



REPORT OF THE
Ministry of Women's Affairs
FOR THE YEAR ENDED
30 JUNE 2002

TE PŪRONGO-Ā-TAU A TE
Minitatanga mō ngā Wāhine
MŌ TE TAU I MUTU I TE
30 O NGĀ RĀ O PĪPIRI 2002

*Presented to the House of Representatives pursuant to Section 30 of the
State Sector Act 1988 and Section 39 of the Public Finance Act 1989
(as amended by the Public Finance Amendment Act 1994)*

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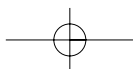
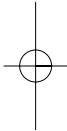
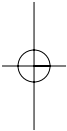
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VISION

A society that guarantees women's equality in Aotearoa New Zealand.

TE WAWATA

Kia noho mai he hapori e whakapūmau ana i te mana ōrite o te wāhine i roto o Aotearoa.

MISSION

The Ministry provides quality advice to the Minister of Women's Affairs that contributes to women's equality in Aotearoa New Zealand.

TE WHĀINGA MĀTĀMUA

Ko tā te Minitatanga, he tāpae kōrero whaitake tonu ki te Minita Take Wāhine i runga i te whai kia pūmau tonu te mana ōrite o te hunga wāhine i Aotearoa.

CHIEF EXECUTIVE'S OVERVIEW

The Ministry continues to report ongoing improvements to women's lives through its policy work across government. Highlights of the 2001/02 year include engagement with stakeholders, contributions to legislation, policy discussion and international work.

Engagement with women in the community, including Māori women, Pacific women and NGOs, has been an important achievement this year. Stakeholder relationships were enhanced during preparation of the Government's 5th report to the United Nations on progress in implementing the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW). The Ministry heard a diverse range of views across the country on the status of women and is continuing to reflect these in the development of a cross-government Women's Strategy which will form the platform for addressing systemic and structural barriers to women's full participation in society. New, active relationships with stakeholders have also developed through regional meetings to inform women about the Ministry's Nominations Service.

The Property (Relationships) Act and Parental Leave and Employment Protection (Paid Parental Leave) Amendment Act are legislative milestones for women. The Ministry made a significant contribution to the design and implementation of both these schemes, which came into effect 1 February and 1 July 2002 respectively.

A new policy focus has been Work/Family/Community Balance. This work will contribute to the development of policy across government on this issue, which fundamentally affects women's adequacy of income, balance between unpaid and paid work and contributions to family, whānau, and community life.

With its discussion document, *Next Steps Towards Pay Equity*, the Ministry has provided the impetus for the development of policy options for addressing undervaluing and therefore under-remuneration of women, especially in occupations in which women predominate, to advance equal pay for work of equal value.

Advice on Māori women has been ongoing in the context of the Guardianship Review, Cervical Screening Kaitiaki Regulations and the Care and Protection of Children review.

Work on gender analysis also continues. A training guide and toolkit of gender analysis material is now available on the Ministry's web-site (www.mwa.govt.nz) to assist departments to use gender analysis in their advice to government.

The Ministry's policy advice has assisted growth in funding to directly improve women's lives. Examples include increased funding for the EEO Trust; pay rates for early childhood workers; increased grant funding for childcare services and out of school care; increased childcare subsidy; and initiatives for state housing and healthy housing.

A key contribution in the international arena has been the Ministry's leadership in establishing a permanent gender integration mechanism in APEC. This will strengthen women's participation in, and contribution to, life in APEC economies.

These achievements, based on strong community engagement, lay good foundations for the development of the Women's Strategy.



Judy Lawrence

CHIEF EXECUTIVE

TE TIRO WHĀNUI A TE MANAHAUTŪ

Kei te haere tonu ngā mahi tārai kaupapa-here a te Minitatanga puta noa i te kāwanatanga e pai ake ai te noho a te wāhine. Ko ētahi o ngā tino mahi i tutuki i te tau 2001/02, ko te āta mahi tahi ki ētahi o ngā huinga tāngata mātāmua e whai pānga ana ki ā mātou mahi, ko te whai wāhi atu ki te hanganga ture, ki ngā matapakinga kaupapa-here, me ngā kaupapa ki tāwāhi.

Ko tētahi tino tutukinga i tēnei tau, ko te āta mahi tahi ki ngā wāhine i ngā hapori, tae atu ki ngā wāhine Māori, ngā wāhine o Te Moana-nui-a-Kiwa, me ngā NGO. I torokaha ake ngā hononga ki ngā huinga tāngata mātāmua, i te whakaritenga o te pūrongo tuarima a te Kāwanatanga ki te Kotahitanga o ngā Whenua o te Ao mō te whakatinana haere i ngā kupu o te Whakaaetanga Whakakore i ngā Momo Aukati Katoa e Pāpā ana ki te Wāhine (e kīia ana ko CEDAW). I rongo te Minitatanga i ngā whakaaro huhua puta noa i te motu e pā ana ki te mana o te wāhine, ā, e whai ana kia whakaataria ēnei ki Te Rautaki Wāhine e hangaia ana hei kaupapa mā ngā tari kāwanatanga katoa, ka riro ko taua Rautaki te tūāpapa e turakina ai ngā āhuatanga taha pūnaha, taha whakahaere e aukati ana i te uru mārire o te wāhine ki ngā tini kawenga a te porihanga. Nā ngā hui ā-rohe ki te whakamōhio i te hunga wāhine ki te Ratonga Whakaingoa a te Minitatanga, kua whiria he hononga hou, he hononga kaha tonu.

He ture tino whai tikanga mō te wāhine te Property (Relationships) Act me te Parental Leave and Employment Protection (Paid Parental Leave) Amendment Act. He nui te wāhi ki te Minitatanga i roto i te hoahoanga me te whakatinanatanga o aua kaupapa e rua, ko te tuatahi i mana i te 1 Hui-tanguru, ko te tuarua i mana i te 1 Pipiri i te tau 2002.

Ko te Whārite i ngā Kawenga Taha Mahi, Taha Whānau, Taha Hapori tētahi aronga hou mō ā mātou mahi tārei kaupapa-here. Mā konei e takoto ai tētahi kaupapa-here mā te kāwanatanga whānui e pā ana ki tēnei take nui. Mā tēnei kaupapa-here e whakataki ngā whiwhinga moni tōtika ki te wāhine, tana kawea ngātahi i ngā mahi mō te aroha me ngā mahi whai utu, me ana whakapaunga kaha ki te whānau me te hapori.

I tana tuhinga matapaki *Next Steps Towards Pay Equity*, kua kōkiri te Minitatanga kia takoto ngā kōwhiringa kaupapa-here e mutu ai te kore e uara tika, me te kore e utu tika, i te wāhine. Ko te aronga nui i konei, ko ngā momo mahi e kawea nuitia ana e te wāhine, ā, ko te whāinga, kia taurite te utu mō ngā mahi taurite te uara.

Kua mau tonu te tāpae whakaaro e pā ana ki ngā wāhine Māori, mō roto i te Guardianship Review, ngā Cervical Screening Kaitiaki Regulations, me te arotakenga o te Care and Protection of Children.

Kua pūmau anō te whakapau kaha ki ngā tātaritanga wāhine/tāne. Kua takoto anō ki te pae tukutuku a te Minitatanga (www.mwa.govt.nz) he tuhinga whakangungu, me tētahi 'kete taputapu' e mau mai ana ngā rauemi tātari āhuatanga wāhine/tāne ki roto. Hei āwhina tēnei i ngā tari kāwanatanga ki te whakamahi i ngā tātaritanga wāhine/tāne i roto i ā rātou tāpaenga whakaaro ki te Kāwanatanga.

Nā ngā tāpaenga whakaaro kaupapa-here a te Minitatanga, kua nui ake ngā moni e whakawāteahia ana hei whakapai ake i te noho a te hunga wāhine. Hei tauira, kua nui ake te pūtea tohatoha a te EEO Trust, kua piki ake ngā utu ki ngā pouako kōhungahunga, kua nui ake te pūtea ki ngā ratonga tiaki tamariki, kua nui ake te takuhe tiaki

tamariki, kua takoto anō he kaupapa whakarite whare, whakatika whare.

Ina pere te titiro ki tāwāhi, ko te Minitatanga tērā i kōkiri kia takoto he pūnaha whakauruuru wāhine, tāne ki roto o APEC. Mā konei e kaha ake ai te whai wāhi atu a ngā wāhine ki ngā kawenga i ngā ōhanga o APEC.

Ko te āta mahi tahi ki ngā hapori te tūāpapa o ngā mahi kua tutuki, ā, ko te whakaaro, mā tēnei tūāpapa ka neke whakamua tonu te tārainga o te Rautaki Wāhine.



Judy Lawrence
MANAHAUTŪ

THE YEAR IN REVIEW

While 2001/02 was a year of consolidation in terms of organisational capability, the Ministry still achieved significant policy outcomes.

KEY DEVELOPMENTS - *Organisational Capability*

The Ministry has begun to implement its Information Technology and Knowledge Management Strategies to ensure all knowledge is captured effectively and can be efficiently and rapidly retrieved.

Due to the current lease expiring in September 2002, a review was undertaken on future accommodation needs to ensure a reduction in overheads was obtained whilst still having efficient premises from which to operate.

A proactive Communications Strategy has been developed and implementation is progressing.

An extensive Performance Management System has now been fully implemented. This clearly articulates competencies required for each position and integrates development of these competencies into personal training and development plans and performance management. A further review of the competencies was undertaken following the initial performance review cycle, to ensure they captured all the required information while streamlining implementation.

Further recruitment and retention initiatives have been undertaken, and the Ministry is pleased to report that staff turnover this year was only 9.5%.

KEY DEVELOPMENTS - *Policy Advice Outputs*

As highlighted in the Chief Executive's overview, significant milestones for women were achieved in the passing of the Property (Relationships) Act 2001 and Parental Leave and Employment Protection (Paid Parental Leave) Amendment Act 2002. The design and implementation of these reflect a major contribution by the Ministry to reducing barriers for women with caring and paid work responsibilities, which will enable women to have greater economic autonomy over their lives.

Māori women's views have been at the core of advice on the Guardianship Review, Cervical Screening Kaitiaki Regulations and the Care and Protection of Children Review to ensure Māori women's priorities with respect to whānau, hapū and iwi are addressed in government policy.

Progress on developing a Mana Wāhine Analysis Framework has been made to allow policy advice within the Ministry to be appropriately analysed from either a Māori-centred approach, using the gender analysis approach, or a combination of both, depending on the outcomes that are being sought.

Work has been undertaken in conjunction with the Ministry of Pacific Island Affairs to ensure gender analysis is carried out when evaluating Pacific Capacity Building Evaluation Projects, to ensure Pacific women's priorities are visible and addressed.

The Ministry continues to ensure that impacts on women are identified in policy development across government by building relationships and advising on the use of

gender analysis by other departments. Training guidelines have been developed and piloted with the Ministry of Justice to complement the Gender Analysis Information Packs available on the Ministry's web-site.

Foundation work has been laid this year to progress work in 2002/03 on the Women's Strategy, Work/Family/Community Balance, Pay Equity and further integration of Gender Analysis by all agencies in their policy development work, to progress equity in employment and family responsibilities and well-being.

KEY DEVELOPMENTS - *Communication and Consultation Outputs*

With the 5th CEDAW report due to be submitted to the United Nations in New York in September 2002, a major focus of the Ministry's consultation with women this year has been around consolidating the views of all women into the Government's report, which has now been drafted. This work will be further used in the development of the Women's Strategy.

The Ministry had a successful year in the international arena. A major outcome has been the development of a Gender Focal Point Network in APEC, a permanent mechanism that will consolidate gender integration in APEC economies and fora. The Ministry provided input of Māori women's views to the delegation brief for the draft United Nations Declaration on the Rights of Indigenous Peoples meeting and the first meeting of the Permanent Forum for Indigenous Peoples.

KEY DEVELOPMENTS - *Intermediate Outcomes*

The 2001/02 *Statement of Intent* provides three intermediate outcomes that the Ministry intends to work towards over the next five to ten years. Incremental progress has been made in all areas.

INTERMEDIATE OUTCOME 1: *Gender disparities trend information will be readily available and will indicate a reduction in disparities over the next five years.*

The Ministry published *Māori Women: Mapping Inequalities and Pointing Ways Forward* and prepared a draft report highlighting work undertaken by other agencies to address the recommendations in this report.

The Ministry has worked with Statistics New Zealand on the Social Statistics Strategy and with the Ministry of Social Development on the proposed Poverty Measurement Regime and *Improving the Knowledge Base for Social Policy* to ensure the work undertaken reflects the diversity and complexity of women's lives, and that data presented is disaggregated by gender and ethnicity.

Data has been gathered on the gender pay gap and been used in the preparation of *Next Steps Towards Pay Equity*, a discussion document to be available for public consultation in 2002/03.

INTERMEDIATE OUTCOME 2: *The percentage of social policy papers presented to Cabinet which contain an effective gender implications statement will reach 25% by 30 June 2002 with an increase in each year thereafter until all government departments are performing gender analysis which generates quality policy advice by 2005.*

The accountability paper, *Gender Analysis Across Government*, including an evaluation of effectiveness of gender implications statements, was presented to the Social Equity Committee (SEQ) on December 2001. Cabinet agreed that from the beginning of 2002, all papers submitted to the Social Equity Committee will have a gender implications statement, supported by gender analysis. The Ministry is monitoring the effectiveness of these statements and reporting back to the appropriate department.

To increase the gender analysis capability within the wider State sector, a Gender Analysis Information Pack for government departments has been prepared and made available in hard copy, by e-mail and on MWA's web-site to assist all agencies to disaggregate any research undertaken by gender in the future. A training guideline to complement this pack has also been developed and piloted and is available on the web-site.

Further measures are being considered for possible accountability mechanisms to progress this outcome.

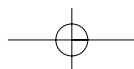
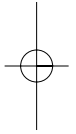
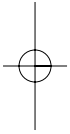
INTERMEDIATE OUTCOME 3: *There will be at least 50% representation of women on statutory boards by 2010.*

The Ministry is accountable for providing credible nominations of women to participate in government decision-making bodies. The decisions on appointments are made by Cabinet. As at February 2002, Crown Company Monitoring Advisory Unit (CCMAU) demographic reports indicate that women represent 32% of directors on Crown company boards. There has been an overall rise in the percentage of women appointed or reappointed to boards, from 25% in 1993 to 39% in 2001.

During the year, the Ministry has concentrated on enhancing its Nominations database to ensure ease of retrieval of information and has contacted all current participants on the database to ensure all information is current and complete. A number of networking activities with the pool of women on the database were also undertaken.

A range of initiatives will be undertaken in the 2002/03 financial year to help ensure Ministry nominations are appointed.

The Ministry works closely with other government agencies and the Cabinet Office to ensure mechanisms are in place to report regularly on the gender and ethnicity analysis of board membership.



STATEMENT OF OBJECTIVES *for the year ended 30 June 2002*

Government Outcomes for Women

The Ministry of Women's Affairs (MWA) is the Government's primary provider of gender-specific advice. It makes a significant contribution to the Government's desired outcomes for women and to the Government's social and economic objectives as expressed in the Key Government Goals to guide public sector policy and performance. The Ministry's work is driven by the following goals for women:

- equity¹
- opportunity and choice
- full and active participation
- adequate resources
- no discrimination
- a society that values the contribution of women.

Output Classes

The Ministry's two output classes support these goals:

- **POLICY ADVICE** - advice on strategic policy, economic autonomy, safety, justice and well-being
- **COMMUNICATION AND CONSULTATION** - communication, liaison with international bodies, and the Nominations Service.

STATEMENT OF SERVICE PERFORMANCE *for the year ended 30 June 2002*

Output Class 1: POLICY ADVICE

The Ministry provides gender-specific advice on social and economic issues affecting women. This includes advice on all aspects of policy development, including its implementation.

Outputs in this class are:

- strategic policy
- economic autonomy
- safety, justice and well-being.

Related Ministerial servicing requirements are included within this output class.

¹ Takes into consideration the differences in women's and men's lives and recognises that different approaches may be needed to produce outcomes that are equitable.

IN THE 2001/02 FINANCIAL YEAR THE FOLLOWING PERFORMANCE MEASURES WERE ACHIEVED:

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUANTITY</p> <p>Policy advice outputs will be delivered according to the work agreed with the Minister. Any variations will be agreed between the Minister and the Chief Executive on a quarterly basis.</p> <p>The Ministry will report quarterly on achievements against the agreed work programme.</p> <p>Ministerial support services will be provided as required.</p> <p>Up to 100 draft replies to Ministerial correspondence.</p> <p>Up to 25 draft responses to Parliamentary questions.</p> <p>QUALITY</p> <p>The Ministry will provide policy advice and related Ministerial servicing in accordance with the following quality standards.</p> <p>A comprehensive service will be provided with:</p> <ul style="list-style-type: none"> • the capacity to react urgently • timely and relevant briefings on significant issues 	<p>Variations to the Purchase Agreement were agreed by the Minister and the Chief Executive on a quarterly basis.</p> <p>The quarterly reports to the Minister recorded the Ministry's achievements against the work programme.</p> <p>Ministerial support services were provided as required.</p> <p>The Ministry prepared 125 draft Ministerials in 2001/02 in this output class.</p> <p>The Ministry prepared 20 draft responses to Parliamentary questions in this output class.</p> <p>The Purchase Agreement between the Minister and the Chief Executive specified the standard expected at the beginning of the financial year. This was reviewed regularly and reported on in the quarterly reports. The Minister's approval was sought for any variance.</p> <p>The Minister is briefed weekly and notified of any significant issues that arise between weekly briefings.</p>

<p>PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost</p>	<p>PERFORMANCE ACHIEVED</p>
<ul style="list-style-type: none"> • support for the Minister as required in Cabinet committees, select committees and in the House. <p>Advice will:</p> <ul style="list-style-type: none"> • have a clearly-stated purpose • address the issue • have explicit assumptions • have a logical argument supported by the facts • identify gender issues and demonstrate gender-specific analysis • identify the policy’s impact on women and take account of the obligations of the Treaty of Waitangi • contribute to reducing social inequality between Māori, Pacific Peoples and other New Zealanders • include identification of Pacific women’s perspectives • include all relevant information; any data and empirical research will be accurate • present an adequate range of options and assess the benefits, costs, risks and consequences of each option. Where appropriate, the preferred option will include a strategy for risk management • identify support for, and potential objections to, proposals arising from consultation with other departments and other interested parties where appropriate • take into account problems of implementation, technical feasibility and the timing and consistency of recommendations 	<p>Procedures and practices are in place which assure the Chief Executive and managers that the quality standards have been achieved and agreed deadlines met.</p> <p>A comprehensive peer review procedure was used on all policy advice before it was released, and feedback was received as part of the Chief Executive’s performance review.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • meet Cabinet Office and Ministerial requirements; advice will be effectively, concisely and clearly presented in plain English and be free from spelling, grammatical and numerical errors. <p>Ministerial support services will be consistent with the Minister's requirements, up-to-date, and presented with regard to the audience(s) identified in each case, with:</p> <ul style="list-style-type: none"> • 95% of the first drafts of responses to Ministerial correspondence acceptable to the Minister • background material for speech notes provided as required and by the negotiated deadline • all draft replies to Parliamentary questions consistent with the standards and format required • compliance with legislative requirements, for example, the Official Information Act and the Privacy Act. <p>Product quality will be supported by a quality management process including:</p> <ul style="list-style-type: none"> • use of project management methodology • external review of scope and methodology for major analytical work • circulation of drafts for critiquing by other government departments and other parties as appropriate 	<p>Procedures and practices are in place which assure the Chief Executive and managers that the quality standards have been achieved and agreed deadlines met.</p> <p>82% of first drafts were acceptable to the Minister.</p> <p>Speech notes were provided as required and by agreed deadlines.</p> <p>Procedures and practices are in place which assure the Chief Executive and managers that the quality standards have been achieved and agreed deadlines met.</p> <p>Official Information requests were completed within the timeframes set by statute. The Chief Executive and managers were satisfied that Privacy Act and other legislative requirements were complied with.</p> <p>Adherence to project management methodology, peer review systems and policy frameworks is confirmed when papers are signed out.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • internal peer review and checking procedures • use of appropriate analytical frameworks specified by the Ministry, such as a gender analysis framework and a Treaty framework. <p>The quality of advice provided will be assessed by the Minister in the half-yearly review questionnaire which will be forwarded to the Minister within six weeks of the end of the half-year and within one month of the end of the full year. On a scale of 1 (poor) to 4 (very good) the Ministry expects to meet a level of at least 3 (good) in each of the areas covered by the questionnaire. The Minister's responses will be used to identify any areas for further development or improvement.</p> <p>TIMELINESS</p> <p>Specified reporting deadlines will be agreed between the Minister and the Chief Executive. Any variances will be agreed and recorded at quarterly intervals.</p> <p>Draft responses to Ministerial correspondence will be provided within 20 working days of the receipt of the correspondence.</p>	<p>The surveys were forwarded within the specified time. For the first quarter-year the Ministry received an overall satisfaction rating of 3. There were some individual aspects of performance that fell below that level and quality control processes have been reinforced to make the necessary performance improvements.</p> <p>No formal feedback on overall performance was received by the Ministry from the Minister for the remainder of the year. Further feedback will be available as part of the CE performance review.</p> <p>Reporting deadlines to the Minister were met or explicit variations were agreed with the Minister through the quarterly reporting process.</p> <p>88% of Ministerials were responded to within 20 working days in this output class.</p>

***NOTE:** A large part of the Ministry's policy advice requires the co-operation of other government agencies and is determined by the priorities and timetable of Cabinet and its Committees. The Ministry's performance in terms of the standards may be affected by these factors, which are outside its control. These factors will be included in the assessment process and acknowledged when they have an impact on performance.*

Output 1: STRATEGIC POLICY

The development of strategic approaches to improve policy advice across the State sector, by integrating cross-sectoral strategies such as gender analysis and the development of new data sets, to enhance women’s participation in society, women’s safety, justice and well-being, and economic autonomy.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUANTITY</p> <p>The key priority areas for the year include:</p> <p>QUALITY OF POLICY ADVICE - USE OF GENDER ANALYSIS:</p> <ul style="list-style-type: none"> work with other agencies to incorporate gender analysis in all aspects of government business, including the Budget process, for the 2002/03 financial year 	<p>The accountability paper, <i>Gender Analysis Across Government</i>, including an evaluation of effectiveness of gender implications statements, was presented to the Social Equity Committee in December 2001.</p> <p>Cabinet agreed that from the beginning of 2002, all papers submitted to SEQ will have a gender implications statement, supported by gender analysis.</p> <p>Provided advice and a set of gender evaluation questions to Ministry of Pacific Island Affairs (MPIA) to assist their evaluation of Pacific Capacity Building Projects.</p> <p>Provided gender analysis advice to Social Equity Pacific Senior Officials Group (SEPSOG).</p> <p>Two examples of the application of gender analysis have been drafted for use by analysts.</p> <p>Presentations on applying gender analysis were given at a number of policy training courses and fora.</p> <p><i>Key Questions to Ask in Gender Analysis:</i> these were produced as an A4 chart to assist the mainstreaming of gender</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • establish a web-based gender analysis training tool and web-based information to support gender analysis capability development by 30 June 2002 • report annually on the extent of integration of gender analysis by departments • report annually on gender analysis of disparities for women in regard to employment, income, health, education, housing and justice. 	<p>analysis and were distributed with a paper on gender mainstreaming to chief executives of government agencies.</p> <p>Worked with APEC to have gender analysis incorporated within APEC processes.</p> <p>Advised on the development of Budget bids prepared in Votes Health, Work and Income and Education, in areas identified as priorities as part of MWA's Women's Budget project.</p> <p>Advised on the Value for Money Review.</p> <p>Prepared a Gender Analysis Information Pack for government departments, made available to the public in hard copy, by e-mail and on MWA's web-site.</p> <p>Information and data for gender analysis, <i>Māori Women: Mapping Inequalities and Pointing Ways Forward</i>, placed on MWA's web-site.</p> <p>A gender analysis training package has been redesigned, piloted with Ministry of Justice and is available on MWA's web-site.</p> <p>Evaluations of gender implications statements in SEQ Cabinet papers were completed each quarter. Assessments were provided to departments and reported to SEQ in December 2001.</p> <p>Prepared a draft Cabinet paper, <i>Improving Outcomes for Māori Women</i>, in consultation with other departments. This paper reports on departmental responses to recommendations contained in the report <i>Māori Women: Mapping Inequalities and Pointing Ways Forward</i>. This paper will be considered by Cabinet in the next financial year.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>WOMEN'S STRATEGY:</p> <ul style="list-style-type: none"> develop an overarching Women's Strategy for advancing Government's goals for women which addresses the diverse lives of women. <p>INDICATORS OF WOMEN'S EQUALITY:</p> <ul style="list-style-type: none"> establish with Statistics New Zealand a framework and set of indicators to highlight the status of women, including sub-groups of women, by 30 June 2002 develop an annual evaluation and reporting process by 30 June 2002 to highlight key areas of inequality and to measure changes in outcomes for women. <p>STATISTICS, RESEARCH AND DATA COLLECTION AND THEIR USE:</p> <ul style="list-style-type: none"> provide advice on government research, statistics and data collection about women's lives prepare a research strategy by 30 June 2002 to investigate inequalities for women. 	<p>Discussions with a reference group, key women's non-government organisations (NGOs) and specific groups of women were held. These were used to develop priorities set out in a draft Women's Strategy Discussion Document, which has been circulated to departments for comment.</p> <p>Background information on groups of women identified as most disadvantaged was collected for use in the preparation of the Women's Strategy.</p> <p>This work will follow the finalisation of the Women's Strategy and will progress in the next financial year.</p> <p>The Ministry provided advice on:</p> <ul style="list-style-type: none"> Statistics New Zealand's new <i>Social Survey</i> and Ministry of Social Development's (MSD's) <i>Improving the Knowledge Base for Social Policy</i> project MSD's <i>Poverty Measure</i> support was given for research benefiting women in the 2001 Ministry of Research, Science and Technology (MORST) funding round. <p>A research strategy will follow the completion of the Women's Strategy.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>INTERNATIONAL INSTRUMENTS:</p> <ul style="list-style-type: none"> report on New Zealand's progress in implementing recommendations from the Beijing <i>Platform for Action</i> and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and identify gains, remaining challenges and emerging issues for the Government to fully implement both documents. 	<p>The draft CEDAW report was released for public consultation from December 2001 until the end of February 2002. Submissions were analysed and meetings held with key NGOs and officials. The summary of submissions on the draft CEDAW report was circulated to key NGOs, submitters and officials.</p> <p>Government agencies and other key stakeholders were kept informed of the reporting process through regular progress reports.</p> <p>Worked with Ministry of Foreign Affairs and Trade (MFAT) and Department of Labour (DoL) on the lifting/amending of current reservations regarding paid parental leave in CEDAW, International Convention on Economic, Social and Cultural Rights (ICESCR) and International Labour Organisation (ILO) 183.</p>

Output 2: ECONOMIC AUTONOMY

Advice on public policy issues which assists women to achieve improved levels of participation and achievement in education, employment and the economy.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>The key priority areas for the year include:</p> <p>INCOME EQUALITY: WELFARE AND EMPLOYMENT:</p> <ul style="list-style-type: none"> advice on paid parental leave 	<p>Provided significant input to papers on the design and implementation of the paid parental leave (PPL) scheme, which came into effect on 1 July 2002.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • advice on pay equity • advice on employment relations issues, including minimum wage and minimum employment standards 	<p>Provided advice on the monitoring and evaluation of PPL, which is to take place at the end of its first 12 months.</p> <p>Prepared a Cabinet paper and discussion document <i>Next Steps Towards Pay Equity</i>, which will be released for public consultation in the 2002/03 financial year.</p> <p>Statistical work was undertaken on gender and ethnicity pay gap issues.</p> <p>Issues raised in <i>Homecare Workers: A Case Study of a Female Occupation</i> have been linked with the pay equity discussion document.</p> <p>EQUAL EMPLOYMENT OPPORTUNITIES (EEO):</p> <p>Advice was provided on:</p> <ul style="list-style-type: none"> • funding of the EEO Trust • the issues raised by the <i>Recommendations of the Ministerial Advisory Group on Equal Employment Opportunities</i> • the EEO Institutional Framework, the EEO Commissioner role and functions, and the EEO provisions in the public sector • the appointment of public sector trustees to the board of the EEO Trust. <p>EMPLOYMENT RELATIONS:</p> <p>Advice was provided on:</p> <ul style="list-style-type: none"> • ILO Convention 87 Freedom of Association and Protection of the Right to Organise Convention • ILO Convention 98 Right to Organise and Collective Bargaining Convention

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
	<ul style="list-style-type: none"> • ILO Convention 122 Employment Policy Convention • ILO Convention 100 Report on ILO Equal Remuneration Convention 1951 • the discussion paper <i>Protection of Employment When Work is Contracted Out or Businesses are Sold or Transferred</i> • the United Nations Convention on the Rights of the Child (UNCROC) reservation to the minimum employment age • the Shop Trading Hours Reform, the Minimum Wage Review and the Holidays Act Review • a Goal for Women in Government's Employment Strategy • the National Council of Women's strategic directions • precarious non-standard employment • occupational trends analysis • the Pacific Workforce Development Framework. <p>SOCIAL ASSISTANCE REFORM:</p> <p>Advice was provided on:</p> <ul style="list-style-type: none"> • the Domestic Purposes Benefit and Widows Benefit • the Making Work Pay policy • social assistance to people with disabilities following adoption of a new strategy • social assistance to sickness beneficiaries and invalids • same-sex relationships.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • advice on Work/Family Balance, specifically the application of ILO 156 to New Zealand • advice on childcare and its links to welfare, employment and training • advice on homecare workers • advice on information technology and the impact on jobs for women. <p>EDUCATION:</p> <ul style="list-style-type: none"> • advice on tertiary education, specifically the impacts on women of loans, fees and allowances and access to adult education 	<p>Prepared <i>Work and Family Balance: A Policy Perspective - The New Zealand Jurisdictional Report</i> for the Women Advisors Meeting/Women Officials Meeting (WAM/WOM) Work and Family Workshop held in Sydney in March 2002.</p> <p>Work on Work/Family Balance as a policy issue, and its relevance and potential in regard to structural discrimination against women employees with caregiving responsibilities, was undertaken in preparation for the Australia/NZ Women's Advisors Workshop.</p> <p>Provided advice on the Making Work Pay policy. Proposals for the 2002 Budget included financial support for the Out of School Care (OSCAR) programme.</p> <p>Issues for homecare workers have been linked to pay equity policy work.</p> <p>No advice provided this year.</p> <p>TERTIARY EDUCATION: Advice was provided on:</p> <ul style="list-style-type: none"> • adult and community education • tertiary reforms, in particular the Tertiary Education Advisory Commission Review, funding and charters, Education Act amendments, private training establishments • the modern apprenticeships scheme • <i>Budget 2002 - Improving the Affordability of Tertiary Education: Fee Stabilisation and Tertiary Tuition Subsidy Rates for 2003</i> • student support loans and allowances and the Data Integration Project • Māori Trade Training.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
OTHER	<p>EARLY CHILDHOOD EDUCATION:</p> <p>Advice was provided on:</p> <ul style="list-style-type: none"> • flow-on effects of kindergarten teachers' pay parity and teacher registration requirements in early childhood education • childcare survey data • the strategic plan for early childhood education. <p>MĀORI WOMEN'S ECONOMIC DEVELOPMENT:</p> <ul style="list-style-type: none"> • monitored the impact of Te Ara Kaipakahi • advice was provided on the Talent Visa Accreditation Process and the review of the Community Organisation Grant Scheme (COGS).

Output 3: SAFETY, JUSTICE AND WELL-BEING

Advice on public policy issues which assists women to achieve improved access to justice, protection from violence and well-being throughout life.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>The key priority areas for the year include advice on:</p> <p>JUSTICE:</p> <ul style="list-style-type: none"> • advice on safety and family violence 	<p>Advice was provided on:</p> <ul style="list-style-type: none"> • the Legal Services Agency Strategic Business Plan 2002–2005 • the Department for Courts proposal on reforms for case management

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • advice on guardianship • advice on the Family Court • advice on adoption • advice on prostitution law reform. 	<ul style="list-style-type: none"> • the principles which will underpin the Family Violence Prevention Plan of Action • the Domestic Violence (Programmes) Amendment Regulations 2002 • the Criminal Procedure Bill - Exception to the Double Jeopardy Rule • the Law Commission's 2002/03 Work Programme • the Department of Corrections policy work on Māori women offenders • the principles to underpin care of children. <p>Advice was provided on:</p> <ul style="list-style-type: none"> • the Guardianship Review Substantive Legislative Amendments • guardianship issues concerning whānau, hapū and iwi • the Optional Protocol on the Sale of Children, Child Prostitution and Child Pornography • the Achieving Effective Outcomes for Youth Justice (AEOYJ) project. <p>Advice was provided on:</p> <ul style="list-style-type: none"> • the Care and Protection Blueprint • the Law Commission paper on Family Court Resolution • the Enduring Powers of Attorney Discussion Document. <p>No advice given this year.</p> <p>Advice was provided on the Prostitution Law Reform Bill.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>HEALTH:</p> <ul style="list-style-type: none"> • incorporation of the Women’s Health Strategy into the National Health Strategy 	<p>Worked with the Ministry of Health (MoH) to review the toolkits developed to help implement the National Health Strategy to ensure women’s health is integrated.</p> <p>The draft Women’s Health Strategy is being incorporated within the overall Women’s Strategy currently being developed by MWA.</p> <p>The Ministry provided advice on:</p> <ul style="list-style-type: none"> • smoking cessation • healthy older people • Cervical Screening Inquiry proposals and the Review of the Health (Cervical Screening (Kaitiaki)) Regulations 1995 • the Sexual Reproductive Health Strategy • Primary Health Care - implementation and guidelines • homecare workers (to the Health Workforce Advisory Committee) • the Meningococcal Vaccine Trial • the changes to ACC Sensitive Claims Unit • the Health Practitioners Competence Bill • future funding of health services • the Youth Health Action Plan • the Positive Ageing Strategy Action Plan • implementing the Primary Health Care Strategy.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • advice on Abortion Law Reform • advice on the NZ Disability Strategy, to ensure women's needs are met • advice on health issues for Māori and Pacific women for the Reducing Social Inequalities work programme • advice on the Getting Set for an Active Nation Strategy. 	<p>Advice was provided on the proposals to amend the abortion legislation. Further work was deferred during this Parliamentary term.</p> <p>MWA has developed an annual Action Plan for the implementation of the NZ Disability Strategy (NZDS) and reports on progress quarterly.</p> <p>The Ministry's contribution to the NZDS will be incorporated within the Women's Strategy.</p> <p>Provided advice on the revised paper on Services and Support for People with Disabilities: Resolving Issues of Equity of Access and Coherence.</p> <p>Provided advice on:</p> <ul style="list-style-type: none"> • Māori Health Strategy and action plan • Pacific Health and Disability Strategy and Action Plan • Review of the National Kaitiaki Regulations He Korowai Oranga. <p>No advice given this year.</p>

STATEMENT OF COST OF POLICY ADVICE

	ACTUAL 2002 \$000	ESTIMATES 2002 \$000	ACTUAL 2001 \$000
<i>REVENUE FROM CROWN</i>	2,562	2,562	2,463
<i>REVENUE FROM OTHER GOVERNMENT DEPARTMENTS</i>	85	72	82
<i>OTHER REVENUE</i>	0	0	0
TOTAL REVENUE	2,647	2,634	2,545
EXPENSES	2,632	2,634	2,534
SURPLUS/(DEFICIT)	15	0	11

Output Class 2: COMMUNICATION AND CONSULTATION

Within this output class, the Ministry provided outputs that support Output Class 1: Policy Advice through:

- consultation with women on policy issues which will inform the Ministry’s policy and project development
- provision of information about government policies and processes
- consultation with agencies about the impact of government policies and services on women
- provision of gender-specific information and advice to those whose activities influence or impact directly on the status of women
- management of New Zealand’s international obligations on the status of women
- provision of nominations of appropriately-qualified women to participate on statutory and other boards.

OUTPUTS IN THIS CLASS ARE:

- communication
- international bodies
- the Nominations Service.

Related Ministerial servicing requirements are included within this output class.

IN THE 2001/02 FINANCIAL YEAR THE FOLLOWING PERFORMANCE MEASURES WERE ACHIEVED:

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUANTITY The Ministry will:</p> <ul style="list-style-type: none"> • provide Ministerial support services as required • provide up to 50 draft responses to Ministerial correspondence • provide up to 20 draft replies to Parliamentary questions • report on activities in this output class in the quarterly report to the Minister of Women’s Affairs. 	<p>Ministerial support services were supplied as required.</p> <p>The Ministry provided draft responses to 14 Ministerials in this output class.</p> <p>Draft replies to 51 Parliamentary questions were provided in this output class.</p> <p>The record of activity in this output class is included in the quarterly reports.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUALITY</p> <p>Information will be accurate, up-to-date and appropriately presented with regard to the audience(s) identified in each case.</p> <p>Legislative requirements will be complied with, for example, the Official Information Act and Privacy Act.</p> <p>Ministerial support services will be consistent with the Minister's requirements with:</p> <ul style="list-style-type: none"> • 95% of first drafts of responses to Ministerial correspondence acceptable to the Minister • background material for speech notes provided as required and by the negotiated deadline • all draft replies to Parliamentary questions consistent with the standards and format required • the quality standards for Output Class D1 Policy Advice applied where appropriate. <p>TIMELINESS</p> <p>Draft responses to Ministerial correspondence will be provided within 20 working days of receipt of the correspondence.</p>	<p>The Chief Executive and managers were satisfied that the information provided met the performance measures.</p> <p>Official Information requests were completed within the timeframes set by statute. The Chief Executive and managers were satisfied that the Privacy Act and other legislative requirements were complied with.</p> <p>86% of first drafts were acceptable to the Minister.</p> <p>Speech notes were provided as required and by the agreed deadlines.</p> <p>Procedures and practices are in place which assure the Chief Executive and managers that quality standards have been achieved and agreed deadlines met.</p> <p>Standards were met to the satisfaction of the Chief Executive and managers.</p> <p>93% of Ministerials were responded to within 20 working days.</p>

Output 1: COMMUNICATION

Activities include: maintaining and further developing relationships with women’s organisations; providing information through publications, including newsletters; organising seminars which relate to the policy advice areas purchased; and responding to information enquiries about the status of women and the work of the Ministry.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUANTITY</p> <p>The key priority areas for the year were to:</p> <ul style="list-style-type: none"> • implement the Communications Strategy, including making links between the Ministry and women’s networks • maintain Te Korowai Wāhine and seek its involvement in, and contribution to, the policy advice of the Ministry • establish an effective means of consultation with Pacific women in relation to the policy advice areas purchased 	<p>The implementation of the Ministry’s Communication Strategy was progressed in the following ways:</p> <ul style="list-style-type: none"> • positive relationships were developed in ongoing work on policy advice, CEDAW and gender analysis, with other government agencies and women’s networks • new corporate and policy-related publications were forwarded to all key stakeholders, including chief executives of government agencies • distributed new gender analysis resources to chief executives and policy managers in key and associated agencies • developed a Consultation Guide • progress was made on restructuring and reviewing MWA’s mail-out database for better contact management. <p>Meetings are held regularly with Te Korowai Wāhine.</p> <p>Liaised with Te Puni Kōkiri (TPK) and Ministry of Pacific Island Affairs (MPIA) to ensure Māori and Pacific women were sufficiently represented at the regional CEDAW workshops.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>THE MINISTRY PLANS TO PUBLISH:</p> <ul style="list-style-type: none"> • <i>Annual Report</i> • <i>Statement of Intent</i> • Consultation Guide • 5th CEDAW report • Three issues of <i>Pānui</i>. 	<p>Elimination of All Forms of Discrimination Against Women (CEDAW).</p> <p>Held ongoing engagement with NGOs and reference groups on development of the draft Women's Strategy.</p> <p>The following publications were published and distributed to key stakeholders:</p> <ul style="list-style-type: none"> • the <i>Annual Report 2000-2001</i> • the <i>Statement of Intent for 2002-2005</i> • the Consultation Guide was produced for internal use • the draft 5th CEDAW report was released for public consultation. An updated draft report has been completed following analysis of submissions • four issues of <i>Pānui</i>. <p>Other publications produced:</p> <ul style="list-style-type: none"> • <i>Māori Women: Mapping Inequalities and Pointing Ways Forward</i> • the <i>Next Steps Towards Pay Equity</i> discussion document • the <i>New Zealand Women's Health Policy</i> (Federation of Women's Health Councils) was produced by MWA on the Federation's behalf • the <i>Beijing + 5 - Women 2000: Gender Equity, Development and Peace for the 21st Century</i> report • <i>Beijing + 5 Summary</i> • <i>The Women's Directory</i> • <i>Nominations Service</i>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>In partnership with the Ministry of Youth Affairs and the non-government organisation community, publish a guide to financial independence for young women.</p> <p>In partnership with the Australian Ministers of Women's Affairs, publish research on Women's Information Needs.</p> <p>THE MINISTRY EXPECTS:</p> <ul style="list-style-type: none"> • to provide up to 450 responses to information enquiries • to hold a minimum of five consultations/seminars on the following: <ul style="list-style-type: none"> - the Women's Strategy - the 5th CEDAW report. 	<ul style="list-style-type: none"> • A new brochure for the <i>Karahipi Wāhine Māori: Māori Women's Scholarship</i> • The <i>Key Questions to Ask in Gender Analysis</i> chart. <p>A decision was made in conjunction with the Ministry of Youth Affairs not to proceed with this guide.</p> <p>The Ministry liaised with a team of Australian officials on a questionnaire on Women's Information Needs and protocols for interviewing Māori women. The survey report has been released.</p> <p>996 responses to information enquiries were provided.</p> <p>WOMEN'S STRATEGY:</p> <ul style="list-style-type: none"> • a group was convened in December 2001 to gain feedback on the thinking to date on a Women's Strategy • reference group discussions on key priorities were undertaken in May 2002. <p>UNITED NATIONS 5TH CEDAW REPORT: MWA held:</p> <ul style="list-style-type: none"> • 22 regional workshops in August and September 2001

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUALITY</p> <p>Information will be available as appropriate to individuals and organisations.</p> <p>Feedback will be sought from a range of individuals and organisations on the quality of the information provided, including an assessment of:</p> <ul style="list-style-type: none"> • relevance • accuracy • responsiveness • adequacy • timeliness. <p>TIMELINESS</p> <p>All enquiries will be processed within one calendar month of receipt by the Ministry and all responses will be consistent with the Ministry's standard procedures for this service.</p> <p>All publications will be produced according to the Ministry's publications guidelines and published within six weeks of receipt of a management-approved final text.</p>	<ul style="list-style-type: none"> • 2 NGO workshops in August 2001 • 1 NGO workshop May 2002. <p>PAY EQUITY:</p> <ul style="list-style-type: none"> • several meetings have been held with a range of technical advisers during preparation of the draft discussion document. <p>A user survey was completed on the Ministry's web-site.</p> <p>Feedback from the Minister of Women's Affairs is sought on a quarterly basis. Formal feedback on overall performance was received by the Ministry from the Minister for the first quarter only. Further feedback will be available as part of the CE performance review.</p> <p>Procedures and practices are in place which assure the Chief Executive and managers that the performance measures have been achieved.</p>

Output 2: LIAISON WITH INTERNATIONAL BODIES

Management of the Government's international obligations in relation to the status of women; follow up to the Beijing + 5 Review; preparations for the New Zealand Government's 5th CEDAW report; liaison with, and preparation of, reports for international bodies and intergovernmental organisations such as the Commission on the Status of Women, the Commonwealth Secretariat, the ILO and the Australian/New Zealand Council of Ministers of Women's Affairs (MINCO).

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUANTITY</p> <p>The key priority areas for the year include:</p> <ul style="list-style-type: none"> • preparation of the 5th CEDAW report for submission to the United Nations in February 2002 • follow-up to the Beijing + 5 Review. <p>The Ministry will also provide advice and attend meetings, where appropriate, for the following bodies:</p> <ul style="list-style-type: none"> • the Standing Committee of Australia/New Zealand Women's Affairs 	<p>Preparations for the submission of the New Zealand Government's 5th CEDAW report to the United Nations are on schedule. The UN Commission on the Status of Women advise the submission date is now September 2002.</p> <p>The draft CEDAW report was released for public consultation from December 2001 until February 2002. 36 submissions were received.</p> <p>The draft report is currently being revised following analysis of the submissions.</p> <p>The <i>Beijing + 5 - Women 2000: Gender Equity, Development and Peace for the 21st Century</i> report was published and distributed in July as the record of the Beijing + 5 Conference in New York, June 2000, attended by a New Zealand delegation.</p> <p><i>Beijing + 5 Summary</i> was also published.</p> <p>MWA has progressed work on a joint research project with Australia on Women's Information Needs and completed the report.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • the Australian/New Zealand Council of Ministers of Women's Affairs (MINCO) • Commonwealth Secretariat • UN Commission on the Status of Women (CSW) • the International Labour Organisation • APEC 	<p>The Ministry was represented in the preparations for, and attendance at, the MINCO meeting in June 2002, which also included the first Indigenous Women's Gathering, at MINCO</p> <p>Attended MINCO officials and advisors meetings in Melbourne, November 2001 and Sydney, March 2002.</p> <p><i>Work and Family Balance: A Policy Perspective - New Zealand Jurisdictional Report</i> prepared for the MINCO Work and Family Workshop held in Sydney in March 2002.</p> <p>Provided input on gender integration to briefing for Commonwealth Heads Of Government Meeting (CHOGM).</p> <p>Liaison with the NZ Permanent Mission to the UN in New York, which presented the NZ statement to the CSW at the CSW 46th session.</p> <p>Provided advice on draft UN resolutions.</p> <p>Provided advice on ILO Conventions 87, 98, 100 and 122.</p> <p>Regular electronic contact with APEC/Ad Hoc Advisory Group on Gender Integration (AGGI) officials.</p> <p>Attended the AGGI and Preparatory Committee for the Second Ministerial Meeting for Women (SMMW) in Mexico City, February 2002 and Merida, Mexico, in May 2002. The outcome was a permanent Gender Focal Point Network in APEC, which will ensure gender integration across APEC.</p> <p>Worked with the Philippines and New Zealand's APEC Study Centre on the preparation of a New Zealand paper for</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> the Ministry will respond to 20 requests for information from agencies, intergovernmental bodies or international organisations. 	<p>the SMMW on barriers and access issues relating to trade liberalisation.</p> <p>Liaison with AGGI to achieve a gender perspective at a global meeting on microfinance in July 2002.</p> <p>Provided advice to MFAT on implementing the APEC Framework for Women in New Zealand.</p> <p>The Ministry:</p> <ul style="list-style-type: none"> provided a response to a request for information from the Parliamentary Commissioner for the Environment on Agenda 21 prepared information on the status of women in New Zealand for the <i>People's Daily</i>, China, at MFAT's request liaised with MFAT on the implementation of CEDAW and the Beijing <i>Platform for Action</i> provided input of Māori women's views to the delegation brief for the draft United Nations Declaration on the Rights of Indigenous Peoples meeting hosted delegates from Korea, Cambodia and the Cook Islands governments to discuss the status of women and government systems with respect to policy and women.

Output 3: NOMINATIONS SERVICE

Activities include the provision of nominations of appropriately qualified women to participate on statutory and other boards and the provision of advice and expertise to government and other agencies responsible for appointments.

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>QUANTITY</p> <p>The key priority areas for the year include:</p> <ul style="list-style-type: none"> • maintain and update information on the Nominations Service database • develop a network of women board members • continue to increase the pool of board-ready women, including addressing regional gaps and particular skills • further profile and support Māori women in decision-making 	<p>The Nominations database has been enhanced to improve ease of retrieval of information and data has been updated.</p> <p>The Ministry has facilitated three workshops to bring women on its database together for training and networking.</p> <p>Formal and informal networking is ongoing with Government, non-government organisations and the Cabinet Office. A focus has been on the gender and ethnicity balance of nominations, with attention to geographical distribution of women.</p> <p>The <i>Nominations Service</i> publication was produced and is issued to individuals and organisations on request. Feedback from recipients has been very positive.</p> <p>The profile of, and support to, Māori and Pacific women in decision-making has been increased. Networking has been undertaken with iwi, Māori businesses, professional business women’s groups, community groups and church groups to specifically identify Māori and Pacific women who are board-ready.</p> <p>Four women (including two Māori women) were nominated for the Crown Company Monitoring Advisory Unit (CCMAU) / Institute of Directors Course.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<ul style="list-style-type: none"> • work with other government agencies and the Cabinet Office to complete a gender analysis of board membership • continue to strengthen relationships with key agencies, individuals, sectors and community groups • work with other government agencies to improve the notification of forthcoming vacancies • monitor and report annually on progress towards achieving at least 50% representation of women on statutory boards. 	<p>MWA facilitated a Pacific Women’s Workshop in Auckland and presented the “Women on Board” module at a Manukau Urban Māori Authority (MUMA) Training Workshop.</p> <p>The Ministry has worked with CCMAU to implement strategies to increase the number of Māori, Pacific and other ethnicities on the database, by networking and liaising.</p> <p>MWA had significant input to the Cabinet paper <i>Increasing Diversity of Membership on Boards</i> co-ordinated by CCMAU. Other contributors were TPK, Ministry of Ethnic Affairs, Ministry of Consumer Affairs and MPIA.</p> <p>MWA met Pacific and Māori women in Auckland and attended networking meetings with women on the Nominations database in the Invercargill area.</p> <p>Maintaining current relationships with key agencies, individuals, sectors and community groups is ongoing at a formal and informal level of communication.</p> <p>Work with other government agencies on a system that notifies forthcoming vacancies is progressing.</p> <p>As at February 2002, CCMAU demographic reports indicate that women represent 32 percent of directors on Crown company boards. There has been an overall rise in the percentage of women appointed or reappointed to boards, from 25 percent in 1993 to 39 percent in 2001.</p>

PERFORMANCE MEASURES: Quantity, Quality, Timeliness and Cost	PERFORMANCE ACHIEVED
<p>In the 2001/02 financial year the Ministry expects:</p> <ul style="list-style-type: none"> to provide between 300 and 350 names for an anticipated 80 boards and committees to promote the service through liaison with key agencies and sector groups. <p>QUALITY</p> <p>Nominations will be relevant and accurate: that is, all nominations provided will have the skills, qualifications and experience which match the criteria of the board or committee nominated for, and all information supplied will be accurate and current.</p> <p>Feedback will be sought on the quality and relevance of the nominations provided by the Ministry.</p> <p>TIMELINESS</p> <p>Nominations will meet the deadlines of the originating agency or Minister.</p>	<p>The Nominations Service has:</p> <ul style="list-style-type: none"> provided 429 names for 137 boards and committees in this year. <p>See above.</p> <p>Procedures and practices are in place which assure the Chief Executive and managers that the quality standards and agreed deadlines have been achieved.</p> <p>Feedback is regularly sought from agencies to whom nominations are supplied.</p>

STATEMENT OF COST OF COMMUNICATION AND CONSULTATION

	ACTUAL 2002 \$000	ESTIMATES 2002 \$000	ACTUAL 2001 \$000
<i>REVENUE FROM CROWN</i>	1,138	1,138	1,241
<i>REVENUE FROM OTHER GOVERNMENT DEPARTMENTS</i>	49	42	41
<i>OTHER REVENUE</i>	0	0	0
TOTAL REVENUE	1,187	1,180	1,282
EXPENSES	1,178	1,180	1,259
SURPLUS/(DEFICIT)	9	0	23

FINANCIAL INFORMATION*TE ĀHUA O TE PŪTEA****Management Statement***

This statement records my overall responsibility for the preparation of the financial statements and the management judgements they represent.

These financial statements have been prepared in accordance with generally accepted accounting practice. The integrity and reliability of these financial statements is assured through the soundness of the financial management information system and by the internal control system operated within the Ministry.

These financial statements fairly reflect the financial position and operation of the Ministry of Women's Affairs for the year ended 30 June 2002.



Judy Lawrence
CHIEF EXECUTIVE



Julie Rowan
STRATEGIC BUSINESS MANAGER

STATEMENT OF ACCOUNTING POLICIES *for the year ended*
30 June 2002
Reporting Entity

The Ministry of Women's Affairs is a government department as defined by section 2 of the Public Finance Act 1989.

The financial statements of the Ministry of Women's Affairs have been prepared in terms of sections 35 and 80 of the Public Finance Act 1989 and in accordance with generally accepted accounting principles.

These financial statements comprise the outputs produced by the Te Ohu Whakatupu Policy Group, Communications, Human Resources and Business Administration Units of the Ministry of Women's Affairs.

Measurement Base

The measurement base adopted is that of historical cost unless otherwise stated.

ACCOUNTING POLICIES

The following accounting policies, which materially affect the measurement of financial performance, financial position, service performance and cash flows of the Ministry of Women's Affairs, have been applied.

Forecast Figures

The forecast figures are those presented in the Budget Estimates and in the Statement of Intent. Subsequent movements in the forecast figures as amended by the Supplementary Estimates and any transfers made by Order in Council under section 5 of the Public Finance Act 1989 are disclosed in Note 1 to the Financial Statements.

FRS 9 requires entities that have published prospective financial information (in accordance with FRS 29) for the period of the Financial Statements to present comparisons with prospective financial information previously published with actual results being reported. Explanations of major variances are also required.

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 reported in the financial period to which it relates.

Cost Allocation

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities based on the proportion of direct labour costs for each output. For the year ended 30 June 2002, direct costs accounted for 69% of total costs (2001: 60%).

GST

The financial statements are stated exclusive of GST, except for debtors and creditors and payables in the Statement of Financial Position. The amount of GST owing to the Inland Revenue Department at balance date is shown as a liability.

Taxation

Government departments are exempt from the payment of income tax in terms of the Income Tax Act 1996. Accordingly, no charge for income tax has been made.

Debtors

Debtors are stated at their estimated realisable value.

Fixed Assets

Fixed assets are stated at the cost of purchase less accumulated depreciation.

Depreciation

Fixed assets, excluding artworks, are depreciated on a straight-line basis over the useful life of the asset. The estimated life of the various classes of assets is as follows:

	YEARS
COMPUTER EQUIPMENT	3
OFFICE EQUIPMENT	5
FURNITURE	5-10
MOTOR VEHICLES	5
FIT-OUT, LEASE HOLD IMPROVEMENTS	OVER THE TERM OF THE LEASE
LIBRARY - CD ROMS, LEGAL REFERENCE	2
- NON-FICTION, REFERENCE	10

Financial Instruments

Revenues and expenses in relation to all financial instruments are recognised in the Statement of Financial Performance at historical cost. All financial instruments are recognised in the Statement of Financial Position at fair value.

Employee Entitlements

Provision is made for annual leave and long-service leave, which are determined on an actual entitlement basis at current rates of pay.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies.

STATEMENT OF FINANCIAL PERFORMANCE *for the year ended*
30 June 2002

		ACTUAL 2002	FORECAST 2002	ACTUAL 2001
	NOTES	\$000	\$000	\$000
REVENUE				
CROWN REVENUE		3,700	3,700	3,704
REVENUE FROM OTHER GOVERNMENT DEPARTMENTS	1	134	114	123
OTHER REVENUE				0
TOTAL REVENUE		3,834	3,814	3,827
EXPENSES				
PERSONNEL	2	1,924	2,076	1,781
RENT		388	335	388
AUDIT FEE		15	15	15
OPERATING COSTS	3	1,217	1,102	1,362
CAPITAL CHARGE TO CROWN	4	36	36	40
DEPRECIATION		230	250	207
TOTAL OUTPUT EXPENSES		3,810	3,814	3,793
DEPARTMENTAL OTHER EXPENSES				
(GAIN)/LOSS ON DISPOSAL OF ASSETS		0	0	(3)
TOTAL DEPARTMENTAL OTHER EXPENSES		0	0	(3)
NET OPERATING SURPLUS/(DEFICIT)		24	0	37

This statement to be read in conjunction with the accompanying Statement of Accounting Policies and the Notes to the Financial Statements.

STATEMENT OF FINANCIAL POSITION as at 30 June 2002

	NOTES	ACTUAL 2002 \$000	FORECAST 2002 \$000	ACTUAL 2001 \$000
FUNDING				
TAXPAYERS' FUNDS		398	398	398
REPRESENTED BY: WORKING CAPITAL				
CURRENT ASSETS:				
CASH		635	393	329
DEBTORS		6	1	5
PREPAYMENTS		7	5	6
TOTAL CURRENT ASSETS		648	399	340
LESS CURRENT LIABILITIES				
TRADE CREDITORS AND PAYABLES		192	167	113
ACCRUED EXPENSES		161	120	124
GST LIABILITY		35	30	29
PROVISION FOR ACCRUED LEAVE		70	60	52
PROVISION FOR REPAYMENT OF CURRENT OPERATING SURPLUS	5	24	0	37
TOTAL CURRENT LIABILITIES		482	377	355
NET WORKING CAPITAL		166	22	(15)
FIXED ASSETS	6	232	380	413
TERM LIABILITIES:				
PROVISION FOR LONG SERVICE LEAVE			(4)	0
NET ASSETS		398	398	398

This statement to be read in conjunction with the accompanying Statement of Accounting Policies and the Notes to the Financial Statements.

STATEMENT OF CASH FLOWS for the year ended 30 June 2002

NOTES	ACTUAL 2002 \$000	FORECAST 2002 \$000	ACTUAL 2001 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
CASH WAS PROVIDED FROM:			
SUPPLY OF OUTPUTS TO:			
- CROWN	3,700	3,700	3,704
- OTHER GOVERNMENT DEPARTMENTS	133	114	141
- OTHER	(1)	2	19
CASH WAS APPLIED TO:			
- PRODUCE OUTPUTS	(3,404)	(3,516)	(3,655)
- CAPITAL CHARGE	(36)	(36)	(40)
NET CASH FLOWS FROM OPERATING ACTIVITIES	392	264	169
CASH FLOWS FROM INVESTING ACTIVITIES			
CASH WAS PROVIDED FROM:			
- SALE OF FIXED ASSETS	0	0	3
CASH WAS APPLIED TO:			
- PURCHASE OF FIXED ASSETS	(49)	(250)	(248)
NET CASH USED IN INVESTING ACTIVITIES	(49)	(250)	(245)
CASH FLOWS FROM FINANCING ACTIVITIES			
CASH WAS APPLIED TO:			
- REPAYMENT OF PREVIOUS YEAR'S OPERATING SURPLUS	(37)	(2)	(8)
NET CASH FLOWS FROM FINANCING ACTIVITIES	(37)	(2)	(8)
NET INCREASE/(DECREASE) IN CASH HELD	306	12	(84)
PLUS OPENING CASH BROUGHT FORWARD	329	381	413
CLOSING CASH AND DEPOSITS	635	393	329

This statement to be read in conjunction with the accompanying Statement of Accounting Policies and the Notes to the Financial Statements.

RECONCILIATION OF NET SURPLUS TO NET CASH FLOW FROM OPERATING ACTIVITIES *for the year ended 30 June 2002*

	ACTUAL 2002 \$000	FORECAST 2002 \$000	ACTUAL 2001 \$000
NET SURPLUS/(DEFICIT)	24	0	37
DEPRECIATION	230	250	207
TOTAL NON-CASH ITEMS	230	250	207
ADD/(LESS) MOVEMENTS IN WORKING CAPITAL ITEMS			
(INC)/DEC IN DEBTORS AND RECEIVABLES	(1)	2	20
(INC)/DEC IN PREPAYMENTS	(1)	0	17
INC/(DEC) IN CREDITORS AND PAYABLES	140	12	(109)
WORKING CAPITAL MOVEMENTS - NET	138	14	(72)
ADD/(LESS) INVESTING ACTIVITY ITEMS			
NET LOSS/(GAIN) ON SALE OF FIXED ASSETS	0	0	(3)
TOTAL INVESTING ACTIVITY ITEMS	0	0	(3)
NET CASH FLOW FROM OPERATING ITEMS	392	264	169

STATEMENT OF MOVEMENTS IN TAXPAYERS' FUNDS *for the year ended 30 June 2002*

	ACTUAL 2002 \$000	FORECAST 2002 \$000	ACTUAL 2001 \$000
TAXPAYERS' FUNDS AT START OF PERIOD	398	398	398
MOVEMENTS DURING THE YEAR			
ADD/(DEDUCT) NET SURPLUS/(DEFICIT)	24	0	37
TOTAL RECOGNISED REVENUES AND EXPENSES FOR THE PERIOD	24	0	37
ADJUSTMENT FOR FLOWS TO AND FROM THE CROWN			
PROVISION FOR PAYMENT OF SURPLUS TO THE CROWN	(24)	0	(37)
TAXPAYERS' FUNDS AT THE END OF THE PERIOD	398	398	398

This statement to be read in conjunction with the accompanying Statement of Accounting Policies and the Notes to the Financial Statements.

STATEMENT OF COMMITMENTS *as at 30 June 2002*

The Ministry has a long-term lease on its premises in Wellington. The current lease expires in September 2002, with a right of renewal for two further periods of six years. The amounts disclosed below as future commitments are based on current rental rates.

	2002 \$000	2001 \$000
LESS THAN ONE YEAR	61	325
ONE TO TWO YEARS	0	61
TWO TO FIVE YEARS	0	0
	61	386

STATEMENT OF CONTINGENT LIABILITIES *as at 30 June 2002*

As at 30 June 2002, there were no contingent liabilities or guarantees given under section 59 of the Public Finance Act 1989 in relation to the activities of the Ministry.

STATEMENT OF DEPARTMENTAL EXPENDITURE AND APPROPRIATIONS for the year ended 30 June 2002

(All figures are GST inclusive)

	30/6/2002 EXPENDITURE ACTUAL \$000	30/6/2002* APPROPRIATION VOTED \$000
VOTE WOMEN'S AFFAIRS		
<i>APPROPRIATIONS FOR DEPARTMENTAL OUTPUT CLASSES:</i>		
<i>D1 - POLICY ADVICE</i>	2,963	2,963
<i>D2 - COMMUNICATION AND CONSULTATION</i>	1,327	1,327
TOTAL APPROPRIATIONS FOR DEPARTMENTAL OUTPUT CLASSES	4,290	4,290
<i>APPROPRIATIONS FOR OTHER EXPENSES TO BE INCURRED BY THE DEPARTMENT</i>	0	0
TOTAL APPROPRIATIONS	4,290	4,290

* This includes adjustments made in Supplementary Estimates of Appropriation 2001/02.

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2002

1 REVENUE FROM GOVERNMENT DEPARTMENTS

	2002 \$000	2001 \$000
<i>RENTAL INCOME FROM OTHER DEPARTMENTS</i>	128	118
<i>OTHER INCOME FROM OTHER DEPARTMENTS</i>	6	5
TOTAL REVENUE FROM GOVERNMENT DEPARTMENTS	134	123

Rental income is received from the Ministry of Youth Affairs, who sublease part of the Ministry's premises.

Other income is related to the recovery of sublease operating expenses from the Ministry of Youth Affairs.

2 PERSONNEL

Personnel expenses include:

	2002 \$000	2001 \$000
<i>SALARIES</i>	1,864	1,699
<i>PENSION EXPENSES</i>	20	38
<i>ACC LEVY</i>	13	16
<i>OTHER PERSONNEL</i>	27	28
TOTAL PERSONNEL	1,924	1,781

3 OPERATING COSTS

The breakdown of operating costs is as follows:

	2002 \$000	2001 \$000
<i>TEMPORARY STAFF</i>	104	260
<i>RECRUITMENT EXPENSES</i>	51	79
<i>TRAINING, CONFERENCES</i>	129	84
<i>TRAVEL</i>	112	71
<i>LIBRARY</i>	18	20
<i>CONSULTANTS/CONTRACTORS</i>	308	486
<i>PUBLICATIONS</i>	139	94
<i>OTHER OUTPUT EXPENSES</i>	356	268
TOTAL OPERATING COSTS	1,217	1,362

In 2000/01, the Ministry received an additional \$355,000 (GST exclusive) in its baseline Crown funding to improve its long-term capability. The Ministry has used this additional funding to build the policy capability within the Ministry in terms of numbers, mix of policy and senior policy analysts, training and mentoring and on other capability strategies. Where permanent staff were not available, temporary staff and contractors were used to complete the comprehensive work programme agreed with the Minister.

4 CAPITAL CHARGE

This represents the return on the ownership equity investment of the Crown in the net assets of the Ministry. The rate of return for the current year was 9%, paid half-yearly. The rate of return in the previous year was 10%.

5 PROVISION FOR REPAYMENT OF OPERATING SURPLUS

Pursuant to section 14(1) of the Public Finance Act 1989, any operating surplus generated is not retained as taxpayers' equity but is returned to the Crown. The operating surplus in the current period is thus shown as a liability to the Crown.

6 FIXED ASSETS

The cost, accumulated depreciation and book value of the various classes of assets are as follows:

<i>AS AT 30 JUNE 2002 ASSET CLASS</i>	<i>COST PRICE \$000</i>	<i>ACCUMULATED DEPRECIATION \$000</i>	<i>NET BOOK VALUE \$000</i>
<i>COMPUTER EQUIPMENT</i>	581	512	69
<i>OFFICE EQUIPMENT</i>	185	162	23
<i>FURNITURE</i>	258	219	39
<i>FITTINGS</i>	574	552	22
<i>LIBRARY</i>	159	96	63
<i>ARTWORK</i>	16	0	16
	1,773	1,541	232

<i>AS AT 30 JUNE 2001 ASSET CLASS</i>	<i>COST PRICE \$000</i>	<i>ACCUMULATED DEPRECIATION \$000</i>	<i>NET BOOK VALUE \$000</i>
<i>COMPUTER EQUIPMENT</i>	618	506	112
<i>OFFICE EQUIPMENT</i>	184	146	38
<i>FURNITURE</i>	274	232	42
<i>FITTINGS</i>	574	440	134
<i>LIBRARY</i>	152	81	71
<i>ARTWORK</i>	16	0	16
TOTAL ASSETS	1,818	1,405	413

7 FINANCIAL INSTRUMENTS

The Ministry of Women's Affairs is party to financial instrument arrangements as part of its everyday operations. These financial instruments include instruments such as banking, investments and accounts receivable. The Ministry has a credit card facility of \$15,000 (2001: \$7,500).

Credit Risk

In the normal course of business, the Ministry of Women's Affairs incurs risk from trade debtors and transactions with financial institutions and the New Zealand Debt Management Office (NZDMO) of the Treasury. The Ministry does not require any collateral or security to support financial instruments with financial institutions that the Ministry deals with, or with the NZDMO, as these entities have high credit ratings. For its other financial instruments, the Ministry does not have significant concentration of risk.

Fair Value

The fair value of financial instruments is equivalent to the carrying amount disclosed in the Statement of Financial Position.

Currency and Interest Rate Risk

The Ministry of Women's Affairs has no exposure to currency risk, and its financial instruments are not interest rate sensitive.

8 RELATED-PARTY TRANSACTIONS

The Ministry of Women's Affairs is a wholly-owned entity of the Crown. All transactions entered into with other government departments and State-owned enterprises are conducted at arm's length on normal business terms.

REPORT OF THE AUDIT OFFICE

To the readers of the Financial Statements of the Ministry of Women's Affairs for the year ended 30 June 2002

We have audited the financial statements on pages 13 to 53. The financial statements provide information about the past financial and service performance of the Ministry of Women's Affairs and its financial position as at 30 June 2002. This information is stated in accordance with the accounting policies set out on pages 42 to 44.

RESPONSIBILITIES OF THE CHIEF EXECUTIVE

The Public Finance Act 1989 requires the Chief Executive to prepare financial statements in accordance with generally accepted accounting practice that fairly reflect the financial position of the Ministry of Women's Affairs as at 30 June 2002, the results of its operation and cash flows and service performance achievements for the year ended on that date.

AUDITOR'S RESPONSIBILITIES

Section 15 of the Public Audit Act 2001 and section 38(1) of the Public Finance Act 1989 require the Audit Office to audit the financial statements presented by the Chief Executive. It is the responsibility of the Audit Office to express an independent opinion on the financial statements and report its opinion to you.

The Controller and Auditor-General has appointed Paul Hodson, of BDO Spicers, to undertake the audit.

BASIS OF OPINION

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- the significant estimates and judgements made by the Chief Executive in the preparation of financial statements; and
- whether the accounting policies are appropriate to the Ministry of Women's Affairs' circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with generally accepted auditing standards in New Zealand. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in our capacity as auditor acting on behalf of the Controller and Auditor-General, we have no relationship with, or interests in, the Ministry of Women's Affairs.

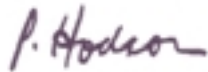
UNQUALIFIED OPINION

We have obtained all the information and explanations we have required.

In our opinion the financial statements of the Ministry of Women's Affairs on pages 13 to 53

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect:
 - the Ministry of Women's Affairs' financial position as at 30 June 2002;
 - the results of its operations and cash flows for the year ended on that date; and
 - its service performance achievements in relation to the performance targets and other measures set out in the Forecast Financial Statements for the year ended on that date.

Our audit was completed on 30 September 2002 and our unqualified opinion is expressed as at that date.

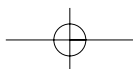
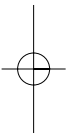
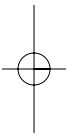


Paul Hodson

BDO SPICERS

ON BEHALF OF THE CONTROLLER AND AUDITOR-GENERAL
WELLINGTON, NEW ZEALAND

BDO



INFORMATION ON THE MINISTRY*Guiding Principles/Values*

The Ministry of Women's Affairs will ensure that in all our activities:

- quality is evident
- we take an inclusive approach
- we are responsive to the aims and aspirations of Māori.

In addition the Ministry of Women's Affairs will apply the State sector values of:

- integrity
- responsibility
- respect.

Ngā Mātāpono me ngā Uara

I ā mātou kawenga katoa, ka whai tonu te Minitatanga mō ngā Wāhine:

- Kia kitea mārire te pai me te tuawhiti o ngā mahi
- Kia uru mai ngā tāngata katoa e tika ana
- Kia aro nuitia ngā whāinga me ngā tūmanako o te iwi Māori.

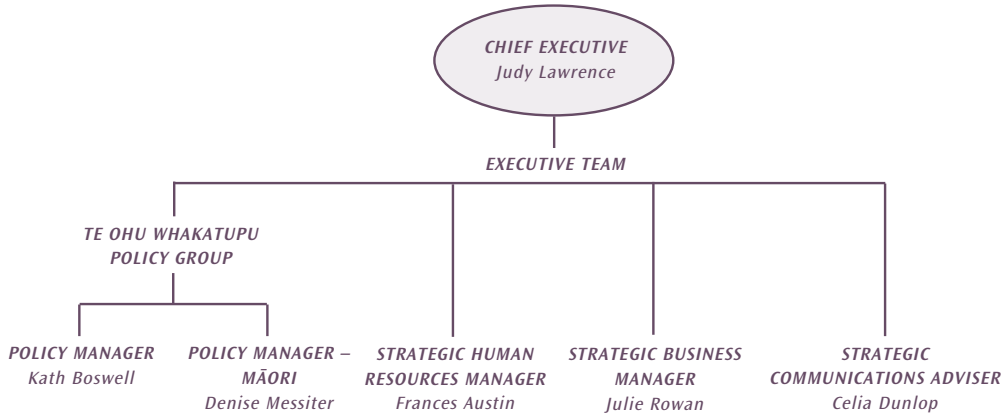
I tua atu I tērā, ka mau tonu te Minitatanga mō ngā Wāhine ki ngā uara o te Rāngai Kāwanatanga, arā:

- Kia tōtika, kia pono ngā mahi
- Kia noho haepapa mō āna mahi
- Kia arongia te hā o te tangata.

Management of the Ministry

Under the State Sector Act 1988, the Chief Executive has overall responsibility for the management of the Ministry. The Executive Team has responsibility for strategic management of the Ministry. The team comprises the Chief Executive, the two policy managers of Te Ohu Whakatupu Policy Group (the Policy Manager and Policy Manager – Māori), the Strategic Human Resources Manager, the Strategic Business Manager and the Strategic Communications Advisor. Day-to-day management of these functions is delegated to individual managers.

Structure



Te Ohu Whakatupu Policy Group

Te Ohu Whakatupu Policy Group provides policy advice to government on key issues which impact on women and Māori women. The Group has two managers, each responsible for a team of staff. Each policy manager is responsible for a group of policy outputs and draws staff from the whole policy group into project teams to provide analysis and advice on those outputs. The Policy Manager – Māori is responsible for the team of Māori policy staff and strategic Māori women’s priorities, in addition to other outputs.

The policy work includes: liaison and joint work with other agencies; membership of interdepartmental working groups; consultation with women; publications on women’s issues; and the provision of Ministerial services.

The Ministry’s Information Service (library and records) is managed by the Policy Manager, and the Nominations Service is managed by the Policy Manager – Māori.

The way the Ministry organises itself to deliver the policy outputs and liaison with other agencies and stakeholders is currently being reviewed.

Communications

The Communications function reports to, and works directly with, the Chief Executive to provide external and internal communications strategies for the Ministry; public relations; liaison and consultation with key stakeholders; liaison with international organisations and Ministerial services. The Communications team works with the policy project teams to advise on the production of publications and seminars that arise from policy outputs and on the communication of policy advice.

Human Resources Unit

The Human Resources Unit manages centralised human resources functions. It provides advice, information and services as appropriate to the Chief Executive, managers and staff on strategic human resource management, industrial issues, payroll, and best practice in the full range of human resource policies and procedures.

Business Administration Unit

The Business Unit provides financial information and co-ordinates financial and non-financial risk management and review, including advice on project management, contract management and cost effectiveness. The unit is also responsible for preparing the Ministry's corporate accountability documents, administrative services, information technology and property management.

COLLECTIVE AND OWNERSHIP INTEREST OF GOVERNMENT

Staffing

At 30 June 2002 there were 28 full-time staff and 4 part-time staff employed at the Ministry. There was one vacancy for a senior analyst and one senior analyst on parental leave. The collective employment contract covered 30 percent of staff.

Organisational Capability

In 2000/01, the Ministry received an additional \$355,000 (GST exclusive) in its baseline Crown funding to improve its long-term capability.

In its *Statement of Intent* for the 2000/01 year, the Ministry identified a number of internally-focused two-year strategies to maintain and enhance the quality of the policy advice and communication and consultation outputs it provides.

Of note this year was a secondment from Statistics New Zealand designed to increase the statistical capability of policy staff in a sustainable way. Web-based instruments are in place to access data, training and induction material has been prepared, and workshops have been provided for staff on their use.

INFORMATION/KNOWLEDGE MANAGEMENT STRATEGY

Information technology and knowledge management strategies were developed in the 2000/01 financial year and implementation is progressing as at 30 June 2002. The Ministry has contributed to the e-government initiatives, including defining services for the inclusion on the Government portal.

COMMUNICATIONS STRATEGY

A proactive Communications Strategy was developed around the findings of the stakeholder survey undertaken in May 2001 and implementation is progressing. A Consultation Guide was produced for internal use and a draft Relationship Plan has been written. The Ministry's web-site is currently being redeveloped, informed by results obtained from a survey of users undertaken in March 2002.

CAPABILITY ENHANCEMENT STRATEGY

The Ministry has completed a review of the competencies required by Ministry staff to provide influential policy advice, nominations and communications outputs. A new performance management system, incorporating the new competencies and customised training and coaching plans to provide staff with the opportunity to further strengthen and fine-tune these competencies, was implemented in the 2001/02 financial year. Individual training and development plans have been developed and implemented for all staff.

The Ministry has also continued to review and enhance its recruitment and retention initiatives. This is in response to the difficulty in replacing staff because of skill shortages and a consequent highly competitive recruitment market across the public sector for the particular skills sought, notably senior policy and information management skills.

A sustained recruitment effort has included revising job advertisements, pursuit of secondment opportunities across government, and targeted use of recruitment consultants where necessary. As at June 2002, there was only one vacancy in the Ministry and one staff member on parental leave. During the year, interim vacancies were managed by employing contractors where appropriate, to deliver the work programme.

USE OF CONSULTANTS, CONTRACTORS AND TEMPORARY STAFF

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. In 2001/02 these included consultants or contractors for policy work while vacancies were being filled during the year; project management; event management; specialists to assist with the redevelopment of in-house databases; specialists in business recovery planning; consultants to assist with the design and implementation of the remuneration and performance management systems; and design and delivery of customised training to enhance capability.

The Ministry also engaged writers, graphic designers and editors to assist with the production of publications and the updating of the Ministry's web-site.

EEO OBJECTIVES

In its implementation of the Government's Future Directions of EEO in the Public Service Strategy, the Ministry continued to model best practice EEO policies and programmes. The newly developed performance management system, which was implemented in the first half of the 2001/02 year, helped to address career development issues for women as a designated group in the Ministry, to overcome barriers to developing skills which result from working in a small agency.

MĀORI RESPONSIVENESS PLAN

A review of the Māori Responsiveness Plan was undertaken in 2000/01 and implementation plans were developed by a joint management and staff working group, chaired by the Chief Executive, and monitored against actions and performance indicators during 2001/02.