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REPORT OF THE  
**Ministry of Women's Affairs**  
FOR THE YEAR ENDED  
30 JUNE 2003

TE PŪRONGO-Ā-TAU A TE  
**Minitatanga mō ngā Wāhine**  
MŌ TE TAU I MUTU I TE  
30 O NGĀ RĀ O PIPIRI 2003

*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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## VISION

Aotearoa New Zealand will be an equitable, inclusive and sustainable society where:

- the diverse contributions of all women are valued, and
- all women can achieve their own aspirations, and where
- Māori women, as tangata whenua, can progress the aspirations of their whānau, hapū and iwi.

## TE WAWATA

*Kia hāpori tōkeke, kia hāpori pūmau a Aotearoa, e whai whai mai ai ōna tāngata katoa, ā:*

- *e uaratia ai te mahi e taea ana e tēnā, e tēnā o te hunga wāhine*
- *e ea ai ngā tūmanako o ngā wāhine katoa*
- *e kōkiri ai ngā wāhine Māori, ko rātou nei hoki te tangata whenua, i ngā tūmanako o ō rātou whānau, hapū, iwi.*

## 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.*

## 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.*

## ACTING CHIEF EXECUTIVE'S OVERVIEW

I have been at the Ministry of Women's Affairs (MWA) in the capacity of Acting Chief Executive since April 2003. In this short time, significant decisions have been made about the future of MWA.

Following a capability review undertaken by the State Services Commission, the government has decided to retain and strengthen MWA as a stand alone department. The review concluded that this would be the best option to ensure a strong focus in the policy process on issues and opportunities for women. However, the hard work now begins as the review also concluded that the Ministry's performance needed to improve. I am confident that MWA is ready and capable of rising to this challenge.



*Anne Carter*

The process is currently underway to appoint a permanent Chief Executive who will have a clear mandate for change. In the interim, I have been working closely with the Management Team to put in place strategies to improve organisational culture and leadership. A number of initiatives are now in place and the results are already starting to show.

During 2002/03 MWA gathered women's views from around the country on the priority actions required for the future. The information gained from the public meetings and hui, focus groups and written submissions, along with analysis of information already held by the Ministry, is currently being formulated into a proposed Women's Action Plan. It is intended this plan will be submitted to government for consideration late in 2003. It will form the basis of a future focussed cross-government work programme to progress outcomes for women in New Zealand, and identify priorities for the Ministry's own work programme.

A handwritten signature in dark ink that reads "A Carter". The signature is written in a cursive, flowing style.

*Anne Carter*

ACTING CHIEF EXECUTIVE

## TE TIRO WHĀNUI A TE MANAHAUTŪ RANGITAHĪ

Mai i te Paenga-whāwhā 2003 kua noho ko au te Manahautū Rangitahi o Te Minitatanga mō ngā Wāhine (arā, te MWA). I ngā marama torutoru mai i tērā wā, kua tatū ētahi whakatau nui e pā ana ki te āhua o te MWA ā ngā rā kei te tū mai.

He mea arotake e te Komihana o ngā Tari Kāwanatanga ngā mea e taea ana e te MWA, ā, oti ana i te kāwanatanga te whakatau me tū tonu te MWA hei tari motuhake, ka mutu, me whakapakari ake i a ia. E ai ki te arotakenga, mā konei kē e āta arotahia ai ngā take e pā ana ki te hunga wāhine me ngā huarahi e wātea ana ki a rātou i roto i ngā mahi tārai kaupapa-here. Heoi anō, he mahi nui tā mātou, i te mea ko tētahi anō o ngā whakatau i puta, me kaha ake ngā mahi e tutuki ana i te Minitatanga. Kei te whakapono au kei a mātou te kaha me ngā pūmanawa e tika ana hei whakutu i tēnei wero.

Kua timata ngā mahi whiriwhiri i tētahi Manahautū pūmau, ā, ka riro māna e para te huarahi hou. Heoi anō, ko tāku i ēnei marama nei, he āta mahi tahi ki te Pae Whakahaere ki te whakatakoto rautaki e pai ake ai te ahurea me te taha hautū o te tari. Kua takoto anō ētahi kaupapa, ā, kei te kitea ōna hua.

I te tau 2002/03, i kohikohia e te MWA ngā whakaaro o ngā tini wāhine puta noa i te motu, mō ngā mahi kia mahia wawetia ā ngā rā kei te heke mai. Kei te kōmiria ngā kōrero i puta ake i ngā hui tūmatanui, i ngā rōpū arotahi, me ngā tāpaenga whakaaro ā-tuhi, i te taha anō o ngā tātaritanga pārongo e puritia ana e te Minitatanga, kia puta ai he Mahere Whakatutuki mō te Hunga Wāhine. Ko te whakaaro ia, kia tukuna te mahere ki te aroaro o te kāwanatanga hei whiriwhiri māna ā te hiku o te tau 2003. Ka noho ko te mahere nei te tūāpapa o tētahi kaupapa mahi e arotahi ana ki tua o te awe māpara, e mahi ngātahi ai ngā tari kāwanatanga katoa ki te kōkiri i ngā painga mō ngā wāhine i Aotearoa, ki te tautohu hoki i ngā whāinga tōmua mā te Minitatanga i roto i āna mahi.



Anne Carter

MANAHAUTŪ RANGITAHĪ



Women from a wide range of organisations and groups attended the launch of New Zealand's 5th CEDAW report, *The Status of Women 2002* and *Towards an Action Plan for New Zealand Women: a discussion document* in December 2002.

## THE YEAR IN REVIEW

### *Organisational Capability*

The Ministry's internal focus, particularly in the latter part of this financial year, has been on building and developing our capability and culture. A review of the Ministry's capability, led by the State Services Commission (SSC), was undertaken April to June 2003. The capability needs identified in the review include improving policy development processes, management systems and processes, organisational culture, and cross-government relationships. SSC has commenced the process to appoint a permanent Chief Executive with a strong mandate to progress and reinforce the capability development currently underway.

Some progress has already been made. This includes:

- Creation of, and successful appointment to, the position of Treaty Relationship Manager whose role is to lead both internally and externally on Treaty of Waitangi and kaupapa Māori issues to contribute to improved outcomes for Māori women and their whānau, hapū and iwi. A draft Treaty of Waitangi Framework has been developed to be integrated into all future work of the Ministry
- The MWA internal work programme has been reprioritised to ensure future work is focused and undertaken in a collaborative way with other departments and achievable within resource constraints
- Completed implementation of the Performance Review and Development System
- Negotiation of a Collective Agreement with the PSA
- Partnership for Quality principles and joint initiatives agreed between MWA and the PSA
- Recruitment steadily progressed using a range of strategies
- Completion of negotiations and signing of lease agreement on current premises for a further 6 years
- Successful upgrade of server environment to enable further implementation of the Ministry's Information Technology Strategy.

### *Policy Advice*

The government has charged the Ministry of Women's Affairs with facilitating the development of a whole-of-government plan aimed at improving, in partnership with women, the community and the private sector, the circumstances of women in New Zealand society. Progress was made during 2002/03 with the release of a discussion document for public consultation. Women of New Zealand were encouraged to have their say by either attending a number of public meetings that were held across the country or submitting their views directly to MWA. Further work is still required on the analysis of the information gathered and other relevant information. Specific actions will then be developed in conjunction with other departments.

Parallel with the development of the proposed Women's Action Plan, a number of actions are already being undertaken to progress the priorities. The major achievements during 2002/03 were:

- Approval of funding to enable a research project “Strategies for Pacific Women’s Economic Well-being” to commence in the 2003/04 financial year.
- MWA launched two publications on pay equity, *Next steps Towards Pay Equity: A Discussion Document* and *Mahi Ōrite, Utu Tōkeke: Pay Equity for Women*. A Taskforce has been established to progress pay and employment equity in the public service, in the public health sector and in the education sector. MWA will be working in collaboration with other Taskforce members to progress this issue further.
- As more women have entered the paid workforce, balancing work, family and community commitments has become increasingly challenging. A paper has been placed on our website ([www.mwa.govt.nz](http://www.mwa.govt.nz)) which reviews overseas approaches to work family balance. MWA is represented on a steering group for the Department of Labour’s (DoL) future work programme in this area.
- The co-ordination of New Zealand’s fifth report on the United Nation’s Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) and the government’s response to the questions from the CEDAW Committee regarding the report were the main international activities undertaken by MWA during 2002/03. Also notable were the advances made in gender integration work in APEC economies, contributed to by MWA.



*Hamilton women participated in discussion about the proposed Women’s Action Plan as part of a nation-wide consultation process.*

**STATEMENT OF RESPONSIBILITY** *for the year ended  
30 June 2003*

In terms of sections 35 and 37 of the Public Finance Act 1989, I am responsible, as Acting Chief Executive of the Ministry of Women's Affairs, for the preparation of the Ministry's Financial Statements and the judgements made in the process of producing those statements.

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

In my opinion, these financial statements fairly reflect the financial position and operations of the Ministry of Women's Affairs for the year ended 30 June 2003.



*Anne Carter*  
ACTING CHIEF EXECUTIVE



*Julie Rowan*  
STRATEGIC BUSINESS MANAGER

**STATEMENT OF OBJECTIVES** *for the year ended 30 June 2003*

The Ministry of Women's Affairs agreed to provide outputs in 2002/03 which meet the requirements of its Vote Minister in terms of their nature, timeliness, quality and quantity specifications, and cost.

***Output Class***

The Ministry has one output class:

- policy advice and nominations service – gender-specific policy advice on key social and economic issues affecting women, the provision of communications and nominations advice, and the management of New Zealand's international obligations regarding women.

**STATEMENT OF SERVICE PERFORMANCE** *for the year ended*  
*30 June 2003*

***Output Class:*** POLICY ADVICE AND NOMINATIONS SERVICE

The Ministry provided gender-specific advice on key social and economic issues affecting women, communications and nominations advice, and the management of New Zealand's international obligations regarding women. This included:

- gender-specific advice on aspects of policy development affecting women, including advice on its implementation
- engagement with women on policy issues to inform the Ministry's policy and project development
- provision of information about government policies and processes
- engagement with agencies about the impact of government policies and services on women
- provision of gender-specific information and advice to those agencies whose activities influence or impact directly on the status of women
- provision of nominations of appropriately skilled, qualified and experienced women to statutory and other boards
- management of New Zealand's international obligations on the status of women.

Sub-outputs in this class were:

- Framework for Women's Priorities and Gender Mainstreaming
- Economic Autonomy
- Safety, Justice and Well-being
- Māori Women's Priorities
- Communications
- Nominations
- International

Related Ministerial servicing requirements were included within this output class.

## IN THE 2002/03 FINANCIAL YEAR THE FOLLOWING PERFORMANCE MEASURES WERE ACHIEVED:

### QUANTITY:

Policy advice outputs were delivered according to the work programme agreed with the Minister, with variations being agreed by the Minister and the Chief Executive on a quarterly basis. The achievements against the work programme were recorded in the quarterly reports to the Minister. Key achievements are reported later under specific sub-outputs.

Ministerial Correspondence	Expected: up to 150	Achieved: 99
Parliamentary Questions	Expected: up to 45	Achieved: 64
External Requests for Information	Expected: up to 100	Achieved: 538

### QUALITY:

**POLICY ADVICE:** The Ministry of Women's Affairs *Statement of Intent 2002-2005*, as agreed by the Minister and the Chief Executive, specified the standard expected at the beginning of the financial year. Procedures and practices were in place during the year, such as confirmation of adherence to project management methodology, a comprehensive peer review system and policy frameworks, to assure the Chief Executive and managers that the quality standards were met before papers were released.

**COMMUNICATIONS SERVICE:** Feedback was sought by the Minister on a quarterly basis on the quality of information provided including an assessment of relevance, accuracy, accessibility, responsiveness, adequacy and timeliness. Background material for speech notes were provided as required and by the negotiated deadline.

**NOMINATIONS SERVICE:** Procedures and practices are in place which assure the Chief Executive and managers that the skills, qualifications and experience of women match the criteria of the board or committee before nominations are made.

**MINISTERIAL SUPPORT:** Ministerial support services were provided as required. Procedures and practices are in place which assure the Chief Executive and managers that the quality standards for draft replies to Parliamentary Questions and Official Information Act requests have been achieved and agreed deadlines met. The Chief Executive and managers were satisfied that the Privacy Act and other legislative requirements were complied with.

Ministerial Correspondence: First draft of responses acceptable to Minister	Target: 95%	Achieved: 86%
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### TIMELINESS:

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. Procedures and practices were in place to ensure all enquiries were processed within one calendar month of receipt by the Ministry and the responses were consistent with the standard procedures for this service.

Draft responses to Ministerial correspondence will be provided within 20 working days	Target: 100%	Achieved: 91%
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**COST:**

The cost of delivery of this output class is in the Statement of Cost of Policy Advice and Nominations Service on page 38. Expenses for the year were \$136,000 less than appropriated primarily due to staff vacancies that took longer than anticipated to fill and the appointment of an Acting Chief Executive for the period April to June 2003 which the State Services Commission funds.

**OVERALL SATISFACTION:**

The Minister was briefed fortnightly and notified of any significant issues that arose in between meetings. This ensured the Ministry provided a comprehensive service with the capacity to react urgently, provide timely and relevant briefings on significant issues, and the ability to provide support for the Minister as required in Cabinet committees, select committees and in the House.

The quality of advice provided was assessed in a quarterly review questionnaire by the Minister using a scale of 1 (does not meet requirements) to 5 (exceed requirements). Areas where improvement is required have been highlighted and are being addressed.


Overall Satisfaction	Target: at least 3	Achieved: 2-3
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*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 standards may be affected by these factors, which are outside its control. These factors have been included in the assessment process and acknowledged when they have an impact on performance.*




**Output 1: FRAMEWORK FOR WOMEN'S PRIORITIES AND MAINSTREAMING OF GENDER ANALYSIS**

**AIM:** The development of a framework for women's priorities and the provision of tools, data and advice for government departments to undertake rigorous gender analysis.

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>WOMEN'S ACTION PLAN (WAP)</b></p> <ul style="list-style-type: none"> <li>• Develop a framework which includes a vision, principles, goals and priorities for women and a monitoring strategy.</li> <li>• Develop, in consultation with Statistics New Zealand, a framework and set of indicators that highlight the status of women in New Zealand, and that are able to measure progress towards the government goals for women.</li> <li>• Develop processes with State Services Commission and Treasury to ensure all government policies affecting women are developed in an integrated way across government.</li> </ul>  <p><i>Minister of Women's Affairs, Ruth Dyson, addressed a number of the consultation meetings on the proposed Action Plan for New Zealand women.</i></p>	<p>The Ministry of Women's Affairs' focus during 2002/03 was to progress a proposed Women's Action Plan as an effective means of prioritising issues for women and identifying ways of addressing women's issues across government. The key achievements in progressing this were:</p> <ul style="list-style-type: none"> <li>• <i>Towards an Action Plan for New Zealand Women: a discussion document</i> was released for public consultation. The purpose of the discussion document was to elicit views from the community as the first step towards a cross-government Action Plan for New Zealand Women, which will improve women's economic status and well-being now and into the future.</li> <li>• Public consultation meetings were held across the country, in conjunction with the Māori Women's Welfare League (MWWL), National Council of Women of New Zealand (NCWNZ) and PACIFICA.</li> <li>• A reference group has been convened, comprising MWA and nominated representatives from MWWL, NCWNZ and PACIFICA. The terms of reference for this group are: to review and comment on the analytical framework; and to consider the</li> </ul>


KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>GENDER AND ETHNICITY ANALYSIS</b></p> <ul style="list-style-type: none"> <li>• Work with government departments to improve their capacity to carry out gender analysis, including analysis of impacts on Māori women and Pacific women.</li> <li>• Evaluate the effectiveness of gender/ethnicity and gender implications statements in papers submitted to the Cabinet Social Equity Committee (SEQ), giving particular consideration to outcomes for Māori women and Pacific women.</li> <li>• Agree with agencies on the specific gender and ethnicity data that needs to be collected and analysed to monitor outcomes for Māori women.</li> </ul> <p><b>PACIFIC WOMEN'S PRIORITIES</b></p> <ul style="list-style-type: none"> <li>• Provide advice on the structural barriers, policy options and processes for monitoring progress for Pacific women.</li> </ul>	<p>submissions, with a particular focus on advising on key actions emerging from the consultation process that, from their individual and collective perspectives, are priorities for inclusion in the proposed Women's Action Plan.</p> <p>The Ministry initiated an independent survey of key agencies to ascertain possible explanations for the slow uptake of gender analysis in preparation of policy documents. The results showed:</p> <ul style="list-style-type: none"> <li>• general support for its use as part of policy advice despite evidence of its non use</li> <li>• some agencies confuse the use of gender analysis with advocacy of women's issues</li> <li>• the Gender Implication Statement is seen as a "tick the box" system as with other compliance statements.</li> </ul> <p>A Cabinet paper, which collated responses from six departments highlighting actions taken following the release of the Ministry's report <i>Māori Women: Mapping Inequalities</i>, was submitted to Cabinet in November. The issues identified in this paper as still to be addressed will feed into the proposed Women's Action Plan.</p> <p>A proposal for a research project "Strategies for Pacific Women's Economic Well-being" was drafted in consultation with a working party of Pacific women, the Ministry of Pacific Island Affairs and other relevant departments and submitted for consideration for funding from the Cross Departmental Research Funding Pool, administered by the</p>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
 <p data-bbox="352 703 740 792"><i>Members of the “Strategies for Pacific Women’s Economic Well-being” project reference group.</i></p>	<p data-bbox="815 450 1230 663">Ministry of Research Science and Technology (MoRST), for 2003/04. This funding has been approved and will enable the Ministry to undertake research to support the economic development of Pacific communities in an inclusive, innovative economy.</p> <p data-bbox="815 685 1211 707">The outcomes of the research will be to:</p> <ul data-bbox="855 730 1211 1413" style="list-style-type: none"> <li>• propose solutions to enable Pacific women to improve their economic position and that of their families</li> <li>• provide evidence-based policy advice to improve the labour market outcomes for Pacific women, including self-employment</li> <li>• inform various government strategies and policies around employment, workforce development, capacity building, business development and sustainable economic development</li> <li>• inform the development of appropriate processes for monitoring outcomes for Pacific women and their families.</li> </ul> <p data-bbox="815 1435 1230 1581">A reference group has been set up to provide advice to the research project. The group is comprised of Pacific research experts, both from non-government organisations and within government.</p> <p data-bbox="815 1603 1230 1749">A review of the literature on the economic position of Pacific women has been undertaken as the first stage of the project. This information will inform the research.</p>



**Output 2: ECONOMIC AUTONOMY**

**AIM:** Provide advice on public policy issues which assist women to achieve adequate lifetime earnings and reflect women’s choices in work, family, whānau and community.

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>PAY EQUITY</b></p> <ul style="list-style-type: none"> <li>Develop policy options on measures to address equal pay for work of equal value with the Department of Labour and State Services Commission, in consultation with other departments and women stakeholders.</li> </ul>  <p><i>The Ministry of Women’s Affairs pay equity publications.</i></p>	<p>The following progress was made during 2002/03:</p> <ul style="list-style-type: none"> <li><i>Next Steps Towards Pay Equity: a Discussion Document</i> was launched on 8 July 2002 and Next Steps Towards Pay Equity: a Background Paper was completed and posted on our website to assist in the preparation of submissions.</li> <li>A booklet <i>Mahi Ōrite, Utu Tōkeke: Pay Equity for Women</i> was released and is available on the website. This booklet was designed to communicate with Māori audiences on the issue of pay equity and was distributed through Te Puni Kōkiri (TPK) regional offices and iwi radio stations, and at the Māori Women’s Welfare League Conference.</li> <li>Two documents, the <i>Report on Public Submissions to “Next Steps Towards Pay Equity: a Discussion Document”</i> and <i>Occupational Patterns for Employed New Zealand Women: an Analysis of the 2001 Census Data</i>, have been published and are both available on MWA’s website.</li> <li>A Taskforce, of which the Acting CEO of MWA is a member, has been established to progress pay and employment equity in the public service, in the public health sector and in the education sector.</li> </ul>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>WORK, FAMILY AND COMMUNITY BALANCE</b></p> <ul style="list-style-type: none"> <li>• Provide advice on work, family and community balance which acknowledges paid and unpaid work, and encourages other departments to consider the implications of women's unpaid work for policy development.</li> <li>• Lead, in consultation with the Department of Labour, Treasury and women stakeholders, the development of policies to reduce structural discrimination against women with care-giving responsibilities, including: <ul style="list-style-type: none"> <li>• review of paid parental leave coverage and funding</li> <li>• advice on social assistance policies</li> <li>• advice on childcare, OSCAR, early childhood education</li> <li>• advice on employment issues, including Employment Relations, ILO and CEDAW conventions, and equal employment opportunities</li> <li>• work with Statistics New Zealand to further develop a Household Satellite Account to measure the value of unpaid work to the economy.</li> </ul> </li> </ul>	<p>MWA officials have attended meetings of the officials group supporting the Taskforce. MWA will be providing ongoing analytical support for the work of the subgroups.</p> <p>MWA intends to incorporate these issues into the proposed Women's Action Plan. During 2002-03, the following progress was made:</p> <ul style="list-style-type: none"> <li>• A paper reviewing overseas approaches to work family balance to ensure a wider understanding of the issues has been placed on the MWA website.</li> <li>• MWA is represented on a Steering Group for the Department of Labour's future work programme in the area of work and family balance. The outcome of this work also has implications for pay equity policy options.</li> <li>• MWA provided input on the research design for the Work, Family and Parenting Study, led by the Ministry of Social Development.</li> <li>• Provided input to the review of paid parental leave coverage and funding, led by the Department of Labour which is progressing.</li> <li>• Provided input to the future direction for social assistance, led by the Ministry of Social Development which is progressing.</li> <li>• Provided input to the development of the Early Childhood Education funding system, led by the Ministry of</li> </ul>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Provide advice on tertiary education and training for women, with a focus on Māori women and Pacific women; and</li> <li>• Provide advice on the impact of student loans on women, including Māori women and Pacific women.</li> </ul> <p><b>SELF-EMPLOYED WOMEN</b></p> <ul style="list-style-type: none"> <li>• Provide advice on issues for self-employed women.</li> </ul>	<p>Education which is progressing.</p> <ul style="list-style-type: none"> <li>• Provided input to the Annual Minimum Wage Review 2002, the review of the Employment Relations Act and the Vocational Services/Repeal of the Disabled Persons Employment Protection Act, led by the Department of Labour.</li> </ul> <p>MWA continued to undertake a watching brief on policy developments across government in the area of education to ensure issues for women are included in the analysis. Specifically during 2002/03, MWA worked with the Ministry of Education (MoE) by:</p> <ul style="list-style-type: none"> <li>• Supporting the MoE longitudinal research on youth pathways from school and its relevance to youth policy development in New Zealand and the proposed Longitudinal Study of Pathways from school.</li> <li>• Providing advice on the development of a public discussion document on Student Support Options particularly regarding repayment of student loans and the unintended impacts this may have on decisions and life events.</li> </ul> <p>Initial work has been undertaken to identify and prioritise key projects across the Government sector that will have the greatest potential to improve economic development opportunities for women. The findings from this work will be incorporated in the proposed Women's Action Plan.</p>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
	<p>MWA initiated discussions with IndustryNZ, Ministry of Economic Development (MED), Ministry of Foreign Affairs and Trade (MFAT), TPK and private sector women as a follow up to a recent APEC Ministerial Meeting on Women. MWA will work with other officials to ensure policies around Small and Medium Enterprises (SME's) meet the needs of women.</p>

**Output 3: SAFETY, JUSTICE AND WELL-BEING**

**AIM:** Advice on public policy issues which assists women to achieve improved access to justice, protection from violence and well-being at different life-stages.

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>SAFETY AND JUSTICE</b> Provide advice on:</p> <ul style="list-style-type: none"> <li>• safety and family violence</li> <li>• guardianship</li> <li>• family court</li> <li>• adoption</li> <li>• prostitution law reform.</li> </ul> <p><b>WELL-BEING</b></p> <ul style="list-style-type: none"> <li>• Provide advice on the participation of disabled women to improve their quality of life.</li> <li>• Implement objectives to effect positive ageing for women as agreed in the Positive Ageing Strategy.</li> <li>• Provide advice on issues for caregivers.</li> </ul> <p><b>HEALTH</b></p> <ul style="list-style-type: none"> <li>• Monitor the implementation of the Women's Health Strategy through the National Health Strategy toolkits developed by the Ministry of Health.</li> </ul>	<p>During 2002/03, MWA ensured the issues and implications for women in the areas of safety and justice were considered by undertaking the following initiatives:</p> <ul style="list-style-type: none"> <li>• Representation on the National Executive group for <i>Te Rito: New Zealand Family Violence Strategy</i> and the Government Liaison Committee for the National Plan of Action on Human Rights</li> <li>• Provided advice to the Ministry of Justice on the Evidence Bill: trial process and spousal non-compellability, the review of Eligibility for Legal Aid discussion document and the review of sex crimes under the Crimes Act 1961.</li> </ul> <p>Priorities to address issues for older women and women with disabilities, as identified in the submissions analysis and focus groups held during consultation on the discussion document will be incorporated in the proposed Women's Action Plan.</p> <p>Specific priorities to address issues for women's health, as identified in the submissions analysis and focus groups held during consultation on the discussion document will be incorporated in the proposed Women's Action Plan.</p>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<ul style="list-style-type: none"><li>• Advise on health issues for Māori women and Pacific women for the Cabinet Social Equity Committee work programme.</li><li>• Monitor women's access to a range of health and community services.</li><li>• Advise on the review of abortion laws.</li></ul>	

**Output 4: M ŌRI WOMEN S PRIORITIES**

**AIM:** Advice which enables Māori women, as tangata whenua, to fully participate in the social and economic development of Aotearoa New Zealand.


KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>MĀORI WOMEN'S PRIORITIES</b></p> <ul style="list-style-type: none"> <li>• Develop a research strategy to investigate critical inequalities for Māori women, which addresses barriers to participation in society with Te Puni Kōkiri, the Ministries of Education, Social Policy, Justice and Health, the Departments of Labour and Corrections and Housing New Zealand, in consultation with Statistics New Zealand, the Department of Prime Minister and Cabinet, Treasury and the State Services Commission.</li> <li>• Develop Māori indicators for measuring progress towards Government priorities for Māori women in consultation with Te Puni Kōkiri.</li> </ul>	<p>This work is now being incorporated in the proposed Women's Action Plan.</p> <p>Consultation was undertaken during 2002/03 in conjunction with the Māori Women's Welfare League, to identify the priorities for Māori women.</p> <p>A draft Treaty of Waitangi Framework has been developed for the Ministry.</p>
<p><b>MĀORI WOMEN'S ECONOMIC DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Provide advice on how to address direct and indirect systemic and structural barriers that impede Māori women's innovation, enterprise and success.</li> <li>• Develop strategies to increase Māori women's participation in regional development, in consultation with Māori women and Ministry of Economic Development.</li> <li>• Provide advice which will increase Māori women's access to and</li> </ul>	<p>Specific priorities to address issues for Māori women's economic development, as identified in the submissions analysis and focus groups held during consultation on the discussion document will be incorporated in the proposed Women's Action Plan.</p>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p>ownership of, social, economic and environmental resources and outcomes.</p> <p><b>RELATIONSHIPS WITH MĀORI WOMEN</b></p> <p>Continue to develop relationships with Māori women at both national and local levels to inform the Ministry's policy process and project development, as well as advice about the work of the Ministry and Government on issues relating to Māori women.</p>  <p><i>Ministry of Women's Affairs Treaty Relationship Manager, Sonya Rimene (back row, right) with members of the Māori Women's Welfare League.</i></p>	<p>The Chief Executive and Ministry staff attended the Māori Women's Welfare League Conference in Gisborne in September 2002. This conference provided an opportunity to promote the Ministry's Pay Equity consultation document for Māori "<i>Mahi Ōrite Utu Tōkeke</i>", and launch the resource to combat family violence <i>Mauri Ora: Māori Women's Stories</i>.</p> <p>The Treaty Relationship Manager used the Women's Action Plan consultations as a significant opportunity to build relationships between Māori women and the Ministry.</p> <p>The Te Korowai Wāhine group were part of the consultation process.</p>

**Output 5: COMMUNICATION**

**AIM:** To facilitate women's access to government and its services, maintain and further develop relationships with women's organisations; provide information through publications (including *Pānui*) and the web-site; organise seminars which relate to the policy advice outputs; and respond to information inquiries about the status of women and the work of the Ministry.

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>RELATIONSHIPS WITH WOMEN, KEY DEPARTMENTS AND OTHER STAKEHOLDERS</b></p> <ul style="list-style-type: none"> <li>• Facilitate access by women to government and its services.</li> <li>• Advise on the engagement of women in the policy process so that consultation with women on policy development is an ongoing process.</li> <li>• Implement the communications strategy to ensure engagement with key women's networks is maintained.</li> <li>• Regularly review and maintain systems to ensure new stakeholder relationships are established and maintained.</li> <li>• Advise on strategies which ensure women's concerns are heard by government, including through use of information communication technologies.</li> <li>• Continue to develop relationships with Māori, iwi, Pacific and other women, at both national and local levels.</li> <li>• Meet with Te Korowai Wāhine and seek its involvement in, and contribution to, the policy advice of the Ministry.</li> </ul>	<p>MWA is committed to ensuring effective relationships are developed and maintained with key stakeholders as a step integral to the policy development process. This has been achieved in a variety of ways during 2002/03, including:</p> <ul style="list-style-type: none"> <li>• Attendance of stakeholders at launches of significant Ministry publications such as <i>Next Steps Towards Pay Equity: A Discussion Document</i>, <i>Towards an Action Plan for New Zealand Women: A Discussion Document</i> and New Zealand's fifth CEDAW report.</li> <li>• Public consultation meetings held in conjunction with the National Council of Women of New Zealand (NCWNZ), Māori Women's Welfare League (MWWL) and PACIFICA to assist the development of the proposed Women's Action Plan.</li> <li>• MWA attendance at NCWNZ and MWWL national conferences.</li> <li>• Consultation with a reference group of Pacific women on research proposal "Strategies for Pacific Women's Economic Well-being" for MoRST funding.</li> <li>• Celebrations with stakeholders were held on significant days for women such as Suffrage Day and</li> </ul>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
 <p data-bbox="352 728 780 790"><i>Chief Executive Judy Lawrence (right) at the launch of the WEL Herstory.</i></p> <p data-bbox="352 840 691 869"><b>DEVELOP MINISTRY'S WEB-SITE</b></p> <ul data-bbox="395 880 780 969" style="list-style-type: none"> <li>• Continue development of the Ministry's web-site to facilitate access to government information.</li> </ul> <p data-bbox="352 1014 746 1043"><b>PUBLICATIONS AND CONSULTATIONS</b></p> <ul data-bbox="395 1055 780 1335" style="list-style-type: none"> <li>• <i>Annual Report</i></li> <li>• <i>Statement of Intent</i></li> <li>• 5th CEDAW Report</li> <li>• 4 issues of <i>Pānui</i></li> <li>• hold a minimum of five consultations or seminars on the policy programme</li> </ul>	<p data-bbox="890 448 1161 477">International Women's Day.</p> <ul data-bbox="850 495 1217 790" style="list-style-type: none"> <li>• Publications targeted specifically for Māori audiences have been either produced by the Ministry (<i>Mahi Ōrite, Utu Tōkeke</i>), or supported by the Ministry (<i>Mauri Ora: Māori Women's Stories</i>).</li> <li>• Chief Executive prepared the Foreword for the Women's Electoral Lobby <i>Herstory</i>.</li> </ul> <p data-bbox="810 840 1125 869">On-going updating undertaken.</p> <p data-bbox="810 1014 1230 1077">The following documents have been published by the Ministry during 2002/03:</p> <ul data-bbox="850 1095 1230 1753" style="list-style-type: none"> <li>• <i>Next Steps Towards Pay Equity: a Discussion Document</i></li> <li>• <i>Mahi Ōrite, Utu Tōkeke: Pay Equity for Women</i></li> <li>• <i>Report on Public Submissions to "Next Steps Towards Pay Equity: a Discussion Document"</i></li> <li>• <i>Occupational Patterns for Employed New Zealand Women: an Analysis of the 2001 Census Data</i></li> <li>• <i>5th CEDAW Report, The Status of Women in New Zealand 2002</i></li> <li>• <i>Towards an Action Plan for New Zealand Women: a discussion document</i></li> <li>• <i>Towards an Action Plan for New Zealand Women: Summary discussion document</i></li> </ul>


KEY PRIORITY AREAS	PROGRESS DURING 2002/03
	<ul style="list-style-type: none"> <li>• <i>Ministry of Women's Affairs Statement of Intent 2003-2006</i></li> <li>• <i>Ministry of Women's Affairs Annual Report 2001 – 2002</i></li> <li>• <i>Briefing to the Incoming Minister</i></li> <li>• <i>Pānui</i> (3 issues)</li> </ul> <p>The following consultations and seminars have been held by the Ministry during 2002/03:</p> <ul style="list-style-type: none"> <li>• 21 public meetings and 6 focus groups in relation to the Action Plan for New Zealand Women, in conjunction with MMWL, NCWNZ and PACIFICA</li> <li>• Consultation with a reference group of Pacific women on research proposal “Improving Pacific Women’s Economic Well-being”</li> <li>• Co-hosted a seminar for government officials on pay equity with the Department of Labour and PSA</li> <li>• Hosted an exhibition of Māori women artists work during Mana Wāhine week.</li> </ul>



**Output 6: NOMINATIONS SERVICE**

**AIM:** 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 to increase the number of women on boards.

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>PROVIDE TIMELY AND ROBUST ADVICE TO THE MINISTER ON SUITABLE WOMEN FOR BOARD APPOINTMENTS</b></p> <ul style="list-style-type: none"> <li>• Monitor and report annually on progress towards achieving at least 50% representation of women on statutory boards.</li> <li>• Provide between 330 and 350 names for an anticipated 80 boards and committees.</li> <li>• Consult with other government agencies and non-government organisations to improve the notification and deadlines of forthcoming vacancies.</li> <li>• Work with other agencies and the Cabinet office to complete a gender and ethnicity analysis of board membership, and advise on systems to enable regular reporting.</li> </ul>	<p>Information compiled by the Cabinet Office indicates that, of the appointments and reappointments made by Ministers of the Crown, or the Governor-General on the advice of Ministers, which were first considered by Cabinet during the year to 31 December 2002, 42% were women. This has been steadily increasing each year from 25% in the year to 31 December 1993. This information does not include, however, appointments made by Ministers which are not submitted to Cabinet in the first instance.</p> <p>MWA provided 492 nominations for 141 Boards and committees for the 2002-03 year.</p> <p>MWA has compiled a file of board membership, including an analysis of gender and ethnicity.</p>
<p><b>DATABASE OF BOARD-READY WOMEN</b></p> <ul style="list-style-type: none"> <li>• Maintain and update information on the Nominations Service database.</li> <li>• Continue to increase the database of board-ready women. Identify and address regional gaps and particular skills.</li> </ul>	<p>The nominations database has been redesigned to improve MWA's ability to provide an excellent Nominations Service. In response to the New Zealand Disability Strategy, the database now allows women who identify themselves as disabled, and those with skills in disability support, to be searched and monitored.</p> <p>A number of key gaps in the database have been identified and action has been taken to address them. MWA's focus has been to update information on board-ready women or women with particular skills.</p>


KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>DEVELOP NETWORK OF BOARD-READY WOMEN</b></p> <ul style="list-style-type: none"> <li>• Develop a network of women Board members.</li> <li>• Continue profiling and support of Māori and Pacific women in decision-making.</li> <li>• Continue to strengthen relationships with key agencies, individuals, sectors and community groups.</li> <li>• Promote the service through liaison with key agencies and sector groups.</li> </ul>	<p>MWA has worked through the Treaty Relationship Manager to build the numbers of Māori women on the database.</p> <p>MWA worked with senior managers, agencies and professional groups to target key women for database inclusion.</p>  <p><i>Business and Professional Women New Zealand National President Jean Park with MWA's Nominations staff, Reema Naresh and Barbara Cameron who organised workshops in Dunedin in 2002 to increase the geographical spread of prospective board nominees.</i></p>

**Output 7: LIAISON WITH INTERNATIONAL BODIES**

**AIM:** Management of Government's international obligations in relation to the status of women, including reporting to, liaison with, and attendance at meetings of, international fora that contribute towards progressing the priorities for women.

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>INTERNATIONAL ISSUES FOR WOMEN</b></p> <ul style="list-style-type: none"> <li>• Provide advice to ensure that Māori women's views are represented in New Zealand's input to the United Nations Draft Declaration on Indigenous Peoples and other international fora for indigenous peoples as appropriate.</li> <li>• Liaise with other departments to ensure issues for women raised at international fora attended by other government departments are acted upon.</li> <li>• Liaise with the Ministry of Foreign Affairs and Trade, Department of Labour and the Human Rights Commission to ensure gender analysis and issues for women are integrated into New Zealand's contributions to international obligations and conventions.</li> <li>• Lead the preparation, publication and presentation of New Zealand's fifth report to the United Nation's Committee on the Elimination of Discrimination Against Women (CEDAW) in New York in 2003.</li> <li>• Work with other government departments towards lifting current reservations on our compliance with international conventions affecting women.</li> </ul>	<p>During 2002/03, the following progress was made:</p> <ul style="list-style-type: none"> <li>• MWA co-ordinated New Zealand's fifth CEDAW report and government response to the questions from the CEDAW Committee regarding the report, both of which were forwarded to the Permanent Mission to the United Nations in New York for formal submission. Formal attendance at the Committee was undertaken in July 2003.</li> <li>• Following the introduction of the government funded Paid Parental Leave scheme, Cabinet agreed to commence the process to remove New Zealand's reservation to CEDAW and the International Covenant on Economic, Social and Cultural Rights, regarding maternity leave with pay.</li> <li>• As a key member of the Advisory Group on Gender Integration (AGGI), MWA contributed to the establishment of a sustainable gender integration mechanism in APEC. MWA also met with MFAT to discuss projects that would assist mainstreaming of gender into the work of the APEC Committee on Trade and Investment. New Zealand, through the Ministry of Transport (MoT), is the gender focal point for the APEC</li> </ul>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
	<p>Transportation Working Group, and a meeting was held with MoT to brief them on gender analysis and how it can be applied in the context of transportation issues.</p> <ul style="list-style-type: none"> <li>• MWA provided advice on domestic violence for: the New Zealand Report to the UN Human Rights Committee; the response to a request from the UN Secretary General on the implementation of two resolutions on violence against women co-ordinated by MFAT; and on a draft resolution on violence against women for the 59th session of the Commission on Human Rights.</li> <li>• MWA provided advice to MFAT on draft resolutions from the UN General Assembly Third Committee, including: the Women's Statement, and resolutions on CEDAW, INSTRAW, trafficking in women and girls, and honour crimes.</li> <li>• Worked across government to enable women entrepreneurs to attend the Women Leader's Network (WLN) meeting in Mexico and APEC Symposium for women entrepreneurs in Chinese-Taipei, "Best Practices for Enhancing Women Entrepreneurship and Start-up Companies.</li> <li>• MWA provided comment to MFAT and the National Library on the draft outcome documents of the upcoming UN World Summit on the Information Society, Geneva, December 2003. We requested</li> </ul>

KEY PRIORITY AREAS	PROGRESS DURING 2002/03
<p><b>PROVIDE ADVICE AND ATTEND MEETINGS, WHERE APPROPRIATE, FOR THE FOLLOWING BODIES</b></p> <ul style="list-style-type: none"> <li>• United Nations Commission on the Status of Women</li> <li>• Standing Committee of Australia/New Zealand Women Advisors and Officials</li> <li>• The Australian/New Zealand Council of Ministers of Women’s Affairs</li> <li>• Commonwealth Secretariat</li> <li>• International Labour Organisation</li> <li>• Asia Pacific Economic Co-operation.</li> </ul> <p>Other International Work</p> <ul style="list-style-type: none"> <li>• The Ministry will host overseas visitors relevant to the status of women.</li> <li>• The Ministry expects to respond to 20 requests for information from agencies, intergovernmental organisations or international organisations.</li> </ul> 	<p>that these outcome documents better reflect the agreed conclusions adopted by the UN Commission on the Status of Women 2003 on women’s participation in and access to the media and information and communication technology.</p> <p>MWA provided advice and attended meetings where appropriate.</p> <p>MWA has hosted delegations from Samoa, Republic of Korea, Japan, South Africa, Indonesia and Singapore.</p> <p>MWA hosted an across-government seminar with Dr Feride Acar, the incoming Chair of UN Committee on the Status of Women, on gender issues and women in Muslim societies.</p> <p>MWA provided responses to information requests from agencies, intergovernmental organisations and international organisations as required.</p> <p><i>Dr Feride Acar spoke at a cross-government seminar hosted by MWA.</i></p>

**STATEMENT OF COST OF POLICY ADVICE  
AND NOMINATIONS SERVICE**

	ACTUAL 2003 \$000	ESTIMATES 2003 \$000	ACTUAL 2002 \$000
REVENUE FROM CROWN	3,758	3,758	3,700
REVENUE FROM OTHER GOVERNMENT DEPARTMENTS	45	46	134
OTHER REVENUE	0	0	0
<b>TOTAL REVENUE</b>	<b>3,803</b>	<b>3,804</b>	<b>3,834</b>
<b>EXPENSES</b>	<b>3,667</b>	<b>3,804</b>	<b>3,810</b>
<b>SURPLUS/(DEFICIT)</b>	<b>136</b>	<b>0</b>	<b>24</b>

## STATEMENT OF ACCOUNTING POLICIES *for the year ended* *30 June 2003*

### *Reporting Entity*

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

### *Statutory Base*

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, Treaty Relationship, 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 (Main Estimates) and in the *Statement of Intent*. Subsequent movements in the forecast figures are those as amended by the Supplementary Estimates and any transfers made by Order in Council under section 5 of the Public Finance Act 1989.

### *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 2003, direct costs accounted for 61% of total costs (2002: 69%).

### *GST*

The financial statements are stated exclusive of GST, except for debtors, trade creditors and payables which are presented inclusive of GST in the Statement of Financial Position.

### *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
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.

***Comparative Figures***

Employee entitlements are now being disclosed separately in the Statement of Financial Performance. An amount of \$50,000 was included in Trade Creditors and Payables in the comparative figures.

**CHANGES IN ACCOUNTING POLICIES**

There have been no changes in accounting policies.

**STATEMENT OF FINANCIAL PERFORMANCE** *for the year ended*  
**30 June 2003**

		ACTUAL 2003	FORECAST 2003	ACTUAL 2002
	NOTES	\$000	\$000	\$000
<b>REVENUE</b>				
CROWN REVENUE		3,758	3,758	3,700
REVENUE FROM OTHER GOVERNMENT DEPARTMENTS	1	45	46	134
OTHER REVENUE		0	0	0
<b>TOTAL REVENUE</b>		<b>3,803</b>	<b>3,804</b>	<b>3,834</b>
<b>EXPENSES</b>				
PERSONNEL	2	1,745	2,076	1,924
RENT AND OUTGOINGS ON PREMISES		264	335	388
AUDIT FEE		19	15	15
OPERATING COSTS	3	1,475	1,092	1,217
CAPITAL CHARGE TO CROWN	4	34	36	36
DEPRECIATION		130	250	230
<b>TOTAL OUTPUT EXPENSES</b>		<b>3,667</b>	<b>3,804</b>	<b>3,810</b>
<b>DEPARTMENTAL OTHER EXPENSES</b>				
(GAIN)/LOSS ON DISPOSAL OF ASSETS		0	0	0
<b>TOTAL DEPARTMENTAL OTHER EXPENSES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>NET OPERATING SURPLUS/(DEFICIT)</b>		<b>136</b>	<b>0</b>	<b>24</b>

*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 2003*

	NOTES	ACTUAL 2003 \$000	FORECAST 2003 \$000	ACTUAL 2002 \$000
<b>FUNDING</b>				
TAXPAYERS' FUNDS		398	398	398
REPRESENTED BY: WORKING CAPITAL				
CURRENT ASSETS:				
CASH		592	380	635
DEBTORS		4	5	6
PREPAYMENTS		0	1	7
<b>TOTAL CURRENT ASSETS</b>		<b>596</b>	<b>386</b>	<b>648</b>
<b>LESS CURRENT LIABILITIES</b>				
TRADE CREDITORS AND PAYABLES		94	171	192
ACCRUED EXPENSES		120	120	161
EMPLOYEE ENTITLEMENTS		15	–	–
GST LIABILITY		40	30	35
PROVISION FOR ACCRUED LEAVE		43	60	70
PROVISION FOR REPAYMENT OF CURRENT OPERATING SURPLUS	5	136	0	24
<b>TOTAL CURRENT LIABILITIES</b>		<b>448</b>	<b>381</b>	<b>482</b>
NET WORKING CAPITAL		148	5	166
FIXED ASSETS	6	250	393	232
TERM LIABILITIES		0	0	0
<b>NET ASSETS</b>		<b>398</b>	<b>398</b>	<b>398</b>

*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 2003*

NOTES	ACTUAL 2003 \$000	FORECAST 2003 \$000	ACTUAL 2002 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>CASH WAS PROVIDED FROM:</b>			
<b>SUPPLY OF OUTPUTS TO:</b>			
– CROWN	3,758	3,758	3,700
– OTHER GOVERNMENT DEPARTMENTS	47	46	133
– OTHER	7		(1)
<b>CASH WAS APPLIED TO:</b>			
– PRODUCE OUTPUTS	(3,649)	(3,518)	(3,404)
– CAPITAL CHARGE	(34)	(36)	(36)
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>129</b>	<b>250</b>	<b>392</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>CASH WAS PROVIDED FROM:</b>			
– SALE OF FIXED ASSETS	0	0	0
<b>CASH WAS APPLIED TO:</b>			
– PURCHASE OF FIXED ASSETS	(148)	(250)	(49)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b>(148)</b>	<b>(250)</b>	<b>(49)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>CASH WAS APPLIED TO:</b>			
– REPAYMENT OF PREVIOUS YEAR'S OPERATING SURPLUS	(24)	(0)	(37)
<b>NET CASH FLOWS FROM FINANCING ACTIVITIES</b>	<b>(24)</b>	<b>(0)</b>	<b>(37)</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>(43)</b>	<b>(0)</b>	<b>306</b>
<b>PLUS OPENING CASH BROUGHT FORWARD</b>	<b>635</b>	<b>380</b>	<b>329</b>
<b>CLOSING CASH AND DEPOSITS</b>	<b>592</b>	<b>380</b>	<b>635</b>

*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 2003*

	ACTUAL 2003 \$000	FORECAST 2003 \$000	ACTUAL 2002 \$000
<b>NET SURPLUS/(DEFICIT)</b>	136	0	24
<b>DEPRECIATION</b>	130	250	230
<b>TOTAL NON-CASH ITEMS</b>	130	250	230
<b>ADD/(LESS) MOVEMENTS IN WORKING CAPITAL ITEMS</b>			
(INC)/DEC IN DEBTORS AND RECEIVABLES	2	0	(1)
(INC)/DEC IN PREPAYMENTS	7	0	(1)
INC/(DEC) IN CREDITORS AND PAYABLES	(146)	(0)	140
<b>WORKING CAPITAL MOVEMENTS - NET</b>	(137)	0	138
<b>ADD/(LESS) INVESTING ACTIVITY ITEMS</b>			
NET LOSS/(GAIN) ON SALE OF FIXED ASSETS	0	0	0
<b>TOTAL INVESTING ACTIVITY ITEMS</b>	0	0	0
<b>NET CASH FLOW FROM OPERATING ITEMS</b>	129	250	392

### STATEMENT OF MOVEMENTS IN TAXPAYERS' FUNDS *for the year ended 30 June 2003*

	ACTUAL 2003 \$000	FORECAST 2003 \$000	ACTUAL 2002 \$000
NET SURPLUS FOR THE YEAR	136	0	24
TOTAL RECOGNISED REVENUES AND EXPENSES FOR THE PERIOD	136	0	24
PROVISION FOR PAYMENT OF SURPLUS TO THE CROWN	(136)	0	(24)
MOVEMENTS IN TAXPAYERS' FUNDS FOR THE PERIOD	0	0	0
TAXPAYERS' FUNDS AT THE BEGINNING OF THE PERIOD	398	398	398
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 2003*

The Ministry has a long-term lease on its premises in Wellington. The current lease commenced in September 2002, for a period of 6 years, with a right of renewal for one further period of six years. The amounts disclosed below as future commitments are based on current rental rates.

	2003 \$000	2002 \$000
LESS THAN ONE YEAR	176	61
ONE TO TWO YEARS	176	0
TWO TO FIVE YEARS	525	0
MORE THAN FIVE YEARS	29	0
	906	61

### STATEMENT OF CONTINGENT LIABILITIES *as at 30 June 2003*

As at 30 June 2003, 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 2003*

(All figures are GST inclusive)

	30/6/2003 EXPENDITURE ACTUAL \$000	30/6/2003* APPROPRIATION VOTED \$000
<b>VOTE WOMEN'S AFFAIRS</b>		
<i>APPROPRIATIONS FOR DEPARTMENTAL OUTPUT CLASSES:</i>		
<i>D1 – POLICY ADVICE AND NOMINATIONS SERVICE</i>	4,142	4,279
<i>TOTAL APPROPRIATIONS FOR DEPARTMENTAL OUTPUT CLASSES</i>	4,142	4,279
<i>APPROPRIATIONS FOR OTHER EXPENSES TO BE INCURRED BY THE DEPARTMENT</i>	0	0
<b>TOTAL APPROPRIATIONS</b>	4,142	4,279

\* This includes adjustments made in Supplementary Estimates of Appropriation 2002/03.

## NOTES TO THE FINANCIAL STATEMENTS *for the year ended 30 June 2003*

### 1 REVENUE FROM GOVERNMENT DEPARTMENTS

	2003 \$000	2002 \$000
<i>RENTAL INCOME FROM OTHER DEPARTMENTS</i>	25	128
<i>OTHER INCOME FROM OTHER DEPARTMENTS</i>	20	6
<b>TOTAL REVENUE FROM GOVERNMENT DEPARTMENTS</b>	45	134

Rental income was received from the Ministry of Youth Affairs, who subleased part of the Ministry's premises until September 2002.

Other income is related to the contributions made by other departments to enable women entrepreneurs to attend two international meetings.

## 2 PERSONNEL

Personnel expenses include:

	2003 \$000	2002 \$000
<i>SALARIES</i>	1,695	1,864
<i>PENSION EXPENSES</i>	13	20
<i>ACC LEVY</i>	12	13
<i>OTHER PERSONNEL</i>	25	27
<b>TOTAL PERSONNEL</b>	<b>1,745</b>	<b>1,924</b>

## 3 OPERATING COSTS

The breakdown of operating costs is as follows:

	2003 \$000	2002 \$000
<i>TEMPORARY STAFF</i>	191	104
<i>RECRUITMENT EXPENSES</i>	163	51
<i>TRAINING, CONFERENCES</i>	60	129
<i>TRAVEL</i>	132	112
<i>LIBRARY</i>	13	18
<i>CONSULTANTS/CONTRACTORS</i>	394	308
<i>PUBLICATIONS</i>	146	139
<i>OTHER OUTPUT EXPENSES</i>	376	356
<b>TOTAL OPERATING COSTS</b>	<b>1,475</b>	<b>1,217</b>

## 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 8.5%, paid half-yearly. The rate of return in the previous year was 9%.

## 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 2003 ASSET CLASS</i>	<i>COST PRICE \$000</i>	<i>ACCUMULATED DEPRECIATION \$000</i>	<i>NET BOOK VALUE \$000</i>
<i>COMPUTER EQUIPMENT</i>	685	577	108
<i>OFFICE EQUIPMENT</i>	188	177	11
<i>FURNITURE</i>	259	225	34
<i>FITTINGS</i>	599	574	25
<i>LIBRARY</i>	167	111	56
<i>ARTWORK</i>	17	1	16
	<b>1,915</b>	<b>1,665</b>	<b>250</b>

<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
<b>TOTAL ASSETS</b>	<b>1,773</b>	<b>1,541</b>	<b>232</b>

## 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 (2002: \$15,000).

### *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 AUDITOR-GENERAL

### *To the readers of the Financial Statements of the Ministry of Women's Affairs for the year ended 30 June 2003*

We have audited the financial statements on pages 11 to 49. 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 2003. This information is stated in accordance with the accounting policies set out on pages 39 to 40.

#### 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 in New Zealand that fairly reflect the financial position of the Ministry of Women's Affairs as at 30 June 2003, 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 Auditor-General to audit the financial statements presented by the Chief Executive. It is the responsibility of the Auditor-General to express an independent opinion on the financial statements and report that opinion to you.

The 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 the Auditing Standards published by the Auditor-General, which incorporate the Auditing Standards issued by the Institute of Chartered Accountants of 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 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 11 to 49.

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect:
  - the Ministry of Women's Affairs financial position as at 30 June 2003;
  - 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 2003 and our unqualified opinion is expressed as at that date.



*Paul Hodson*  
BDO SPICERS  
ON BEHALF OF THE AUDITOR-GENERAL  
WELLINGTON, NEW ZEALAND



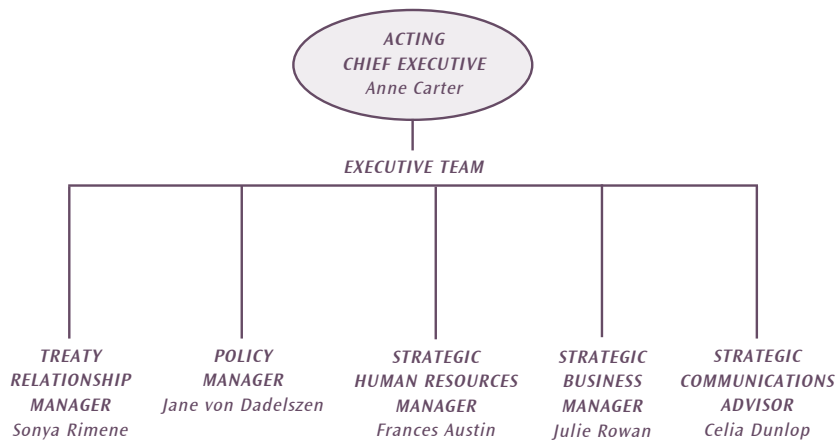


## INFORMATION ON THE MINISTRY

### *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 Policy Manager of Te Ohu Whakatupu Policy Group, the Treaty Relationship Manager, 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*



### *Staffing*

At 30 June 2003 there were 19 full-time staff and 2 part-time staff employed at the Ministry. The Policy Manager position was filled by long term secondment. There were 7 vacancies across the Ministry and 2 staff on parental leave. The collective agreement covered 63% of staff. The Ministry experienced very high turnover for the year (68%). Various strategies were undertaken to fill the gaps created by this turnover to allow the delivery of the work programme, including the use of secondments, temporary staff, and contractors.

### *Capability Enhancement Strategy*

A process commenced at the beginning of the year to establish clear priorities for the work programme, build policy capability, and address leadership and culture issues. A review of the Ministry's capability, led by the State Services Commission, identified a number of areas requiring further development, including improving policy development processes, management systems and processes, organisational culture, and cross-government relationships.

Other progress made during 2002/03 was the completion of a review and implementation of the Performance Review and Development System; individual training and development plans completed for all staff; and further implementation of the Information Technology Strategy.

#### *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 2002/03 these included consultants or contractors for: policy work while vacancies were being filled during the year; assistance with the development of the Treaty Framework; project and event management; specialists to assist with information technology upgrades; assistance with the review and implementation of the Performance Review and Development System; and design and delivery of customised training to enhance capability and organisational culture.

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.

#### *M ori Responsiveness Plan*

With the Treaty of Waitangi Framework now in draft form, the initial Māori Responsiveness Plan has been substantially implemented. However, the implementation of the framework is an ongoing process and specific actions will be developed and progressed during 2003/04.



