



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



## Activity Work Plan

### Background and instructions

**Activity Work Plan (AWP)** – provides information about how you will deliver services. The Disability Representative Organisations program Policy Team will negotiate and approve your AWP at the start of an agreement or reporting period. *Item E. Reporting* of the grant agreement specifies when the AWP is due. You will need a copy of your grant agreement and grant opportunity guidelines to complete the AWP. A copy of your grant application, where relevant, is also useful.

**Activity Work Plan Report (AWPR)** – documents what you have delivered against the approved AWP. *Item E. Reporting* of the grant agreement specifies when the AWPR is due. Please use your approved AWP to document your achievements and progress for the reporting period in the AWP Report column.

Each table includes guidance text to assist you to complete the template. Add rows to the tables as required.

If you have any questions about completing the AWP or AWPR, please contact your Funding Arrangement Manager. See *Item F. Party representatives and address for notices* in your grant agreement.

### Activity details

<b>Organisation Name</b>	Women With Disabilities (Australia)
<b>Grant Activity Name</b>	Disability Representative Organisations
<b>Grant Activity ID</b>	s47G



## Activity deliverables

When completing the Activity Work Plan, populate the Objective, Deliverable, Time frames and Measures of Success sections. Only complete the AWP Report column when submitting your AWPR.

You may duplicate the rows in this table as many times as necessary to describe each deliverable.

Objective	Deliverable	Time frames	Measures of success	AWP Report
<ul style="list-style-type: none"> <li>Describe the intended outcome that your activity / service aims to achieve.</li> <li>Outline the need for the activity/service.</li> <li>Identify key issues that the activity / service seeks to address and the groups that may experience these issues.</li> </ul>	<ul style="list-style-type: none"> <li>Describe the key tasks / output that you will complete to achieve the activity objectives.</li> <li>Deliverables should be specific, measurable, and linked to the intended objectives of a service or deliverable.</li> </ul>	Specify the timeframes in which you expect to complete the deliverable.	<ul style="list-style-type: none"> <li>Identify one or more measures of success for the stated objective/s. This should include indicators that will, once collected, demonstrate the impact of the action(s).</li> <li>A measure of success includes what the Department of Social Services and/or you intend to measure, how it will be measured, and when it will be measured.</li> </ul>	<ul style="list-style-type: none"> <li>Document if your intended deliverables have been achieved, or outline if you are on track to achieve the deliverable.</li> <li>If you are not on track to achieve the deliverable, outline what steps you have taken so far and steps you will take in the future to achieve the deliverable.</li> </ul>
<b>Overarching (Mandatory):</b>				
Actively engage with the objectives of the DRO program	Active engagement in systemic disability advocacy issues, policies and legislation regarding 'women and girls with disability', including: <ul style="list-style-type: none"> <li>National systemic disability advocacy.</li> <li>Australia's Disability Strategy 2021-2031.</li> <li>Australian Government disability reforms.</li> </ul>	Ongoing	Evidence of: <ul style="list-style-type: none"> <li>Submissions and representation to Government about systemic disability advocacy issues and/or policies.</li> <li>Awareness raising and information distribution to members and general community (including to hard-to-reach cohorts).</li> <li>Collaboration with other disability and non-disability organisations to promote the rights of people with disability.</li> </ul>	s47G



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	<ul style="list-style-type: none"> <li>UNCRPD related activities.</li> </ul> <p>Engagement activities may include submissions and representation, awareness raising, and information distribution activities (including to hard-to-reach cohorts).</p>			<p>s47G</p>

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<b>Collaborate with the provider delivering the National Coordination Function (NCF)</b>	Evidence of engagement and collaboration with the NCF.	Ongoing	Evidence of: <ul style="list-style-type: none"> <li>Collaborating with the NCF</li> <li>Attendance at NCF meetings and engagement activities.</li> <li>Collaboration with other DROs across key advocacy activities and submissions particularly where DROs represent the same cohorts.</li> </ul> Providing required data and information to the NCF in a timely manner to support regular reporting activities to the department, including information related to activities, demand and	



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<b>Gender-based Violence Against WGwD</b>	Continue to undertake activities to promote the right of WGwD to live free from all forms of gender-based violence. Including but not limited to: <ul style="list-style-type: none"> <li>Ongoing implementation of the National Plan to Reduce Violence Against Women &amp; Their Children</li> </ul> Ongoing development and implementation of the National Plan to Reduce Violence Against Women & Their Children - Action	Ongoing	Evidence of: <ul style="list-style-type: none"> <li>Submissions and contributions to reform in relation to gender-based violence</li> <li>Number and type of Roundtables and other relevant forums attended</li> <li>Number and type of relevant meetings attended</li> <li>Formal and informal policy advice</li> <li>Participation in key stakeholder interviews</li> <li>Representation on National Advisory Committees and forums</li> <li>Awareness raising and information distribution to members and general community.</li> <li>Providing relevant Government agencies, industry bodies, etc with up-to-date</li> </ul>	



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			<p>information on emerging issues regarding gender-based violence against WGwD</p>	<p>s47G</p>

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<p><b>Specific Cohort Policy &amp; Organisation Priorities (Not Mandatory):</b></p>				

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<b>Government Reforms and Reviews</b>	Active engagement in systemic advocacy issues, policies and legislation regarding 'women and girls with disability', beyond the disability sector and disability-specific reforms.	Ongoing	Evidence of: <ul style="list-style-type: none"> <li>Submissions and representation to Government about systemic advocacy issues and/or policies.</li> <li>Awareness raising and information distribution to members and general community (including to hard-to-reach cohorts).</li> <li>Collaboration with other organisations (including other gender sector stakeholders) to promote the rights of women and girls with disability.</li> </ul>	s47G



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<b>Gender equality and the Working for Women Strategy</b>	Ongoing contribution to the implementation of the National Gender Equality Strategy and alignment with Australia's Disability Strategy and disability reform	Ongoing	Evidence of: <ul style="list-style-type: none"> <li>Advice to Government and other disability representative organisations in relation to gender inequality for WGwD and the Working for Women Strategy</li> <li>Contributions to elevate the Working for Women Strategy across the</li> </ul>	



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			<p>disability sector and disability specific reform</p> <ul style="list-style-type: none"> <li>Collaboration with state-based women with disabilities organisations to promote the priority areas under the Strategy</li> </ul>	<p>s47G</p>

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<b>Women's health and sexual and reproductive rights</b>	Ongoing advice to Government and stakeholders to improve health outcomes of WGwD, including through collaboration with key women's health stakeholders and development of rights-based information	Ongoing	<ul style="list-style-type: none"> <li>Evidence of ongoing collaboration with key women's health stakeholders (for example, Jean Hailes and the Australian Women's Health Alliance)</li> <li>Ongoing advice to Government in relation to women's health priorities for WGwD including in relation to sexual and reproductive health rights</li> <li>Development of accessible resources to promote women's health and sexual and</li> </ul>	



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			<p>reproductive rights, including in relation to forced sterilisation and menstrual suppression</p> <ul style="list-style-type: none"> <li>Evidence of advocacy for NDIS Sexuality and Relationships Policy</li> </ul>	<p>s47G</p>

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Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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<b>International and domestic human rights implementation, monitoring and engagement</b>	Active engagement in international human rights implementation and monitoring, including through: <ul style="list-style-type: none"> <li>Written submissions and advice</li> <li>Attendance at relevant meetings, forums, roundtables and events</li> <li>Representation on relevant national</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Maintenance of WWDA's UN accreditation</li> </ul> Evidence of: <ul style="list-style-type: none"> <li>Written submissions and provision of advice</li> <li>Attendance and representation at relevant forums, meetings, roundtables and events</li> <li>Contributions to NGO Civil Society Shadow Reporting processes (including joint and/or individual submissions)</li> </ul>	



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	<p>advisory structures and networks relevant to promote and protect the human rights of WGwD</p> <ul style="list-style-type: none"> <li>Formal and informal advice to Government regarding Australia's international human rights obligations</li> <li>Representation in international settings including CSW and COSP</li> </ul>		<ul style="list-style-type: none"> <li>Ongoing representation on advisory structures including in relation to OPCAT</li> <li>Developing rights-based resources to promote WGwD's knowledge and confidence in engaging with international human rights processes</li> </ul>	<p>s47G</p>



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<b>Maintenance of existing DSS-funded web-based resources</b>	Ongoing maintenance of Neve and Our Site websites to ensure best practice in provision of accessible information in the prevention of violence against WGwD.	Ongoing	<ul style="list-style-type: none"> <li>Collection and publication of member personal stories on Our Site and/or Neve.</li> <li>Implementation of ongoing user feedback on the websites.</li> <li>Amendments and updates to ensure knowledge, information and accessibility mechanisms remain current and consistent with best practice.</li> </ul>	

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<b>Organisational Capacity Building, Compliance and Governance</b>	Undertake targeted work to ensure best-practice standards of accessible engagement and communication with members	Ongoing	<ul style="list-style-type: none"> <li>Continued engagement of external human resources provider</li> <li>Recruitment of Chief Operating Officer</li> <li>Results from membership satisfaction surveys and staff happiness surveys</li> </ul>	



<b>Objective</b> <ul style="list-style-type: none"> <li>Describe the intended outcome that your activity / service aims to achieve.</li> <li>Outline the need for the activity/service.</li> <li>Identify key issues that the activity / service seeks to address and the groups that may experience these issues.</li> </ul>	<b>Deliverable</b> <ul style="list-style-type: none"> <li>Describe the key tasks / output that you will complete to achieve the activity objectives.</li> <li>Deliverables should be specific, measurable, and linked to the intended objectives of a service or deliverable.</li> </ul>	<b>Time frames</b> <p>Specify the timeframes in which you expect to complete the deliverable.</p>	<b>Measures of success</b> <ul style="list-style-type: none"> <li>Identify one or more measures of success for the stated objective/s. This should include indicators that will, once collected, demonstrate the impact of the action(s).</li> <li>A measure of success includes what the Department of Social Services and/or you intend to measure, how it will be measured, and when it will be measured.</li> </ul>	<b>AWP Report</b> <ul style="list-style-type: none"> <li>Document if your intended deliverables have been achieved, or outline if you are on track to achieve the deliverable.</li> <li>If you are not on track to achieve the deliverable, outline what steps you have taken so far and steps you will take in the future to achieve the deliverable.</li> </ul>
	<p>Provide WWDA staff and Committee with relevant training opportunities, and other supports to promote wellbeing and development</p> <p>Ensure all WWDA staff have reasonable accommodations assessed and met</p> <p>Expand and further develop WWDA's digital and social media engagement platforms</p> <p>Implement all activities to ensure WWDA meets all its regulatory, compliance and reporting obligations and responsibilities</p>		<ul style="list-style-type: none"> <li>Increases in social media engagement</li> <li>WWDA has met all compliance, reporting and regulatory requirements</li> </ul>	<p>s47G</p>



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<b>Accessible consultation mechanisms</b>	Developing and maintaining accessible and best-practice member consultation mechanisms, including advisory groups	Ongoing	<ul style="list-style-type: none"> <li>Evidence of a range of consultation activities and mechanisms undertaken</li> <li>Evidence of increased member engagement in surveys, social media forums, and events</li> <li>Evidence of broader engagement with harder-to-reach populations</li> </ul>	



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**Risk management (please note any predicted risks & related mitigation strategies)**

When completing the Activity Work Plan, populate the Risk and How the Risk will be Managed sections. Only complete the AWP Report column when submitting your AWPR.

You may duplicate the rows in this table as many times as necessary to describe each identified risk.

<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>List any risks you have identified that could affect the successful delivery of activities, outputs and/or outcomes.</li> <li>Risks might include, but are not limited to activity, operational, health and safety or reputational.</li> </ul>	<p><b>How the Risk will be Managed</b></p> <ul style="list-style-type: none"> <li>Outline the action(s) your organisation will take to mitigate and/or manage each risk.</li> <li>This should include consulting your FAM ahead of any media contact referencing activities or issues related to your Grant Agreement.</li> </ul>	<p><b>AWP Report</b></p> <ul style="list-style-type: none"> <li>Document if your risk management strategies were successful and/or provide an update on how they are progressing.</li> <li>List any new risks are identified, and new management strategies as required.</li> </ul>
<p>s47G</p> <p style="text-align: center; opacity: 0.5; font-size: 1.2em;">This document has been released under the Freedom of Information Act 1982 by the Department of Health, Disability and Ageing</p>		



<p style="text-align: center;"><b>Risk</b></p> <ul style="list-style-type: none"> <li>List any risks you have identified that could affect the successful delivery of activities, outputs and/or outcomes.</li> <li>Risks might include, but are not limited to activity, operational, health and safety or reputational.</li> </ul>	<p style="text-align: center;"><b>How the Risk will be Managed</b></p> <ul style="list-style-type: none"> <li>Outline the action(s) your organisation will take to mitigate and/or manage each risk.</li> <li>This should include consulting your FAM ahead of any media contact referencing activities or issues related to your Grant Agreement.</li> </ul>	<p style="text-align: center;"><b>AWP Report</b></p> <ul style="list-style-type: none"> <li>Document if your risk management strategies were successful and/or provide an update on how they are progressing.</li> <li>List any new risks are identified, and new management strategies as required.</li> </ul>
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## Budget

When completing the Activity Work Plan, populate the Items and Budgeted Amount sections for both financial years. Only complete the AWP Report column when submitting your AWPR.

You may duplicate the rows in this table as many times as necessary to describe each item / key category.

Items List the budget category (e.g. staff, travel)	Budgeted Amount List the amount expected to be spent	AWP Report Document the amount you actually spent. <b>NB Spend this reporting period only:</b>
Salaries, wages, oncosts	s47(1)(b)	
Corporate support (including IT, HR, Accountants, etc.)		
Consultancy fees		
Consultation and member engagement costs		
Program administration		
TOTAL		

### Allocation of funds (over two years)

- s47(1)(b) – Women and girls with disability

Additional funding to support disability reforms (over the next two years) –



- 2024-25 = s47(1)(b)
- 2025-26 =
- Total additional funding = s47(1)(b)

All figures are GST exclusive.

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## Stakeholder

When completing your Activity Work Plan, populate the Stakeholder, Interest or Impact and Engagement Strategy sections. Only complete the AWP Report column when submitting your AWPR.

You may duplicate the rows in this table as many times as necessary to describe each stakeholder.

Stakeholder	Interest or Impact	Engagement Strategy	AWP Report
Name the stakeholders who you will need to engage with in the delivery of this activity.	Describe why you need to engage with the stakeholder. For example, what interest does the stakeholder have in the activity, or how will the activity affect the stakeholder?	Describe how you will engage with the stakeholder to mitigate potential risks. This may relate to the stakeholder's interest in, or the impact of, the activity.	<ul style="list-style-type: none"> <li>Document whether your stakeholder engagement strategies were successful. You may want to provide an update on how they are progressing.</li> <li>Consider if your current stakeholder engagement strategy requires updating.</li> </ul>
WWDA Full & Associate Members	WWDA is a member-led organisation and members inform and participate in WWDA's work as a DRO.	Regular communication in a range of accessible formats Accessible consultation mechanisms Effective complaints framework for member concerns Annual member satisfaction survey Transparent annual reporting and AGM	s47G



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Stakeholder	Interest or Impact	Engagement Strategy	AWP Report
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DROs & NCF	The coordination function promotes coordination and collaboration between DROs funded under the program.	Attendance at regular NCF policy and CEO meetings Regular communication and collaborative engagement with DROs and NCF on policy priorities	s47G



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		Identifying opportunities to share resources and expertise and to collaborate on work	
Gender-sector organisations	Gender-sector organisations promote gender equality across Government and the community. WWDA ensures that work in the gender-sector centres and is informed by WGwD, and other organisations rely on WWDA to represent WGwD in their work towards gender equality	<p>Providing advice on accessibility and disability rights</p> <p>Regular communication and collaborative engagement</p> <p>Identifying opportunities to share resources and expertise and to collaborate on work</p> <p>Particular engagement with other organisations of women with disabilities</p>	s47G



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<p>Government</p>	<p>WWDA is funded by Government to provide advice</p>	<p>Transparent, professional and collaborative engagement</p> <p>Regular communication</p> <p>Responsiveness to Government requests and queries, and proactive engagement</p>	<p>s47G</p>



## Further comments

You are welcome to provide extra information to illustrate your service. You may want to include a case study, examples of better practice, or barriers to success of the program.

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Authorised signatories of your organisation must complete this section. Once co-signed, the AWP forms part of the Grant Agreement. Your FAM will send you a copy of the approved AWP to keep for your records. Your organisation and the Commonwealth may request an update to the AWP at any time. Any updates will be subject to the acceptance and approval of the Commonwealth.

Signed for and on behalf of  
(Legal Organisation Name)

Women With Disabilities Australia

Department of Social Services

Signature

s47F [Redacted Signature]

s47F [Redacted Signature]

Name

s47F [Redacted Name]

s47F [Redacted Name]

Position

Acting CEO

Assistant Director

Date

27 / 08 / 2024

20 / 08 / 2024

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