

THE GOLDEN HANDBOOK
for
NCW NSW
STATE COORDINATOR of
STANDING COMMITTEES
and
ADVISERS

2021 - 2024

14th January 2023

NCW NATIONAL
COUNCIL
OF WOMEN
NEW SOUTH WALES

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STRUCTURE WITHIN NCWA

The National Council of Australia (NCWA), as a member of International Council of Women (ICW), works under the international structure agreed to at the ICW Triennial Conference in Ottawa in 1997. There may be amendments, agreed at later Triennials.

Members wishing to fill the role of either a National Coordinator or a National Adviser must be nominated by their respective Constituent Council for election at the Triennial Conference.

Further to the above each Constituent Council appoints their own State Adviser to cover each portfolio.

To ensure that the objectives of the National Councils of Women are achieved the following five groupings with a single National Coordinator for each group with a National Adviser for each portfolio within that group are appointed.

Status of Women:

- Human Rights, Legislation and Implementation of Conventions
- International Relations and Peace

Women's Well Being:

- Health, Nutrition and Well Being
- Environment and Habitat

Women's Social issues:

- Ageing, Disability and Mental Health
- Child Youth and Family
- Migration and Aboriginal

Women's Sustainable Development:

- Rural, Regional and Remote Women
- Economics, Employment & Consumer affairs

Women in Communications:

- Education
- Media, Arts, Letters and Music

The idea of having five separate Standing Committees was to focus on intervention and activities which would raise the awareness of women on various issues and to encourage them to take initiatives to improve the status of women in each country, according to their own special needs. There is an inter-relationship between each of the sub areas of each Standing Committee headed by a National Adviser and at times some issues will cross the boundaries between Standing Committees.

STRUCTURE WITHIN NCW NSW

The National Council of Women NSW (NCW NSW), is a Constituent Council member of NCWA, which works under the international structure as agreed to from time to time.

NCW NSW members wishing to fill the role of either a State Coordinator or a State Adviser must be approved by the NCW NSW at an Annual General Meeting (AGM) or approved by the Executive Committee, between AGMs.

To ensure that the objectives of the NCW NSW are achieved, the following five groupings with a single State Coordinator and State Advisers for each portfolio within that group are appointed.

Status of Women:

- Human Rights, Legislation and Implementation of Conventions
- International Relations and Peace

Women's Well Being:

- Health, Nutrition and Wellbeing
- Environment and Habitat

Women's Social issues:

- Ageing, Disability and Mental Health
- Child, Youth, Family
- Migration and Aboriginal

Women's Sustainable Development:

- Rural, Regional and Remote Women
- Economics, Employment & Consumer affairs

Women in Communications:

- Education
- Media, Music, Arts & Letters

The idea of having five separate Standing Committees is to focus on intervention and activities which would raise the awareness of women on various issues and to encourage them to take initiatives to improve the status of women in each country, according to their own special needs. There is an inter-relationship between each of the portfolios of each Standing Committee headed by a National Adviser and at times some issues will cross the boundaries between Standing Committees.

Due to current volunteer shortage we do not have coordinators for each portfolio. The portfolios are 'grouped' but individual topics may have individual advisers, should they be available.

ROLE OF STATE COORDINATOR OF STANDING COMMITTEES

- Act as a member of the NCW NSW Executive Committee and attend NCW NSW Executive Meetings, NCW NSW Council Meetings and NCWA Conferences.
- Welcome each new NCW NSW Adviser and supply each with ***The Golden Handbook for NCW NSW State Coordinator of Standing Committees and Advisers.***
- Issue contact details of all NCW NSW relevant personnel as and when required to Advisers.
- Update 'NCW NSW TEAM:' (See Appendix 1) as and when required.
- Inform State Coordinators and Advisers of dates by which Reports and Resolutions are due.
- Receive information from interested parties and suggest to the NCW NSW Executive/Council appropriate action.
- Deal with other matters as requested by the State President and/or Executive Committee.

We are all volunteers, we do what we can, when we can.

ROLE OF STATE ADVISERS

The Advisers have the prime responsibility for communication with State Coordinator of Standing Committees and members of information pertinent to their given portfolio area.

State Advisers should:

- All advisers should know the name of their corresponding Minister/s and Shadow Minister/s.
 - Link to NSW Parliament address lists - as at Jan 2023:
<https://www.parliament.nsw.gov.au/members/downloadables/Pages/downloadable-lists.aspx>
- Follow (social media) and/or get the eNews/Newsletter of that Minister and the Shadow Minister.
- Know about and eventually learn (if don't know already) the NSW Parliament Committees and Inquiries process:
<https://www.parliament.nsw.gov.au/committees/pages/about-committees.aspx>
- Know about the Petitions processes (voter led as opposed to committees and inquiries which are done by our elected representatives)
<https://www.parliament.nsw.gov.au/about/getinvolved/Pages/Petition-the-Parliament.aspx>
- Perhaps have a talk from someone in the NSW Parliament education section.
- We can sign up for all these eNews/Newsletters etc. for info@ncwnsw.org.au (but sometimes it is a few days delay before we could get it out to everyone and means a lot more traffic into the INBOX) our preference is that the Adviser should be proactive and generate any action required.
- Anything happening in area of your portfolio and interest?
 - **Health & Education Portfolio** (as an example):
 - Issue around 'period poverty' given that [Isobel Marshall was announced as the Young Australian of the Year](#).
 - Some older ladies have difficulty around the 'dramatisation' of it all, but then we are not teenagers. It crosses the health and education areas and how girls manage this in the context of their schooling.
 - Should we be finding out what actually happens in NSW public schools? e.g. basic facilities, teaching guidelines, dispensers?, disposal facilities.
 - Time getting between classes if they need to go and change their pads/tampons, side line commentary by both boys and girls ('you are grumpy today - you must have your period'), access to sanitary products for some students (any emergency stock held at school?) etc.
- Update Members at NCW NSW Council Meetings of anything happening. Last Thursday of each month at 4.30pm except December/January.
- Annual Report of portfolio for Annual General Meeting through NSW Coordinator of Standing Committee.
- The NCW NSW Executive will keep copies of reports, submissions etc. for both public relations and historical record keeping purposes.

GUIDELINES FOR SUBMISSIONS

It is important that NCW NSW State Coordinator and Advisers continue to maintain a high standard of submissions to the Parliament. The following guidelines have been prepared for State Coordinators and Advisers preparing submissions to Parliament, Departments, Agencies and other external bodies.

Written submissions usually follow these guidelines:

- Typed.
- A4 paper - Single side.
- Single space.
- Submission may be in the form of a substantial paper or short document.

A brief covering letter should be attached to all Submissions:

- Signed by the State President on behalf of NCW NSW on NCW NSW letterhead.
- Brief: If substantial an Executive summary should be included.
- Dot Point form where appropriate.
- Submissions may contain facts, opinions, arguments and recommendations.
- Submissions should use appropriate language – avoid or limit jargon, technical and difficult wording, etc. avoid using initials and acronyms.
- Appendices and other supporting documents may be attached to the Submission.
- References and sources of information acknowledged.
- Submissions should never include any personal accusations or any unattributed ‘commentary’ or quotes.
- When prepared by a State Adviser her State Coordinator should:
 - Be aware of the Submission and ideally send the Submission to the NCW NSW President.
- Monitoring and oversight of the Submission progress should be undertaken by the State Adviser.

Submissions should limit transcription of statistical data as this is normally available from official sources. However, submissions should draw attention to any specific local or regional data of relevance to the Enquiry.

If the Submission is detailed and complex, further guidance may be obtained by accessing the notes on how to prepare a submission on the Senate Committee Office homepage on the Internet www.aph.gov.au/senate/committee/wit_sub/

President: Julie Morris
Hon. Secretary: Karen Binstead
Hon. Treasurer: Margaret Wood

TEMPLATE FOR LETTERS

Relevant minister
Address

Dear

NCW NSW is a state non-government umbrella organisation of NCWA with broadly humanitarian and educational objectives. NCW NSW has an extensive membership of Affiliate organisations (all with significant membership numbers) and women who join as an Individual member. NCW NSW works to improve conditions for women and their families, especially the most vulnerable.

The issue
Include recommendations to address issue

Yours sincerely



Julie Morris
President
NCW NSW

Cc to other Ministers/Opposition Shadow Ministers

Appendix

Provide additional information / outline the argument for background information if applicable

Your NCW NSW TEAM:

➤ President	Julie Morris
➤ Vice President 1	Karen Levin
➤ Vice President 2 * (sharing role)	Leshia Bubniuk * Yvette Kinkade *
➤ Hon Secretary	Karen Binstead
➤ Hon Treasurer	Margaret Wood
➤ Newsletter Editor	Tonya Valentino
➤ Individual Member Representative	Dr Angeline Low
➤ Delegates of Affiliated Organisations:	
1. Graduate Women NSW	'Tricia Blombery
2. Ukrainian Women's Association Lidcombe Branch	Sophia Abbott
3. Ukrainian Women's Association NSW (UWA NSW)	Luba Kaye
4. National Council of Jewish Women of Australia NSW Division	Maxine Bachmayer
5. Women Lawyers' Association of NSW Inc.	Renée Bianchi
6. CWLA NSW Inc.	Sue Meehan
7. Soroptimist Int-Region (NSW) Inc.	Anne Sheehan
8. Vacant	
➤ State Coordinator of Standing Committees	Karen Binstead
Advisers:	
<i>Status of Women:</i>	
Human Rights & Legislation	
Implementation of Conventions	
International Relations and Peace	
 <i>Women's Well Being:</i>	
Health, Nutrition and Wellbeing	
Environment and Habitat	
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Ageing, Disability and Mental Health	
Child, Youth, Family	
Migration and Aboriginal	
 <i>Women's Sustainability Development:</i>	
Rural, Regional and Remote Women	
Employment, Economics & Consumer Affairs	
 <i>Women in Communication:</i>	
Education	
Arts & Letters	
Media	
Music	
➤ Public Officer	Karen Binstead
➤ Returning Officer	Sally Fennell

FRAMEWORK OF COMMUNICATIONS FOR NCW NSW

