FOR NATIONAL CO-ORDINATORS AND ADVISORS



NOTE: All submissions/reports etc., should be returned to the Board Co-ordinator for final approval, via the same pathway.

COMMUNICATION/INFORMATION FLOW
FOR STATE / TERRITORY
CO-ORDINATORS & ADVISORS



NOTE: All submissions/reports etc., should be returned to the State/Territory Council/Executive for final approval, via the same pathway.

**STATE/TERRITORY
CO-ORDINATORS**

AND

**STATE/TERRITORY
ADVISORS**

The Role of State and Territory Co-ordinators

The State Co-ordinators have the prime responsibility for communication with her advisors. She will:

- Consult with her State Advisors
- Initiate inquiries and carry on research within the Terms of Reference of her Standing Committee in co-operation with her advisors
- Prepare reports and submissions for the State or Territory Government or it's agencies in response to Task Forces, Consultative Committees etc to reflect the position of NCW. NCW letterhead is to be used for all correspondence on behalf of NCW in your State/Territory. (Letterhead paper is available from your State/Territory office.)
- Prepare other reports as requested by the State/Territory Council/Executive
- State/Territory Council/Executive must approve all submissions before transmission
- Draft reports and statements concerning her Committee's terms of reference in support of NC'sW reporting to other non-governmental or public agencies
- Disseminate information to her State Advisors
- Communicate and network with relevant National Co-ordinators

State Co-ordinators can expect to receive from the State Council Executive all appropriate correspondence as received at the office, relevant to her terms of reference. At times, she will receive information direct from the International Co-ordinator on the National Board or from National Co-ordinators.

The State Council will keep copies of reports, submissions etc for both public relations and historical purposes.

The Role of State and Territory Advisors

The State and Territory Advisors have an important role. Through her Co-ordinator she should ensure the best possible integration and communication of ideas and information.

State and Territory Advisors need expertise and sound knowledge in the specific subject related to her Plans of Action of the Standing Committee.

State and Territory Advisors will:

- Consult with her State and Territory Co-ordinator
- Communicate and network with her National counterparts
- Establish a standing committee or network with other specialists in her area as required
- Prepare reports, submissions etc to State and Territory Governments in response to Task Forces, Consultative Committees etc for her State Co-ordinator. NCW letterhead is to be used for all correspondence on behalf of NCW in your State/Territory. (Letterhead paper is available from your State/Territory office.)
- Respond to requests on issues of importance from the State and Territory Council/Executive and/or State and Territory Co-ordinator. These may often be at short notice.
- Acknowledge the sources of her information and recommendations
- Keep abreast of the major issues as they relate to her area of expertise
- Organise seminars and other activities that relate to her plan of action when appropriate

State and Territory Advisors should be familiar with State, National and ICW policies and resolutions and should make no public statement on issues without the consent of her President or the National President in relation to National and ICW issues. Members of Standing Committees should be made aware of these requirements.

State and Territory Advisors and members of her Standing Committee shall act in strict accordance with the instructions and policy of their Councils, which should give prior approval to all reports they submit. However, a provision should be made to allow State Co-ordinators and/or Advisors to give immediate response to urgent matters.

NATIONAL CO-ORDINATORS

AND

NATIONAL ADVISORS

Role of National Co-ordinators

The National Co-ordinators have a prime responsibility for communication with her Advisors. She will:

- Consult with her National Advisors
- Initiate inquiries and carry on research within the Terms of Reference of her Standing Committee in co-operation with her Advisors
- Prepare reports and submissions for the Federal Government or its agencies in response to Task Forces, Consultative Committees etc to reflect the position of NCWA. NCWA letterhead is to be used for all correspondence on behalf of NCWA. (Letterhead paper is available from the office.)
- Board approval must be obtained before reports or submissions are presented to outside agencies
- Prepare reports as requested by the National Board
- Draft reports and statements concerning her Committee's term of reference in support of NCWA's reporting to other non-governmental or public agencies
- Disseminate information to her National Advisors and her State and Territory counterparts
- Communicate and network with relevant State Co-ordinators
- National Co-ordinators are expected to maintain regular communication with their ICW counterpart as a means of maintaining morale and disseminating information on National issues
- Send all communication with the ICW Secretariat, via the NCWA International Co-ordinator

National Co-ordinators can expect to receive from the Australian International Co-ordinator all appropriate correspondence as received from ICW or as directed by the National Board, including copies of reports initiated by the ICW Permanent Representatives to the various UN agencies.

The National Board will keep copies of reports, submissions etc for both public relations and historical purposes.

It is important to note the National Co-ordinators do not represent their own Council on the Standing Committees. Their duties are to reflect national responses taking into account the relevant deliberations of the State and Territories.

The Role of National Advisors

The National Advisors have important role. Through her Co-ordinator she should ensure the best possible integration and communication of ideas and information.

National Advisors need expertise and sound knowledge in the specific subject related to her Plans of Action of the Standing Committee.

National Advisors will:

- Consult with her National Co-ordinator
- Communicate and network with her State and Territory counterparts
- Prepare reports, submissions etc to Federal Government in response to Task Forces, Consultative Committees etc for her National Co-ordinator. NCWA letterhead is to be used for all correspondence on behalf of NCWA. (Letterhead paper is available from the office.)
- Respond to requests on issues of importance from the National Board and/or National Co-ordinator. These may often be at short notice.
- Acknowledge the sources of her information and recommendations
- Keep abreast of the major issues as they relate to her area of expertise
- Maintain communication with her international counterpart

National Advisors do not represent their own Council.

National Advisors should be familiar with National and ICW policies and resolutions and should make no public statement on issues without the consent of the National President.

ATTACHMENT 7

TERMS OF REFERENCE FOR SUB-COMMITTEES OF NATIONAL AND STATE/TERRITORY COUNCILS (relevant to the OSWs policy priority areas)

Economics

To study the economic, budgetary, monetary and financial situation of the economy and that of the countries in which National Councils of Women exist, in order to promote:

- the sharing in the production and distribution of goods and services in such a way as to facilitate the fulfillment of every human being physically, socially and culturally;
- the conservation of every available source of energy and the harmonious development of such resources;
- the participation of women in all economic activities on the basis of equality;
- the provision for women of higher training and life-long education in the fields of economics and energy.

Women and employment

- To study the position, achievements and difficulties of the women worker in all trades and professions by comparison of legislation, regulations, custom, etc., and by exchange of information;
- To help to secure freedom of opportunity for their women work and any necessary reforms in industrial, business and professional conditions;
- To educate public opinion on the dignity and spiritual value of human endeavour.

International relations and peace

- To encourage international understanding and cooperation;
- To strengthen efforts toward peace making and peacekeeping activities;
- To maintain close relations with the International Council of Women and United Nations, and the specialised organisations whose aims are in accordance with those of the looking towards world law;

Law and the status of women

- To work for equal franchise and equal education in citizenship for all men and women;
- To impress upon women the duties and responsibilities attached to citizenship;

- ❑ To endeavour to secure the presence of women in Parliament, as in all bodies wielding public authority and influencing the social welfare of the community;
- ❑ To report developments concerning international conventions and national legislation affecting the status of women and to unite their efforts to work for legal reforms.

OTHER SUB-COMMITTEES

Arts, letters, music

- ❑ To study and encourage the implementation of international conventions dealing with art, literature, drama and music;
- ❑ To promote high standards and active participation in all forms of art-;
- ❑ To stimulate interest in the preservation of the national art heritage (arts, crafts historic buildings, rural scenic beauty);
- ❑ To collect and distribute information relating to the intellectual and artistic life of women and young people;
- ❑ To emphasise the value of art and music teaching in schools and universities;
- ❑ To encourage the official qualification or the proper registration of music teachers;
- ❑ To stimulate interest in creative literature for children and in children's libraries;
- ❑ To keep the Council informed of significant works by women artists, authors and composers.

Youth

- ❑ To adopt as theme "Youth and the Global Challenge";
- ❑ To encourage participation of younger women;
- ❑ To mobilise young people towards involvement and committee participation in the Council's activities.

Mass media

- ❑ To work for and defend freedom of speech and fair comment on the air, nationally and internationally;
- ❑ To place women, as well as men, on the administration of broadcasting and let women take part in the drawing up of programs;
- ❑ To have popular information and lectures on subjects of special interest and educative value to women;

- To arrange international exchange of broadcasts, with a view to making use of radio to promote a greater understanding between various nations.

Migration and settlement

- To study questions and problems relating to emigration and immigration;
- To promote international co-operation and legislation for the welfare and protection of migrants, displaced persons, repatriates and indigent aliens;
- To promote suitable training for future migrants and displaced persons;
- To facilitate the entrance of young women into other countries for the sake of study and training.

Social welfare

- To insist upon the necessity for a high and equal moral standard for men and women and to organise public training for this purpose;
- To foster all efforts and measures of prevention in social welfare, and the education of youth and adults, based on the above principle;
- To support all actions and measures for the suppression of houses of prostitution and for the prohibition of any type of regulation of prostitution;
- To encourage all means of rehabilitation, both for men and women;
- To work for the universal application of the international Conventions against the traffic in women and children, and any form of exploitation and prostitution of others and for the appropriate adjustment of national legislation to these Conventions;
- To cooperate with other national and international bodies serving the above principles.

Environment and habitat

- To be concerned with various aspects of the environment such as pollution; over population; ecological education; the exhaustion of natural resources; the protection of animals and plants, especially the endangered species; urban planning; food production etc;
- To encourage NCW to put pressure upon their governments to implement relevant UN recommendations, and to enact legislation for the protection of the environment;
- To encourage improving housing standards.

Health

- ❑ To promote the progress of public health so as to ensure the harmonious development of the human being and with this aim in view;
- ❑ To press for the entrance of qualified women into health organisations;
- ❑ To instruct the public by propaganda adapted to suit all social environments, and to circulate to different countries all new developments and experiments which can accelerate progress.

Home economics and consumer affairs

- ❑ The promotion of an awareness of the important role of home economics for every day life as a contributing factor to the welfare of all persons living in their home, in their family, in their community settings;
- ❑ The promotion of home economics education, to be available for everyone (girls and boys, young and old) at an appropriate level and with appropriate methods, and to stress especially management skills in order to cope with the changes of life styles;
- ❑ The cooperation with consumer organisations and professional international associations to encourage their influence on government and industry dealing with matters such as food, housing, clothing and physical environment in order to ensure optimum safety of all people.

Child and family

- ❑ To work separately and in conjunction with Health, Laws, Suffrage and Education Committees on all aspects of Child welfare.

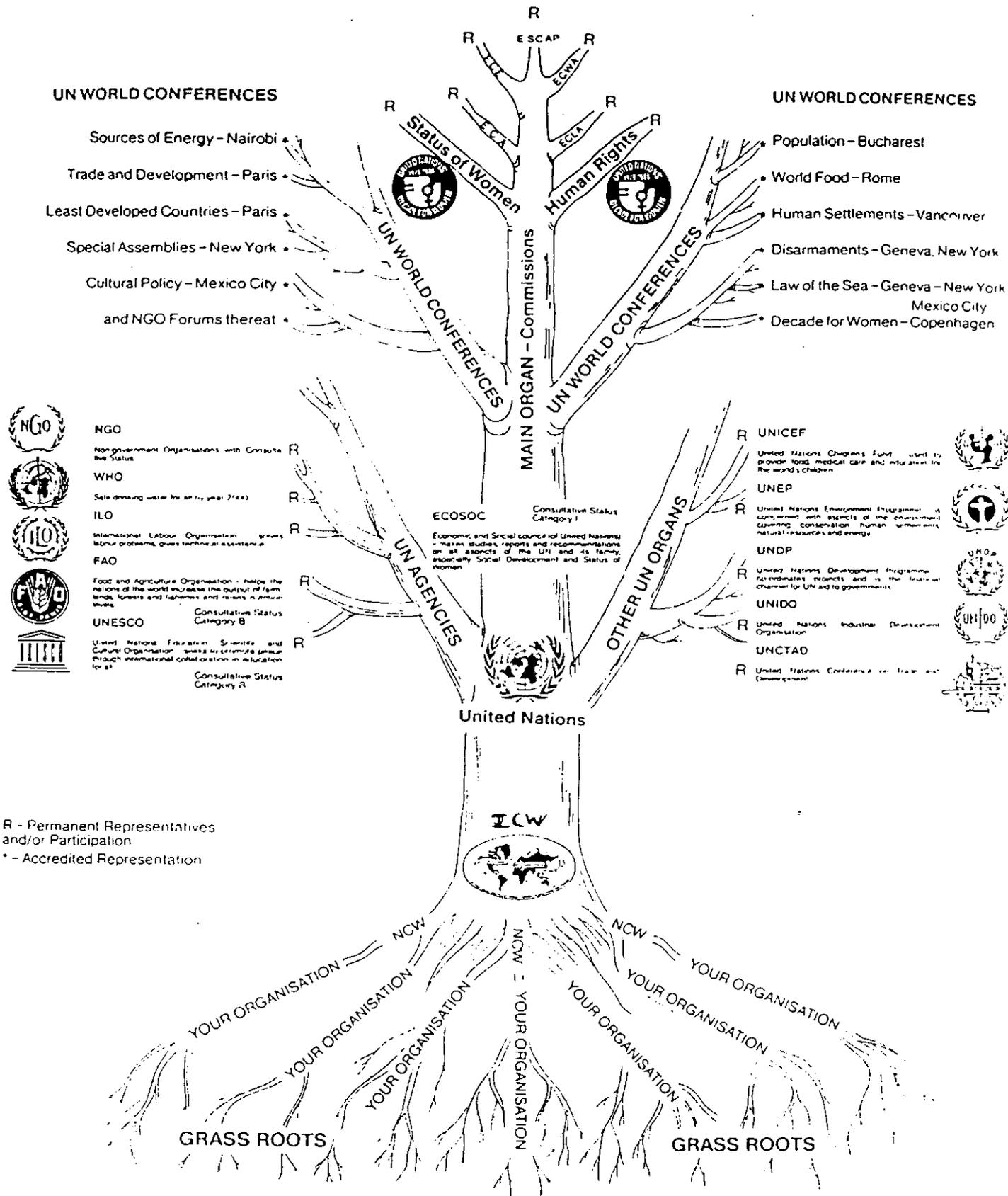
Education

- ❑ To keep the Councils in touch, in so far as may prove practical, with the various movements of thought and with the issues of practical educational policy;
- ❑ To report on the progress made towards a full measure of educational opportunity for all children and young persons to develop their talents and personality for the enrichment of national culture and for the building up of intellectual and moral solidarity;
- ❑ To provide opportunities for discussion on the relevant civic and other problems, with a view to action as occasion might demand.

Ageing

- To become aware of the growing number of the aged;
- To enhance their ability to remain independent and active contributors to their communities, and preserve their dignity;
- To become knowledgeable about the aged, their specific needs and difficulties;
- To protect them, where necessary by legislation and other appropriate social measures;
- To increase and improve opportunities for personal growth and community service
- To encourage intergenerational cooperation in all aspects;
- To recapture the honour and respect which in the past was given to the aged.

ICW and UNITED NATIONS



ATTACHMENT 9

National Council of Women NSW Inc.

Affiliated Organisations 1998/9

- Abbotsleigh Old Girls' Union
- Anglican Deaconess Institute
- Anglican Women of Australia Newcastle Diocese
- Association of Civilian Widows (NSW/ACT Division)
- Association of Self Help Organisations & Group Inc.
- Asthma Foundation
- Australian Church Women (NSW State Unit)
- Australian Federation BPW (NSW) P/L
- Australian Federation of University Women - NSW
- Australian Local Government Women's Association (NSW)
- Australian Women in Agriculture, NSW
- Baptist Women NSW
- Beta Sigma Phi (Sydney)
- Big Sister Movement
- BPW Parramatta & Greater West Inc.
- Catholic Women's League Australia (NSW)
- Catholic Women's League Australia- Broken Bay Diocese
- Catholic Women's League Australia- Parramatta Diocese
- Catholic Women's League Australia- Archdiocese of Sydney
- Catholic Women's League Australia- Wollongong Diocese
- Central Co-ordinating Committee of Spokeswomen
- Ethnic Child Care Family & Community Services Co-op.
- FEA - An Anglican Ministry
- Girls' Brigade State Council NSW
- Great Synagogue Women's Auxiliary
- Guides Australia - NSW
- Home Economics Inst. Of Australia (NSW Div. Inc.)
- International Federation BPW (NSW)
- Moreto (Kirribilli) Ex Students
- Orthodox Women of NSW
- Medical Women's Society NSW
- N.L.C. School Old Girls' Union Committee
- National Bahai Office for the Advancement
- National Council of Jewish Women of Australia
- National Party of Australia (NSW)
- NSW Council for Children's Films & Television
- NSW College of Nursing
- NSW Liberal Women's Council
- NSW Nurses Association
- NSW Women in Agriculture Inc.
- Penguin Club of Australia
- Phoenix Club (Endeavour Group)
- Presbyterian Ladies' College Sydney Ex-Students Union
- P P S E A W A - NSW Group
- Presbyterian Women's Association of Australia (NSW)
- Pymble Ladies' College Ex-Students Union
- Quota Club of Sydney Inc.
- Save The Children Fund (NSW Division)
- S.C.E.G.G.S. O.G.U.
- Self Help Information Network
- Soroptimist International - Region of NSW
- St. John Ambulance
- Sydney High School Old Girls' Union
- Sydney Hospital Graduate Nurses Association
- The Mothers' Union
- The Salvation Army
- The Women's Club
- Torch Bearers for Legacy
- Ukrainian Women's Association in Australia (NSW)
- United Hospital Auxiliary of NSW
- Uniting Church Adult Fellowship
- War Widows' Guild of Australia NSW Inc.
- Wenona Old Girls' Union
- Women's Christian Temperance Union
- Women Lawyers' Association of NSW
- Women's Auxiliary of Sydney Legacy
- Women's Federation for World Peace
- Women's International Zionist Organisation
- Women's Pioneer Society of Australia Inc.
- Women's World Day of Prayer (NSW) Committee
- YWCA Council of NSW & ACT
- Zonta Club of Sydney Inc.

AFFILIATED ORGANISATIONS 1998-99

- Australian Federation of University Women - Tasmania (Southern Branch)
- Australian Local Government Women's Association
- Australian Nursing Federation, Tasmania
- Baha'i Committee for the Advancement of Women
- Business and Professional Women's Club of Hobart
- Caroline House Inc
- Catholic Women's League - Tasmania Inc
- Catholic Women's League - Hobart Branch
- Catholic Women's League - Kingborough Branch
- Catholic Women's League - Lindisfarne Branch
- Catholic Women's League - Lower Sandy Bay - Tarooma Branch
- Catholic Women's League - Sandy Bay Branch
- Child Health Association
- Churches of Christ Christian Women's Fellowship
- Council of Auxiliaries, Southern Health Region
- Dietitians Association of Australia, Tasmanian Branch
- Federated Association of Australian Housewives (Hobart Branch)
- Girl Guides Association
- Hobart District Nursing Service
- Hobart Women's Health Centre
- Holyoake Tasmania Inc
- Home Economics Institute of Australia (Tasmania)
- Migrant Resource Centre
- Mothers' Union in Australia
- Nursing Mothers Association of Australia
- Older Women's Network
- Pregnancy Support Service
- Relationships Australia - Tasmania
- Salvation Army
- Seventh Day Adventist Community Services
- Soroptimist International of Hobart
- Tasdec Inc. Global Learning Centre
- Uniting Church Fellowship - Tasmania (Derwent Presbytery)
- Voluntary Community Service
- Woman's Christian Temperance Union
- Women's Action Alliance
- Women's International League for Peace and Freedom
- Women's International Zionist Organisation
- World Day of Prayer Tasmania
- Zonta Club - Glenorchy & Derwent Valley

Reciprocal organisations

- Council on the Ageing (Tasmania) Inc
- Ethnic Communities' Council of Tasmania Inc
- Tasmanian Council of Social Service Inc (Tascoss)

each of these is a huge umbrella group.

NCWT at present represents close to 10,000 members with + women (individuals) Not counting the NCW of L'han or Sport

NCWT also has delegates attending and is actively involved with -

- United Nations Assoc Aust Tas
- Poverty Coalition (Tas)
- Gene Equity Coalition
- Coalition Against Major Urban Populance
- Working Women's Centre

In process of affiliating + NAPCAN

45

Zonta - Clarence/Sandy Bay (+ 28 individuals) + 8 new (young) women individual members (including Penny Gausson (Minute Taker at Conference))

Affiliated Organisations - SOUTH AUSTRALIA

Australian Church Women - S.A. Unit
Australian College of Midwives (SA Branch)
Aust. Federation of University Women - SA Inc.
Baptist Women's Ministries of SA
Beta Sigma Phi
Business & Professional Women's Club Australia (SA Division)
Business & Women's Club Adelaide East
Catholic Women's League of SA, Inc.
Churches of Christ In SA Inc
Dominican Old Scholars' Association
Ex-Service Women's Club of SA Inc.
Festival of Light & Community Standards Organisation
Girls's Brigade of SA Inc.
Girls Friendly Society Inc
Greening Australia (SA) Inc.
Guides Australia SA Inc.
Liberal Party of Australia - SA Division - Women's Council
Lutheran Women of SA
Mercy Old Scholars' Association
Mother's Union Inc-Diocese of Adelaide
National Council of Jewish Women
Penguin Club of Australia (SA Division)
Presbyterian Girls' College & Seymour College Old Collegians' Association
Presbyterian Women's Association of SA
Returned Sisters' Sub-Branch RSL
Royal College of Nursing Australia (SA Chapter)
Royal Flying Doctor Service (Central Sect) Inc.
SA Association of School Parents' Club
SA Medical Women's Society
SA Sportsgirl Association
SA Women's Bowling Association Inc.
Soroptimist International-Region of SA
Soroptimist International of Adelaide
Soroptimist International of Murray Bridge
Soroptimist International of Torrens Inc.
Ukrainian Women's Association of SA Inc.
Uniting Church Adult Fellowships
Women's Agricultural Bureau of SA Inc.
Women's Christian Temperance Union
Women's International Zionist Organisation
World Day of Prayer Committee of SA
Wrans Sub-Section SA (Naval Association of Australia)
Zonta Club of Adelaide Inc
Zonta Club of Flinders
Zonta Club of Noarlunga Southern Vales Inc.
Zonta Club of Para Districts Inc.
Zonta Club of Torrens

Organisations Affiliated with the National Council of Women of Launceston 1997-1998

Anglican Mother's Union, Northern Archdeaconry.
 Australian Federation of University Women, Tasmania, Northern Branch.
 Business and Professional Women's Club, Launceston.
 Baha'i Women's Group.
 Catholic Women's League State Branch.
 Ex WAAAF Northern Area.
 Family Resource Centre.
 Girl Guides Association of Tasmania.
 Girls Friendly Society – an Anglican Ministry.
 Good Neighbour Council.
 Inner Wheel Club of Launceston Inc.
 Launceston General Hospital Ex Trainees Association.
 Launceston Girls Home Inc.
 Launceston Ionian Club.
 Launceston Women's Group of Liberal Party of Australia (Tas Division).
 Northern Regional Group Home Economics Association.
 Northern Regional Scout's Ladies Auxiliary.
 Parent's Rights and Support Group Tas Inc.
 Queen Victoria Hospital Association.
 Royal Society for the Blind and Deaf Launceston Ladies Auxiliary.
 Soroptimist International of Launceston.
 St John's Anglican Church Women.
 St Oswald's Ladies Guild.
 Victoria League for Commonwealth Friendship in Tasmania, Launceston.
 Zonta International, Launceston.

Devonport Branch

Catholic Women's League.
 RSL Women's Auxiliary.
 Soroptimist International of Devonport.
 St John Mother's Union.
 Devonport Housewives Association.
 Baha'i Community of Devonport.

List of Associations Affiliated with N.C.W.(Q)

QUEENSLAND

Association of Civilian Widows
Association of Women's Forums of Brisbane
Aust. Fed. of Business & Professional Women's Clubs (Qld)
Aust. Fed. of Business & Professional Women Brisbane
Aust. Fed. of University Women (Queensland) Inc.
Bardon Women's Club
Bela Sigma-Phi International
Breast Cancer Association of Queensland
Brisbane Girls' Grammar School, Old Girls' Association
Brisbane Ionian Club
Brisbane Women's Club
Business & Professional Women's Club of Caboolture
Catholic Women's League
Creche & Kindergarten Association of Queensland
E.S.A. Women International
Ethnic Community Council of Queensland
Floral Art Society of Queensland
Florence Nightingale Committee of Australia (Qld)
Girls' Brigade Queensland Council
Girls' Friendly Society
Guides Australia
Gold Coast Women's Centre
Home Economics Institute of Australia (Qld Branch)
International Training in Communications
Lady Musgrave Trust
Liberal Party of Australia (Qld) Women's Council
Lyceum Club Brisbane
Mothers' Union Council in Diocese of Brisbane
National Council of Jewish Women of Australia (Brisbane)
National Party of Australia - Queensland Women's Section
Nursing Mothers' Association of Australia
Pan Pacific & South East Asian Women's Association
Penguin Club of Australia
Playground & Recreation Association of Queensland
Presbyterian Women's Association, Queensland Unit
Queensland Baptist Women's Ministries
Queensland Braille Writing Association
Queensland Cake Decorators' Association
Queensland Christian Women's Ministries (Church of Christ)
Queensland Medical Women's Society
Queensland Network of Self-Help Organisations Inc.
Queensland Rural Women's Network
Queensland Women's Historical Association
Quota International of Brisbane City
Quota International 30th District
Save the Children Fund
Scope Clubs of Australia
Soroptimist International Brisbane Inc.
Soroptimist International Region of South Queensland
The Salvation Army (Women's Organisation)
The Scottish Ladies' Club
Uniting Church Queensland Synod Adult Fellowship
University of Queensland Women's Association
Victoria League of Commonwealth Friendship in Queensland
War Widows' Guild of Australia (Queensland)
Woman's Christian Temperance Union
Women's College Standing Committee (Univ. of Queensland)
Women's Golf Queensland Inc.
Women's Health Queensland Wide Inc.
Women Lawyers Association of Queensland
Young Women's Christian Association of Brisbane
Y.W.C.A. - Queensland Regional Executive
Zonta Club of Brisbane Inc
Zonta Club of Brisbane South Inc

President

Mrs D. Horn
Mrs P. Murdoch
Mrs M. Monteith
Mrs E. Becka
Mrs M. Carss
Miss J. Thompson
Mrs J. Crebert
Mrs W. Callinan
Ms C. Purvis
Mrs P. Barnes
Mrs C. Caldwell
Ms J. Leishman
Mrs M. Hardcastle
Mr W. K. Hayes
Mrs G. Hurst
Mr N. Xynias
Mrs H. Duncan
Ms S. McPhee
Mrs P. Condie
Mrs N. Norwood
Mrs E. Gilchrist
Mrs J. Kennedy
Mrs K. Holzheimer
Ms C. Baillie
Mrs T. Tinsey
Mrs C. Solomon
Ms H. Lucas
Mrs A. Matheson
Mrs J. Benjamin
Mrs R. Quick
Mrs S. Powell
Mrs N. Gooda
Mrs M. Owens
Sir W. Knox
Mrs J. Napper
Mrs K. Bullpitt
Mrs Y. Herbert
Mrs K. Stines
Mrs E. McLeish
Dr J. Tait
Ms S. Smyllie
Mrs J. Darlington
Mrs C. McMullen
Mrs A. Kent
Mrs T. Mulligan
Mrs A. McNamara
Mrs C. Agostinelli
Mrs M. Wright
Ms L. Ellwood Brown
Lt Col C. Strong
Mrs A. Preston
Mrs A. Lester
Mrs P. Burgess
Mrs V. Robinson
Mrs M. Brown
Mrs L. Wernowski
Mrs R. Venton
Mrs P. Langford
Ms B. Johnstone
Ms G. Ryan
Mrs B. Finlayson
Mrs L. Quinn
Mrs J. Vickerstaff
Mrs D. Cowan

LIST OF ASSOCIATIONS AFFILIATED WITH NATIONAL COUNCIL OF WOMEN OF WESTERN AUSTRALIA INC.

Anglicare

Association of Civilian Widows Inc.

Australian Church Women (W.A. Unit).

Australian Asian Association.

Australian Family Association.

Australian Federation of University Women of W.A. Inc.

Australian Federation of Business and Professional Women. (W.A. Division) Inc. of Perth

Better Hearing Australia (W.A. Branch) Inc.

Catholic Women's League of W.A. Inc.

'Clan' Association.

Home Economics Association of W.A. Inc.

Liberal Business and Professional Womens'Club of W.A. Inc. (State Division)

Lutheran Women of W.A.

Majellan Groups of W.A. Diocese of Perth.

Mothers Union Diocese of Perth.

National Council of Jewish Women of Australia W.A. Section (Inc.)

Ngala Family Resource Centre.

Outcare (Civilian Rehabilitation Council of W.A.)

Pan-Pacific and South East Asia Women's Association.

Penguin Club of Australia W.A. Inc.

Ionian Club.

Presbyterian Women's Association of W.A.

Salvation Army.

State Women's Council - Liberal Party W.A. Inc.

Guides Western Australia Inc.

The Uniting Church Fellowship.

Ukrainian Women's Association.

War Widows Guild Inc. (W.A.)

Women's Christian Temperance Union of W.A. Inc.

Women's International Zionist Organisation.

Women with Disabilities.

Young Women's Christian Association of Perth Inc.

Zonta International - Zonta Club of South Perth.

Honorary Affiliated Members

Office Seniors Interests

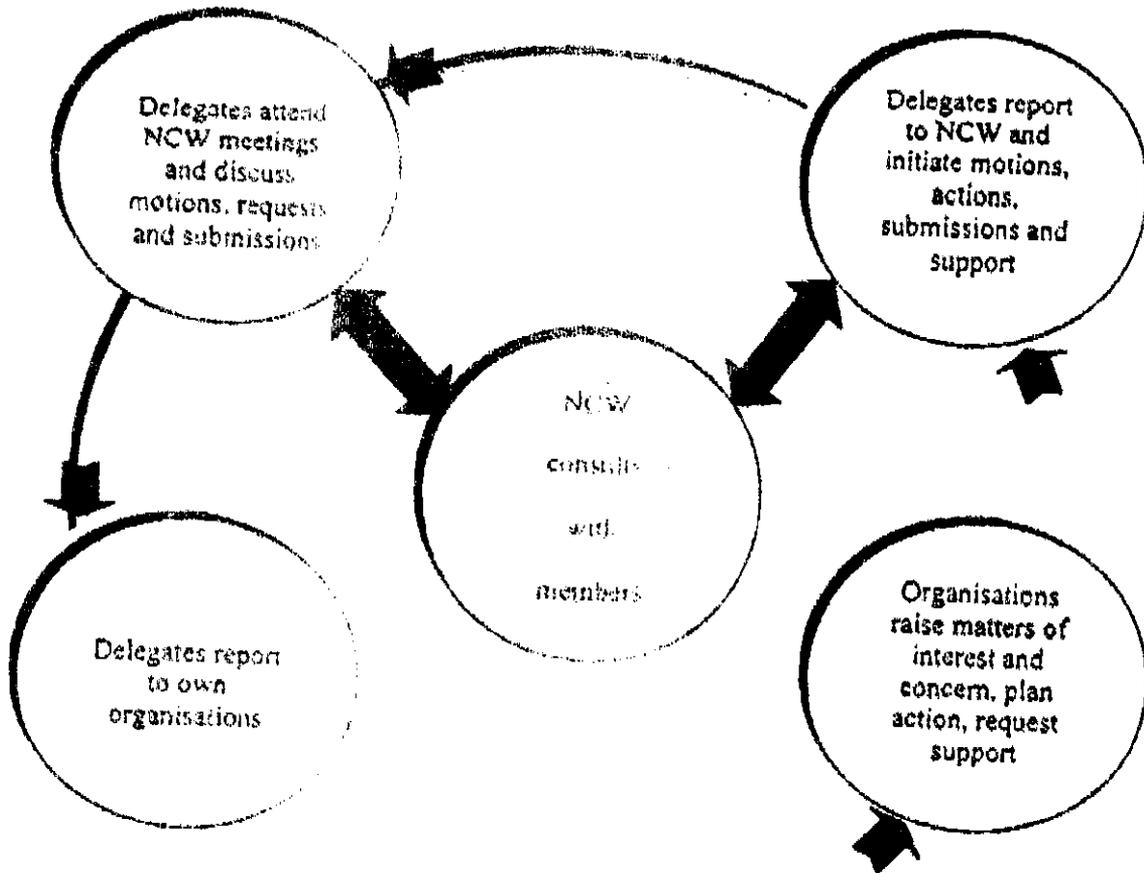
NCWV AFFILIATES & DELEGATES - VICTORIA

Australia Day Council (Victoria)	Mrs Dianne Livett	Mr Eustace Tracey
Australian Church Women Victorian Unit	Mrs Jean Hughes	Mrs Jean Crewther
Australian Federation of University Women Vic	Mrs Shell Sykes	Mrs Mary Brook
Australian Local Government Women's Assoc Vic Branch	Mrs Beverly Blythe-Bailey DSJ JP	Ms Cherrie Crawford
Australian Vietnamese Women's Welfare Assoc	Mrs Cam Nguyen	Mrs Elizabeth Lucas
Australian Women's Army Service Assoc (Vic) Inc	Mrs Peg Sitlington	
Ballarat Branch, NCWV	Mrs Joan Hines	Mrs Gwenda Bryant
Baptist Women (Victoria)	Mrs Jean Crowe	Ms Dot McHardy
Bendigo Branch, NCWV	Mrs Thelma Dingle	Ms Jennifer Moss
Beta Sigma Phi	Mrs Gwen Barratt	
Business & Professional Women's Club, Melbourne	Ms Janene Blanchfield Brown	
Central Gippsland branch, NCWV	Mrs Nona Collings	Mrs Ada Pigott
Churches of Christ Christian Women's Fellowship	Mrs Margaret Chisholm	Mrs Mary Titter
Conference of Leaders of Religious Congregations in Vic.	Sr Catherine Flynn	Sr Leonie Mayne
Endeavour Forum (Women Who Want To Be Women)	Mrs J Senior	Mrs Babette Francis
Family Planning Victoria Inc	Lady Audrey Hateson	Ms Carmel Scarle
Firbank Old Grammarians	Mrs Betty Hayes	Dr Patricia Phair
Geelong Branch, NCWV	Mrs Anne Parton	Mrs Betty Kelly
Girls Friendly Society Melbourne Inc	Mrs Lorna English	Mrs Jeanne Stockdale
Guides of Victoria	Mrs Anne Scott OAM	
Home Economics Institute of Australia (Vic)	Ms Mary Allinson	Mrs Olga Forsyth
Janet Clarke Hall Society	Mrs Julienne Lauer	Mrs E S Day
Jean Hailes Foundation, The	Mrs Janet Hailes Michelmore	Mrs Katharina Dimtscheft
Keep Australia Beautiful (Vic)	Mr Peter C Bennell	Ms Anne Canterbury
Larnock Past Student Assoc	Mrs Patricia Goble	Mrs Elva Tout
League of Women Voters of Victoria	Mrs Trish Wilkie	Mrs Kate Houghton
Liberal Party of Australia, Central Committee, Women's Section, Victorian Division	Ms Margo Randell	Ms Sandra Groves
Lions Club of Australia		
Melbourne Hebrew Ladies' Benevolent Society	Mrs Shirley Danglow	Mrs Lucie Jacobs
Methodist Ladies' College Old Collegians Club	Mrs Gavrielle Goldsmith	Ms Tamara-Leigh Brawn
Mothers' Union, Diocese of Melbourne	Ms Nancy Mellor	Mrs Margaret Bradley
Murray Valley (Swan Hill) Branch, NCWV	Mrs Theresa Maher	
National Council of Jewish Women of Victoria	Mrs Marilyn Bugalski	Ms Rose Levin
National Party of Australia Women's Section	Mrs Karolee Wolcott	Mrs Susan Stribling
Nursing Mothers' Association of Australia	Mrs Karen Commisso	Mrs Fran Fiddian
Old Fintonians Association	Dr Barbara Hall	
Old Grammarians Society - MGGS	Ms Marg Escott	

Parkdale Women's Club Inc. Presbyterian Ladies' College Old Collegians Association	Mrs Vene Appleton Mrs Ray Caldwell	Mrs Dorothy Kurz B Sc
Quota International Inc 38th District	Mrs Helen Murphy	Mrs Lorraine Feonander
Returned and Services Nurses' Club of Victoria Rotary Royal District Nursing Service Royal Victorian Eye and Ear Hospital, Executive Council of Auxiliaries Royal Women's Hospital Centre Council of Auxiliaries	Mrs Billie Lindsay Mrs Anne Scott OAM Ms Val Seeger Mrs Judy Smith Mrs Berry Davies	Mrs Joan Wicks Mrs Ngaire Cannon
Salvation Army Women's Ministries Salvation Army - Social Welfare Soroptimist International of Deakin Soroptimist International of Ringwood & Foothills Soroptimist International of Victoria Sports Federation of Victoria St Vincent's Hospital	Major Jocelyn Knapp Mrs Lt-Col Betty Spikin Mrs Nettie Jenkin Mrs Lt-Col Betty Spikin Ms Anne Fairhall Mrs Joan Hines Mrs Muriel Meaher	Mrs Doris Storey Mrs Eleanor Lindins Sr Barbara MacGregor
Travellers' Aid Society of Victoria Inc	Mrs Florence Parnaby BEM	
Ukrainian Women's Association Victoria UNICED Committee of Victoria Union of Australian Women (Vic Section) United Nations Assoc. of Australia (Vic Div) Uniting Church Fellowship	Mrs Halyna Glouchowera Mrs Aila Copland Mrs Gwen Goedecke Ms Heather Corry Mrs Robyn Welham	Mrs Naola Mychailyshyn Ms Selina Kimpton
Victorian ALP status of Women Policy Committee Victorian B'Nai B'rith Council Victorian Bush Nursing Association Victorian Gas Association Victorian Medical Women's Society Victorian Women's Hockey Association	Ms Anne Jackson Mrs Susie Briner Mrs Myra Murdoch Dr Margaret Jensen Mrs Pam Vincent	Ms Anwyn Martin Mrs Joan Black
Women's Christian Temperance Union of Vic Inc Women's Health - Victoria Women's Information & Referral Exchange (WIRE) Women in Retirement Inc Women's International League for Peace & Freedom World Day of Prayer (Vic Comm)	Mrs Lorna Risstrom Ms Jane Karlake Mrs Florence Jarman Mrs Frances Boyd Mrs Jean Cheshire GCSJ, OAM	Mrs Pearl Woods
Young Women's Christian Association Melbourne	Ms Shirley Horne AM	Ms Eleanor Sumner

ATTACHMENT 9-1

CONSULTATION, COMMUNICATION AND ACTION NETWORK FOR DELEGATES



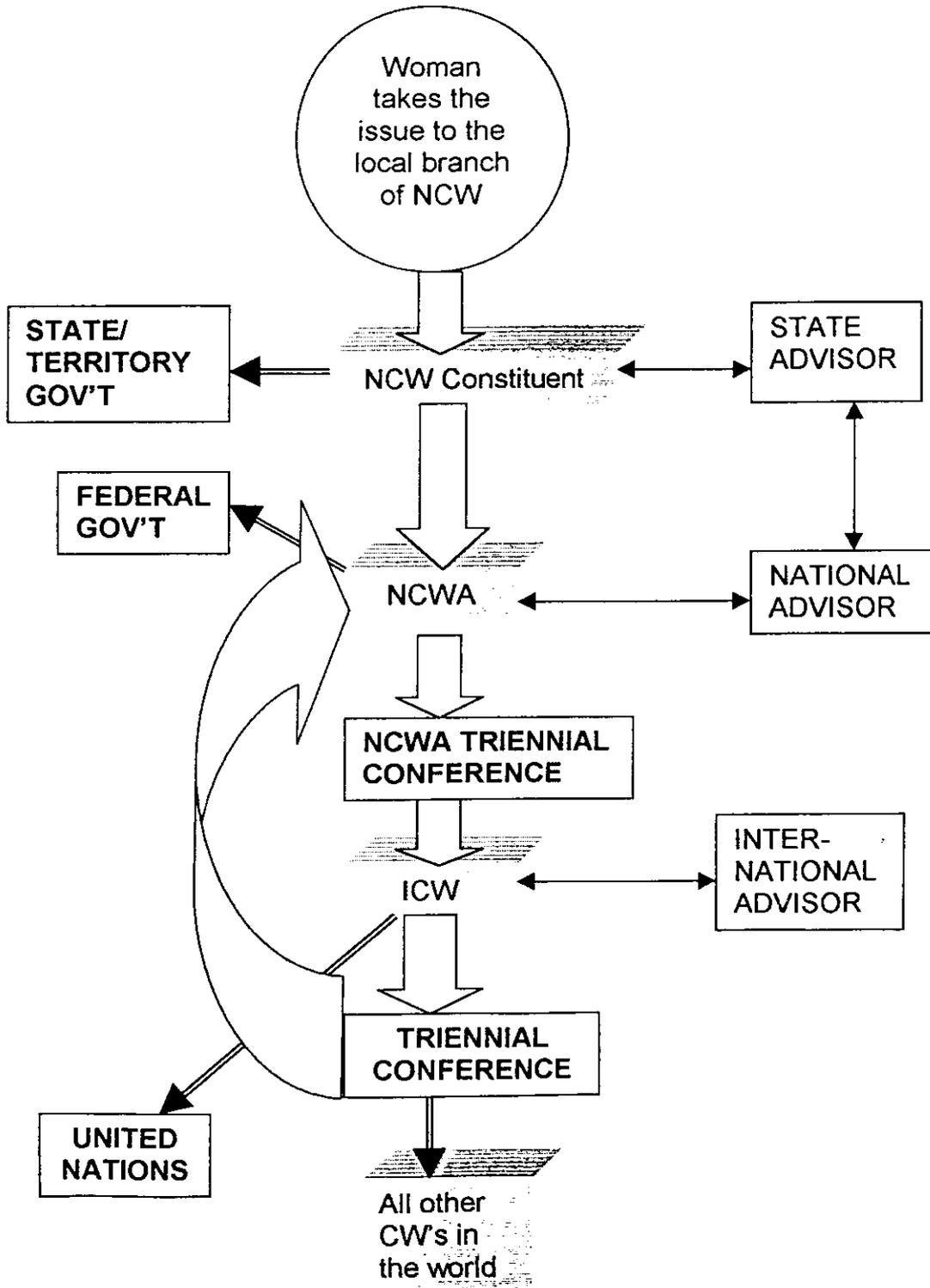
NOTE

The NCsW communicate with affiliated organisations and consults with them but does not seek to influence them. Information on matters of mutual concern should be freely exchanged and combined action may result.

ATTACHMENT 10

LINES OF COMMUNICATION

This diagram shows the probable flow of communication for an issue raised by a woman in the community. The issue is discussed, an action decided upon and agreed at each level.



Alliance of National Women's Organisations Conference

Business Plan

The Alliance of National Women's Conference is to be held at the National Conference Centre from Thursday 8 to Sunday 11 March, 2001.

The alliance is formed by the following women's organisations:

- National Council of Women of Australia (NCWA)
- Business and Professional Women (BPW)
- Australian Federation of University Women (AFUW)
- Women's Electoral Lobby (WEL)
- Soroptimists International of South West Pacific
- National Council of Jewish Women (NCJWA)
- Girl Guides

It is our intention to market the conference by using the national and international networks of each of these organisations and to source our delegates. We envisage between 1000 and 2000 women will attend. We will also seek support from other women's groups including indigenous women, community groups, student organisations, ethnic communities etc.

We have had preliminary discussions with the Australian Tourist Commission in regard to their Market Resource Program and will develop this relationship further to ensure our efforts to attract overseas delegates are maximised.

Conference Working Title and Themes

We are currently naming this conference "Women Creating Partnerships for the Future". Our subtitle is *'The best way to predict the future for women is to create it ...'*. Our themes for the conference include:

- where to from here?
- the issues of the 21st century
- Science, Engineering and Technology (SET)
- the typical household in the third millennium
- should we change the planet?
- should we preserve what we have?

Under Science, Engineering and Technology we will cover:

- genetic engineering of all living things on the planet
- moral and ethical questions
- cloning - impacts?
- health issues - stress, lifestyle, chemical and food issues
- preserving the environment - leisure, self-fulfilment, future of families

The format will be a plenary session each morning for all delegates to attend and if possible have a video link to a centre in each capital city and major regional towns.

The afternoons would be concurrent sessions relating to our themes.

FINANCIAL INFORMATION

The following financial information is supplied in accordance with clauses 11.1.6 – 11.1.9 of the tender document.

11.1.6 Detailed budget for 1999/2000: 2000/2001: 2001/2002 is attached.

11.1.7 Current applications for other funding
At the date of lodging this application, no other applications for funding have been lodged.

11.1.8 Funding received over last five years

1999/2000	
OSW	\$12,500
1998/1999	
OSW	\$50,000
Department of Justice Victoria	\$10,000
1997/1998	
OSW	\$50,000
Department of Justice Victoria	\$10,000
1996/1997	
OSW	\$20,000
1995/1996	
OSW	\$22,000
1994/1995	
OSW	\$12,000

11.1.9 Other funding sources

Regular sources of additional income

NCWA obtains revenue from the following sources:

Membership fees \$3,000 - \$4,000 per annum

Bank Interest \$1,200

Conference income is budgeted to cover costs (revenue neutral)

Sponsorship

NCWA seeks sponsorship for particular projects from time to time. NCWA has received sponsorship in this financial year of \$10,000 from North Ltd., for the family friendly research project and the publication of NCWA's "Work-Life Management" booklet.

Sponsorship from individuals has also been sought to cover the cost of publishing an anthology for IYOP.

Future funding from State Government

Current funding from the Department of Justice – Victoria expires on 31 December 1999 and is unlikely to be renewed when the office of NCWA is re-located interstate. NCWA is proposing to relocate its administration to the ACT and preliminary enquiries with the Chief Minister of the ACT indicates she is interested in assisting NCWA's re-housing in suitable premises. However, it is too early to place any monetary value, if any, on this offer.

Eligible Organisation

Each of the alliance organisations are financially viable and/or an incorporated organisation. A copy of the Annual Report of NCWA is attached. Other annual reports can be provided if required.

Attachment Three

Eligible Convention

Our aim is to have a minimum of 1000 delegates and will generate sufficient funds to cover the loan. See budget.

Attachment Four

Selection Criteria

- 1 We have appointed Australian Convention and Travel Services Pty Ltd (ACTS) based in Canberra as our conference organiser.
- 2 We will have appropriate insurance for the conference.
- 3 The conference will be held at the National Conference Centre, therefore the majority of accommodation will be in the Canberra region. As our conference organiser is Canberra based it is envisaged Canberra service suppliers will be used to a large extent.
- 4 It is not known whether a future conference by the Alliance will be held, however each individual organisation holds conferences so there is every possibility that some of these will be held in Canberra.
- 5 We will acknowledge the Canberra Convention Bureau on promotional material.

**NATIONAL COUNCIL OF WOMEN OF AUSTRALIA LTD
BUDGET 1999/2000**

Allocation	Policy Advice	Consultation	Information & Education	Governance	Total
EXPENDITURE					
Staff costs					
Salaries	15200	7600	11400	3800	38000
Salary on-costs	1320	660	990	330	3300
Conferences					
Triennial - 2000			0	0	0
Milenium - 2001			900	100	1000
Publication Costs					
Bulletin & Newsletters			1500	1500	3000
Project brochures	675	675	675	675	2700
Travel & Accom. Costs					
Board/AGM					0
President - Domestic	125	250		125	500
President - Overseas	1160	580	870	290	2900
Administration costs					
Office rent & outgoings				5825	5825
Telephone - general	1140	570	855	285	2850
Telephone - Board/Exec mtgs				3600	3600
Stationery	560	280	420	140	1400
Postage	1280	640	960	320	3200
Printing - general	250	250	250	250	1000
Sundry expenses	40	20	30	10	100
Professional Fees/Insurance etc					
Auditor				2500	2500
ASIC				0	0
Insurance DOL & General					
Honorariums				0	0
Convenor expenses	220	110	165	55	550
Subscriptions & Registrations					
ICW Dues		750	750		1500
Subscriptions - general			138	138	275
Seminar registrations		400	400		800
TOTAL EXPENSES	21970	12785	20303	19943	75000

**NATIONAL COUNCIL OF WOMEN OF AUSTRALIA LTD
BUDGET 2000/2001**

Allocation	Policy Advice	Consultation	Information & Education	Governance	Total
EXPENDITURE					
Staff costs					
Salaries	18000	9000	13500	4500	45000
Salary on-costs	1440	720	1080	360	3600
Conferences					
Triennial - 2000					revenue neutral
Milenium - 2001			1800	200	2000
Publication Costs					
Bulletin & Newsletters			1500	1500	3000
Project brochures	500	500	500	500	2000
Travel & Accom. Costs					
Board/AGM				5500	5500
President - Domestic	750	1500		750	3000
President - Overseas	0	0	0	0	0
Administration costs					
Office rent & outgoings				6550	6550
Telephone - general	1200	600	900	300	3000
Telephone - Board/Exec mtgs				4800	4800
Stationery	800	400	600	200	2000
Postage	1600	800	1200	400	4000
Printing - general	800	400	600	200	2000
Professional Fees/Insurance etc					
Auditor				2600	2600
ASIC				100	100
Insurance DOL & General				2800	2800
Honorariums				3000	3000
Convenor expenses	400	200	300	100	1000
Subscriptions & Registrations					
ICW Dues		875	875		1750
Subscriptions - general			250	250	500
Seminar registrations		900	900		1800
TOTAL EXPENSES	25490	15895	24005	34610	100000

**NATIONAL COUNCIL OF WOMEN OF AUSTRALIA LTD
BUDGET 2001/2002**

Allocation	Policy Advice	Consultation	Information & Education	Governance	Total
EXPENDITURE					
Staff costs					
Salaries	18000	9000	13500	4500	45000
Salary on-costs	1440	720	1080	360	3600
Conferences					
Milenium - 2001					revenue neutral
Annual - 2002			450	50	500
Publication Costs					
Bulletin & Newsletters			1500	1500	3000
Project brochures	0	0	0	0	0
Travel & Accom. Costs					
Board/AGM				5500	5500
President - Domestic	750	1500		750	3000
President - Overseas	1200	600	900	300	3000
Administration costs					
Office rent & outgoings				7050	7050
Telephone - general	1200	600	900	300	3000
Telephone - Board/Exec mtgs				4800	4800
Stationery	800	400	600	200	2000
Postage	1600	800	1200	400	4000
Printing - general	800	400	600	200	2000
Professional Fees/Insurance etc					
Auditor				2600	2600
ASIC				100	100
Insurance DOL & General				2800	2800
Honorariums				3000	3000
Convenor expenses	400	200	300	100	1000
Subscriptions & Registrations					
ICW Dues		875	875		1750
Subscriptions - general			250	250	500
Seminar registrations		900	900		1800
TOTAL EXPENSES	26190	15995	23055	34760	100000

SCHEDULE 3 - Privacy Principles

PRIVACY ACT 1988 - Section 14

Information Privacy Principles

*Schedule
3*

The information privacy principles are as follows:

Principle 1 - Manner and purpose of collection of personal information

1. Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:
 - (a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and
 - (b) the collection of the information is necessary for or directly related to that purpose.

1. Personal information shall not be collected by a collector by unlawful or unfair means.

Principle 2 - Solicitation of personal information from individual concerned

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector from the individual concerned;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:

- (c) the purpose for which the information is being collected;
- (d) if the collection of the information is authorised or required by or under law--the fact that the collection of the information is so authorised or required; and
- (e) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first-mentioned person, body or agency to pass on that information.

Principle 3 - Solicitation of personal information generally

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is collected:

- (c) the information collected is relevant to that purpose and is up to date and complete; and
- (d) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

Principle 4 - Storage and security of personal information

A record-keeper who has possession or control of a record that contains personal information shall ensure:

- (a) that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- (b) that if it is necessary for the record to be given to a person in connection with the provision of a service to the record-keeper, everything reasonably within the power of the record-keeper is done to prevent unauthorised use or disclosure of information contained in the record.

Principle 5 - Information relating to records kept by record-keeper

1. A record-keeper who has possession or control of records that contain personal information shall, subject to clause 2 of this Principle, take such steps as are, in the circumstances, reasonable to enable any person to ascertain:
 - (a) whether the record-keeper has possession or control of any records that contain personal information; and
 - (b) if the record-keeper has possession or control of a record that contains such information:
 - (i) the nature of that information;
 - (ii) the main purposes for which that information is used; and
 - (iii) the steps that the person should take if the person wishes to obtain access to the record.
 2. A record-keeper is not required under clause 1 of this Principle to give a person information if the record-keeper is required or authorised to refuse to give that information to the person under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents.
 3. A record-keeper shall maintain a record setting out:
 - (a) the nature of the records of personal information kept by or on behalf of the record-keeper;
 - (b) the purpose for which each type of record is kept;
 - (c) the classes of individuals about whom records are kept;
 - (d) the period for which each type of record is kept;
 - (e) the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
 - (f) the steps that should be taken by persons wishing to obtain access to that information.
 4. A record-keeper shall:
-

- (a) make the record maintained under clause 3 of this Principle available for inspection by members of the public; and
- (b) give the Commissioner, in the month of June in each year, a copy of the record so maintained.

Principle 6 - Access to records containing personal information

Where a record-keeper has possession or control of a record that contains personal information, the individual concerned shall be entitled to have access to that record, except to the extent that the record-keeper is required or authorised to refuse to provide the individual with access to that record under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents.

Principle 7 - Alteration of records containing personal information

1. A record-keeper who has possession or control of a record that contains personal information shall take such steps (if any), by way of making appropriate corrections, deletions and additions as are, in the circumstances, reasonable to ensure that the record:
 - (a) is accurate; and
 - (b) is, having regard to the purpose for which the information was collected or is to be used and to any purpose that is directly related to that purpose, relevant, up to date, complete and not misleading.
2. The obligation imposed on a record-keeper by clause 1 is subject to any applicable limitation in a law of the Commonwealth that provides a right to require the correction or amendment of documents.
3. Where:
 - (a) the record-keeper of a record containing personal information is not willing to amend that record, by making a correction, deletion or addition, in accordance with a request by the individual concerned; and
 - (b) no decision or recommendation to the effect that the record should be amended wholly or partly in accordance with that request has been made under the applicable provisions of a law of the Commonwealth;the record-keeper shall, if so requested by the individual concerned, take such steps (if any) as are reasonable in the circumstances to attach to the record any statement provided by that individual of the correction, deletion or addition sought.

Principle 8 - Record-keeper to check accuracy etc. of personal information before use

A record-keeper who has possession or control of a record that contains personal information shall not use that information without taking such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete.

Principle 9 - Personal information to be used only for relevant purposes

A record-keeper who has possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant.

Principle 10 - Limits on use of personal information

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
 - (a) the individual concerned has consented to use of the information for that other purpose;
 - (b) the record-keeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - (c) use of the information for that other purpose is required or authorised by or under law;
 - (d) use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - (e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.

2. Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

Principle 11 - Limits on disclosure of personal information

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
 - (a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
 - (b) the individual concerned has consented to the disclosure;
 - (c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
 - (d) the disclosure is required or authorised by or under law; or
 - (e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

 2. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.

 3. A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.
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