



MINISTRY OF WOMEN'S AFFAIRS > MINITATANGA MŌ NGĀ WĀHINE

# Annual Report

## OF THE MINISTRY OF WOMEN'S AFFAIRS FOR THE YEAR ENDED 30 JUNE 2008







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# ANNUAL REPORT

MINISTRY OF WOMEN'S AFFAIRS FOR THE YEAR ENDED

# 30 JUNE 2008

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# TE PŪRONGO-Ā-TAU

A TE MINITATANGA MŌ NGĀ WĀHINE MŌ TE TAU I MUTU I TE

# 30 O NGĀ RĀ O PIPIRI 2008

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WOMEN MUST BE NOURISHED BY  
COMMUNITIES, AND FULLY ABLE  
TO CONTRIBUTE THEIR TALENTS  
TO A THRIVING NEW ZEALAND

# INTRODUCTION

MINISTRY OF WOMEN'S AFFAIRS - ANNUAL REPORT 2008

# PART 01



**Shenagh Gleisner**  
Chief Executive > 30 September 2008

# REPORT CHIEF EXECUTIVE

**This was a year of challenges, changes and some good progress for the Ministry.**

First the progress: This year the Ministry made significant contributions to initiatives that show early signs of making real differences for women who have suffered from family or sexual violence. Progress includes the publication of influential research on protection orders and the establishment of a research unit within the Ministry to improve our understanding of a number of issues around sexual violence. We will continue to have a strong focus on these issues in the coming year and beyond.

The Ministry also continues to develop its organisational culture, systems and people so we are better able to make a positive difference to the lives of women. This was acknowledged during the year by the Ministry winning the Institute of Public Administration New Zealand (IPANZ) award for managerial leadership. This is recognition for everyone in the organisation, because it reflects the quality of our work as much as the quality of leadership. Being a very small policy and nominations agency, at times the final results of our work seem a long way away, so receiving credit for our work helps us know that we are on the right track.

Changes during the year included saying goodbye to Hon Lianne Dalziel in November 2007 and welcoming our new Minister, Hon Steve Chadwick. This year also saw the departure of two key senior managers and the appointment of new leaders in policy and the nominations service.

Challenges for a small agency such as ours include the need to work collaboratively with other, larger, agencies and with women's groups, communities and individuals. The work we are doing with the taskforces for sexual and family violence probably best epitomises our work. We take a very strong, but collaborative and steering, role on both taskforces, and we support this with high-quality policy work that focuses on the needs of women. We work with others collegially, but we always bring the voices and experiences of women themselves, combined with research, to bear upon the analysis.

We also constantly watch out for opportunities to assist with policy work that is in process, adding a gender focus. We have some enduring work programmes such as the work on occupational segregation, but we are also agile and respond to opportunities to make a difference in the health, employment and social assistance areas.

This has been a good year for the Ministry. The Ministry's people are among the best in the public sector, working wisely, passionately and professionally. We are looking forward to the coming year.

# HIGHLIGHTS

- Publication of protection orders research that will lead to improvements in how the system works for women.
- The decision to introduce court advocates into the justice system.
- Removal of New Zealand's last reservation to United Nations (UN) Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) after abolishing the right of the defence forces to restrict women from serving in combat roles.
- Publication of a Ministry-sponsored Education Review Office (ERO) report on sexuality education in secondary schools.
- Preparation of a set of indicators to monitor the status of women.
- Increasing targeted nominations based on a comprehensive annual stocktake of women on government boards and committees.
- Winning the Institute of Public Administration New Zealand (IPANZ) Public Sector Excellence Award for managerial leadership, with commendations for all parts of the Ministry for its achievements.

## THE YEAR IN REVIEW

### **Making a difference – elimination of violence against women**

This year saw some significant steps towards our long-term aim of eliminating violence against women. Early in the year the Taskforce for Action on Sexual Violence began work and the Ministry established a research unit to provide better information on how sexual violence is dealt with by the justice system and on the impacts on victims. Much of the credit for pushing this issue onto the policy agenda must go to the non-governmental organisations (NGOs) and individual women who work with the survivors of sexual violence. The Taskforce and the research project both work closely with community organisations to ensure women's voices are heard. In the long term we want to ensure New Zealand society no longer tolerates violence of this kind.

Our work to end family violence has continued. A milestone this year was the publication of Ministry-sponsored research on protection orders. This work has contributed strongly to the review of the Domestic Violence Act 1995, and should have a major impact on the safety of women.

The Ministry's Chief Executive is deputy chair of both the Taskforce for Action on Violence within Families and the Taskforce for Action on Sexual Violence, and the Ministry makes a significant contribution to their work programmes.

### **Increasing real choice for women in employment**

The gap between men's and women's pay rates, and incomes, is a major focus for the Ministry and drives much of our work in this area. We continue to be involved in a range of policy areas that promote real choices for women to balance paid work, caring responsibilities and other aspects of life, for example through the *Choices for Living, Caring and Working Plan of Action*.

Gender-based occupational segregation is a key factor in the continuing gender pay gap and is a particular area of focus for the Ministry. We are leading a number of projects in this area, including working with our Australian counterparts on a project exploring the economic effects of occupational segregation, and investigating how gender affects young people's career decision-making.

### **Challenges for women in governance**

Our Nominations Service has a big challenge ahead, to support government to reach its goal of 50 percent participation of women on state sector boards and committees by 2010. The service nominates suitably qualified women to serve on such bodies and undertakes an annual gender stocktake of state sector boards and committees.

This year's stocktake saw a small drop in the percentage of women on state sector boards from 42 percent to 41.5 percent, though the long-term trend is positive. Information from the stocktake will help the Nominations Service target its efforts towards the areas where it can have the greatest impact.

The Ministry is also increasing its efforts to make the business case for more women on boards and in senior management in both the public and the private sector. Overseas research published during the year – such as the Catalyst report on the performance of Fortune 500 companies in the United States – provided further compelling evidence that diversity of views in senior management and at board level leads to better decision-making. The Ministry is working to make this information better known by decision-makers.



### **International leadership**

The process for New Zealand reporting progress on implementing its obligations under CEDAW continued with a full day of questioning by the Committee in New York. The then Minister of Women's Affairs (Hon Lianne Dalziel) was able to tell the Committee that New Zealand had withdrawn its last remaining reservation to the Convention after passing legislation to remove the last legal discrimination against women in employment – the right of the defence forces to restrict women from serving in combat roles.

The delegation was particularly commended on the way in which New Zealand supports its NGOs to attend CEDAW and present their reports. The questioning of the NGOs made for a more demanding session for the formal delegation, but the openness and willingness to be challenged to improve was appreciated by the Committee.

The Ministry also helped represent New Zealand at the annual Commission on the Status of Women (CSW) meeting at the UN in March.

### **Engaging more strongly with women's organisations and with women**

This year we have increased our efforts to engage with and hear from those for whom we work – the women of New Zealand. This has perhaps been most evident in our work on violence, especially in the way focus groups shaped our sexual violence research programme.

Just as important are our ongoing relationships with our social partners – the Māori Women's Welfare League (MWWL), the National Council of Women (NCW) and PACIFICA – and with a wide range of other community organisations that share an interest in building better lives for women. These include organisations like Women's Refuge, Business and Professional Women, Rural Women New Zealand and the YWCA. The Ministry's Kaihautū, Sonya Rimene, continues to help the Ministry build relationships among Māori and to strengthen our overall ability to serve the needs of Māori women.

### **Celebrating women's diversity and achievement**

The Ministry again took an active role in celebrating women's diversity and achievement. This included organising a forum for young women on career choices, working closely with other population agencies and organising He Wāhine Pūmanawa – a celebration of the lifetime contributions of a number of women who have worked 'behind the scenes' in the Māori Women's Welfare League.

### **Recognition for the Ministry's achievements**

The Ministry's high performance has been recognised in a number of ways in recent years. This year we won the managerial leadership award in the IPANZ Public Sector Excellence Awards.

### Looking ahead

While women continue to make gains in many areas, some barriers are proving hard to shift. Some of these are 'last mile' issues like eliminating the last 12 percent of the pay gap or getting from 42 percent women's representation on state sector boards to 50 percent. Others are issues that require significant changes in attitudes and behaviour. These include the attitudes that have allowed us to tolerate our terrible rates of family violence and sexual violence, and the attitudes that lead young women and young men to continue to make career choices that exclude 'men's work' or 'women's work'.

As Ministers of Women's Affairs have often commented, you cannot legislate attitude change. Removing these last barriers that prevent women – and men – from achieving their full potential requires a much more integrated approach. It means working more closely with other parts of government, with non-government agencies, with communities and with individuals. For the Ministry it also means engaging more with men – because these are issues that women cannot solve on their own, and because men will also benefit from a society that makes the best use of everyone's talents.

The Ministry will work to strengthen relationships and engagement with, among others, men, younger women, Māori women, and women who have multiple disadvantages. It will also continue to produce the sound research and analysis needed to support good public policy that improves the lives of New Zealanders.



WOMEN NEED TO BE ECONOMICALLY  
RESILIENT WITH ENOUGH RESOURCES  
TO CARE FOR THEMSELVES AND THEIR  
FAMILIES AT ALL TIMES

PERFORMANCE

MINISTRY OF WOMEN'S AFFAIRS - ANNUAL REPORT 2008

PART 02

## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF RESPONSIBILITY**

FOR THE YEAR ENDED 30 JUNE 2008

In terms of the Public Finance Act 1989, I am responsible, as Chief Executive of the Ministry of Women's Affairs, for the preparation of the Ministry's financial statements and statement of service performance, and for the judgements made in them.

I have the responsibility for establishing and maintaining, and I have established and maintained, a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In my opinion, these financial statements and statement of service performance fairly reflect the financial position and operations of the Ministry for the year ended 30 June 2008.



SHENAGH GLEISNER  
**Chief Executive**  
30 September 2008



MARTIN SEBIRE  
**General Manager Corporate**  
30 September 2008

## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF OBJECTIVES****FOR THE YEAR ENDED 30 JUNE 2008**

The Ministry of Women's Affairs agreed to provide output services in 2007/08 that meet the requirements of its Vote Minister in terms of their nature, timeliness, quality and quantity specifications, and cost.

**Output expense**

The Ministry has one output expense – policy advice and nominations service:

- Gender-specific advice on improving the status of women, nominations advice, and the management of New Zealand's international obligations regarding women.

## MINISTRY OF WOMEN'S AFFAIRS

# STATEMENT OF SERVICE PERFORMANCE

## FOR THE YEAR ENDED 30 JUNE 2008

### Output expense: Policy advice and nominations service

The Ministry provided policy advice on improving the status of New Zealand women. This included:

- providing gender-specific policy solutions that improve the status of women
- managing New Zealand's international obligations in relation to women, in particular those under the UN Convention on the Elimination of All Forms of Discrimination against Women
- providing suitable women nominees for appointment to state sector governance bodies.

The focus of the activities was on the priorities within the *Action Plan for New Zealand Women*.<sup>1</sup>

A detailed work programme was agreed with the Minister of Women's Affairs that:

- was based on a prioritisation framework
- identified the specific policy projects to be completed
- detailed the milestones and timeframes for particular work.

Related ministerial servicing requirements were also included within this output expense.

The following tables show actual performance in 2007/08 against the targets specified in the *Statement of Intent*.<sup>2</sup>

### QUANTITY

PERFORMANCE MEASURE AND TARGET	ACTUAL
Briefings will be provided on all policy issues requested by the Minister and other policy issues as appropriate. (Estimated 60)	80 policy briefings requested by the Minister were provided. (2007: 58 policy briefings requested) 61 additional policy briefings were provided. (2007: 65 additional policy briefings)
Briefings or responses will be provided on all requests for nominations for statutory bodies. (Estimated 150)	204 nominations briefings were prepared. (2007: 162 nominations briefings) 32 further requests were responded to. (2007: 18 further requests)

<sup>1</sup> Ministry of Women's Affairs (2004) *Action Plan for New Zealand Women*. Wellington: Ministry of Women's Affairs.

<sup>2</sup> Ministry of Women's Affairs (2007) *Statement of Intent of the Ministry of Women's Affairs 2007–2010*. Wellington: Ministry of Women's Affairs.

PERFORMANCE MEASURE AND TARGET	ACTUAL
<p>Ministerial support services will be provided as required:</p> <ul style="list-style-type: none"> <li>■ draft replies to ministerial correspondence (Estimated 50)</li> <li>■ draft responses to parliamentary questions (Estimated 35)</li> <li>■ speech notes and background material. (Estimated 40)</li> </ul>	<p>47 draft replies were provided. (2007: 36 draft replies)</p> <p>53 draft responses were provided. (2007: 47 draft responses)</p> <p>52 speech notes and background material were provided. (2007: 50 speech notes and background material)<sup>3</sup></p>
<p>Responses will be provided to requests under the Official Information Act. (Estimated 10)</p>	<p>15 responses were provided. (2007: 14 responses)</p>
<p>Responses will be provided to information requests including email, telephone and written correspondence. (Estimated 500)</p>	<p>582 responses were provided. (2007: 637 responses)<sup>3</sup></p>
<p>Reports on upcoming Cabinet papers will be completed each week. (Estimated 40)</p>	<p>49 upcoming Cabinet paper reports were completed. (2007: 45 upcoming Cabinet paper reports)<sup>3</sup></p>
<p>Status reports on progress and emerging issues will be completed each fortnight. (Estimated 20)</p>	<p>21 status reports on progress and emerging issues were completed. (2007: 23 status reports)<sup>3</sup></p>

<sup>3</sup> These are new measures for 2007/08. Actual performance for 2006/07 has been included for comparative purposes.

## QUALITY

The Ministry provided policy advice and nomination services, and related ministerial servicing, in accordance with the following quality standards.

PERFORMANCE MEASURE AND TARGET	ACTUAL
<p>A comprehensive service will be provided with:</p> <ul style="list-style-type: none"> <li>▪ the capacity to react urgently</li> <li>▪ briefings on significant issues that are timely, relevant, clear and succinct</li> <li>▪ support for the Minister as required in Cabinet Committees, Select Committees, and in the House.</li> </ul> <p>(At least a score of 3 'meets requirements' in all the Minister's quarterly questionnaires on a scale of 1 'does not meet requirements' to 5 'exceeds requirements')</p>	<p>The Minister's quarterly feedback rated her satisfaction as 'excellent' in the first quarter, and 'more than met requirements' in the second, third and fourth quarters.</p> <p>(2007: The Minister's quarterly feedback rated her satisfaction as 'excellent' in all four quarters.)</p>
<p>Policy advice will include:</p> <ul style="list-style-type: none"> <li>▪ a clear purpose</li> <li>▪ a context for the issues, including appropriate policy objectives</li> <li>▪ relevant, accurate and up-to-date evidence, including data and research findings</li> <li>▪ a clear problem definition, including gender analysis, and based on the available evidence</li> <li>▪ where appropriate, analysis of possible options using explicit criteria</li> <li>▪ where possible, differential impacts and issues for different groups of women, particularly Māori women</li> <li>▪ a proposed way forward that is both practicable and consistent with the policy objectives and problem definition.</li> </ul> <p>Advice will be communicated in clear, succinct language.</p> <p>(100% of sample assessed annually by an external reviewer)</p> <p>An internal peer review process will be completed for all briefings.</p> <p>An external review process will be completed for all substantive work, such as that to be published.</p>	<p>The New Zealand Institute of Economic Research (NZIER) completed a review of the quality of the Ministry's policy advice. The review found that the policy advice provided by the Ministry was of good quality. The mean score of papers assessed was 7.8 out of 10. A number of recommendations were made to further improve the quality of the advice provided and these will be considered and implemented during the coming year.</p> <p>(2007: NZIER completed a review of the quality of the Ministry's policy advice. The mean score of papers assessed was 8.1 out of 10.)</p> <p>Achieved.</p> <p>All substantive analytical papers were prepared by contracted parties who undertook their own quality assurance processes. These papers were reviewed by Ministry analysts as part of the monitoring and management of these contracts.</p>



**PERFORMANCE MEASURE AND TARGET****ACTUAL**

Nominations for appointment to statutory bodies will:

- be targeted to the vacancy (i.e. all nominees will broadly meet the criteria required for membership of that particular board or committee)
- include a profile summary for each nominee written in clear and simple language
- contain information that is accurately translated from the nominees' CV.

(At least a score of 3 'meets requirements' in all the key appointing agencies' annual questionnaires, on a scale of 1 'does not meet requirements' to 5 'exceeds requirements')

100% of key appointing agencies rated their satisfaction with the Nominations Service higher than 'met requirements'.

(2007: 100% of key appointing agencies rated their satisfaction with the Nominations Service as 'met requirements' or higher.)

Ministerial support services will be consistent with the Minister's requirements, up-to-date, and presented having regard to the audience(s) identified in each case; with:

- 100% of the first drafts of responses to ministerial correspondence free of grammatical and factual errors
- 100% of the first drafts of parliamentary questions free of grammatical and factual errors
- 100% of speech notes and background material meeting requirements.

96% of the first drafts of responses to ministerial correspondence were free of grammatical and factual errors.

(2007: 100%)

100% of the first drafts of responses to parliamentary questions were free of grammatical and factual errors.

(2007: 100%)

The Minister's quarterly feedback rated her satisfaction with speech notes as 'excellent' in the first, second and fourth quarters and 'more than met requirements' in the third quarter.

(2007: The Minister's quarterly feedback rated her satisfaction with speech notes as 'excellent' in the first, second and fourth quarters and 'more than met requirements' in the third quarter.)

## TIMELINESS

PERFORMANCE MEASURE AND TARGET	ACTUAL
<p>Specified reporting deadlines as agreed between the Minister and the Chief Executive will be met. Any variances will be agreed and recorded at quarterly intervals. (100%)</p>	<p>Specified reporting deadlines, as agreed between the Minister and the Chief Executive, were either met or explicit variations were agreed with the Minister through the quarterly reporting process. (2007: reporting deadlines met or explicit variations agreed)</p>
<p>Nominations will meet the deadlines agreed at the time of request with the originating agency or Minister. (100%)</p>	<p>100% within the deadline of the originating agency or Minister. (2007: 100% within the deadline)</p>
<p>Draft responses to ministerial correspondence will be provided within 20 working days of receipt of the correspondence. (100%)</p>	<p>94% within 20 working days of receipt of the correspondence. (2007: 100% within 20 working days)</p>
<p>Draft responses to parliamentary questions will be provided within specified reporting deadlines. (100%)</p>	<p>98% within 20 working days of receipt of the correspondence. (2007: 100% within 20 working days)</p>
<p>Speech notes and background material will be provided within specified reporting deadlines. (100%)</p>	<p>100% within the specified reporting deadlines. (2007: 98% within the deadline)</p>

## COST

Outputs in this class were provided at an appropriation cost of \$4,510,790 excluding GST compared with the appropriated sum of \$4,618,000 excluding GST.

Revenue and costs are shown below.

	ACTUAL 2008 \$000	SUPPLEMENTARY ESTIMATES 2008 \$000	ACTUAL 2007 \$000
Revenue Crown	4,415	4,415	4,107
Departmental revenue	144	163	176
Other revenue	36	40	-
Total revenue	4,595	4,618	4,283
Expenses	4,511	4,618	4,117
<b>Surplus/(deficit)</b>	<b>84</b>	<b>-</b>	<b>166</b>

## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF FINANCIAL PERFORMANCE**

FOR THE YEAR ENDED 30 JUNE 2008

2007 ACTUAL \$000		NOTE	2008 ACTUAL \$000	MAIN ESTIMATES \$000	SUPP ESTIMATES \$000
	<b>REVENUE</b>				
4,107	Revenue Crown		4,415	4,456	4,415
176	Departmental revenue	1	144	135	163
-	Other revenue	2	36	-	40
<b>4,283</b>	<b>TOTAL REVENUE</b>		<b>4,595</b>	<b>4,591</b>	<b>4,618</b>
	<b>EXPENSES</b>				
2,698	Personnel costs	3	2,900	2,802	2,926
264	Rent and outgoings	4	301	209	232
33	Audit fees	5	36	35	35
1,011	Operating costs	6	1,163	1,406	1,311
30	Capital charge	7	28	25	28
65	Depreciation expense	8	62	72	72
16	Amortisation expense	9	21	42	14
<b>4,117</b>	<b>TOTAL EXPENSES</b>		<b>4,511</b>	<b>4,591</b>	<b>4,618</b>
<b>166</b>	<b>Net surplus/(deficit)</b>	10	<b>84</b>	<b>-</b>	<b>-</b>

*The accompanying notes form part of these financial statements.*

## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF FINANCIAL POSITION**

AS AT 30 JUNE 2008

2007 ACTUAL \$000		NOTE	2008 ACTUAL \$000	MAIN ESTIMATES \$000	SUPP ESTIMATES \$000
	<b>ASSETS</b>				
	<b>Current assets</b>				
795	Cash and cash equivalents		809	387	597
41	Debtors and other receivables	11	19	22	24
18	Prepayments		7	-	-
<b>854</b>	<b>Total current assets</b>		<b>835</b>	<b>409</b>	<b>621</b>
	<b>Non-current assets</b>				
227	Property, plant and equipment	12	183	267	203
27	Intangible assets	13	25	231	89
<b>254</b>	<b>Total non-current assets</b>		<b>208</b>	<b>498</b>	<b>292</b>
<b>1,108</b>	<b>TOTAL ASSETS</b>		<b>1,043</b>	<b>907</b>	<b>913</b>
	<b>LIABILITIES</b>				
	<b>Current liabilities</b>				
398	Creditors and other payables	14	458	387	396
166	Provision for repayment of surplus	10	84	-	-
208	Employee entitlements	15	165	184	181
<b>772</b>	<b>Total current liabilities</b>		<b>707</b>	<b>571</b>	<b>577</b>
-	<b>Total non-current liabilities</b>		-	-	-
<b>772</b>	<b>TOTAL LIABILITIES</b>		<b>707</b>	<b>571</b>	<b>577</b>
<b>336</b>	<b>NET ASSETS</b>		<b>336</b>	<b>336</b>	<b>336</b>
	<b>TAXPAYERS' FUNDS</b>				
336	General funds		336	336	336
<b>336</b>	<b>TOTAL TAXPAYERS' FUNDS</b>		<b>336</b>	<b>336</b>	<b>336</b>

*The accompanying notes form part of these financial statements.*

## MINISTRY OF WOMEN'S AFFAIRS

# STATEMENT OF MOVEMENTS IN TAXPAYERS' FUNDS

## FOR THE YEAR ENDED 30 JUNE 2008

2007 ACTUAL \$000		2008 ACTUAL \$000	MAIN ESTIMATES \$000	SUPP ESTIMATES \$000
	<b>GENERAL FUNDS</b>			
<b>336</b>	<b>Balance at 1 July</b>	<b>336</b>	<b>336</b>	<b>336</b>
166	Surplus/(deficit) for the year	84	-	-
<b>166</b>	<b>Total recognised revenue and expenses for the year</b>	<b>84</b>	<b>-</b>	<b>-</b>
(166)	Repayment of surplus to the Crown	(84)	-	-
<b>336</b>	<b>Balance at 30 June</b>	<b>336</b>	<b>336</b>	<b>336</b>

*The accompanying notes form part of these financial statements.*

MINISTRY OF WOMEN'S AFFAIRS  
**STATEMENT OF CASH FLOWS**  
 FOR THE YEAR ENDED 30 JUNE 2008

2007 ACTUAL \$000		2008 ACTUAL \$000	MAIN ESTIMATES \$000	SUPP ESTIMATES \$000
	<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
4,107	Receipts from Crown	4,415	4,456	4,415
159	Receipts from departmental revenue	167	135	180
-	Receipts from other revenue	35	-	40
(1,391)	Payments to suppliers	(1,437)	(1,738)	(1,572)
(2,585)	Payments to employees	(2,930)	(2,714)	(2,941)
(30)	Payments for capital charge	(28)	(25)	(28)
5	Goods and Services Tax (net)	(5)	-	(2)
<b>265</b>	<b>Net cash from operating activities</b>	<b>217</b>	<b>114</b>	<b>92</b>
	<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
(24)	Purchase of property, plant and equipment	(23)	(105)	(48)
(17)	Purchase of intangible assets	(20)	(225)	(76)
-	Sale of property, plant and equipment	6	-	-
<b>(41)</b>	<b>Net cash from investing activities</b>	<b>(37)</b>	<b>(330)</b>	<b>(124)</b>
	<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
(51)	Repayment of surplus to Crown	(166)	-	(166)
<b>(51)</b>	<b>Net cash from financing activities</b>	<b>(166)</b>	<b>-</b>	<b>(166)</b>
<b>173</b>	<b>Net increase (decrease) in cash</b>	<b>14</b>	<b>(216)</b>	<b>(198)</b>
622	Cash at the beginning of the year	795	603	795
<b>795</b>	<b>Cash at the end of the year</b>	<b>809</b>	<b>387</b>	<b>597</b>

The Goods and Services Tax (GST) component of operating activities reflects the net GST paid and received with the Inland Revenue Department. The GST component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes.

*The accompanying notes form part of these financial statements.*

## MINISTRY OF WOMEN'S AFFAIRS

**RECONCILIATION OF NET SURPLUS/(DEFICIT)  
TO NET CASH FROM OPERATING ACTIVITIES**

FOR THE YEAR ENDED 30 JUNE 2008

2007 ACTUAL \$000		2008 ACTUAL \$000	MAIN ESTIMATES \$000	SUPP ESTIMATES \$000
<b>166</b>	<b>Net surplus/(deficit)</b>	<b>84</b>	-	-
	<b>ADD NON-CASH EXPENSES</b>			
65	Depreciation expense	62	72	14
16	Amortisation expense	21	42	72
<b>81</b>	<b>TOTAL NON-CASH ITEMS</b>	<b>83</b>	<b>114</b>	<b>86</b>
	<b>ADD/(DEDUCT) MOVEMENTS IN WORKING CAPITAL ITEMS</b>			
(17)	(Increase)/decrease in debtors and other receivables	33	-	35
35	Increase/(decrease) in creditors and other payables	17	-	(29)
<b>18</b>	<b>Net movements in working capital items</b>	<b>50</b>	-	<b>6</b>
<b>265</b>	<b>Net cash from operating activities</b>	<b>217</b>	<b>114</b>	<b>92</b>

*The accompanying notes form part of these financial statements.*



## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF COMMITMENTS**

AS AT 30 JUNE 2008

2007 ACTUAL \$000		2008 ACTUAL \$000
	<b>NON-CANCELLABLE OPERATING LEASE COMMITMENTS</b>	
229	Less than one year	241
229	Later than one year and not later than five years	956
1,182	More than five years	267
<b>1,640</b>	<b>Total non-cancellable operating lease commitments</b>	<b>1,464</b>
<b>1,640</b>	<b>TOTAL COMMITMENTS</b>	<b>1,464</b>

**NON-CANCELLABLE OPERATING LEASE COMMITMENTS**

The Ministry leases property, plant and equipment in the normal course of its business. These leases are for premises and photocopiers, which have a non-cancellable leasing period ranging from four to six years.

*The accompanying notes form part of these financial statements.*

## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF CONTINGENT LIABILITIES  
AND CONTINGENT ASSETS**

AS AT 30 JUNE 2008

**Contingent liabilities**

There were no contingent liabilities or guarantees given under the Public Finance Act in relation to the activities of the Ministry at 30 June 2008 [2007: Nil].

**Contingent assets**

The Ministry had no contingent assets at 30 June 2008 [2007: Nil].

*The accompanying notes form part of these financial statements.*

## MINISTRY OF WOMEN'S AFFAIRS

# STATEMENT OF DEPARTMENTAL EXPENSES AND CAPITAL EXPENDITURE AGAINST APPROPRIATIONS

FOR THE YEAR ENDED 30 JUNE 2008

2007 ACTUAL EXPENDITURE \$000		2008 ACTUAL EXPENDITURE \$000	2008 VOTED APPROPRIATION \$000
	<b>VOTE WOMEN'S AFFAIRS</b>		
	<b>Appropriations for departmental output expenses</b>		
4,117	This appropriation is limited to the provision of policy advice and nominations service	4,511	4,618
	<b>Appropriations for capital expenditure (PLA)</b>		
47	This appropriation is limited to the acquisition or development of assets by and for the use of the Ministry, as authorised by section 24(1) of the Public Finance Act 1989	43	124
<b>4,164</b>	<b>TOTAL APPROPRIATIONS</b>	<b>4,554</b>	<b>4,742</b>

**Voted Appropriation**

The Appropriation Voted includes adjustments made in the Supplementary Estimates.

*The accompanying notes form part of these financial statements.*

## MINISTRY OF WOMEN'S AFFAIRS

**STATEMENT OF DEPARTMENTAL  
UNAPPROPRIATED EXPENDITURE  
AND CAPITAL EXPENDITURE****FOR THE YEAR ENDED 30 JUNE 2008****Expenses and capital expenditure incurred in excess of appropriation**

No expenses or capital expenditure were incurred in excess of appropriation during the year (2007: Nil).

**Expenses and capital expenditure incurred without appropriation or other authority**

No expenses or capital expenditure were incurred without appropriation or other authority during the year (2007: Nil).

**Breaches of projected departmental net asset schedules**

No breaches of projected departmental net asset schedules occurred during the year (2007: Nil).

*The accompanying notes form part of these financial statements.*

**MINISTRY OF WOMEN'S AFFAIRS****STATEMENT OF ACCOUNTING POLICIES****FOR THE YEAR ENDED 30 JUNE 2008****Reporting entity**

The Ministry of Women's Affairs (the Ministry) is a government department as defined by section 2 of the Public Finance Act 1989 and is domiciled in New Zealand.

The primary objective of the Ministry is to provide services to the public rather than making a financial return. Accordingly, the Ministry has designated itself as a public benefit entity for the purposes of New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

**Reporting period**

The reporting period for these financial statements is the year ended 30 June 2008. These financial statements were authorised for issue by the Chief Executive of the Ministry on 30 September 2008.

**Basis of preparation**

The financial statements of the Ministry have been prepared in accordance with the requirements of the Public Finance Act 1989, which includes the requirement to comply with New Zealand generally accepted accounting practices (NZ GAAP).

These financial statements have been prepared in accordance with, and comply with, NZ IFRS as appropriate for public benefit entities.

This is the Ministry's first set of financial statements prepared using NZ IFRS. The comparatives for the year ended 30 June 2007 have been restated to NZ IFRS accordingly. Reconciliations of equity and net surplus for the year ended 30 June 2007 under NZ IFRS to the balances reported in the 30 June 2007 financial statements are detailed in notes 22 - 26.

**Accounting policies**

The accounting policies set out below have been applied consistently to all periods presented in these financial statements and in preparing an opening NZ IFRS statement of financial position as at 1 July 2006 for the purpose of the transition to NZ IFRS.

The financial statements have been prepared on a historical cost basis unless otherwise stated.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand (\$000). The functional currency of the Ministry is New Zealand dollars.

Standards, amendments and interpretations issued that are not yet effective and have not been early adopted, and which are relevant to the Ministry include:

NZ IAS 1 *Presentation of Financial Statements (2007)* and is effective for reporting periods on or after 1 January 2009. The Ministry intends to adopt this standard in the period ending 30 June 2010, and is yet to decide whether it will prepare a single statement of comprehensive income or a separate income statement followed by a statement of comprehensive income.

### Revenue

The Ministry derives revenue through the provision of outputs to the Crown and for services to third parties. All revenue is recognised when earned and is measured at the fair value of consideration received.

### Capital charge

The capital charge is recognised as an expense in the period to which the charge relates.

### Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

### Financial instruments

Financial assets and financial liabilities are initially measured at fair value plus transaction costs unless they are carried at fair value through profit or loss, in which case the transaction costs are recognised in the statement of financial performance.

### Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets. The Ministry's loans and receivables comprise cash and cash equivalents and debtors and other receivables.

### Cash and cash equivalents

Cash includes cash on hand and funds on deposit with banks.

### Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest rate, less any provision for impairment.

Impairment of a receivable is established when there is objective evidence that the Ministry will not be able to collect amounts due according to the original terms of the receivable. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of the loss is recognised in the statement of financial performance. Overdue receivables that are renegotiated are reclassified as current.

### Foreign currency transactions

Foreign currency transactions are translated into New Zealand dollars using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions, and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies, are recognised in the statement of financial performance.

### Property, plant and equipment

Property, plant and equipment consists of computer equipment, office equipment and furniture, fit-out and leasehold improvements, library books, and artwork.

Property, plant and equipment is shown at cost less accumulated depreciation and impairment losses. Artwork is stated at cost.

#### Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Ministry and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

#### Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the statement of financial performance.

#### Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Ministry and the cost of the item can be measured reliably.

#### Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment, except artwork, at rates that will write off the cost of the asset over its useful life.

The useful life and associated depreciation rates of the various classes of assets are estimated as follows:

ASSET CLASS	YEARS	DEPRECIATION RATE
Computer equipment	3	33%
Office equipment	5	20%
Furniture	5 - 10	10% - 20%
Fitout and leasehold improvements	the term of the lease	the term of the lease
Library - legal reference	2 - 10	10% - 50%
Library - non-fiction and reference	10	10%

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

## Intangible assets

### Software acquisition

Acquired computer software licences are capitalised on the basis of the costs to acquire and bring to use the specific software.

Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by the Ministry are recognised as an intangible asset.

Staff training costs are recognised as an expense when incurred.

### Amortisation

Intangible assets with finite lives are amortised on a straight-line basis over their estimated useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the statement of financial performance.

The useful life and associated amortisation rates of the classes of intangible assets are estimated as follows:

ASSET CLASS	YEARS	DEPRECIATION RATE
Acquired computer software	3	33%

### Impairment of non-financial assets

Property, plant and equipment, and intangible assets that have a finite life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Losses resulting from impairment are recognised in the statement of financial performance. Any reversal of an impairment loss is also recognised in the statement of financial performance.

### Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

### Employee entitlements

Employee benefits that the Ministry expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned but not yet taken at balance date, and sick leave.

The Ministry recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that the Ministry anticipates it will be used by staff to cover those future absences.

The Ministry recognises a liability and an expense for bonuses where it is contractually obliged to pay them, or where there is a past practice that has created a constructive obligation.

### Taxpayers' funds

Taxpayers' funds are the Crown's investment in the Ministry and are measured as the difference between total assets and total liabilities.

### Commitments

Expenses yet to be incurred on non-cancellable contracts that have been entered into on or before balance date are disclosed as commitments to the extent that there are equally unperformed obligations.

Cancellable commitments that have penalty or exit costs explicit in the agreement on exercising the option to cancel are included in the statement of commitments at the value of that penalty or exit costs.

### Goods and Services Tax (GST)

All items in the financial statements, including appropriation statements, are stated exclusive of GST, except for payables and receivables, which are stated on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

Commitments and contingencies are stated on a GST-exclusive basis.

The net GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.



### **Income tax**

Government departments are exempt from income tax as public authorities in terms of the Income Tax Act 2004. Accordingly, no charge for income tax has been provided for.

### **Budget figures**

The budget figures are those presented in the 2007 Budget (Main Estimates). In addition, the financial statements also present the updated budget information from the Supplementary Estimates.

### **Statement of cost accounting policies**

The Ministry has determined the cost of outputs using the cost allocation system outlined below.

Direct costs are those costs directly attributed to an output. Indirect costs are those that cannot be identified in an economically feasible manner, with a specific output.

Direct costs are allocated directly to outputs. Indirect costs are allocated to outputs based on each output's direct salary costs.

There have been no changes in cost accounting policies, since the date of the last audited financial statements.

### **Critical accounting estimates and assumptions**

In preparing these financial statements the Ministry has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no estimates and assumptions that have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

## MINISTRY OF WOMEN'S AFFAIRS NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

### NOTE 1. DEPARTMENTAL REVENUE

2007 ACTUAL \$000		2008 ACTUAL \$000
78	State Services Commission contribution for the State Sector Retirement Savings Scheme	81
78	Recovery of salaries for staff secondments to other departments	23
20	Departmental contributions for the Sexual Violence Research project	40
<b>176</b>	<b>Total departmental revenue</b>	<b>144</b>

### NOTE 2. OTHER REVENUE

2007 ACTUAL \$000		2008 ACTUAL \$000
-	Contributions for the Occupational Segregation project	25
-	Other Agency contributions for the Sexual Violence Research project	10
-	Sundry	1
-	<b>Total other revenue</b>	<b>36</b>

### NOTE 3. PERSONNEL COSTS

2007 ACTUAL \$000		2008 ACTUAL \$000
2,523	Salaries and wages	2,758
87	Employer contributions to defined contribution plans	87
43	Increase/(decrease) in employee entitlements	(38)
37	Temporary staff	80
8	ACC levy	13
<b>2,698</b>	<b>Total personnel costs</b>	<b>2,900</b>

Employer contributions to defined contribution plans include contributions to the State Sector Retirement Savings Scheme, KiwiSaver and the Government Superannuation Fund.

**NOTE 4. RENT AND OUTGOINGS**

2007 ACTUAL \$000		2008 ACTUAL \$000
209	Rent and building operating expenses	233
4	Archive security	5
15	Cleaning	14
11	Energy	11
6	Repairs and maintenance-premises	22
6	Repairs and maintenance-furniture and equipment	8
13	Insurance	8
<b>264</b>	<b>Total rent and outgoings</b>	<b>301</b>

**NOTE 5. AUDIT FEES**

2007 ACTUAL \$000		2008 ACTUAL \$000
28	Annual audit of financial statements	29
5	Audit of NZ IFRS transition	7
<b>33</b>	<b>Total audit costs</b>	<b>36</b>

**NOTE 6. OPERATING COSTS**

2007 ACTUAL \$000		2008 ACTUAL \$000
80	Recruitment expenses	95
131	Training and conference costs	180
151	Travel expenses	159
21	Library	16
397	Consultants and contractors	434
65	Publications	68
-	Operating lease payments	1
166	Other output expenses	210
<b>1,011</b>	<b>Total operating costs</b>	<b>1,163</b>

**NOTE 7. CAPITAL CHARGE**

The Ministry pays a capital charge to the Crown on its taxpayers' funds as at 30 June and 31 December each year.

The capital charge rate for the year ended 30 June 2008 was 7.5 percent (2007: 7.5 percent).

**NOTE 8. DEPRECIATION EXPENSE**

2007 ACTUAL \$000		2008 ACTUAL \$000
17	Computer equipment	14
10	Office equipment	9
25	Furniture, fitout and leasehold improvements	25
13	Library	14
<b>65</b>	<b>Total depreciation expense</b>	<b>62</b>

**NOTE 9. AMORTISATION EXPENSE**

2007 ACTUAL \$000		2008 ACTUAL \$000
16	Computer software	21
<b>16</b>	<b>Total amortisation expense</b>	<b>21</b>

**NOTE 10. REPAYMENT OF SURPLUS**

Pursuant to section 22 of the Public Finance Act, any operating surplus is returned to the Crown. The repayment of surplus is to be paid by 31 October of each year.

The Ministry has a provision for repayment of the operating surplus to the Crown of \$84,000 (2007: \$166,000).

**NOTE 11. DEBTORS AND OTHER RECEIVABLES**

Debtors and other receivables are non-interest bearing and are normally settled on 30-day terms; therefore the carrying value of debtors and other receivables approximates their fair value.

**NOTE 12. PROPERTY, PLANT AND EQUIPMENT**

	BALANCE 1 JULY 2006 \$000	ADDITIONS \$000	DISPOSALS \$000	BALANCE 30 JUNE 2007 \$000
<b>COST</b>				
Computer equipment	334	20	(1)	353
Office equipment	178	2	(4)	176
Furniture, fitout and leasehold improvements	412	2	(4)	410
Library	189	8	-	197
Artwork	17	-	-	17
<b>Total cost</b>	<b>1,130</b>	<b>32</b>	<b>(9)</b>	<b>1,153</b>

	BALANCE 1 JULY 2006 \$000	DEPRECIATION EXPENSE \$000	ELIMINATION ON DISPOSAL \$000	BALANCE 30 JUNE 2007 \$000
<b>ACCUMULATED DEPRECIATION</b>				
Computer equipment	315	17	(1)	331
Office equipment	151	10	(3)	158
Furniture, fitout and leasehold improvements	245	25	(2)	268
Library	156	13	-	169
Artwork	-	-	-	-
<b>Total accumulated depreciation</b>	<b>867</b>	<b>65</b>	<b>(6)</b>	<b>926</b>
<b>Net carrying amount</b>	<b>263</b>			<b>227</b>

	BALANCE 1 JULY 2007 \$000	ADDITIONS \$000	DISPOSALS \$000	BALANCE 30 JUNE 2008 \$000
<b>COST</b>				
Computer equipment	353	5	(48)	310
Office equipment	176	2	(36)	142
Furniture, fitout and leasehold improvements	410	11	(5)	416
Library	197	5	-	202
Artwork	17	-	-	17
<b>Total cost</b>	<b>1,153</b>	<b>23</b>	<b>(89)</b>	<b>1,087</b>

	BALANCE 1 JULY 2007 \$000	DEPRECIATION EXPENSE \$000	ELIMINATION ON DISPOSAL \$000	BALANCE 30 JUNE 2008 \$000
<b>ACCUMULATED DEPRECIATION</b>				
Computer equipment	331	14	(49)	296
Office equipment	158	9	(30)	137
Furniture, fitout and leasehold improvements	268	25	(5)	288
Library	169	14	-	183
Artwork	-	-	-	-
<b>Total accumulated depreciation</b>	<b>926</b>	<b>62</b>	<b>(84)</b>	<b>904</b>
<b>Net carrying amount</b>	<b>227</b>			<b>183</b>

**NOTE 13. INTANGIBLE ASSETS**

	BALANCE 1 JULY 2006 \$000	ADDITIONS \$000	DISPOSALS \$000	BALANCE 30 JUNE 2007 \$000
<b>COST</b>				
Computer software	159	11	-	170

	BALANCE 1 JULY 2006 \$000	AMORTISATION EXPENSE \$000	ELIMINATION ON DISPOSAL \$000	BALANCE 30 JUNE 2007 \$000
<b>ACCUMULATED AMORTISATION</b>				
Computer software	127	16	-	143
<b>Net carrying amount</b>	<b>32</b>			<b>27</b>

	BALANCE 1 JULY 2007 \$000	ADDITIONS \$000	DISPOSALS \$000	BALANCE 30 JUNE 2008 \$000
<b>COST</b>				
Computer software	170	19	-	189

	BALANCE 1 JULY 2007 \$000	AMORTISATION EXPENSE \$000	ELIMINATION ON DISPOSAL \$000	BALANCE 30 JUNE 2008 \$000
<b>ACCUMULATED AMORTISATION</b>				
Computer software	143	21	-	164
<b>Net carrying amount</b>	<b>27</b>			<b>25</b>

**NOTE 14. CREDITORS AND OTHER PAYABLES**

2007 ACTUAL \$000		2008 ACTUAL \$000
311	Creditors	204
-	Income received in advance	9
49	Accrued expenses	212
38	GST payable	33
<b>398</b>	<b>Total creditors and other payables</b>	<b>458</b>

Creditors and other payables are non-interest bearing and are normally settled on 30-day terms, and therefore the carrying value of creditors and other payables approximates their fair value.

**NOTE 15. EMPLOYEE ENTITLEMENTS**

2007 ACTUAL \$000		2008 ACTUAL \$000
128	Annual leave	89
6	Sick leave	6
74	Accrued salaries and wages	70
<b>208</b>	<b>Total employee entitlements</b>	<b>165</b>

**NOTE 16. RELATED PARTY TRANSACTIONS**

The Ministry is a wholly-owned entity of the Crown. The Government significantly influences the role of the Ministry as well as being its major source of revenue.

The Ministry enters into transactions with other government departments, Crown entities and state-owned enterprises on an arm's length basis. Those transactions that occur within a normal supplier or client relationship on terms and conditions no more or less favourable than those which it is reasonable to expect the Ministry would have adopted if dealing with that entity at arm's length in the same circumstances are not disclosed.

**NOTE 17. KEY MANAGEMENT PERSONNEL COMPENSATION**

2007 ACTUAL \$000		2008 ACTUAL \$000
666	Salaries and other short-term employee benefits	716
-	Post-employment benefits	-
-	Other long-term benefits	-
-	Termination benefits	-
<b>666</b>	<b>Total key management personnel compensation</b>	<b>716</b>

Key management personnel include the Chief Executive and the three members of the Executive Management team.

**NOTE 18. EVENTS AFTER BALANCE DATE**

There have been no events after balance date that materially affect the financial statements.

**NOTE 19. FINANCIAL INSTRUMENT RISKS**

The Ministry's activities expose it to a variety of financial instrument risks, including currency risk, interest rate risk, credit risk and liquidity risk. The Ministry has a series of policies to manage the risks associated with financial instruments and seeks to minimise exposure from financial instruments. These policies do not allow any transactions that are speculative in nature to be entered into.

**Currency risk**

Currency risk is the risk that the fair value or future cash flows from a financial instrument will fluctuate because of changes in foreign exchange rates.

The Ministry does not have significant concentrations of currency risk for its financial instruments.

**Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows from a financial instrument will fluctuate because of changes in market interest rates.

The Ministry has no interest-bearing financial instruments and therefore has no exposure to interest rate risk.

**Credit risk**

Credit risk is the risk that a third party will default on its obligations to the Ministry, causing the Ministry to incur a loss.

In the normal course of its business, credit risk arises from debtors and bank deposits.

The Ministry is only permitted to deposit funds with Westpac, a registered bank. This entity has a high credit rating. For its other financial instruments, the Ministry does not have significant concentrations of credit risk.

The Ministry's maximum credit exposure for each class of financial instrument is represented by the carrying amount of cash and cash equivalents, and debtors and other receivables. There is no collateral held as security against these financial instruments, including those instruments that are overdue or impaired.

**Liquidity risk**

Liquidity risk is the risk that the Ministry will encounter difficulty raising liquid funds to meet commitments as they fall due.

In meeting its liquidity requirements, the Ministry closely monitors its forecast cash requirements with expected cash drawdowns from the New Zealand Debt Management Office. The Ministry maintains a target level of available cash to meet its liquidity requirements.

The Ministry's creditors and other payables (note 14) will be settled in less than six months after balance date.

**NOTE 20. CAPITAL MANAGEMENT**

The Ministry's capital is its equity (or taxpayers' funds), which is represented by net assets.

The Ministry manages its revenues, expenses, assets, liabilities, and general financial dealings prudently. The Ministry's equity is largely managed as a by-product of managing income, expenses, assets, liabilities, and compliance with the Government Budget processes and with Treasury Instructions.

The objective of managing the Ministry's equity is to ensure the Ministry effectively achieves its goals and objectives for which it has been established, whilst remaining a going concern.

**NOTE 21. EXPLANATION OF MAJOR VARIANCES AGAINST BUDGET**

Explanations for major variances from the Ministry's estimated figures in the 2007 Budget are as follows:

**Statement of financial performance****Rent and outgoings**

The budget for rent and outgoings only includes rental and leasing costs. Actual rent and outgoings expenditure includes other costs relating to the premises (refer to note 4 for a breakdown of rent and outgoing costs).



**Operating costs**

Operating expenditure was reduced to offset the higher than expected levels of spending on personnel costs and rent and outgoings.

**Statement of financial position****Cash and cash equivalents**

Cash and cash equivalent balances are greater than budgeted because capital project payments were lower than forecast.

**Property, plant and equipment**

Property, plant and equipment are below budget due to a lower than forecast spend on office equipment and the information technology replacement programme.

**Intangible assets**

Intangible assets are below budget due to delays in the knowledge management development project.

**Statement of cash flows****Purchase of property, plant and equipment**

Cash outflows for capital purchases are below budget due to a lower than forecast spend on office equipment and the information technology replacement programme.

**Purchase of intangible assets**

Cash outflows for the purchase of intangible assets are below budget due to delays in the knowledge management development project.

**NOTE 22. EXPLANATION OF TRANSITION TO NZ IFRS**

The Ministry's financial statements for the year ended 30 June 2008 are the first financial statements that comply with NZ IFRS. The Ministry has applied NZ IFRS 1 *First-time Adoption of NZ IFRS* (NZ IFRS 1) in preparing these financial statements.

The Ministry's transition date is 1 July 2006. The Ministry prepared its opening NZ IFRS statement of financial position at that date. The reporting date of these financial statements is 30 June 2008. The Ministry's NZ IFRS adoption date is 1 July 2007.

In preparing these financial statements in accordance with NZ IFRS 1, the Ministry has applied no optional exemptions in the application of NZ IFRS.

The only mandatory exception from retrospective application that applies to the Ministry is the requirement for estimates under NZ IFRS at 1 July 2006 and 30 June 2007 to be consistent with estimates made for the same date under previous NZ GAAP.

**NOTE 23. RECONCILIATION OF EQUITY UNDER NZ IFRS AT 1 JULY 2006**

The following table shows the changes in equity, resulting from the transition from previous NZ GAAP to NZ IFRS as at 1 July 2006.

	NOTE	NZ GAAP 1 JULY 2006 \$000	EFFECT ON TRANSITION TO NZ IFRS 1 JULY 2006 \$000	NZ IFRS 1 JULY 2006 \$000
<b>ASSETS</b>				
<b>Current assets</b>				
Cash and cash equivalents		622	-	622
Debtors and other receivables		24	-	24
Prepayments		18	-	18
<b>Total current assets</b>		<b>664</b>	<b>-</b>	<b>664</b>
<b>Non-current assets</b>				
Property, plant and equipment	<i>a,b</i>	350	(86)	264
Intangible assets	<i>a</i>	-	30	30
<b>Total non-current assets</b>		<b>350</b>	<b>(56)</b>	<b>294</b>
<b>TOTAL ASSETS</b>		<b>1,014</b>	<b>(56)</b>	<b>958</b>
<b>LIABILITIES</b>				
<b>Current liabilities</b>				
Creditors and other payables		387	-	387
Provision for repayment of surplus		51	-	51
Employee entitlements	<i>c</i>	178	6	184
<b>Total current liabilities</b>		<b>616</b>	<b>6</b>	<b>622</b>
<b>Non-current liabilities</b>				
		-	-	-
<b>TOTAL LIABILITIES</b>		<b>616</b>	<b>6</b>	<b>622</b>
<b>NET ASSETS</b>		<b>398</b>	<b>(62)</b>	<b>336</b>
<b>Taxpayers' funds</b>				
General funds	<i>b,c</i>	398	(62)	336
<b>TOTAL TAXPAYERS' FUNDS</b>		<b>398</b>	<b>(62)</b>	<b>336</b>

**Explanatory notes****a Property, plant and equipment – computer software**

Under previous NZ GAAP, computer software was classified as property, plant and equipment. Computer software has been reclassified as an intangible asset on transition to NZ IFRS [\$30,000].

**b Property, plant and equipment – capitalised website expenditure**

Under previous NZ GAAP, capitalised website costs were classified as property, plant and equipment. Capitalised website expenditure has been written off to equity on transition to NZ IFRS [\$56,000].

**c Employee entitlements – sick leave**

Under previous NZ GAAP, accumulated sick leave was not recognised as a liability. NZ IAS 19 requires the Ministry to recognise employees' unused sick leave entitlements that can be carried forward at balance date, to the extent that the Ministry anticipates it will be used by staff to cover future absences.

The sick leave liability has been created against equity on transition to NZ IFRS [\$6,000].

**NOTE 24. RECONCILIATION OF EQUITY UNDER NZ IFRS AT 30 JUNE 2007**

The following table shows the changes in equity, resulting from the transition from previous NZ GAAP to NZ IFRS as at 30 June 2007.

	NOTE	NZ GAAP 30 JUNE 2007 \$000	EFFECT ON TRANSITION TO NZ IFRS 30 JUNE 2007 \$000	NZ IFRS 30 JUNE 2007 \$000
<b>ASSETS</b>				
<b>Current assets</b>				
Cash and cash equivalents		795	-	795
Debtors and other receivables		41	-	41
Prepayments		18	-	18
<b>Total current assets</b>		<b>854</b>	<b>-</b>	<b>854</b>
<b>Non-current assets</b>				
Property, plant and equipment	<i>a,b</i>	297	(70)	227
Intangible assets	<i>a</i>	-	27	27
<b>Total non-current assets</b>		<b>297</b>	<b>(43)</b>	<b>254</b>
<b>TOTAL ASSETS</b>		<b>1,151</b>	<b>(43)</b>	<b>1,108</b>
<b>LIABILITIES</b>				
<b>Current liabilities</b>				
Creditors and other payables		398	-	398
Provision for repayment of surplus	<i>c</i>	153	13	166
Employee entitlements	<i>d</i>	202	6	208
<b>Total current liabilities</b>		<b>753</b>	<b>19</b>	<b>772</b>
<b>Non-current liabilities</b>				
		-	-	-
<b>TOTAL LIABILITIES</b>		<b>753</b>	<b>19</b>	<b>772</b>
<b>NET ASSETS</b>		<b>398</b>	<b>(62)</b>	<b>336</b>
<b>Taxpayers' funds</b>				
General funds	<i>b,d</i>	398	(62)	336
<b>TOTAL TAXPAYERS' FUNDS</b>		<b>398</b>	<b>(62)</b>	<b>336</b>

**Explanatory notes****a Property, plant and equipment – computer software**

Under previous NZ GAAP, computer software was classified as property, plant and equipment. Computer software has been reclassified as an intangible asset on transition to NZ IFRS (\$27,000).

**b Property, plant and equipment – capitalised website expenditure**

Under previous NZ GAAP, capitalised website costs were classified as property, plant and equipment. Capitalised website expenditure has been written off to equity on transition to NZ IFRS (\$43,000).

**c Provision for repayment of surplus**

Under previous NZ GAAP, amortisation of capitalised website expenditure was recognised. Amortisation of capitalised website expenditure is not recognised under NZ IFRS (\$13,000).

**d Employee entitlements – sick leave**

Under previous NZ GAAP, accumulated sick leave was not recognised as a liability. NZ IAS 19 requires the Ministry recognise employees' unused sick leave entitlements that can be carried forward at balance date, to the extent that the Ministry anticipates it will be used by staff to cover future absences.

The sick leave liability has been created against equity on transition to NZ IFRS (\$6,000).

**NOTE 25. RECONCILIATION OF SURPLUS UNDER NZ IFRS FOR THE YEAR ENDED 30 JUNE 2007**

The following table shows the changes in the Ministry's surplus, resulting from the transition from previous NZ GAAP to NZ IFRS for the year ended 30 June 2007.

	NOTE	NZ GAAP 30 JUNE 2007 \$000	EFFECT ON TRANSITION TO NZ IFRS 30 JUNE 2007 \$000	NZ IFRS 30 JUNE 2007 \$000
<b>REVENUE</b>				
Revenue Crown		4,107	-	4,107
Revenue other		176	-	176
<b>TOTAL REVENUE</b>		<b>4,283</b>	<b>-</b>	<b>4,283</b>
<b>EXPENSES</b>				
Personnel		2,698	-	2,698
Rent and outgoings		264	-	264
Audit fees		33	-	33
Operating costs		1,011	-	1,011
Capital charge		30	-	30
Depreciation expense	a	94	(29)	65
Amortisation expense	b	-	16	16
<b>TOTAL EXPENSES</b>		<b>4,130</b>	<b>(13)</b>	<b>4,117</b>
<b>Net surplus/(deficit)</b>		<b>153</b>	<b>13</b>	<b>166</b>

**Explanatory notes****a Depreciation expense – computer software**

Computer software depreciation has been reclassified as amortisation of an intangible asset under NZ IFRS (\$16,000).

**b Depreciation and amortisation expense – capitalised website expenditure**

Amortisation of capitalised website expenditure, which was recognised under previous NZ GAAP, is not recognised under NZ IFRS (\$13,000).

**NOTE 26. RECONCILIATION OF CASH FLOWS UNDER NZ IFRS FOR THE YEAR ENDED 30 JUNE 2007**

There have been no material adjustments to the Ministry's statement of cash flows on transition to NZ IFRS.



## AUDIT REPORT

# TO THE READERS OF THE MINISTRY OF WOMEN'S AFFAIRS FINANCIAL STATEMENTS AND STATEMENT OF SERVICE PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2008

The Auditor-General is the auditor of the Ministry of Women's Affairs (the Ministry). The Auditor-General has appointed me, J R Small, using the staff and resources of Audit New Zealand, to carry out the audit on his behalf. The audit covers the financial statements and statement of service performance included in the annual report of the Ministry for the year ended 30 June 2008.

### Unqualified Opinion

In our opinion:

- The financial statements of the Ministry on pages 18 to 42:
  - comply with generally accepted accounting practice in New Zealand; and
  - fairly reflect:
    - the Ministry's financial position as at 30 June 2008; and
    - the results of its operations and cash flows for the year ended on that date.
- The statement of service performance of the Ministry on pages 11 to 17:
  - complies with generally accepted accounting practice in New Zealand; and
  - fairly reflects for each class of outputs:
    - its standards of delivery performance achieved, as compared with the forecast standards outlined in the statement of forecast service performance adopted at the start of the financial year; and
    - its actual revenue earned and output expenses incurred, as compared with the forecast revenues and output expenses outlined in the statement of forecast service performance adopted at the start of the financial year.

The audit was completed on 30 September 2008, and is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Chief Executive and the Auditor, and explain our independence.

### **Basis of Opinion**

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed the audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements and statement of service performance did not have material misstatements, whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements and statement of service performance. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

The audit involved performing procedures to test the information presented in the financial statements and statement of service performance. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- verifying samples of transactions and account balances;
- performing analyses to identify anomalies in the reported data;
- reviewing significant estimates and judgements made by the Chief Executive;
- confirming year-end balances;
- determining whether accounting policies are appropriate and consistently applied; and
- determining whether all financial statement and statement of service performance disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements and statement of service performance.

We evaluated the overall adequacy of the presentation of information in the financial statements and statement of service performance. We obtained all the information and explanations we required to support our opinion above.

### **Responsibilities of the Chief Executive and the Auditor**

The Chief Executive is responsible for preparing the financial statements and statement of service performance in accordance with generally accepted accounting practice in New Zealand. The financial statements must fairly reflect the financial position of the Ministry as at 30 June 2008 and the results of its operations and cash flows for the year ended on that date. The statement of service performance must fairly reflect, for each class of outputs, the Ministry's standards of delivery performance achieved and revenue earned and expenses incurred, as compared with the forecast standards, revenue and expenses adopted at the start of the financial year. The Chief Executive's responsibilities arise from sections 45A and 45B of the Public Finance Act 1989.

#### Matters Relating to the Electronic Presentation of the Audited Financial Statements and Statement of Service Performance

This audit report relates to the financial statements and statement of service performance of the Ministry of Women's Affairs (the Ministry) for the year ended 30 June 2008 included on the Ministry's website. The Chief Executive is responsible for the maintenance and integrity of the Ministry's website. We have not been engaged to report on the integrity of the Ministry's website. We accept no responsibility for any changes that may have occurred to the financial statements and statement of service performance since they were initially presented on the website.

The audit report refers only to the financial statements and statement of service performance named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements and statement of service performance. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements and statement of service performance and related audit report dated 30 September 2008 to confirm the information included in the audited financial statements and statement of service performance presented on this website. Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.

We are responsible for expressing an independent opinion on the financial statements and statement of service performance and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001 and section 45D(2) of the Public Finance Act 1989.

#### Independence

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

Other than the audit, we have no relationship with or interests in the Ministry.



J R Smaill

#### Audit New Zealand

On behalf of the Auditor-General, Wellington, New Zealand



WOMEN MUST HAVE REAL CHOICES,  
ABOUT EMPLOYMENT AND ABOUT  
HOW THEY BALANCE THEIR UNPAID  
CARING AND THEIR PAID WORK

# PERFORMANCE AGAINST OUTPUT PLAN

MINISTRY OF WOMEN'S AFFAIRS - ANNUAL REPORT 2008

# PART 03



## MINISTRY OF WOMEN'S AFFAIRS

# PERFORMANCE AGAINST OUTPUT PLAN

### FOR THE YEAR ENDED 30 JUNE 2008

At the beginning of the financial year, the Minister and the Chief Executive agreed an Output Plan. It comprised the detailed outputs to be delivered, the link to the outcomes in the *Statement of Intent*, and the performance measures and standards.

#### **Outputs for 2007/08 covered:**

- *Action Plan for New Zealand Women* overview.
- Economic sustainability.
- Work-life balance.
- Well-being.
- Liaison with international bodies.
- The Nominations Service.

The highlights and achievements against targets for each output are described in Outputs 1 to 6 following.

## MINISTRY OF WOMEN'S AFFAIRS

## OUTPUT 1: ACTION PLAN FOR NEW ZEALAND WOMEN OVERVIEW

FOR THE YEAR ENDED 30 JUNE 2008

## OUTPUT 1 &gt;

## HIGH-LEVEL OUTPUT

To oversee the implementation and monitor progress on the *Action Plan for New Zealand Women (the Action Plan)*.

## OUTCOME SOUGHT

The *Action Plan* is implemented. Monitoring shows change in indicators including those measuring change in the *Social Report* and to reduce inequalities.

## FINAL GOAL

The *Action Plan* is implemented on schedule. Measurable improvement can be seen in key indicators (detailed in the *Action Plan*) demonstrating improved outcomes for women.

## INDICATIVE TIMELINE FOR ACHIEVEMENT OF OUTCOME

Five years.

## 2007/08 OUTPUT OBJECTIVES

Chair and co-ordinate the Chief Executive Steering Group.

In conjunction with relevant agencies, maintain the monitoring framework and further develop indicators for the *Action Plan*, and track progress across the *Action Plan* outcomes.

Work within the public sector to support programmes that progress the outcomes set out in the *Action Plan*.

## 2007/08 ACHIEVEMENTS

The Chief Executive Steering Group met with input from the agencies represented.

Members were updated on progress against the *Action Plan* and development of the outcomes indicators for the monitoring framework, and forthcoming publication.

The Ministry drafted a publication showing tracking progress on the high-level outcomes in the *Action Plan*. This included developing indicators across the three areas of the *Action Plan*.

Achieved.

## HIGHLIGHTS FOR 2007/08

- Completing the development of monitoring indicators for the *Action Plan*.
- Drafting a publication of monitoring indicators for the *Action Plan* to track progress across the *Action Plan* outcomes.

## MINISTRY OF WOMEN'S AFFAIRS

# OUTPUT 2: ECONOMIC SUSTAINABILITY

### FOR THE YEAR ENDED 30 JUNE 2008

## OUTPUT 2 >

### HIGH-LEVEL OUTPUT

To provide analysis and advice on issues and policies impacting on women's labour market participation, incomes and contribution to economic growth.

### OUTCOME SOUGHT

Increased contribution to economic growth and relative earnings, and greater support for women on low incomes, including those with family responsibilities.

### FINAL GOAL

Women's earnings are significantly improved, including the elimination of gender disparities.

### INDICATIVE TIMELINE FOR ACHIEVEMENT OF OUTCOME

Long-term.

#### 2007/08 OUTPUT OBJECTIVES

Contribute to policy advice on a range of measures to enhance work choices for parents and other carers, including options to boost paid parental leave.

Provide policy advice on reducing occupational segregation, including young people's decision-making on careers and women's representation in industry training and modern apprenticeships.

Contribute to ongoing policy advice on improving pay and employment equity for women.

Contribute to reviews led by the Ministry of Social Development on the provision of social assistance.

#### 2007/08 ACHIEVEMENTS

The Ministry provided input into a range of cross-agency work to support choices for parents and other carers.

The Ministry contributed to the development of a government discussion document on income splitting prepared by the Inland Revenue Department.

The Ministry completed a research report on the influence of gender on young people's decision-making on careers.

The Ministry commissioned research on the economic impacts of occupational segregation.

The Ministry began work on advice on women's representation in trades.

The Ministry contributed to work led by the Department of Labour on the *Pay and Employment Equity Plan of Action*.

Quarterly updates were provided to the Minister on employment outcomes, including labour force participation and unemployment rates.

The Ministry participated in an ongoing cross-agency working group on income support.

The Ministry also provided input to cross-agency work on income and support services in relation to outcomes for women.

**2007/08 OUTPUT OBJECTIVES**

Monitor the implications of retirement income policies for women, in conjunction with the Ministry of Social Development, the Treasury and the Retirement Commissioner.

Contribute to initiatives that enhance opportunities for women to participate in decision-making and leadership roles.

**2007/08 ACHIEVEMENTS**

The Ministry contributed to ongoing cross-agency work in relation to retirement income policies for women. This included contributing to the government response to the Retirement Commissioner's *2007 Review of Retirement Income Policy*.

The Ministry initiated relationships with business organisations to identify shared interests in relation to women and employment.

The Ministry also commissioned a data collection project exploring connections between women in leadership positions and corporate performance.

**HIGHLIGHTS FOR 2007/08**

- Completing research on the influence of gender on young people's decision-making about careers.
- Commissioning research on the economic impacts of occupational segregation.

**OUTPUT 3 >****HIGH-LEVEL OUTPUT**

To provide analysis and advice on issues and policies impacting on women's work-life balance, including access to affordable, high-quality childcare.

**OUTCOME SOUGHT**

Women are easily able to participate in, and contribute to, a range of spheres within their lives, including paid work, their families and communities, voluntary work, and cultural activities.

**FINAL GOAL**

Women are satisfied with their ability to balance their participation in and contribution to the range of spheres within their lives.

**INDICATIVE TIMELINE FOR ACHIEVEMENT OF OUTCOME**

Long-term.

**MINISTRY OF WOMEN'S AFFAIRS****OUTPUT 3: WORK-LIFE BALANCE**

FOR THE YEAR ENDED 30 JUNE 2008

**2007/08 OUTPUT OBJECTIVES****2007/08 ACHIEVEMENTS**

Contribute to the Work-Life Balance project undertaken by the Department of Labour.

The Ministry monitored the progress of the Work-Life Balance project, led by the Department of Labour.

Provide policy advice on options to improve access to high-quality, affordable childcare, including out of school services.

The Ministry participated in cross-agency work led by the Ministry of Social Development on the five-year *Action Plan for Out of School Services*.

Monitor the development and use of time use survey satellite accounts relating to the non-profit, voluntary and community sectors.

The Ministry monitored the development of the Time Use Survey 2008/09 and satellite accounts on the non-profit and household sectors.

**HIGHLIGHT FOR 2007/08**

- Contributing to the development of the five-year *Action Plan for Out of School Services*.

**OUTPUT 4 >****HIGH-LEVEL OUTPUT**

To provide analysis and advice on issues and policies relating to women's health, safety and freedom, and legal rights.

**OUTCOME SOUGHT**

Improved health outcomes for women, reduced incidence and impact of violence on women and their children, and improved access to services and housing.

**FINAL GOAL**

The impacts of preventable health issues are minimised, domestic and other forms of violence targeted at women are eliminated, and women have good-quality housing that is appropriate to their needs.

**INDICATIVE TIMELINE FOR ACHIEVEMENT OF OUTCOME**

Long-term.

## MINISTRY OF WOMEN'S AFFAIRS

# OUTPUT 4: WELL-BEING

### FOR THE YEAR ENDED 30 JUNE 2008

**2007/08 OUTPUT OBJECTIVES****2007/08 ACHIEVEMENTS**

Provide policy advice on strategies to reduce the incidence and impact of domestic violence against women, including possible legislative amendments.

The Ministry continued to contribute to the work of the cross-agency Taskforce for Action on Violence within Families. As part of this work, the Ministry led a project to investigate the introduction of advocates in courts for victims of family violence.

The Ministry continued to provide high-quality advice and contributed to policy development on domestic violence, including the review of the Domestic Violence Act 1995 and the review of the Victims of Domestic Violence residence policy.

The Ministry released the University of Waikato report *Living at the Cutting Edge: Women's Experiences of Protection Orders*, in August 2007. Recommendations from this report have been taken up by the Taskforce for Action on Violence within Families.

The Ministry contributed to the work of the Taskforce for Action on Sexual Violence, including working with the Ministry of Justice to develop an outcomes framework, and to explore the link between sexual violence, alcohol and drugs.

Establish a research programme to review government and other agencies' responsiveness to victims of sexual violence.

The Ministry established the Sexual Violence Research Unit in July 2007 to scope and oversee the research project.

An inter-agency officials' Steering Group was established to provide governance for the project and a cross-sectoral Advisory Group was established to provide advice on the research approach and to facilitate engagement with the victim services sector.

Researchers from the Crime and Justice Research Centre at Victoria University of Wellington were contracted to carry out the research. Work commenced on the four work streams that will be carried out during the research project.

**2007/08 OUTPUT OBJECTIVES**

Provide policy advice on measures to improve young people's sexual and reproductive health.

**2007/08 ACHIEVEMENTS**

The Ministry, together with the Ministries of Education and Health, commissioned a review of sexuality education in New Zealand schools.

The resulting reports, *The Teaching of Sexuality Education in Years 7 to 13*, and *The Teaching of Sexuality Education in Years 7 to 13: Good Practice*, were released in August 2007.

Work with Housing New Zealand Corporation to implement the goal of meeting diverse needs within the *New Zealand Housing Strategy*.

The Ministry provided input to Housing New Zealand Corporation in their implementation of the *New Zealand Housing Strategy*.

**HIGHLIGHTS FOR 2007/08**

- Establishing the Sexual Violence Research Unit, inter-agency Steering and cross-sectoral Advisory Groups, and awarding the research contract.
- Releasing the Ministry-commissioned University of Waikato report *Living at the Cutting Edge: Women's Experiences of Protection Orders*.
- Completing the Ministry's court advocates project culminating in a report to the Taskforce for Action on Violence within Families, which recommended the development of an Independent Victim Advocate for victims of family violence.
- Publishing the joint Ministry (Women's Affairs, Education and Health)-commissioned Education Review Office reports *The Teaching of Sexuality Education in Years 7 to 13*, and *The Teaching of Sexuality Education in Years 7 to 13: Good Practice*.

**OUTPUT 5 >****HIGH-LEVEL OUTPUT**

To provide analysis and advice on integrating New Zealand's international obligations in relation to women into domestic policy and to support New Zealand's contribution to international forums on issues relevant to the interests and well-being of women.

**OUTCOME SOUGHT**

Domestic policy that reflects New Zealand's obligations in relation to women, and New Zealand contributes effectively to developing and implementing international instruments that promote and protect the interests and rights of women.

**FINAL GOAL**

New Zealand is fully compliant with its international obligations in relation to women and contributes to international forums to promote and advance the interests and rights of women globally.

**INDICATIVE TIMELINE FOR ACHIEVEMENT OF OUTCOME**

Long-term.

**MINISTRY OF WOMEN'S AFFAIRS**  
**OUTPUT 5: LIAISON WITH INTERNATIONAL BODIES**  
**FOR THE YEAR ENDED 30 JUNE 2008**

**2007/08 OUTPUT OBJECTIVES**

Attend and contribute to the annual Commonwealth, State, Territory and New Zealand Ministers' Conference on the Status of Women (MINCO).

Attend and contribute to the Commission on the Status of Women (CSW).

Support the Vote Minister to present New Zealand's sixth report on the UN Convention on the Elimination of All Forms of Discrimination against Women.

**2007/08 ACHIEVEMENTS**

The Ministry participated in the annual MINCO meeting, held in August 2007.

The Ministry participated in the annual meeting of CSW, held in February 2008.

The Ministry accompanied the Vote Minister to present New Zealand's sixth report to the UN Committee on the Elimination of Discrimination against Women, in July 2007.

**HIGHLIGHTS FOR 2007/08**

- Finalising New Zealand's sixth report on the UN Convention on the Elimination of All Forms of Discrimination against Women and providing support to the Minister to present the report to the UN Committee on the Elimination of Discrimination against Women.
- Providing support to the Cook Islands prior to the presentation of the Cook Islands' first report to the UN Committee on the Elimination of Discrimination against Women.
- Providing support to Pacific nation representatives at the CSW meeting.
- Continuing to convene the Caucus on International Women's Issues.



## OUTPUT 6 >

### HIGH-LEVEL OUTPUT

To provide a nominations service that contributes to increasing the number of women appointed to government boards and committees.

### OUTCOME SOUGHT

Greater gender balance in leadership and decision-making roles in the economic, health and social sectors through an annual increase in the number of women appointed to government boards and committees.

### FINAL GOAL

The membership of government boards and committees will broadly reflect New Zealand's gender demographics; that is, of the total board and committee membership, women will represent around 50 percent.

### INDICATIVE TIMELINE FOR ACHIEVEMENT OF OUTCOME

2010.

## MINISTRY OF WOMEN'S AFFAIRS

# OUTPUT 6: NOMINATIONS SERVICE

FOR THE YEAR ENDED 30 JUNE 2008

#### 2007/08 OUTPUT OBJECTIVES

Collect and report on whole-of-government statistics on women's representation on government boards and committees for the 2006 calendar year, to track progress toward the 50 percent representation objective.

Collect and analyse individual departments' board and committee gender statistics in order to identify those where the representation is below 40 percent, so that additional assistance can be offered if required.

Add new women to the database as they are identified – women with governance experience, working at executive and senior levels in the corporate sector, management, the professions and community service including Māori, Pacific and disabled women.

Publish the Nominations Service four-monthly email, to inform all stakeholders of progress toward the 50 percent target.

#### 2007/08 ACHIEVEMENTS

The Ministry completed the stocktake for the 2006 calendar year, which showed that women represented 42 percent of board/committee membership.

The stocktake data was published in full in the Human Rights Commission's *Census of Women's Participation 2008*.

The board/committee membership data for the 2006 calendar year was analysed; 17 departments had ratios below 40 percent.

The Ministry responded to all nominations requests from these departments and, through comments on Cabinet papers, encouraged them to make gender balance a priority.

The number of women registered on the Ministry's database increased to 2,705:

- 467 are Māori women (17 percent)
- 97 are Pacific women (4 percent)
- 68 are ethnic women (3 percent)
- 30 are self-identified women with disabilities (1 percent).

Three issues of *On Board* were distributed to stakeholders. *On Board* contained information about new appointments of women, the whole-of-government stocktake and governance issues of interest to women on the database.

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**2007/08 OUTPUT OBJECTIVES**

Contribute information about the Nominations Service to national and international forums as required.

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**2007/08 ACHIEVEMENTS**

The Ministry contributed information about the Nominations Service and governance to the public and private sectors, and international forums as required.

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**HIGHLIGHTS FOR 2007/08**

- Completing and analysing the results of the 2006 whole-of-government stocktake of women's representation on statutory bodies and circulating the results to ministers, chief executives and governance officials throughout the state sector.
  - Gathering the data for the 2007 calendar year whole-of-government stocktake ready for analysis and reporting to interested parties.
  - Receiving ratings of 4 (more than met requirements) or higher on a survey of officials to whom the service regularly provides nominations.
  - Adopting new processes, such as invitations to women on the database to apply directly for positions, which benefit women on the database and increase the range of services provided.
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ALL WOMEN, YOUNG AND OLD,  
ENTERING OCCUPATIONS THEY  
CHOOSE, WITHOUT BARRIERS,  
PROUD OF THEIR ACHIEVEMENTS

# CAPABILITY

MINISTRY OF WOMEN'S AFFAIRS - ANNUAL REPORT 2008

# PART 04

## MANAGEMENT OF THE MINISTRY

Under the State Sector Act 1988, the Chief Executive has overall responsibility for the management of the Ministry. The Executive Management Team has responsibility for strategic management of the Ministry. The team comprises the Chief Executive, General Manager Policy, Kaihautū, and General Manager Corporate. Day-to-day management of these functions is delegated to individual managers.



**SHENAGH GLEISNER** › Chief Executive

The Chief Executive's office includes the Nominations Service and executive support.



**SARAH TURNER** › General Manager Policy

The Policy Group covers the core functions of the Ministry: research and development of policy advice to government and management of New Zealand's international obligations in relation to the status of women.



**SONYA RIMENE** › Kaihautū

The Kaihautū assists the implementation of initiatives to improve responsiveness to Māori and helps identify, establish and maintain key relationships with iwi, Māori groups and Māori individuals to provide input into key policy areas.



**MARTIN SEBIRE** › General Manager Corporate

The Corporate Group incorporates the communications, finance, administration, knowledge management, information management, and human resources functions.

## INFORMATION ON THE MINISTRY

### Staffing

At 30 June 2008 there were 32 full-time staff and six part-time staff employed at the Ministry. There was one vacancy, which was filled by a temporary staff member. The collective agreement covered 37 percent of staff. The Ministry's unplanned turnover was 24 percent for the year.

It remains cost-effective for the Ministry to continue to purchase specialist skills for periodic or one-off tasks or corporate projects. External consultants or contractors with appropriate expertise for specific tasks and projects were therefore used to complement and develop in-house capability. During 2007/08 these included consultants for expert policy work, and design and production of publications, and specialists to assist with organisational development and project management.

The Policy Group structure was reviewed in 2006/07. The recommendations from the review have now been implemented, with new roles, reporting lines, and processes established.

### Equal employment opportunities

During 2007/08 the Ministry's internal focus for achievement of equal employment opportunities (EEO) matters was on ensuring that these goals remained embedded in the Ministry's existing processes. Throughout 2007/08 the Ministry continued to:

- be a member of the EEO Trust
- review and improve its work-life balance and flexible work policies
- foster non-discriminatory practices within its recruitment procedures
- embed a culture of high achievement and ongoing development that recognises and rewards high performance
- participate in an Employee Assistance Programme for all employees who choose to access the programme for advice and assistance
- implement its *New Zealand Disability Strategy Implementation Plan 2007/08*
- assess and respond to individual staff needs in a positive and supportive manner.

### Pay and employment equity review

In 2006/07 the Ministry completed a pay and employment equity review. In 2007/08 the Ministry continued to implement its response plan.

Work has begun on reviewing and aligning job descriptions, in preparation for testing the use of an equitable job evaluation system. Information to staff on flexible work options has been prepared, and time-recording practice has been reviewed.

### Processes and systems

A range of policies and practices were reassessed and opportunities taken for improvement. Aggregate information from post-appointment and exit interviews was also analysed to identify further improvements in processes.

There was focus on the controls environment, with new procurement policies, a review of sensitive expenditure policies, and an independent review of the Ministry's risk management processes.

The performance review and development system continues to be the key system for managing people, with all staff having performance agreements and individualised personal development plans. Priorities in the development programme in 2007/08 were leadership, coaching and mentoring.

The most significant system improvements for the year were work towards the introduction of an electronic document and records management system and a replacement contacts database. By the end of the year, user requirements had been developed and requests for proposals advertised. Both system implementations are on target to be completed during 2008/09.

### Publications and other communications

The following reports were published by the Ministry during the year ended 30 June 2008:

- *Annual Report of the Ministry of Women's Affairs for the year ended 30 June 2007*
- *Statement of Intent of the Ministry of Women's Affairs 2008–2011*
- *Living at the Cutting Edge: Women's Experiences of Protection Orders*, University of Waikato
- *The Teaching of Sexuality Education in Years 7 to 13*, The Education Review Office
- *The Teaching of Sexuality Education in Years 7 to 13: Good Practice*, Education Review Office
- *Briefing to the Incoming Minister*
- *Pānui* newsletters (September 2007, December 2007, March 2008, June 2008)
- *On Board* newsletter of the Nominations Service (August 2007, December 2007, April 2008).

□ **CONTACT DETAILS**

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