

MINISTRY OF WOMEN'S AFFAIRS

Annual Report

For the year ended 30 June 2013

TE MINITATANGA MŌ NGĀ WĀHINE **TE PŪRONGO-Ā-TAU**
Mō te tau i mutu i te 30 o ngā rā o Pipiri 2013

Presented to the House of Representatives pursuant to section 44(1) of the Public Finance Act 1989



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Chief Executive's overview



I am delighted to present my first Annual Report as Chief Executive of the Ministry of Women's Affairs.

We work to support and influence others to make the changes required to achieve outcomes for women. New Zealand will benefit when we are increasing women's economic

independence, increasing the number of women in leadership and increasing women's safety from violence.

To advance women's economic independence, we worked with Canterbury employers and tertiary institutions to increase career opportunities for women with the rebuild work. We also assisted specific sector groups seeking to recruit and retain more women within their sector.

Our evidence was used by government agencies to progress initiatives for women to succeed, such as policy changes to employment legislation, early childhood education and social housing reform.

To advance the number of women in leadership, we supported the 25 Percent Group with its focus on women on private sector boards and assisted NZX in the implementation of its new Diversity Listing Rule. We responded to 161 requests for nominations for state sector boards. We worked with private and public sector organisations to improve the 'pipeline' of women into leadership and governance roles.

Our research into preventing sexual revictimisation has highlighted those women most at risk of revictimisation. This work raised awareness of sexual violence and has resulted in public sector agencies making changes to their operational policies and practices to increase women's safety from violence.

The transfer of the National Advisory Council on the Employment of Women (NACEW) to the Minister of Women's Affairs has enabled us to draw on the knowledge and expertise of NACEW and collaborate on initiatives to enhance women's employment.

We have implemented new systems and processes to sharpen our focus, manage our resources more effectively and efficiently, and measure our impacts.

I am grateful for the ongoing commitment from staff and support from our partners from government, non-government agencies, community organisations and the private sector. I would like to particularly thank Kim Ngarimu for her leadership of the Ministry in the first half of the financial year.

A handwritten signature in black ink, appearing to read 'Jo Cribb', written in a cursive style.

Jo Cribb
Chief Executive

Our highlights

Greater economic independence

Increasing opportunities for women to contribute to the workforce to the full extent of their skills and abilities will assist New Zealand to further develop a productive and competitive economy.

The skills that women have, and where women are looking for work, are not necessarily well aligned with future demand and growth areas in the economy. Women are also more likely to be underemployed, or lacking relevant qualifications.

We have used our knowledge of the female labour market to work with industry, business and philanthropists to increase the demand for women in growth areas. In Canterbury we engaged with rebuild companies on how to attract women to apply for rebuild roles.



The gender pay gap is 9.3 percent (as at 2012), down from 9.6 percent in 2011.

We worked with specific sector groups, such as the Institution of Professional Engineers and the Electricity Supply Industry Training Organisation's Women in Power group, to recruit and retain more women in their sectors. We particularly focused on increasing the number of women in occupations where growth is expected.

We worked with government agencies to progress initiatives to enable women to succeed in their employment, for example, ensuring access to trades training and early childhood education policies that support women.

More women in leadership

We assisted decision makers to achieve greater gender diversity in governance and leadership roles in the public and private sectors.

We supported the 25 Percent Group with its goal to increase the number of women on private sector boards. Our expertise was used in the preparation of the Voluntary Code of Practice for Board Recruitment, which has been adopted by seven executive recruitment agencies. We provided evidence and best practice guidelines to NZX on the development and adoption of its Diversity Listing Rule in December 2012.



Leaders in the private sector are committed to increasing women's participation on private sector boards from 14.75 percent to 25 percent by 2015.

In the public sector, we worked with government agencies to progress the Government's target of 45 percent women on state sector board roles by 2014. We responded to 161 requests from government appointing agencies to nominate women for state sector board and committee roles, and monitored women's current rate of participation through our annual gender stocktake.

We engaged with private and public sector organisations on issues connected to improving the 'pipeline' of women into leadership roles. We worked with organisations looking to develop their women leaders, and with individual women to further advance their leadership careers.

Increased safety from violence



Over one quarter of women will experience intimate partner violence or sexual violence in their lifetime and at least 50 percent of girls and women who are sexually assaulted are likely to be revictimised.

We influenced decision makers across government by providing evidence and advice on effective prevention of, and responses to, intimate partner and sexual violence.

We published important research into preventing revictimisation which has raised awareness of the impacts and costs of revictimisation to individuals, society and the economy. As a result, public sector agencies have sought our advice on how to strengthen policy and practice responses to prevent revictimisation.

We began building evidence on primary prevention of violence against women and what is needed to prevent new cases of violence occurring. This work has sharpened the focus of the Taskforce for Action on Violence within Families to ensure it works on preventing violence against women, particularly those at risk.

Our recognised expertise has enabled us to successfully contribute to a range of justice-related policy developments, such as the reviews of the bail system, Family Court and legal aid.

Our international obligations



New Zealand consistently ranks highly in respect of gender equality and our expertise in gender issues is sought after by other countries. New Zealand is currently placed sixth out of 138 countries in the World Economic Forum's Global Gender Gap Index 2012¹.

We supported the Minister of Women's Affairs, Hon Jo Goodhew, in the leadership of New Zealand's international obligations relating to women.

In July 2012 the Minister presented, and was examined on, New Zealand's seventh report on the Status of Women to the United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW). Following this examination New Zealand received a country report detailing the Committee's feedback and outlining areas for further progress.

In March 2013 the Minister presented New Zealand's country statement at the 57th session of the United Nations Commission on the Status of Women in New York. The focus of the meeting was the elimination and prevention of all forms of violence against women and girls.

During the year our expertise on gender issues was sought from a range of international agencies including the OECD, Commonwealth Secretariat and United Nations.

Looking forward

We will continue to progress our three outcomes of increasing women's economic independence, increasing the number of women in leadership and enabling women to lead secure lives, free from violence. We will do this by working to support decision makers and champions to succeed, and by providing evidence and advice on interventions.

¹ <http://www.weforum.org/reports/global-gender-gap-report-2012>

Our performance against expectations set out in the Statement of Intent and Output Plan

For the year ended 30 June 2013

At the beginning of the financial year, the Minister and the Chief Executive agreed a Statement of Intent and Output Plan. These documents set out the Ministry's performance expectations for the year, the detailed outputs to be delivered, and the performance measures and standards to be achieved.

Outcomes, and associated outputs, for 2012/13 covered:

- Outcome 1: Greater economic independence
- Outcome 2: More women in leadership
- Outcome 3: Increased safety from violence
- Our international obligations
- Ministerial servicing

OUTCOME

1

Greater economic independence

Our Approach

The Ministry's work is focused on enabling women to make informed choices that will lead to better lifetime income. Equally important is removing barriers to women's participation in work, such as access to childcare and flexible work arrangements.

Outcome Sought²

Outcome Achievements³

The percentage in the lowest two income quintiles who are women will reduce from 59 percent⁴.



The percentage of women in the lowest two income quintiles remained around 59 percent at June 2012⁵.

The percentage of industry trainees who are women, including Māori and Pacific women, will increase from 29 percent⁶.



The percentage of industry trainees who are women, including Māori and Pacific women, was 27.8 percent⁷ at March 2013.

The percentage of graduates at bachelor level or higher in information technology and engineering and related fields who are women will increase from the range of 21-23 percent⁸.



The percentage of graduates at bachelor level or higher in information technology and engineering and related fields who are women remained around 21 percent⁹ in 2012.

² Ministry of Women's Affairs, Statement of Intent 2012–2015.

³ Outcome achievements are reported where reliable data is currently available. Most recently available data is reported.

⁴ Statistics New Zealand, New Zealand Income Survey, June 2011.

⁵ Statistics New Zealand, New Zealand Income Survey, June 2012.

⁶ Ministry of Education, Education Counts website, 2010 data.

⁷ Tertiary Education Commission, Participation in industry training, March 2013 quarter.

⁸ Ministry of Education, Education Counts website, 2010 data.

⁹ Ministry of Education, Education Counts website, 2012 data.

OUTCOME

1

Our Impact Sought¹⁰

Take up by decision makers and opinion leaders of our evidence, analysis and solutions – with a focus on encouraging women to qualify for, enter into and progress in higher skilled and higher paid occupations.

Identification of practical ways that the skills of young women can be translated into better earnings.

Improved measures of progress (with a particular focus on developing a robust measure of women's lifetime incomes).

Our Impact

We have influenced government agencies on the design and implementation of policies that impact on women's employment. In doing so, we have used evidence about 'what works' to support low skilled women to gain increased qualifications and progress through a career, and to identify barriers to participation in 'non-traditional' occupations.

We have worked with Canterbury employers and tertiary institutions to identify interventions to increase career opportunities for women in the rebuild work.

We supported the Electricity Supply Industry Training Organisation's Women in Power group's research on a female cohort of apprentices in the electricity supply industry.

We published a report with the Institution of Professional Engineers New Zealand (IPENZ) on the career development case studies of a cohort of female engineering graduates.

We considered practical ways the skills of young people can be translated into better earnings in a number of our work areas. This included our work on raising the qualifications and earnings of low income women, our work to encourage career opportunities for women in the Canterbury rebuild, and in our work to identify and overcome barriers women may experience in entering non-traditional occupations.

We developed a measure of women's lifetime incomes to track progress of different groups of women over time and this will be used in policy advice to target the Ministry's work.

Our Contribution¹¹

Provide policy expertise and management services to the National Advisory Council on the Employment of Women (NACEW), to enable NACEW to deliver valuable advice on priority issues.

Our Achievements

We supported the appointment of new members to NACEW and completed the transfer of the NACEW operations from the former Department of Labour (now Ministry of Business, Innovation and Employment).

We provided administrative and policy support for NACEW meetings, supported the development of the NACEW work programme, and commenced work on the 2013 appointment process.

¹⁰ Ministry of Women's Affairs, Statement of Intent 2012–2015.

¹¹ Ministry of Women's Affairs, 2012/13 Output Plan.

OUTCOME 1

Our Contribution¹²

Our Achievements

Provide advice to other government agencies (e.g. the Ministries of Education, Social Development, Business, Innovation and Employment, the Treasury and CERA) on policy settings that support women's employment.

We provided advice to influence government agencies on initiatives which had significant implications for women, particularly those relating to women's employment.

We provided advice on a wide range of social and economic issues including welfare reform, employment legislation, early childhood education, and the Youth Guarantee report-back.

We worked with the Canterbury Earthquake Recovery Senior Officials Group on issues relating to the Canterbury labour market. We presented on the impact of the Canterbury earthquakes on women's employment at the Natural Disaster Management Conference.

We identified opportunities for non-traditional female employment in the design and implementation of the Canterbury Skills and Employment Hub.

We commissioned research to identify more about Canterbury women's workforce choices and to identify 'hidden' female labour for the Canterbury rebuild. This research will be published in September 2013.

We engaged with government agencies on the findings of our research paper on the economic returns to women's skills (*Changes in women's earnings*, 2013).

Provide advice to the Minister, other government agencies and, with respect to Canterbury, locally based agencies on how young women can be encouraged into a wider range of study and employment options, including in non-traditional areas.

We used our knowledge of the Canterbury female labour market to assist with solutions to utilise the female labour force more effectively in the rebuild work. As part of this work we held workshops with employer groups, tertiary institutions, government agencies and community organisations to gain a greater shared understanding of the barriers and opportunities for women with the rebuild work.

We used our expertise to identify and implement solutions to improve outcomes for raising the qualifications and earnings of low income women. This involved working with the Treasury, the Ministry of Business, Innovation and Employment, and non-government organisations on potential areas of collaboration.

Monitor and report to the Minister on indicators of women's economic status, and develop a robust measure of women's lifetime incomes that can track progress over time for different groups of women.

We provided advice to the Minister on a measure of women's lifetime incomes to track progress of different groups of women over time.

We monitored and analysed a range of statistical indicators relating to our core outcome areas. This included regular analysis of the Household Labour Force Survey for employment-related developments across New Zealand and in the Canterbury region.

¹² Ministry of Women's Affairs, 2012/13 Output Plan.

OUTCOME

2

More women in leadership

Our Approach

The Ministry assists decision makers to achieve greater diversity in governance, in both the public and private sectors, by making the case for change and advising on effective strategies to realise change.

The Ministry directly assists appointing agencies in Government with recruitment of suitable women for vacancies on state sector Government boards and committees and maintains a database of women interested and active in governance careers to support this work.

Outcome Sought¹³

Outcome Achievements¹⁴

The percentage of appointees to state sector boards who are women will increase from 41 percent¹⁵ to 45 percent by 2015.



Women's representation on state sector boards decreased from 41.1 percent in December 2011¹⁶ to 40.6 percent in December 2012¹⁷.

The percentage of appointees to boards of the top 100 companies on the New Zealand Stock Exchange who are women will climb from 9 percent¹⁸ to at least 10 percent by 2015.



Women's representation on the New Zealand Stock Exchange top 100 boards increased to 14.75 percent in 2012¹⁹.

¹³ Ministry of Women's Affairs, Statement of Intent 2012–2015.

¹⁴ Outcome achievements are reported where reliable data is currently available. Most recently available data is reported.

¹⁵ Ministry of Women's Affairs, Gender Stocktake of State Sector Boards and Committees as at December 2011, published July 2012.

¹⁶ Ministry of Women's Affairs, Gender Stocktake of State Sector Boards and Committees as at December 2011, published July 2012.

¹⁷ Ministry of Women's Affairs, Gender Stocktake of State Sector Boards and Committees as at December 2012, published August 2013.

¹⁸ Human Rights Commission, New Zealand Census of Women's Participation 2010, published November 2010.

¹⁹ Human Rights Commission, New Zealand Census of Women's Participation 2012, published November 2012.

OUTCOME 2

Our Impact Sought²⁰

Our Impact

Forty-seven percent of appointments to state sector boards over the term of the 2012-15 Statement of Intent are women (to achieve the 2015 target).

We maximised the opportunity to increase the appointment rate of women on state sector boards by recruiting more skilled women for the nominations database, by ensuring their CVs were current, and by responding to 161 requests for proposed candidates for board vacancies.

We nominated 445 women and improved their profile with appointing agencies. In addition, we invited 2,770 women to apply for board appointments directly to the administering agency.

Ownership of and engagement with the case for change by decision makers and opinion leaders, with evidence of action to promote and enable more women in leadership roles.

We assisted decision makers to achieve greater gender diversity in governance and leadership roles in the public and private sectors.

We supported the 25 Percent Group with its goal to increase the number of women on private sector boards and with the launch of its Voluntary Code for Executive Recruitment. Seven recruitment companies joined up as founding signatories.

We worked closely with a number of organisations on developing their diversity policies, for example, our advice was sought by NZX in its initial development of a Diversity Listing Rule for its listed members.

Following the approval of the Rule by the Financial Markets Authority, we assisted NZX in its implementation of the Diversity Listing Rule. This included the preparation of guidance notes to support those listed companies wanting to develop a diversity policy.

Take up by women of the Ministry's information and advice, to be measured by an annual survey of women on the nominations database.

We provided information and advice on governance directly to women and through the Ministry's website.

A survey of women showed that, following contact with the Ministry, the majority had undertaken actions to advance their governance career. These actions included updating their governance CV, applying for governance roles, researching specific boards of interest and completing the website self-assessment tool 'My Board Strengths'.

²⁰ Ministry of Women's Affairs, Statement of Intent 2012–2015.

Our Contribution²¹

Our Achievements

Provide advice, monitoring information and appropriate women candidates to the Minister, other government agencies and decision makers to increase women's participation in state sector board roles.

We provided advice on a range of areas relating to women in leadership including: diversity in public sector senior management and achieving the Government's 45 percent target for women's participation on state sector boards.

We spotlighted public sector boards where women's participation rates could be significantly improved and provided nominations for upcoming state sector board vacancies.

We completed the gender stocktake of state sector boards and committees for the 2011 calendar year and used these results to encourage progress on appointing more women to state sector boards.

Provide advice and information to public and private sector leaders, including members of the 25 Percent Group, on ways to increase women's participation in senior management and board roles.

We participated in a number of business events to share solutions for increasing the number of women in leadership positions.

We partnered with the Institute of Directors on an event for senior directors and emerging women leaders from New Zealand's science and innovation sector as part of the inaugural national conference for Board Directors. The event featured international expert on women and leadership Edie Weiner.

We used high profile leadership events to increase awareness of gender diversity. These included a presentation on 'Seeking the gender dividend' at the International Leadership Association Oceania Conference in April 2013, and a presentation on gender diversity in high performing teams for the Leadership Development Centre as part of the Sir Peter Blake Leadership Week events in July 2013.

We worked with organisations looking to develop their women leaders including: Women in Leadership Aotearoa, Massey University Emerging Leaders, Women in Business Network, Women on Boards New Zealand, Dairy Women's Network and Global Women New Zealand.

We engaged with private and public sector organisations on solutions to improving the 'pipeline' of women into leadership roles. A paper on this work will be released early in the 2013/14 year to raise awareness of the issue and encourage solutions from organisations.

Provide advice and information to women on how they can advance their participation in governance and other leadership roles.

We provided information and advice on governance directly to individual women, to groups of women from particular industries, and via the Ministry's website.

We provided individualised governance career advice to 46 current and aspiring women directors.

We provided online information and advice through our website and interactive self-assessment tool 'My Board Strengths'. We added new content to the Ministry's website for women pursuing governance careers and new features to make it easier to submit their CVs.

²¹ Ministry of Women's Affairs, 2012/13 Output Plan

OUTCOME

3

Increased safety from violence

Our Approach

The Ministry's work is focused on ensuring that a gendered and victim-centred perspective is brought to bear on issues of intimate partner and sexual violence across government, with particular attention to minimising the incidence of revictimisation, and an increasing focus on prevention.

Outcome Sought²²

Outcome Achievements²³

The percentage of women who experience intimate partner violence at some time in their lifetime will decrease from 25 percent²⁴.



No new data is available. The next survey is scheduled for release in 2014.

The percentage of women who experience sexual violence at some time in their lifetime will decrease from 29 percent²⁵.



No new data is available. The next survey is scheduled for release in 2014.

²² Ministry of Women's Affairs, Statement of Intent 2012–2015.

²³ Outcome achievements are reported where reliable data is currently available. Most recently available data is reported.

²⁴ Ministry of Justice, New Zealand Crime and Safety Survey, 2009.

²⁵ Ministry of Justice, New Zealand Crime and Safety Survey, 2006.

OUTCOME
3

Our Impact Sought²⁶

Our Impact

The Taskforce for Action on Violence within Families will include a focus on the gendered nature of intimate partner violence.

We were successful in ensuring the Programme of Action 2012/13 for the Taskforce for Action on Violence within Families included a specific workstream on the primary prevention of violence against women.

We worked with other Taskforce agencies across the Programme of Action 2012/13 to ensure that gender implications in the area of family violence were well understood and included in their work.

The Ministry's evidence, analysis and advice on preventing and responding to sexual revictimisation of women is incorporated by relevant agencies in their policy and programme development.

We have engaged with government agencies and the non-government organisation sector on our evidence on sexual revictimisation and discussing how it can be used to strengthen policy and practice.

The Ministry's expertise and contribution were recognised by the increasing number of requests from agencies for input and peer review of their work. This included requests from the following agencies:

- ACC to provide input into the development of its policies on preventing sexual violence and sexual revictimisation.
- the Ministry of Justice to input into its review of the Support Repeat Victims action area of the Better Public Services Reducing Crime and Re-offending Result Action Plan, and to provide input into the review of family violence courts through advice on best practice
- the New Zealand Police Adult Sexual Assault Training Review Group to enable Police officers to have better information and understanding of the issues of revictimisation
- the Department of Corrections to improve outcomes for victims of intimate partner violence through membership of the Advisory Committee on the Redevelopment of Community Based Stopping Violence Programmes for Low Risk Offenders
- the Family Violence Death Review Committee to provide advice on the redevelopment of its database and support its ability to publish comprehensive annual statistics.

The Ministry's gendered analysis is taken up by decision makers and thought leaders across government, particularly in the justice sector.

Our advice was sought for Cabinet papers on key policy initiatives affecting women, including the potential use of digital devices to aid partner abuse, and proposals to ensure the safety of subsequent children of adults who have previously had a child permanently removed from, or die in, their care due to abuse or neglect.

We advised justice sector agencies as part of the Family Court Review and the Better Public Services Action Plan.

We were invited to deliver training on adult sexual assault and child protection, and to sit on the Advisory Committee on the Redevelopment of Community Based Stopping Violence Programmes for Low Risk Offenders.

²⁶ Ministry of Women's Affairs, Statement of Intent 2012–2015.

OUTCOME
3

Our Contribution²⁷

Our Achievements

Provide advice to the Minister and relevant government departments on ways to increase the safety of women and their children from intimate partner violence and the safety of women and girls from sexual violence, including:

- preventing violence
- improving responses to violence, particularly revictimisation.

We raised awareness of preventing sexual violence revictimisation with the publication of *Lightning does strike twice: preventing sexual revictimisation* (2012).

This report presented evidence from New Zealand and international literature on sexual revictimisation, its links with child maltreatment and intimate partner violence, and promising practice to prevent it.

We undertook substantial engagement with government agencies and non-government organisations to disseminate the report findings and how they can be used to strengthen policy and practice.

We held a number of seminars on sexual violence to communicate the findings of our research and what they mean for policy and practice. These seminars were well-attended and well received and maintained the Ministry’s reputation as experts and leaders in this area.

We worked with the Ministry of Social Development and other agencies such as Police, ACC and Justice on the proposal to review the funding of sexual violence services.

Provide input into and participate in the Taskforce for Action on Violence within Families.

We played a lead role in shaping the direction and scope of the primary prevention workstream of the Taskforce for Action on Violence within Families’ Programme of Action 2012/13. The workstream was in conjunction with the Ministry of Social Development.

Provide advice to the Minister and to relevant government departments on justice sector reforms to improve safety from violence and improve women’s access to justice.

We continued to be involved in the family court review and in the development of operational policy and practices for increasing the safety of women in prison.

²⁷ Ministry of Women’s Affairs, 2012/13 Output Plan.

Our international obligations

Our Approach

The Ministry is the lead agency for managing New Zealand's international obligations on the status of women and is responsible for managing the process of reporting on New Zealand's obligations under the United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) – the core international agreement for advancing the status of women.

Outcome Sought

The alignment of government policy with international obligations to improve the status of women.

Our Contribution

Manage New Zealand's responses on the status of women to international treaties and bodies such as:

- **Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) – preparing for presentation of the 7th report and responding to issues raised by CEDAW**
- **Organisation for Economic Co-operation and Development (OECD) – responding to adhoc requests for information.**

Our Achievements

We supported the Minister of Women's Affairs in her presentation of New Zealand's seventh report to the United Nations Committee on the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

Following this examination New Zealand received a country report detailing the Committee's feedback and outlining areas for further progress. The Committee specified two recommendations requiring a report in 2014. These are the collection of data on disadvantaged groups of women and responses to the issue of forced marriage.

International organisations such as the OECD, United Nations and Commonwealth Secretariat sought advice and input on best practice examples of policies and processes to improve outcomes for women.

Our Contribution²⁸

Our Achievements

Participate in and support ministerial attendance at international meetings, such as the United Nations Commission on the Status of Women (CSW) and the Asia-Pacific Economic Cooperation (APEC).

We supported the Minister of Women's Affairs in her attendance at the 57th session of the United Nations Commission on the Status of Women (CSW). The Minister presented New Zealand's country statement, which focused on the theme of the elimination and prevention of all forms of violence against women and girls.

At CSW the Minister and Ministry officials attended many formal events and meetings and contributed to the negotiation of the agreed concluding statement, which called for countries to condemn all forms of violence against women and girls.

We provided advice to the APEC Business Advisory Council on women in leadership initiatives in New Zealand.

We supported New Zealand's commitment to the United States-led international initiative called the Equal Futures Partnership. The Partnership, launched in 2012 by former US Secretary of State Hillary Clinton, aims to improve women's economic empowerment and political participation.

We provided information for key meetings such as Women's Empowerment Principles, the UN Commit initiative, and the Woodrow Wilson seminar in Washington.

²⁸ Ministry of Women's Affairs, 2012/13 Output Plan.

Ministerial servicing

Our approach

The Ministry is committed to providing high quality and timely advice to the Minister of Women's Affairs.

Our Contribution²⁹

Our Achievements

Ministerial support services will be provided as required:

- **draft replies to ministerial correspondence**
(Estimated 35)
- **draft responses to parliamentary questions**
(Estimated 70)
- **draft media releases, speech notes and speeches.**
(Estimated 10)

26 draft replies were provided.
(2011/12: 36 draft replies)

17 draft responses were provided.
(2011/12: 59 draft responses)

37 draft media releases, speeches and speech notes were provided.
(2011/12: 22 speech notes and background material)

Status reports on work progress, emerging issues and portfolio activities will be completed fortnightly.
(Estimated 45)

45 status reports on work progress, emerging issues and portfolio activities were completed.
(2011/12: 30 status reports on progress and emerging issues)

Cabinet schedules on upcoming Cabinet papers will be completed as required.
(Estimated 30)

31 Cabinet schedules providing advice on upcoming Cabinet papers were completed.
(2011/12: 30 upcoming Cabinet paper reports)

Draft responses to ministerial correspondence will be provided within 20 working days of receipt of the correspondence.
(100 percent)

100 percent within 20 working days of the receipt of the correspondence.
(2011/12: 100 percent within 20 working days)

Draft responses to parliamentary questions will be provided within specified reporting deadlines.
(100 percent)

100 percent within specified reporting deadlines.
(2011/12: 100 percent within deadline)

²⁹ Ministry of Women's Affairs, 2012/13 Output Plan.

Statement of responsibility

For the year ended 30 June 2013

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

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

In my opinion, these financial statements and statement of service performance fairly reflect the financial position and operations of the Ministry for the year ended 30 June 2013.



Jo Cribb
Chief Executive
30 September 2013



Jenny Coleman-Walker
Chief Financial Officer
30 September 2013

Statement of service performance

For the year ended 30 June 2013

Our performance against the measures set out in the Information Supporting the Estimates of Appropriations

Multi-class output expense appropriation: Policy advice and nomination services

The Ministry of Women's Affairs is a policy agency. It is the government's principal advisor on achieving better outcomes for women, which, when achieved, will have positive benefits for New Zealand.

The Ministry's strategy is one of focus and influence. The Ministry works to support and influence other government agencies, non-government agencies and the private sector to understand issues, develop solutions, and encourage others to take appropriate action.

The Ministry provided four outputs:

- effective policy advice on issues that impact on women, including managing New Zealand's international obligations with respect to the status of women
- suitable women nominees for appointment to state sector boards and committees
- support services to the Minister
- administrative, advisory and research support for the National Advisory Council on the Employment of Women.

These outputs were provided at a cost of \$4,572,000 compared with the appropriated sum of \$4,582,000. Revenue and costs for each output class are shown on the next page.

Statement of service performance *(continued)*

2012 Actual \$000		2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
Multi-class output expense appropriation Policy advice				
-	Revenue Crown	3,604	3,784	3,604
-	Departmental revenue	89	-	79
-	Other revenue	13	14	14
-	Total income	3,706	3,798	3,697
-	Total expenses	3,671	3,798	3,697
-	Net surplus/(deficit)	35	-	-
Nomination services				
-	Revenue Crown	350	350	350
-	Departmental revenue	-	-	-
-	Other revenue	-	-	-
-	Total income	350	350	350
-	Total expenses	364	350	350
-	Net surplus/(deficit)	(14)	-	-
Ministerial servicing				
-	Revenue Crown	285	285	285
-	Departmental revenue	-	-	-
-	Other revenue	-	-	-
	Total income	285	285	285
	Total expenses	296	285	285
	Net surplus/(deficit)	(11)	-	-
National Advisory Council on the Employment of Women				
-	Revenue Crown	250	-	250
-	Departmental revenue	-	-	-
-	Other revenue	-	-	-
-	Total income	250	-	250
-	Total expenses	241	-	250
-	Net surplus/(deficit)	9	-	-
Output expense appropriation Policy advice and nomination services				
4,491	Revenue Crown	-	-	-
73	Departmental revenue	-	-	-
12	Other revenue	-	-	-
4,576	Total income	-	-	-
4,518	Total expenses	-	-	-
58	Net surplus/(deficit)	-	-	-

Statement of service performance *(continued)*

Policy advice

Performance measure and target

Actual

Meets the requirements of a comprehensive policy service, as rated by the Vote Minister on a quarterly basis.

A comprehensive policy service includes:

- **the delivery of an agreed policy work programme**
- **the capacity to respond urgently**
- **written and oral briefings on significant issues that are timely, clear and succinct**
- **support for the Vote Minister to fulfil her role in Cabinet Committees and in the House, and in meeting New Zealand's international obligations.**

(Rated as 'meeting requirements' or better in all the Vote Minister's quarterly feedback questionnaires.)

The Vote Minister rated her satisfaction as 'more than met requirements' in the first quarter, between 'partly met requirements' and 'met requirements' in the second and fourth quarters and 'partly met requirements' in the third quarter.

(2011/12: The Vote Minister rated her satisfaction as 'partly met requirements' in the first quarter, 'met requirements' in the second and third quarters and 'more than met requirements' in the fourth quarter.)

The quality of written policy papers to the Vote Minister is high, as assessed by an external reviewer on an annual basis.

(Mean score of 8 or better.)

The New Zealand Institute of Economic Research (NZIER) reviewed the quality of the Ministry's written policy advice. The mean score of the policy papers assessed was 7.4 out of 10.

(2011/12: NZIER reviewed the quality of the Ministry's written policy advice. The mean score of the policy papers assessed was 7.95 out of 10.)

Nomination services

Performance measure and target	Actual
<p>Meets the requirements of an effective nominations service, as rated by key appointing agencies on an annual basis.</p> <p>An effective nominations service provides nominations for appointment to state sector boards and committees that are:</p> <ul style="list-style-type: none"> • targeted to the vacancy (i.e. all nominees broadly meet the criteria required for membership of that particular board or committee) • provided within the agreed timeframe • accompanied by relevant information to assist the appointment decision (e.g. a profile summary and recent curriculum vitae). <p>(Rated as 'meeting requirements' or better in all key appointing agencies' annual questionnaires.)</p>	<p>94 percent of key appointing agencies rated their satisfaction with the Ministry's nominations service as 'met requirements' or higher. One respondent rated their satisfaction as 'partly met requirements'.</p> <p>(2011/12: 100 percent of key appointing agencies rated their satisfaction with the Ministry's nominations service as 'met requirements' or higher.)</p>
<p>Number of responses to requests for nominations to state sector boards and committees.</p> <p>(Estimated 200 requests.)</p>	<p>The Ministry responded to 161 nomination requests for state sector boards and committees. The Ministry also responded to 35 requests for non-state sector board nominations.</p> <p>(2011/12: 174 responses to nomination requests for state sector boards and committees and 43 for non-state sector boards.)</p>

The accompanying notes form part of these financial statements.

Statement of comprehensive income

For the year ended 30 June 2013

2012 Actual \$000		Note	2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
Income					
4,491	Revenue Crown		4,489	4,419	4,489
73	Departmental revenue	1	89	-	79
12	Other revenue	2	13	14	14
4,576	Total income		4,591	4,433	4,582
Expenses					
2,963	Personnel costs	3	3,173	3,058	3,152
298	Rent and outgoings	4	292	247	235
33	Audit fees		33	33	33
1,086	Operating costs	5	996	1,013	1,061
27	Capital charge	6	27	27	27
44	Depreciation expense	7	39	45	39
67	Amortisation expense	8	32	10	35
4,518	Total expenses		4,572	4,433	4,582
58	Net surplus/(deficit)	9	19	-	-
-	Other comprehensive income		-	-	-
58	Total comprehensive income		19	-	-

The accompanying notes form part of these financial statements.

Statement of financial position

As at 30 June 2013

2012 Actual \$000		Note	2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
Assets					
Current assets					
733	Cash and cash equivalents		893	592	581
20	Debtors and other receivables	10	8	-	-
8	Prepayments		4	-	-
761	Total current assets		905	592	581
Non-current assets					
109	Property, plant and equipment	11	105	108	112
43	Intangible assets	12	11	36	13
152	Total non-current assets		116	144	125
913	Total assets		1,021	736	706
Liabilities					
Current liabilities					
272	Creditors and other payables	13	407	250	225
58	Provision for repayment of surplus	9	19	-	-
237	Employee entitlements	14	244	135	135
567	Total current liabilities		670	385	360
Non-current liabilities					
10	Employee entitlements	14	15	15	10
10	Total non-current liabilities		15	15	10
577	Total liabilities		685	400	370
336	Net assets		336	336	336
Taxpayers' funds					
336	General funds		336	336	336
336	Total taxpayers' funds		336	336	336

The accompanying notes form part of these financial statements.

Statement of movements in taxpayers' funds

For the year ended 30 June 2013

2012 Actual \$000		2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
General funds				
336	Balance at 1 July	336	336	336
58	Total comprehensive income	19	-	-
(58)	Repayment of surplus to the Crown	(19)	-	-
336	Balance at 30 June	336	336	336

Statement of cash flows

For the year ended 30 June 2013

2012 Actual \$000		2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
Cash flows from operating activities				
4,490	Receipts from Crown	4,489	4,419	4,489
75	Receipts from departmental revenue	101	19	99
12	Receipts from other revenue	13	14	14
(1,459)	Payments to suppliers	(1,176)	(1,337)	(1,422)
(2,850)	Payments to employees	(3,100)	(3,014)	(3,204)
(27)	Payments for capital charge	(27)	(27)	(27)
(44)	Goods and Services Tax (net)	(32)	-	4
197	Net cash from operating activities	268	74	(47)
Cash flows from investing activities				
(6)	Purchase of property, plant and equipment	(50)	(42)	(42)
(18)	Purchase of intangible assets	-	(5)	(5)
(24)	Net cash from investing activities	(50)	(47)	(47)
Cash flows from financing activities				
(289)	Repayment of surplus to Crown	(58)	(8)	(58)
(289)	Net cash from financing activities	(58)	(8)	(58)
(116)	Net increase / (decrease) in cash	160	19	(152)
849	Cash at the beginning of the year	733	573	733
733	Cash at the end of the year	893	592	581

The accompanying notes form part of these financial statements.

Reconciliation of net surplus/(deficit) to net cash from operating activities

For the year ended 30 June 2013

2012 Actual \$000		2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
58	Total comprehensive income	19	-	-
	Add non-cash expenses			
44	Depreciation expense	39	45	39
67	Amortisation expense	32	10	35
-	Loss on scrapped assets	15	-	-
111	Total non-cash items	86	55	74
	Add/(deduct) movements in working capital items			
(3)	(Increase)/decrease in debtors, other receivables and prepayments	16	19	28
31	Increase/(decrease) in creditors and other payables	147	-	(149)
28	Net movements in working capital items	163	19	(121)
197	Net cash from operating activities	268	74	(47)

The accompanying notes form part of these financial statements.

Statement of commitments

As at 30 June 2013

2012 Actual \$000		2013 Actual \$000
	Non-cancellable operating lease commitments	
237	Less than one year	232
271	Later than one year and not later than five years	39
508	Total non-cancellable operating lease commitments	271
508	Total commitments	271

Non-cancellable operating lease commitments

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

The Ministry's non-cancellable operating leases have varying terms and renewal rights. There are no restrictions placed on the Ministry by any of its leasing arrangements.

Statement of contingent liabilities and contingent assets

As at 30 June 2013

Contingent liabilities

There were no contingent liabilities or guarantees given under the Public Finance Act in relation to the activities of the Ministry at 30 June 2013 (2011/12: Nil).

Contingent assets

The Ministry had no contingent assets at 30 June 2013 (2011/12: Nil).

The accompanying notes form part of these financial statements.

Statement of departmental expenses and capital expenditure against appropriations

For the year ended 30 June 2013

2012 Actual \$000		2013 Actual \$000	Main Estimates \$000	Supp Estimates \$000
VOTE WOMEN'S AFFAIRS				
Appropriations for departmental output expenses				
<i>Multi-class output expense appropriation</i>				
-	Policy Advice	3,671	3,798	3,697
-	Nomination Services	364	350	350
-	Ministerial Services	296	285	285
-	National Advisory Council on the Employment of Women	241	-	250
<i>Output expense appropriation</i>				
4,518	Policy Advice and Nomination Services	-	-	-
4,518	Total appropriations for output expenses	4,572	4,433	4,582
Appropriation for capital expenditure				
24	Ministry of Women's Affairs Permanent legislative authority	50	47	47
4,542	Total appropriations	4,622	4,480	4,629

Reorganisation of appropriations

Following the review of expenditure on policy advice and the establishment of a common definition for policy advice by the Treasury in 2011, policy-related appropriations in Vote Women's Affairs were reorganised. This included establishing a multi-class output expense appropriation for policy advice and related outputs for 2012/13 onwards. The output expense appropriation for policy advice and nomination services was disestablished at the end of 2011/12.

The accompanying notes form part of these financial statements.

Statement of departmental unappropriated expenditure and capital expenditure

For the year ended 30 June 2013

Expenses and capital expenditure incurred in excess of appropriation

No expenses or capital expenditure were incurred in excess of appropriation during the year (2011/12: Nil).

Expenses and capital expenditure incurred without appropriation or other authority

No expenses or capital expenditure were incurred without appropriation or other authority during the year (2011/12: Nil).

Breaches of projected departmental net asset schedules

No breaches of projected departmental net asset schedules occurred during the year (2011/12: Nil).

The accompanying notes form part of these financial statements

Statement of accounting policies

For the year ended 30 June 2013

Reporting entity

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

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

Reporting period

The reporting period for these financial statements is the year ended 30 June 2013. These financial statements were authorised for issue by the Chief Executive of the Ministry on 30 September 2013.

Basis of preparation

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

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

Accounting policies

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

The accounting policies set out below have been applied consistently to all periods presented in these financial statements. The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand (\$000). The functional currency of the Ministry is New Zealand dollars.

There have been no changes in accounting policies during the financial year.

A new Accounting Standards Framework has been approved. Under this framework the Ministry will be eligible to apply the

reduced disclosure regime of the public sector Public Benefit Entity Accounting Standards.

The effective date for the new standards for public sector entities is for reporting periods beginning on or after 1 July 2014. The Ministry will transition to the new standards in preparing its 30 June 2015 financial statements. The Ministry has not assessed the implications of the new Accounting Standards Framework at this time.

Due to the change in the Accounting Standards Framework for public benefit entities, it is expected that all new NZ IFRS and amendments to existing NZ IFRS will not be applicable to public benefit entities. Therefore, the financial reporting requirements for public benefit entities have effectively been frozen until the new Accounting Standards Framework is effective. Accordingly, no disclosure has been made about new or amended NZ IFRS that exclude public benefit entities from their scope.

Revenue

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

Capital charge

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

Operating leases

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

Financial instruments

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

Statement of accounting policies *(continued)*

Loans and receivables

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

Cash and cash equivalents

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

Debtors and other receivables

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

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

Foreign currency transactions

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

Property, plant and equipment

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

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

Additions

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

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

Disposals

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

Subsequent costs

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

Depreciation

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

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

Asset class	Years	Depreciation rate
Computer equipment	3	33%
Office equipment	5	20%
Furniture	5-10	10%-20%
Fitout and leasehold improvements	the term of the lease	the term of the lease
Library	2-10	10%-50%
- legal reference		
- non-fiction and reference	10	10%

Statement of accounting policies (continued)

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

Intangible assets

Software acquisition

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

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

Amortisation

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

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

Asset class	Years	Amortisation rate
Acquired computer software	3	33%

Impairment of non-financial assets

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

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

Creditors and other payables

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

Employee entitlements

Short-term employee entitlements

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

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

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

Long-term employee entitlements

Entitlements that are payable beyond 12 months, such as long service leave, have been calculated on an actuarial basis using a Treasury-issued spreadsheet. The calculations are based on:

- likely future entitlements based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information
- the present value of the estimated future cash flows using a discount rate of 2.71% and a salary inflation factor of 3.50% (as per Treasury Instructions).

Provisions

The Ministry recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that an outflow of future economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Taxpayers' funds

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

Statement of accounting policies *(continued)*

Commitments

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

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

Goods and Services Tax (GST)

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

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

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

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

Income tax

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

Budget figures

The budget figures are those presented in the 2012 Budget (Main Estimates). In addition, the financial statements also present the updated budget information from the Supplementary Estimates.

Statement of cost accounting policies

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

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

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

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

Critical accounting estimates and assumptions

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

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

Notes to the financial statements

For the year ended 30 June 2013

Note 1 Departmental revenue

2012 Actual \$000		2013 Actual \$000
39	State Services Commission contribution for the State Sector Retirement Savings Scheme	-
22	State Services Commission contribution for the KiwiSaver Savings Scheme	-
12	Departmental contributions for staff secondment	89
73	Total departmental revenue	89

Note 2 Other revenue

2012 Actual \$000		2013 Actual \$000
12	Recovery of carpark rental	13
12	Total other revenue	13

Note 3 Personnel costs

2012 Actual \$000		2013 Actual \$000
2,797	Salaries and wages	2,969
92	Employer contributions to defined contribution plans	100
33	Increase/(decrease) in employee entitlements	(7)
30	Temporary staff	81
11	ACC levy	10
2,963	Total personnel costs	3,153

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

Notes to the financial statements

For the year ended 30 June 2013

Note 4 Rent and outgoings

2012 Actual \$000		2013 Actual \$000
243	Rent and building operating expenses	232
6	Archive security	2
17	Cleaning	18
13	Energy	15
1	Repairs and maintenance – premises	4
8	Repairs and maintenance – furniture and equipment	11
10	Insurance	10
298	Total rent and outgoings	292

Note 5 Operating costs

2012 Actual \$000		2013 Actual \$000
35	Recruitment expenses	10
49	Training and conference costs	77
70	Travel expenses	96
2	Library	3
599	Consultants and contractors	473
47	Publications	46
12	Operating lease payments	3
272	Other output expenses	273
-	Loss on scrapped assets	15
1,086	Total operating costs	996

Note 6 Capital charge

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

The capital charge rate for the year ended 30 June 2013 was 8.0% (2011/12: 8.0%).

Notes to the financial statements

For the year ended 30 June 2013

Note 7 Depreciation expense

2012 Actual \$000		2013 Actual \$000
18	Computer equipment	13
2	Office equipment	2
22	Furniture, fitout and leasehold improvements	22
2	Library	2
44	Total depreciation expense	39

Note 8 Amortisation expense

2012 Actual \$000		2013 Actual \$000
67	Computer software	32
67	Total amortisation expense	32

Note 9 Repayment of surplus

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

The Ministry has a provision for repayment of the operating surplus to the Crown of \$19,000 (2011/12: \$58,000).

Note 10 Debtors and receivables

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

Note 11 Property, plant and equipment

	Balance 1 July 2011 \$000	Additions \$000	Disposals \$000	Balance 30 June 2012 \$000
Cost				
Computer equipment	264	4	-	268
Office equipment	117	2	(2)	117
Furniture, fitout and leasehold improvements	418	-	(19)	399
Library	208	-	-	208
Artwork	17	-	(1)	16
Total cost	1,024	6	(22)	1,008

Notes to the financial statements

For the year ended 30 June 2013

	Balance 1 July 2011 \$000	Depreciation Expense \$000	Elimination on Disposal \$000	Balance 30 June 2012 \$000
Accumulated depreciation				
Computer equipment	231	18	-	249
Office equipment	111	2	(2)	111
Furniture, fitout and leasehold improvements	340	22	(19)	343
Library	194	2	-	196
Artwork	-	-	-	-
Total accumulated depreciation	876	44	(21)	899
Net carrying amount	148			109

	Balance 1 July 2012 \$000	Additions \$000	Disposals \$000	Balance 30 June 2013 \$000
Cost				
Computer equipment	268	41	(261)	48
Office equipment	117	3	(5)	115
Furniture, fitout and leasehold improvements	399	6	(15)	390
Library	208	-	(208)	-
Artwork	16	-	-	16
Total cost	1,008	50	(489)	569

	Balance 1 July 2012 \$000	Depreciation Expense \$000	Elimination on Disposal \$000	Balance 30 June 2013 \$000
Accumulated depreciation				
Computer equipment	249	13	(256)	6
Office equipment	111	2	(5)	108
Furniture, fitout and leasehold improvements	343	22	(15)	350
Library	196	2	(198)	-
Artwork	-	-	-	-
Total accumulated depreciation	899	39	(474)	464
Net carrying amount	109			105

Notes to the financial statements

For the year ended 30 June 2013

Note 12 Intangible assets

	Balance 1 July 2011 \$000	Additions \$000	Disposals \$000	Balance 30 June 2012 \$000
Cost				
Computer software	444	18	-	462

	Balance 1 July 2011 \$000	Amortisation Expense \$000	Elimination on Disposal \$000	Balance 30 June 2012 \$000
Accumulated amortisation				
Computer software	352	67	-	419
Net carrying amount	92			43

	Balance 1 July 2012 \$000	Additions \$000	Disposals \$000	Balance 30 June 2013 \$000
Cost				
Computer software	462	-	-	462

	Balance 1 July 2012 \$000	Amortisation Expense \$000	Elimination on Disposal \$000	Balance 30 June 2013 \$000
Accumulated amortisation				
Computer software	419	32	-	451
Net carrying amount	43			11

Note 13 Creditors and other payables

2012 Actual \$000		2013 Actual \$000
113	Creditors	218
88	Accrued expenses	150
71	GST payable	39
272	Total creditors and other payables	407

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

Notes to the financial statements

For the year ended 30 June 2013

Note 14 Employee entitlements

2012 Actual \$000		2013 Actual \$000
Current employee entitlements are represented by:		
104	Annual leave	83
10	Sick leave	14
9	Long service leave	14
114	Accrued salaries and wages	133
237	Total current portion	244
Non-current employee entitlements are represented by:		
10	Long service leave	15
247	Total employee entitlements	259

Note 15 Related party transactions

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

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

The Ministry received funding from the Crown of \$4,489,000 to provide services to the public for the year ended 30 June 2013 (2011/12: \$4,491,000). The Ministry also received \$89,000 in departmental revenue and other agency funding for the year

ended 30 June 2013 (2011/12: \$73,000). Refer to note 1 for further information.

In conducting its activities, the Ministry is required to pay various taxes and levies (such as GST, FBT, PAYE, and ACC levies) to the Crown and entities related to the Crown. The payment of these taxes and levies, other than income tax, is based on the standard terms and conditions that apply to all tax and levy payers. The Ministry is exempt from paying income tax.

The Ministry also purchases goods and services from entities controlled, significantly influenced, or jointly controlled by the Crown. Purchases from these government-related entities for the year ended 30 June 2013 totalled \$353,000 (2011/12: \$430,000). These purchases included electricity from Genesis, air travel from Air New Zealand, postal services from New Zealand Post, and personnel from other government departments.

Note 16 Key management personnel compensation

2012 Actual \$000		2013 Actual \$000
1,008	Salaries and other short-term employee benefits	973
-	Redundancy and termination payments	28
-	Post-employment benefits	-
-	Other long-term benefits	-
1,008	Total key management personnel compensation	1,001

Key management personnel include the Chief Executive and the three managerial positions that form the Leadership team. (2011/12: four members)

Notes to the financial statements For the year ended 30 June 2013

Note 17 *Events after balance date*

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

Note 18 *Financial instrument risks*

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

Currency risk

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

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

Interest rate risk

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

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

Credit risk

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

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

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

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

Liquidity risk

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

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

The Ministry's creditors and other payables (note 13) will be settled in less than six months after balance date.

Note 19 *Capital management*

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

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

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

Auditor's report

To the readers of the Ministry of Women's Affairs' financial statements and nonfinancial performance information for the year ended 30 June 2013

The Auditor-General is the auditor of the Ministry of Women's Affairs (the Ministry). The Auditor-General has appointed me, Phil Kennerley, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and the nonfinancial performance information of the Ministry on her behalf.

We have audited:

- the financial statements of the Ministry on pages 25 to 42, that comprise the statement of financial position, statement of commitments, statement of contingent liabilities and contingent assets as at 30 June 2013, the statement of comprehensive income, statement of movements in taxpayers' funds, statement of cash flows, statement of departmental expenses and capital expenditure against appropriations, and statement of unappropriated expenditure and capital expenditure for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the nonfinancial performance information of the Ministry on pages 21 to 24 that comprises the statement of service performance, and on pages 8 to 19 which includes outcomes.

Opinion

In our opinion:

- the financial statements of the Ministry on pages 25 to 42:
 - › comply with generally accepted accounting practice in New Zealand; and
 - › fairly reflect the Ministry's:
 - » financial position as at 30 June 2013;
 - » financial performance and cash flows for the year ended on that date;
 - » expenses and capital expenditure incurred against each appropriation administered by the Ministry and each class of outputs included in each output expense appropriation for the year ended 30 June 2013; and

- › unappropriated expenses and capital expenditure for the year ended 30 June 2013; and
- the nonfinancial performance information of the Ministry on pages 21 to 24 and 24 to 46:
 - › complies with generally accepted accounting practice in New Zealand; and
 - › fairly reflects the Ministry's service performance and outcomes for the year ended 30 June 2013, including for each class of outputs:
 - » its service performance compared with the forecasts in the statement of forecast service performance at the start of the financial year; and
 - » its actual revenue and output expenses compared with the forecasts in the statement of forecast service performance at the start of the financial year.

Our audit was completed on 30 September 2013. This is the date at which our opinion is expressed.

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

Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements and the nonfinancial performance information are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence readers' overall understanding of the financial statements and the nonfinancial performance information. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

Auditor's report *(continued)*

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements and the nonfinancial performance information. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements and the nonfinancial performance information, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Ministry's preparation of the financial statements and the nonfinancial performance information that fairly reflect the matters to which they relate. We consider internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Ministry's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Chief Executive;
- the appropriateness of the reported nonfinancial performance information within the Ministry's framework for reporting performance;
- the adequacy of all disclosures in the financial statements and the nonfinancial performance information; and
- the overall presentation of the financial statements and the nonfinancial performance information.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements and the nonfinancial performance information. Also we did not evaluate the security and controls over the electronic publication of the financial statements and the nonfinancial performance information.

We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

Responsibilities of the Chief Executive

The Chief Executive is responsible for preparing financial statements and nonfinancial performance information that:

- comply with generally accepted accounting practice in New Zealand;

- fairly reflect the Ministry's financial position, financial performance, cash flows, expenses and capital expenditure incurred against each appropriation and its unappropriated expenses and capital expenditure; and
- fairly reflect its service performance and outcomes

The Chief Executive is also responsible for such internal control as is determined is necessary to enable the preparation of financial statements and nonfinancial performance information that are free from material misstatement, whether due to fraud or error. The Chief Executive is also responsible for the publication of the financial statements and nonfinancial performance information, whether in printed or electronic form.

The Chief Executive's responsibilities arise from the Public Finance Act 1989.

Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the financial statements and the nonfinancial performance information and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001 and the Public Finance Act 1989.

Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the External Reporting Board.

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



Phil Kennerley

Audit New Zealand

On behalf of the Auditor-General
Wellington, New Zealand

AUDIT NEW ZEALAND

Mana Arotake Aotearoa

Managing the Ministry

Business improvement

We are focused on building staff capability, prioritising resources on key areas, and continually reviewing and improving our systems and processes.

We had a follow-up review of our 2011 Performance Improvement Framework (PIF). This report, to be released in the 2013/14 year, will assist with further improvement in four areas. These areas are: continuing to develop a shared purpose and direction, a clear and consistent focus on achieving the three priorities, having more involvement of external stakeholders in the Ministry's work, and continuing to have fit-for-purpose services, systems and processes.

We made progress in each area during the year. Shared purpose and direction has benefited from Ministry planning and engagement days, which enabled staff to align their work more clearly with the Ministry's goals, and to better understand their personal contribution to our success.

We planned our stakeholder engagement to achieve maximum impact, and to work effectively with individuals and organisations that have the potential to make the biggest improvements for women. External relationships were strengthened with the establishment of a series of NGO Hui, held in Wellington, and planned for Auckland and Christchurch in the next financial year.

We hosted a number of seminars for stakeholders on aspects of policy work, as well as engaging with stakeholders over our international obligations, particularly the CEDAW presentation at the United Nations.

We continued to implement changes to our business systems and processes to reduce cost and, where possible, align with all-of-government arrangements. We completed an upgrade of the Ministry's computer suite to maintain reliability and functionality. We developed a new Ministry website, allowing easier user access to publications and resources.

People

We are committed to a culture of high achievement and ongoing skill development. We have developed our capability by establishing a team of Principal Policy Analysts as thought leaders for each of our policy workstreams.

We are actively involved with the Better Public Services programme, with its strong focus on results, innovation and cross-government collaboration. Our staff participate in a variety of public sector networks and forums and inter-agency working groups.

Equal employment opportunity (EEO) continues to be a strong part of the Ministry's work culture, reflected in a range of flexible working arrangements, support for individual choices around work-life balance, and commitment to professional development.

Following the departure of Rowena Phair in May 2012, Kim Ngarimu was seconded from Te Puni Kōkiri as Acting Chief Executive until Dr Jo Cribb began her role in November 2012.

National Advisory Council on the Employment of Women

We completed the first year of providing secretariat and policy support to the National Advisory Council on the Employment of Women (NACEW), an independent advisory body to the Minister of Women's Affairs on matters related to women's employment.

The transfer of NACEW from the former Department of Labour resulted in the transfer of files and processes, and additional staffing arrangements for the secretariat and provision of policy advice.

Managing the Ministry (*continued*)

Publications and other communications

We published the following reports, publications and website features during the year:

- Statement of Intent 2013-2016
- Annual Report for year ended 30 June 2012
- *Changes in women's earnings* (2013), a report prepared by NZIER, for the Ministry of Women's Affairs
- *Lightning does strike twice: preventing sexual revictimisation* (2012)
- *Does gender matter?* (2012), findings from an online survey and interviews of engineering graduates from 2000 and 2005
- *Gender stocktake of state sector boards and committees* (2012)
- *Pānui* newsletter in October, December, March/April, and June/July.

We supported the Electricity Supply Industry Training Organisation's Women in Power group with its research report: *Ultimit benefit: women trainees in the electricity supply industry*.

Ministry of Women's Affairs

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