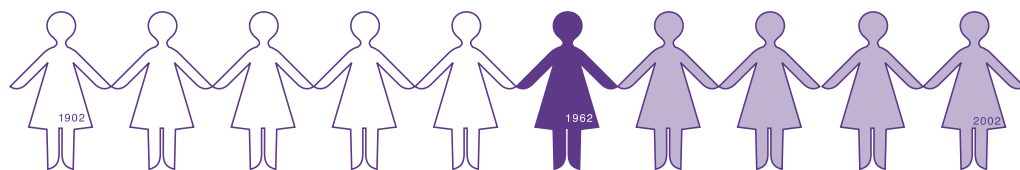


department for women
annual report 01-02



100 YEARS OF SUFFRAGE

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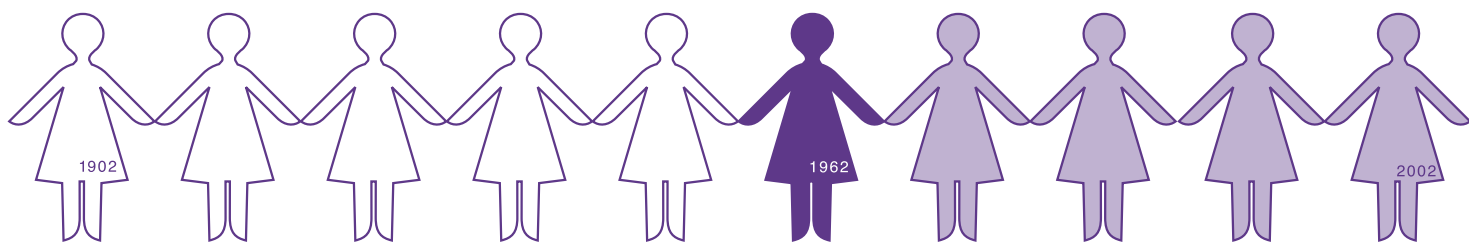
Department for Women **Annual Report 2001-2002**



Department for Women

department for women
annual report 01-02

Department for Women
Annual Report 2001-2002



100 YEARS OF SUFFRAGE



Department for Women

ABN 79 405 543 955

Level 4, Stockland House
181 Castlereagh Street
SYDNEY NSW 2000

PO Box A916
SYDNEY SOUTH NSW 1234

The Hon Sandra Nori, MP

Minister for Small Business
Minister for Tourism
Minister for Women
Level 30, Governor Macquarie Tower
1 Farrer Place Sydney NSW 2001

Dear Minister,

In accordance with the *Annual Reports (Departments) Act 1985*, I have pleasure in submitting the 2001/02 Annual Report of the Department for Women for the financial year ended 30 June 2002.

Yours sincerely,

Robyn Henderson
Director-General
Department for Women



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About the NSW Department for Women

Mission and key outcomes

Aim

Our vision is to achieve justice and equity for women in NSW in all aspects of life, including equal access to economic and social opportunities.

Operating environment

The Department for Women is able to respond to significant social and economic changes that the NSW Government is implementing to reduce the impact of reduced opportunities in rural and regional areas and meet new challenges to social cohesion that have a disproportionate impact on women.

To meet these challenges, the Government has implemented the *Action Plan for Women*. The role of the Department for Women is to make that plan a reality. The department also works within the framework of the principles governing the United Nations Convention on the Elimination of all Forms of Discrimination Against Women and the Beijing Platform for Action.

People and culture

To achieve high quality results, the department relies on the skill and commitment of staff who work in a culture that encourages innovative approaches. The department is a professional agency with a strong foundation of knowledge and skills that are shared through internal and external networks. The culture is one of tolerance, inclusiveness, fairness, persistence, participation and partnership.

Key outcomes

The department aims to achieve through its 2002–2004 corporate plan:

- **communities that are safe, inclusive, participatory and economically developed and in**

which women are full and equal participants where:

- women participate in and lead sustainable communities
- social justice is embedded in planning and development at local, regional and state levels
- gender equity and equity between communities is evident
- all Government activities are informed by principles and approaches that include women and their communities

■ **services appropriate to women and girls:**

- partnerships with Government and the private sector are strengthened, giving women and girls access to services designed for them. These include information, child care, transport, support services, technology, education, corrective services, juvenile justice, legal advice, policing, financial services, business and employment

■ **learning communities in which an evidence based approach to policy, research and evaluation result in:**

- collaborative and policy relevant research that contributes to social justice for women
- strengthening of special interest communities in the areas of gender analysis, local economic development, cultural diversity, youth, Aboriginal and Torres Strait Islander women, and safety for women
- policy development directed by evidence based evaluation

Our vision is to achieve justice and equality for women in NSW. We will lead in the development of policies, programs and services that support women's economic and social participation and opportunities.

- an efficient, effective and fiscally responsible department where management and operations result in the expansion and improvement of services within budget, and a higher profile for the department is achieved by informed, trained and confident staff.

This annual report describes progress in reaching the department's objectives under these four key outcomes: communities, services, research and policy development and organisational excellence.

Relationships with key stakeholder and interested communities

To stay informed of the views and expectations of key stakeholders and interested communities, the department has formed key partnerships with interested communities and accountabilities including:

- government – the Minister, the Premier's Council for Women and other Government agencies
- community – the women of NSW and peak women's organisations
- the business community
- non-government, not-for-profit organisations.

Departmental structure

The department has three branches:

- Communications, Information and Planning
- Policy and Research
- Strategic Alliances.

The Premier's Council for Women

The Premier's Council for Women advises the Premier and the Minister and is made up of the Minister for Women, the Director-General of the Department for Women and eight community representatives with knowledge and expertise in key areas of importance to women. These include rural and regional issues, matters affecting Indigenous women, industrial relations and employment, work and family issues, education and youth issues, family law, and women and decision making.

The Council is responsible for:

- advising the Premier and the Minister for Women on a women's perspective in Government policies and programs
- influencing the response of Government agencies to women's interests
- facilitating agencies' adoption of and commitment to policies that meet the needs of women in NSW
- providing an avenue for women to speak directly to Government through community consultation.

Members on 30 June 2002

F Lo Po', Minister for Women (Chairperson)
R Henderson, Director-General,
Department for Women

Community members

S Biggs (Deputy Chair)
J Bloch
C Cawsey
J Dakers
B Koh
M Krayem-Abdo
N Scott
T Thomas.

Message from the Director-General



The department's work this year reflected two broad themes – developing and supporting programs that are both innovative and inclusive and forging effective partnerships with Government and community organisations.

Our emphasis has been on the special concerns of women in NSW: reducing violence against women, supporting women in business, helping young women and giving women the skills to take leadership roles.

Each of these concerns represents a major plank in the *NSW Government's Action Plan for Women 2000-2002*. With its emphasis on those women with the greatest need of support and assistance, many of our programs involved building the skills of women in rural and regional areas.

Our partnership involvement covered a broad range of issues in programs that range from improving women's financial self-sufficiency and preventing eating disorders to diversionary programs for women on remand and facing prison.

Typical of these were two projects with the NSW Attorney-General's Department that aim to reduce violence against women through building community awareness and support through a domestic violence prevention film project, and supporting a rural crisis project for Aboriginal women and children experiencing family violence.

In partnership with local government, we developed the *Hands Up for Women in Council* program, produced an information guide, and began a pilot program with four councils to pilot a 10-point plan aimed at better supporting women councillors in NSW.

Our emphasis has been on the special concerns of women in NSW: reducing violence against women; supporting women in business; helping young women and giving women the skills to take leadership roles.

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Much of our research contributes directly to change programs. For example, the

Our research program played a major role in establishing a sound basis for policy and ensured that women's voices were influential in important debates. We contributed to the first pay equity case in 2002 in the NSW Industrial Relations Commission under the new NSW Equal Remuneration Principle and contributed detailed research and analysis to the debate on paid maternity leave.

Much of our research contributes directly to change programs. For example, the *Girls and IT Choices* project highlighted girls' low participation in computing and IT subjects at school and has contributed to renewed efforts to encourage girls into these careers.

New research projects range from big picture issues, such as the large empirical research project we commissioned into Australian and New Zealand women's information needs, to smaller but no less vital concerns, including research into how to reach isolated carers who are unaware of and do not use available services.

The year was also one of significant organisational change for the department. We adopted a new corporate plan and realigned core positions to improve our capacity to manage the growth of our services and programs. This change, like any restructure, called for extra effort and dedication from our staff, who deserve my thanks for their contributions.

I would also like to thank the members of the Premier's Council for Women who bring their broad knowledge and expertise to key areas of importance to women.



Robyn Henderson



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Financial summary

As a budget dependent agency of the NSW government, the Department for Women aims to manage within its budget allocation.

The department also received revenue from a number of other government agencies in partnership for grants projects and service delivery programs.

Employee related expenses constitute more than half of the department's operating expenses with grants funding making up an additional one quarter of total expenditure.

Most of the department's assets are made up of IT infrastructure. The department is planning on moving to leasing the majority of IT assets in future which will impact on the department's asset position.

The department expects to continue to manage on a break-even policy basis, though it will continue to develop and foster partnership arrangements with external entities to enhance its service delivery capabilities.



The Department's operating expenses with grants funding making up an additional one quarter of total expenditure.



the year in review

The year in review

Communities

KEY OUTCOME – Safe, inclusive, participatory and economically developed communities in which women are full and equal participants.

CHALLENGE	ACHIEVEMENT	STRATEGY 2002/03
To audit and produce a coordinated overview of government actions for women in NSW.	Audited NSW government policies and services for women under the <i>NSW Government Action Plan for Women</i> .	Publish a new <i>NSW Government Action Plan for Women</i> .
To bring together women and girls in various communities to discuss issues of common concern and report to the Premier.	The Premier's Council for Women consulted with more than 200 women in visits around the State and held leadership forums for young women in high schools.	The council will report to the Premier on the results of its visits. It will continue to consult with women in communities and support their participation in public life. The council will also hold leadership forums in four regions across the State in 2002/03.
To encourage stakeholders influencing services for small business owners to consider issues affecting women.	Released a detailed statistical profile of women in small business in NSW.	Publish the research findings and convene a round table forum.
To increase the representation of women on boards and committees.	Built representation of women on government boards and committees to 39 per cent in 2001.	Investigate initiatives to increase the representation of culturally and linguistically diverse women.
To build commitment among local councils to consider gender issues under the new mandatory social planning requirements.	Produced a gender analysis of 50 local government social plans to help councils improve outcomes for women in their social planning.	Work with local councils to implement the revised social planning guidelines.

The council will report to the Premier on the results of its visits. It will continue to consult with women in communities and support their participation in public life. The council will also hold leadership forums in four regions across the State in 2002/03.

the year in rev

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Communities continued...

CHALLENGE	ACHIEVEMENT	STRATEGY 2002/03
To plan an extensive project that would bring to women in rural and regional NSW the information and services they need to make their communities strong.	The <i>Women on Wheels</i> tour visited 60 communities in the New England, north coast and northern tablelands of NSW.	Ensure the issues raised by the communities visited are addressed in policy and project development. Continue outreach to rural areas.
To test new ways of addressing domestic violence, enhance and share knowledge, and develop and document good practice in preventing and responding to domestic violence in collaboration with the Commonwealth government and NSW Attorney-General's Department.	Managed a number of innovative projects addressing domestic violence in working with children and young people, people living in rural and remote communities, Indigenous communities and women.	To promote evidence based projects through the NSW Regional Coordination Management Groups.



Services

KEY OUTCOME – Ensure services are appropriate to women and girls.

CHALLENGE	ACHIEVEMENT	STRATEGY 2002/03
To increase women's access to services.	The Women's Grants Program allocated more than \$300,000 to projects that increase financial self sufficiency and build recognition of women's economic and social contributions to their communities.	Continue to support projects that increase women's access to services.
To develop a program that assists young women increase their financial independence and job satisfaction.	Purchased the licence for the Income of Her Own program.	Relaunch the program and present 40 workshops.
To address the needs of young women in the juvenile justice system.	Assisted the Department of Juvenile Justice on development of the <i>Girls' and Young Women's Action Plan</i> .	Participate in the interagency Young Women's Advisory Network, a strategy of the action plan.
To manage the increasing use of the <i>Women's Gateway</i> .	The information web portal <i>Women's Gateway</i> recorded nearly 50,000 users in its first year and won a 2001 Premier's Award commendation.	Group information around key events in women's lives, such as pregnancy, separation and the experience of returning to work.
To manage an increased number of requests for information and referrals to the Women's Information and Referral Service.	The Women's Information and Referral Service answered 9,005 queries and provided 40 per cent more referrals than in the previous year.	Assess the information needs of NSW women and identify how women with the least access to information and services can be reached.

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Commissioned and managed a large empirical research project on women's information needs among women in Australia and New Zealand.

Research and policy development

KEY OUTCOME – Develop learning communities by using an evidence based approach to policy research and evaluation.

CHALLENGE	ACHIEVEMENT	STRATEGY 2002/03
To promote pay equity solutions at state, national and international levels.	Contributed to the successful conduct in the NSW Industrial Relations Commission in 2001/02 of the first pay equity case under the new NSW Equal Remuneration Principle.	Continue to monitor and research developments in pay equity, and be a key knowledge agency on this issue.
To identify how women seek Government information.	Commissioned and managed a large empirical research project on women's information needs among women in Australia and New Zealand.	Work with other Government agencies on using the research to improve information for women.
To address the under representation of women and girls in choosing and participating in information, communication and technology occupations.	Investigated girls' low participation rates in computing and information technology (IT) subjects at school and provided a framework for a pilot action research project to re-skill women public servants with IT skills.	Apply for Australian Research Council funds to conduct a State-wide study into why girls' participation rates in IT subjects is so low. Provide cost benefit, gender and strategic analysis expertise to the pilot agencies and Government working party.
To give Government and non-government agencies access to information on women to guide their planning.	The first stage of an integrated, up-to-date <i>Profile of Women in NSW</i> was developed. A profile of the latest statistics, trends and comparisons on education, training and transition to work were compiled and posted on the department's website.	Further develop the <i>Profile of Women</i> with sections on health, work and family, and violence and safety.

Review the year in

Organisational excellence

KEY OUTCOME – An efficient, effective and fiscally responsible department.

CHALLENGE	ACHIEVEMENT	STRATEGY 2002/03
To establish a flexible but stable organisational structure that supports key outcomes.	Realigned core positions to increase capacity for services and programs and decrease reliance on consultants.	Fill vacancies in accordance with agency objectives and human resource plan.
To identify and efficiently manage the department's limited budget by cost centre.	Developed a cost centre structure based on the organisational structure and projects delivered by the department.	Implement a full activities based costing structure and monitor expenditure on a minimum monthly basis.

Assess the information SWAN: identify the means by which women without the least access to information and service



the year in rev

Communities

Outcome:
Safe, inclusive,
participatory and
economically
developed
communities in
which women are
full and equal
participants.

Building the sustainability of communities in the north of NSW was the focus of the second *Women on Wheels* project and the Women's Grants Program targeted a number of communities around NSW by supporting projects that increase women's participation in their communities.

The department undertook a number of gender analysis projects at state and local government levels and audited the achievements of Government agencies under the *NSW Government Action Plan for Women*.

Two Partnerships Against Domestic Violence projects involved young people making a domestic violence prevention film and the development of Government agency guidelines on responding to domestic violence.

For the first time, Government and non-government agencies gained access to an integrated, up-to-date profile of women in small business in NSW, developed by the department.

Women participate in and lead sustainable communities

The department's work with communities evolved into a broader regional strategy during 2001/02. Central to this approach is representation on the Regional Coordination Management Groups, established by the Premier's Department to develop integrated approaches to regional issues. Through this involvement, the department is able to identify issues affecting women in specific communities across NSW and can instigate an integrated service delivery response.

The department focused on strengthening communities during *Women on Wheels II*, an outreach project which involved 33 Government and community organisations and visited 60 communities around the New England, north coast and northern tableland regions of NSW.

An evaluation of the first *Women on Wheels* project in 2001, carried out in 2001/02, covered planning, looked at background issues, and reported on key achievements. The report concluded that the project built strong relationships with communities and organisations and substantially increased the profile of the department, the Premier's Council for Women, and participating organisations.

Following consultation with Aboriginal women in the Murdi Paaki Aboriginal and Torres Strait Islander Commission region, a partnership was developed to explore ways of increasing Aboriginal women's participation in decision making in their communities. The aim of *Valuing Women's Voices* is to provide strategies that increase the representation of Aboriginal women in decision making bodies, such as community working parties, boards of community organisations and the next elections of the Commission's council. The program will include training in good governance of community

Review the year in

organisations, meeting skills, community consultation and writing funding submissions.

The department issued the *Women, Partnerships and Sustainable Development* report on a community partnership to help women achieve sustainable development in three remote and regional communities around NSW. The project was conducted by UTS Shopfront (University of Technology, Sydney) with funding under the Women's Grants Program. The report sets parameters for building strong communities and for sustaining women's participation. A number of initiatives emerged from the project. In particular, the participating women developed networks and structures to sustain their participation, and identified an economic and cultural enterprise in each community.

The department, along with the Premier's Council for Women, sponsored a component of the Western Sydney IT Start-Up Awards 2002. These awards will assist entrepreneurs to start new business ventures in the area by encouraging research and development, promoting innovation and fostering entrepreneurship. The department and the Premier's Council for Women provided \$10,000 for the Western Sydney IT Woman of the Future Award. The award, to be announced in August 2002, is for a business owned and operated by a woman in Western Sydney.

To boost the representation of women on councils, the department developed support mechanisms and resources that include producing an issues paper and identifying possible elements for a best practice model of support. As a result, a publication, *Hands Up for Women in Council*, was developed for inclusion in an information kit that provides a practical and cost-effective tool to help women councillors access the information and resources they need for this role. The kit, which will be launched in November 2002, will also be of value to women interested in standing for election to local government.

Parallel to this project was a 10-point pilot plan for operational change that supports women councillors in the country areas of Broken Hill and Kempsey, and the Sydney areas of Parramatta and Waverley. Following the pilot, other councils will be invited to endorse and implement the plan.

The Women's Grants Program supported projects in regional areas with nine grants totalling \$445,894 for organisations outside the Sydney metropolitan area, and six grants totalling \$304,133 for projects that target Aboriginal women.

The grants program also funded a number of projects that help women participate in and make their communities more sustainable, including an executive management course for women managing community housing associations.



the year in rev

Another program funded by the grants program is *Emerge Australia*, a partnership project to assist Aboriginal women develop their

The course, which focuses on change management skills, assisted 18 women to gain more confidence in managing in an environment of rapid changes. It also gave them the skills and networks to deal with volunteer boards and meet the challenges they face as their associations grow. At the end of the course, all participants reported they built more confidence and skill in managing change and that they valued the networking opportunity.

Another program funded by the grants program is *Emerge Australia*, a partnership project to assist Aboriginal women develop their personal capacity to manage and develop an enterprise idea. The project is tailoring assistance to meet the needs of participants, such as small business skills training, mentoring, or help with business planning and establishment. The project trials a micro enterprise development approach to providing access to credit.

The department took a targeted approach to its participation in community events by giving high priority to reaching new audiences. In partnership with the Mudjin-gal Aboriginal Women's Corporation in Sydney, the inaugural Mudjin-gal Recognition of Aboriginal Women Awards ceremony recognised the contributions to communities of Aboriginal women working in health, domestic violence, education, and with youth. Extension of the awards

to Aboriginal women from across NSW is proposed in 2003.

Two Partnerships Against Domestic Violence projects that have been funded by the Commonwealth Government and are jointly managed by the department and Attorney-General's Department are directed at young people and Government agencies.

Young people living in transient accommodation who have experienced domestic violence were targeted by the *Domestic Violence Prevention Film Project* which used filmmaking to build skills. This project was delivered by the award winning arts organisation, Big hART, in 15 communities in northern and north-western NSW. This media-based project is now complete and will be incorporated into the Big hART national filmworks docu-drama, due to be screened in 2003.

The other initiative is development of *Criminal Justice System Interagency Guidelines for Responding to Domestic Violence* which will provide clear direction and instruction to criminal justice system staff and associated support services. Training on how to work with the guidelines will be provided by the Regional Violence Prevention Specialists from the Violence Against Women Specialist Unit of the Attorney-General's Department.

As part of its commitment to promoting community projects that aim to reduce violence, the department organised an award

ceremony for the NSW recipients of the Australian Violence Prevention Awards for the most outstanding project or projects for the prevention or reduction of violence.

To give women in corrective services the opportunity to form support networks with women in similar roles and industries, the department held a seminar, in partnership with the Department of Corrective Services, as part of its involvement in the Department of Corrective Services Women's Advisory Network. The seminar, *Senior Women in Uniformed Services*, which examined issues women face in uniformed roles, was followed by a meeting to discuss coping strategies for women in challenging environments.

A very successful rural outreach program was conducted as part of the *2001 Women's Gathering* in Kempsey that attracted 100 participants and included a leadership forum with local Aboriginal women and demonstrations on the *Women's Gateway* and the department's web site at two local high schools. There is ongoing involvement to assist the Women's Gathering Organising Committee with development of the 2002 event. The 22nd Anne Conlon Memorial Lecture, which featured Susan Mitchell, author of *Tall Poppies*, attracted newspaper and radio coverage. The 2002 lecture will feature women and the theatre.

Social justice is embedded in planning and development at local, regional and state levels

In partnership with local government, the department undertook a gender analysis of 50 local government social plans. The result is the publication, *In focus: A gender analysis of NSW local government social plans*, released in January 2002. It offers suggestions for councils to better include the needs of women and girls in their social plans. The gender analysis framework has been incorporated into the draft of the revised social planning guidelines that will be released in late 2002 by the Department of Local Government.

To ensure that gender inclusive approaches guide policy and project development in the NSW public sector, the department developed an *Introduction to Gender Analysis* resource kit that includes case studies of successful projects drawn from a number of agencies, including the Department of Community Services, a Department of Fair Trading legislative review and the Department of Health. The resource kit was completed in early 2002 and will be marketed to all NSW Government agencies.

An invaluable resource for Government agencies is the gender analysis literature review which was posted on the department's web site. The review contains international literature and examples of gender inclusive and mainstreaming approaches. The review

the year in rev

To celebrate the equity that women's suffrage brings to communities, the theme for the International Women's Day Week for Women was

will also be distributed as part of the gender analysis resource kit.

To improve outcomes for young women, the department participated on the taskforce to develop the *NSW Youth Policy* and the *Youth Development Framework*. The department contributed its expertise to a number of focus areas, including youth led community development and feeling and being safe, as well as feeling good and staying healthy.

Gender equity and equity between communities is evident

Representation of women on NSW Government boards and committees increased to 39 per cent in 2001, giving NSW one of the highest representations of women on Government boards in Australia. In 1995, just 19 per cent of new appointments were women. Contributing to this recent success were regular forums for Government and ministerial staff to ensure their selection and appointment processes promote a gender balance. These sessions were conducted in partnership with the Premier's Department. Another forum that focuses on increasing the representation of culturally and linguistically diverse women on boards and committees is being considered.

The department also worked with other agencies that nominate to Government boards and committees,

such as the Local Government and Shires Association. In tandem with this initiative, the department developed with TAFE NSW and the Rural Women's Network a 40-hour board and committee course for rural women that assists them to participate on boards and committees. The course was piloted in the central west region through the Western Institute of TAFE from August to November 2000, with the aim to encourage participants to put themselves forward for board and committee appointments. A concurrent pilot ran for members of the Orange Aboriginal Women's Business Group through the Orange TAFE campus. The course was evaluated as successful and is now available to other institutes of TAFE.

To celebrate the equity that women's suffrage brings to communities, the theme for the International Women's Day Week for Women was *Celebrating a Centenary of Suffrage (for non-Aboriginal Women)*. The week's festivities included presentations on the history of International Women's Day and women's suffrage at Sydney schools, and a lift out guide to the department's *Week for Women* celebrations in the Cumberland newspapers.

All Government activities are informed by principles and approaches that include women and their communities

The *NSW Government Action Plan for Women 2000-2002* addresses gender inequity in the areas of family and community life, violence and safety, work, access to justice and equality before the law, power, decision-making and leadership, education and training and health. Underpinning the action plan is the Government's commitment to honour its international obligations to women, contained in the United Nations Convention on Elimination of All Forms of Discrimination Against Women and the Beijing Platform for Action.

To keep the action plan for women current and relevant, the department annually audits NSW Government achievements for women. Results of the audit are made available on the department's website and published in a booklet. The audit highlighted new initiatives that address gender inequity by:

- building women's employment opportunities in regional NSW
- providing additional support for ageing carers of people with disabilities, most of whom are women
- helping rural women interested in election or appointment to boards and committees through a TAFE course that operates in tandem with

projects to encourage the election of women to local councils and the appointment of women on Government agency boards.

The timing of the audit of action plans was moved in 2001/02 to bring it into line with the annual reporting timeframes of Government agencies. Results of the 2002 audit are currently being prepared.

The department participates in the regular review of laws in NSW by making submissions on how these reviews will impact on women and proposing approaches to ensure that the law works well for women.

In 2001/02, the department made a number of submissions on a wide range of legislative proposals, particularly in the crime and safety area. Submissions were also made on the *Public Sector Management Act 1996* and the *Industrial Relations Act 1996*, the *Nursing Homes Act 1996* and the *Victims Support and Rehabilitation Act 1996* and the *Victims Rights Act 1996*.

To ensure the National Competition Policy Review of NSW laws considers gender issues, the department made submissions to the review of the *Employment Agents Act 1996*, the *Lotteries Act 1996*, the *Registered Clubs Act 1976*, *Commercial Agents and Private Inquiry Agents Act 1963*, the *Boxing and Wrestling Control Act 1986* and the *NSW Liquor Act 1982*.



the year in rev

To give
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The department contributes to community renewal and capacity building for women by participating on the Human Services CEOs Priority Regional Communities Task Force and on the Community Solutions Task Force programs in Kempsey, Nowra, the river towns of western NSW, and the Sydney areas of Mt Druitt and Redfern/Waterloo.

To give Government and non-government agencies access to information on women to guide their planning, an integrated, up-to-date profile of women in New South Wales was developed. *Profile of Women in NSW* provides an accurate picture of women's status using the latest statistics, trends and comparisons on demography, education and training, work and family, health, and violence and safety. The first chapter on education, training and transition to work was posted on the department's website and additional statistical profiles on key issues, such as women's health, are being developed in 2002/03.

To help state government and community organisations better understand current trends in women's participation in small business, the department developed a detailed statistical profile of women in small business in NSW. In 2002/03, the

department will host a round table on women in business in tandem with website publication of its recent statistical research. The round table will include representatives from Government, businesses, the community and educational and academic institutions.

Another NSW Government project the department contributes expertise to is assisting with development of an Aboriginal information and communication technology strategy, led by the Department of Information Technology and Management, and including the Department of Aboriginal Affairs and the Premier's Department.

The department's *Life Events* project investigated information and service needs of women at key stages of their life, for example pregnancy, returning to work or leaving a partner. The information will be used to understand how women in these situations solve problems and which services they rely on. The department will then determine how the services should be communicated to women, as well as identifying services that are or could be provided online. Results of this project will be applied to the *Women's Gateway*, the department's Internet portal designed specifically for women.

Women on the road again

The aim of Women on Wheels is to bring to women in rural and regional NSW information about the services they need to make their communities strong.

The second *Women on Wheels* project brought together a range of Government agencies, the private sector and community groups to distribute information and present workshops on women's issues and services in 60 towns around the New England, north coast, and northern tablelands regions of NSW.

More than 33 state Government and community organisations participated. The majority of partners travelled as a team and the State Transit Authority provided the bus, loaded with information materials. Staff from other Government agencies that participated in the project included Legal Aid NSW, the Department of Aboriginal Affairs, the Community Relations Commission, the Department of Sport and Recreation, and the Independent Commission Against Corruption. Participating community agencies included Guides Australia, the

Older Women's Network, FPA Health, the Heart Foundation, and Asthma NSW. *Women on Wheels* also involved local government, TAFE and schools, as well as private sector partners.

Women on Wheels provided a diverse range of events, including formal information sessions and informal discussions, women's health events and hands-on information technology workshops on the *Women's Gateway*, the department's one-stop-shop that provides community information on the Internet. Targeted events included yarn ups with Aboriginal women and workshops with women from culturally and linguistically diverse backgrounds. A number of events provided skills development workshops on confidence building, participation and leadership, while others acted as a catalyst for business and professional women to network.

The aim of Women on Wheels is to bring to women in rural and regional NSW information about the services they need to

the year in rev

Services

Outcome:
Services are appropriate for women and girls.

The department is taking a whole-of-government approach by forming partnerships with a range of Government agencies and community organisations to carry out projects that address violence against women, help them become financially self-sufficient, and build their capacity to contribute to community planning.

Queries to the Women's Information and Referral Service rose by 18 per cent and visits to the electronic information service, the *Women's Gateway*, totalled nearly 50,000 in its first year of operation.

Partnerships with the Government and the private sector are strengthened, ensuring women and girls have access to services

Under the 2001 Women's Grants Program, more than \$300,000 was allocated to three projects that focus on capacity building through partnerships with community organisations, including:

- *Emerge Australia*, which aims to empower 30 women to become self-sufficient through education, training, support networks and increased ability to access credit, in partnership with Redfern Micro Enterprise
- *Discover Our Way*, a project that gives recognition to the role of women in creating and maintaining a sustainable future in the region by establishing and recognising women's contribution to business, heritage, culture, social capital and environment, in partnership with the Clarence Valley Women Community Program

- the *Valuing Women's Voices* project to explore ways of increasing Aboriginal women's participation in decision making in their communities, in partnership with women from the Aboriginal and Torres Strait Islander Council in the Murdi Paaki Region of far western NSW.

The Women's Grants Program also funded a range of initiatives that address social and economic issues affecting women, including a community managed Internet café in western Sydney that, through a partnership with TAFE and local businesses, provided IT training to more than 30 disadvantaged women who also gained experience in café work. Training in most cases was on a needs basis and, when possible, women trained each other as skills were developed. The Department of Housing has incorporated the project into its Housing Communities Assistance Program by setting up Internet cafes in other areas.

The department purchased the licence for the Income of Her Own program, which will be launched in late 2002. The workshops aim to increase young women's capacity to make decisions to improve their lives by focusing on the

Partnerships with the Government and the private sector are strengthened, ensuring

Review the year in

benefits of achieving financial independence and job satisfaction. It is planned to relaunch the program and present 40 workshops in 2002/03.

A new initiative the department will undertake in 2002/03, in partnership with the Office of Western Sydney, is the *Corporate Partners for Change* project. This initiative will identify business opportunities for women in small business and women using information technology.

The *Automotive Toolkit for Women*, published in 2000/01, generated such strong demand that a second edition was issued in 2001/02. The kit provides suggestions for dealing positively with the motor vehicle industry and was supported by the Toyota Motor Corporation, the Motor Vehicle Repair Industry Council and the NRMA. In 2002/03, the department will support Toyota's Know Your Car workshop, a strategy to build women's confidence when buying and repairing cars.

Publicity in the press, radio and television in July 2001, generated by the department's paper on the effect on young women of depression and risk taking behaviour, resulted in an invitation to join the NSW Youth Interagency Taskforce and an invitation from the Centre for Mental Health to collaborate on its future work on women and mental health. Depression is the leading cause of disease and illness among young women and occurs at three times the rate of men.

Involvement in addressing other health problems affecting young women continued, with the department's participation on the Eating Disorders Working Party. The working party has been drafting a report on psychiatrically diagnosed disorders, such as anorexia nervosa, bulimia and other eating disorders. The department was involved in writing the education and prevention section of the report, which will address poor body image as well as eating disorders.

To counter the promotion of unhealthy diets and stereotypical body images in the media and popular culture, the department conducted a media campaign on International No Diet Day, highlighting how celebrities and health professionals maintain healthy lifestyles.

The department also made a submission to the NSW Health review of the *Tobacco Action Plan*, highlighting the significant gender differences in smoking, such as the high number of young women starting to smoke and the difficulty women have in quitting.

To increase participation of women in physical activity, the department participated in the NSW Government Physical Activity Taskforce. A Women's Grants Program project targeted fitness by providing professional development opportunities for fitness leaders to deliver appropriate fitness activities for older women from culturally and



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The service is available in 13 community languages, an Aboriginal officer is available and there is a telephone

linguistically diverse backgrounds.

Another project targeting older women aimed to increase the availability and use of information and communication technology. This was achieved by contributing to the development of the *Seniors Online* strategy and funding two pilot projects in the western Sydney and Central Coast regions.

The department focused on women in the prison and juvenile justice systems by:

- developing options to increase women's participation in diversionary programs in response to the parliamentary committee's findings on the increase in women in the prisoner population
- assisting the Department of Juvenile Justice on development of the *Girls' and Young Women's Action Plan*, which will provide a policy framework and strategies to improve the department's capacity to address the needs of young women.

In 2002/03 the department will broker community options for sentenced women and remandees and participate in the interagency Young Women's Advisory Network, a strategy of the *Girls' and Young Women's Action Plan*.

The department's Women's Information and Referral Service enables NSW women, including those in isolated areas, to access information and services using a toll free number. The service is sensitive to the needs of

women from the Aboriginal community and to those from culturally and linguistically diverse backgrounds.

The service also provides information and referrals to community, Government and non-government organisations on issues affecting women and their families.

The service is available in 13 community languages, an Aboriginal officer is available and there is a telephone typewriter for hearing and speech impaired women.

The Women's Information and Referral Service's database contains more than 4,000 services. It is frequently updated so that current information and accurate referral data are available to callers. Call statistics show that queries cover a wide range of topics including family law, health, violence against women, housing, employment and income.

The 9,005 callers to the service had 14,605 reasons for making contact in 2001/02, an increase of 214 calls. There were 1,418 calls for the department's reception. Approximately 47 per cent of callers were provided with referrals and all other queries were addressed by staff.

A comparison with the statistics for 2000/01 shows several areas of marked change:

- an increase in callers from culturally and linguistically diverse backgrounds. This increase is attributed to the effective

Review the year in

promotion of the service as culturally sensitive and available in 13 community languages

- an increase in calls from rural and regional areas. This is attributed to promotion of the service during *Women on Wheels*, and a greater knowledge of the service due to the number of rural and regional

recipients of the Women's Grants Program

- a reduction in the number of callers requesting the department's publications, due to the increasing number of women with Internet access using that medium to access publications.

Reason for calling

Reason for calling	2001/02		2000/01	
	Frequency ¹	Percentage	Frequency ¹	Percentage
Referral	8,548	58.9	4,445	59.7
Department publications	589	4.1	1,065	14.3
Hung up	950	6.5	387	5.2
Phone number or addresses	697	4.8	378	5.1
Department grants	384	2.6	225	3.0
Information – general	216	1.5	167	2.2
Information on department/ Women's Information and Referral Service	300	2.1	153	2.1
Other publications	160	1.1	136	1.8
Other	1,598 ²	11.0	135	1.8
Information on events	189	1.3	124	1.5
Information on statistics/research	143	1.0	114	1.5
Support needed	110	0.8	88	1.2
Complaint	15	0.1	21	0.3
Compliment/thanks	11	0.1	9	0.1
Abusive	46	0.3	8	0.01
Total number of reasons for calling	14,605		n/a	
Total number of calls	9,005		7,373	

1. Can be more than one reason for calling

2. Increase in calls in 'other' category is due to a change in procedures. The department's reception calls are now being handled by the Women's Information and Referral Service

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Total number of contacts and calls 9,005
 First time callers 62%
 Callers from culturally diverse backgrounds 16%
 Aboriginal and Torres Strait Islander callers 3%
 Callers from Sydney metropolitan area 47%
 Callers ringing on their own behalf 60%
 Calls referred by non-government agencies 5.8%
 Phone book prompted calls 39.5%
 Department publications prompted calls 3.6%
 Enquiries answered by staff 53%
 Enquiries on the Women's Grants Program 0.02%

Breakdown of calls to Women's Information and Referral Service

	2001/02	2000/01	1999/00	1998/99
Total number of contacts and calls	9,005	7,373	9,167	8,427
First time callers	62%	78.7%	70.9%	75.7%
Callers from culturally diverse backgrounds	16%	10%	5.3%	7%
Aboriginal and Torres Strait Islander callers	3%	2.4%	1.9%	1.3%
Callers from Sydney metropolitan area	47%	63%	63.7%	No data
Callers ringing on their own behalf	60%	73%	66%	71.9%
Calls referred by non-government agencies	5.8%	6.5%	13.8%	11.6%
Phone book prompted calls	39.5%	51%	45.5%	53%
Department publications prompted calls	3.6%	4.3%	6%	15%
Enquiries answered by staff	53%	39%	46.5%	45.8%
Enquiries on the Women's Grants Program	0.02%	3%	14.7%	7.5%

The *Women's Gateway*, launched in March 2001, is another of the department's services that provides a single entry to a range of information already available on the Internet, but difficult to find. In its first year, the service attracted nearly 50,000 users and the community posted 90 news items and information on 251 events. The *Women's Gateway* received a 2001 Premier's Public Sector Award commendation for best practice in eGovernment.

There was a strong demand for printed publications, although print quantities continued to decrease as more information became available on the department's website. Two publications were developed and designed exclusively for website publishing, *Jobs for Women* and *Profile of Women: Education, training and transition to work*. A full list of 2001/02 publications appears in Appendix 17 of this report.

Women's Gateway to services

The Women's Gateway, launched in March 2001, provides community information and a directory of women's services on the Internet.

The gateway provides a single entry to access to a range of information already available on the Internet, but difficult to find. The gateway also makes the department's database of service and information providers available electronically as well as information on new women's

services. In its first year, the service attracted nearly 50,000 users and the community posted 90 news items and information on 251 events. The *Women's Gateway* received a 2001 Premier's Public Sector Award commendation for best practice in eGovernment.

Review the year in

Research and policy development

Outcome:
Learning communities with an evidence-based approach.

Research into national and international developments in the key areas of pay equity and paid maternity leave was carried out in 2001/02. Industries that involve mainly women, such as residential aged care and volunteering, were targeted in new research projects. Women's information needs were investigated in a major project involving Australia and New Zealand.

Collaborative and policy relevant research that contributes to social justice for women

To promote a broader understanding of pay equity, the department extensively researched national and international developments in pay equity. The pay equity issue came to state, national and international attention in 2001/02 with the successful conduct in the NSW Industrial Relations Commission of the first pay equity case under the NSW Equal Remuneration Principle.

Consequently, the work on pay equity by NSW has been adopted as a model by both Queensland and Tasmania, and the department will continue to monitor and research developments on this issue.

The department also researched national and international developments in paid maternity leave. In 2001/02 the department developed costings for the NSW Government response to the Human Rights and Equal Opportunity Commission paper, *Valuing Parenthood: Options for Paid Maternity Leave*.

The residential aged care industry is an area of work that affects mainly women. The department is identifying arrangements that are sensitive to work and family needs and will attract and retain staff, as well as help aged care employers comply with State and

Federal anti-discrimination legislation and accreditation requirements. In 2002/03 the department will produce guidelines on achieving a better work/family balance for these workers.

The experience of women in formal human service volunteering roles entered the second stage of data collection in 2001/02. This research which will identify the conditions required for effective formal and informal volunteering, complements the department's strategic community building projects in Kempsey and Orange.

Another area of research that will contribute to social justice for young women is the *Girls and IT Choices* project, conducted with the Department of Education and Training. The aim is to develop strategies that increase secondary school girls' awareness of the career potential of the information technology industry.

The department participated in a cross agency action research project involving the Office of Information Technology, the Office of the Director of Equal Opportunity in Employment, the Department of Education and Training and the Public Sector Management Office. The *Reskilling Women for IT* project will develop a

the year in rev

model to help public sector agencies address IT skills gaps and women's low participation rate in IT employment. Two agencies signed up to investigate the model—the Department of Fair Trading and the Attorney-General's Department.

Four projects focused on domestic violence in the regional areas of Dubbo, Broken Hill and Menindee, and Grafton and Tamworth. These Partnerships Against Domestic Violence projects are funded by the Commonwealth Government and jointly managed by the department and the Attorney-General's Department.

In north west NSW, the *Integrated response to domestic violence by the criminal justice system and support agencies in Dubbo* is creating a more responsive, broader, consistent and coordinated effort to address domestic violence. A draft of the interagency guidelines has been circulated to agencies for approval and service providers have been trained in issues facing women from culturally and linguistically diverse backgrounds. The integrated response also guides Aboriginal women in accessing mainstream domestic violence services. As part of the integrated response, the need has been identified for a 24-hour on-call domestic violence worker to accompany police to incidents of domestic violence.

A model of best practice has been developed from the work undertaken by the Broken Hill and Menindee rural

crisis intervention project, *Community Solutions to Aboriginal Family Violence*. A resource has been issued to guide the NSW Government on responding to family violence in rural and remote Aboriginal communities. The targeted communities have reported they are now able to talk about violence issues openly, a result that is supported in a video on violence that was made by three young Indigenous women under another of the department's projects.

The Grafton pilot project has two components. The first is *Prevention programs for young people aged 12-15: what have we learnt?* This is a representative review of violence prevention programs for adolescents and has informed the development of the curriculum based program *Kids relate*. This violence intervention program which incorporates a race and gender component, is currently being piloted at a secondary school in Grafton. A number of NSW Government agencies have expressed interest in incorporating *Kids relate* into their rural and regional programs and a number of towns are being considered for pilots during 2003.

A project officer was located at Tamworth police station to provide information, support and referrals to victims of domestic violence. This project is currently being evaluated.

To address poor superannuation outcomes for women, the department participated in the economic policy summit, *Ms...ing Out: Women and*

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The
million
Women's
Grants
Program
continued
to contribute
to the
Government's
social
justice
principles
of
access
equity
rights
and
participation
by
targeting

Retirement Savings, and held workshops on superannuation issues during the *Women on Wheels* project. In 2002/03, the department will foster partnerships with the superannuation industry to develop strategies to improve women's superannuation outcomes as they are adversely affected by their broken participation in the workforce and their high representation in casual employment.

Strengthening of special interest communities in the areas of gender analysis, local economic development, cultural diversity, youth, Aboriginal and Torres Strait Islander women, and safety for women

The \$1 million Women's Grants Program continued to contribute to the Government's social justice principles of access, equity, rights and participation by targeting projects that had a regional or State-wide focus and included approaches and initiatives that can be replicated in other areas of NSW. The projects covered reducing violence against women, addressing needs of older women, Aboriginal and Torres Strait Islander women, women from culturally and linguistically diverse backgrounds and young women.

Approximately \$228,000 was allocated to community organisations for small projects that ranged from \$12,000 to \$30,000, including:

- a peer and mentoring program to train leaders in the Bourke area to act as role models for other young women

- a service in the shire of Mudgee that links members of volunteer organisations to agencies that provide skills training
- a video on apprehended violence orders for women in the North Coast region who apply for them
- identification of employment outcomes for dental assistants who are under-privileged or Aboriginal or from culturally and linguistically diverse backgrounds
- innovative e-summer school camps at schools in the Sydney suburb of Mt Druitt and in western NSW at Walgett. Each project supported 15 young women from years 9–11 who do not have a computer at home to learn more about information technology and consider a career in this industry. A Sydney University study has revealed that fewer than 20 per cent of computing students in Australia are women.

The grants program awarded 22 per cent of its funding to projects that focus on cultural diversity, including occupational health and safety information for women working in market gardens in the Sydney basin, a feasibility study into catering businesses, and building awareness of domestic violence issues.

Another initiative that supported cultural diversity was helping The Muslim Women's Association develop a five-year strategic plan by hosting six workshops attended by the association, government agencies and the

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community. The department also assisted by reviewing and printing the plan.

A range of initiatives targeted Aboriginal and Torres Strait Islander women in 2001/02, including projects funded by the Women's Grants Program, special presentations for this group during *Women on Wheels* in northern NSW, promoting the Women's Information and Referral Service, and efforts to reduce family violence.

The NSW Government, through its participation on the Online Council, has committed to the development of an Aboriginal Information and Communication Technology (ICT) Strategy. The Department of Information Technology and Management is leading development of a proposed strategy in partnership with the Department of Aboriginal Affairs and Premier's Department. The Department for Women is participating in the cross-agency committee to assist in development of the strategy. The project has two stages. The first is to identify good practice in program delivery and establish a framework for the second state which involves stakeholder consultation.

Other projects that focus on special interest communities include:

- conducting a two-year research project on women volunteering
- contributing to the Department of Housing and the Department of Community Services policies on domestic violence

- conducting research into reaching isolated carers, using a newly developed statistical method that will identify those carers who do not identify themselves as carers.

Policy development

Following the review of the strategy on balancing work and family responsibilities, a new approach was developed in consultation with industry groups in 2001/02. The strategy now focuses the Government's work and family strategy on:

- developing and promoting practical and affordable ways of combining work and family commitments which meet the needs of employers and employees
- taking an industry-based approach to consultation
- the NSW Government reviewing the adequacy of existing entitlements for workers with family responsibilities.

During 2001/02, a bibliography of resources was prepared to help employers introduce family friendly strategies. Following the identification of a lack of progress nationally in implementing work and family strategies by the Commonwealth/State/Territory conference on the status of women, the department hosted a work and family experts seminar, coordinated by the Commonwealth Office of the Status of Women.

In a partnership project with the

Review the year in

Central West Community College and funded by the Women's Grants Program, barriers to women's employment in the area were researched by the Western Research Institute. Based on the results, a pre-employment training program is under trial and will be evaluated early in 2002/03.

Another recent project managed by the department investigated women's information needs to identify possible and preferred information paths for women to access Government information. Based on information gathered from interviews and national phone surveys in Australia and New Zealand, The *Women's Information Needs Project* makes recommendations on more effective communication methods, using both information technology and print. The research targeted Maori, Aboriginal and poor women, as well as women from culturally diverse backgrounds. Interviews were held with Government agencies that provide information of particular interest to women, such as health, legal advice, community services and housing. The project was designed and managed by the department on behalf of the Australian Commonwealth, State and Territory, and New Zealand ministers for women. The first phase examined women's information needs and their information seeking behaviours. Government agencies were interviewed to establish their methods of providing information to women. In 2002/03 the

department will promote this research and is developing presentations on the findings for interagency and other workshops.

The department undertook an original investigation of current employment trends and projections for women in NSW. The findings were published in the paper *Jobs for Women*, available on the department's website. *Jobs for Women* offers an analysis of some implications of labour market trends in women's employment in industries, occupations and regions. Other related investigations focused on Aboriginal women's employment as there is no comprehensive data available on this topic.

The department is a member of the *Partnership Against Homelessness*, a group of Government agencies working to prevent and alleviate homelessness. In March 2002, the partnership adopted a reference paper on *Women and Homelessness* which the department developed to ensure women's experiences and needs are taken into account for future homelessness projects.

Stage two of the *Women and Homelessness* project is to develop a better understanding of information needs of women during periods of homelessness as well as working closely with Government and non-government agencies on developing an outreach service for homeless women and men in inner Sydney.



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Girls and IT choices

The department is undertaking important research that will contribute to social justice for young women through the *Girls and IT Choices* project, conducted with the Department of Education and Training.

The aim is to develop strategies that increase secondary school girls' awareness of the career potential of the information technology industry. Through surveys and interviews with students, parents, teachers and career advisors, the study will identify factors that encourage or discourage

students from choosing information technology subjects. Preliminary findings of the study will be incorporated into a proposal for Australian Research Council Linkage Projects funding to conduct a comprehensive State-wide study.

The aim is to develop strategies that increase secondary school girls' awareness of the career potential of the information technology industry.

Review the year in

Organisational excellence

Outcome:
An efficient,
effective
and fiscally
responsible
department.

The department realigned its core businesses to increase its capacity for services and programs and staff development plans were negotiated. The budget for projects was \$536,000 in 2001/02, an increase of \$144,000. To ensure projects stay on track, a number of changes were made to the \$1 million Women's Grants Program.

Informed, trained and confident staff

The department encourages its 48 staff to undertake further studies for personal and professional development. During 2001/02, staff development plans were negotiated with individual officers to ensure career plans are supported while maintaining the department's professional services.

Staff development is supported through a number of formal and informal mechanisms, including accredited courses, conferences and seminars. Training is carried out inhouse, on the job and through mentoring.

Ongoing negotiation and review of individual development plans is being incorporated into the department's corporate plan so

training and development link directly to organisational objectives.

The Occupation Health and Safety Workplace committee delivered a presentation to staff on the importance of occupational health and safety and emphasised obligations under the new Act as well as meeting regularly to resolve issues and promote better occupational health and safety.

Management and operations result in the expansion and improvement of services within budget

The budget for projects was \$536,000 in 2001/02, an increase of \$144,000. The extra funds, provided by the Attorney-General's Department, were used for a domestic violence project in the far west of NSW at Broken Hill and

Progress on reaching NSW public sector equal employment opportunity benchmarks

NSW Government benchmark	2001/02 ¹	2000/01 ¹
50% women	98	96
2% Aboriginal	5.8	8
19% people whose language first spoken as a child was not English	21	17
12% people with a disability	6	6
7% people with a disability requiring workplace adjustment	6	0

¹ Figures are drawn from voluntary surveys.

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The Minister for Women was provided high quality and timely advice on a wide range of issues that have an impact

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Menindee. This project was part of the Partnerships Against Domestic Violence initiative.

The sum of \$162,850 was allocated to consultancies in the areas of finance and accounting/tax, information technology, management services and training during 2001/02. To place less reliance on consultants in 2002/03, the department is realigning core positions to increase its capacity for services and programs without adding to current staffing levels. As part of its review of internal services, the department undertook reviews in the areas of finance and management services during 2001/02. As a result, a number of business processes, such as activity based costing and reporting, have been implemented to improve business efficiency.

As part of its commitment to the Government's shared corporate services strategy, the department had a service agreement with the Central Corporate Services Unit of the Department of Public Works and Services to provide human resource, finance, information technology and administrative services.

A number of changes were made to the \$1 million Women's Grants Program to ensure projects stayed on track. The department reprinted the *Guide to Planning a Project* for prospective grant applicants.

The guide contains information on frequently asked questions, sets six steps for planning a project, and gives examples of successful grant applications.

A new grants project officer was appointed to manage the program and provide support and advice to project coordinators. Advertising for the program started earlier to allow adequate time for assessment of the applications and to ensure approvals and payments are made early in the financial year. Applicants are now required to prepare timelines to ensure projects are achieved within the timeframe.

The Minister for Women was provided high quality and timely advice on a wide range of issues that have an impact on women. Quarterly statistical reports from the Women's Information and Referral Service were a component of this advice.

The department also provided a range of services to the Minister and other government agencies, including the preparation of Ministerial letters, Cabinet submissions, parliamentary questions, house notes, speech notes and briefings.

The department provided, within agreed timeframes for 81.3 per cent of the time, registered Ministerial letters, Cabinet submissions speech notes, briefings and parliamentary questions.

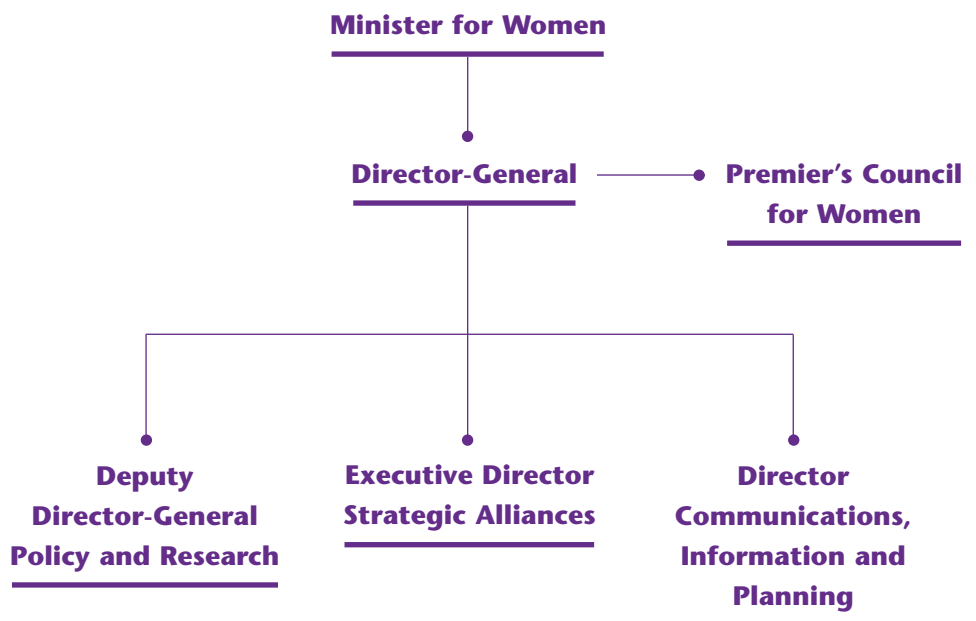
Women's Grants Program

The Women's Grants Program, with an annual allocation of \$1 million, supports communities and non-government organisations by funding projects that contribute to the Government's social justice objectives of access, equity, rights and participation.

The 16 projects that were funded in 2001/02 included programs to advance justice and equity for a range of women, including those suffering domestic violence, those involved in the criminal justice system, Aboriginal and Torres Strait Islanders, those from culturally and linguistically diverse backgrounds, older women, and those with disabilities.

Many of the projects that the grants support had a regional or State-wide focus and included approaches and initiatives that can be replicated in other areas of NSW. More than \$300,000 in grants was allocated to projects that focus on capacity building through partnerships with community organisations.

Organisational chart



Minister for Women
Director-General
Premier's Council for Women
Deputy Director-General
Policy and Research
Executive Director
Strategic Alliances
Director
Communications, Information and Planning

financial state

Financial statements

Statement by Director-General

Pursuant to Section 45F of the *Public Finance and Audit Act, 1983*

I state that:

- (a) The financial statements, read in conjunction with the accompanying notes, exhibit a true and fair view of the financial position of the Department for Women as at 30 June 2002 and for the operations for the year then ended;
- (a) The statements have been prepared in accordance with the provisions of Applicable Australian Accounting Standards, authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views, the *Public Finance and Audit Act, 1983*, the applicable clauses of the Public Finance and Audit Regulation 2000, the Treasurer's Directions and the Financial Reporting Code for Budget Dependant General Government Sector Agencies.
- (a) There are not any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Director-General
Department for Women

Dated: 18 October 2002

Financial Statements



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

Department for Women

To Members of the New South Wales Parliament

Scope

I have audited the accounts of the Department for Women for the year ended 30 June 2002. The Director-General is responsible for the financial report consisting of the accompanying statement of financial position, statement of financial performance, statement of cash flows, and summary of compliance with financial directives, together with the notes thereto, and information contained therein. My responsibility is to express an opinion on the financial report to Members of the New South Wales Parliament based on my audit as required by the *Public Finance and Audit Act 1983* (the Act). My responsibility does not extend to an assessment of the assumptions used in formulating budget figures disclosed in the financial report.

My audit has been conducted in accordance with the provisions of the Act and Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the requirements of the Act, Accounting Standards and other mandatory professional reporting requirements, in Australia, so as to present a view which is consistent with my understanding of the Department for Women's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report of the Department for Women complies with section 45E of the Act and presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Department as at 30 June 2002 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in black ink that reads 'M T Spriggins'.

M T Spriggins, CA
Director of Audit

SYDNEY
18 October 2002

financial state

Start of audited financial statements

Statement of financial performance
for the year ended 30 June 2002

	Note	Actual 2002 \$'000	Budget 2002 \$'000	Actual 2001 \$'000
EXPENSES				
Operating expenses:				
Employee related	2(a)	3,007	2,881	2,909
Other operating expenses	2(b)	1,023	713	817
Maintenance		20	19	31
Depreciation and amortisation	2(c)	139	112	82
Grants and subsidies	2(d)	1,436	1,000	968
Other expenses	2(e)	553	536	513
Total expenses		6,178	5,261	5,320
Less:				
Retained revenue				
Interest income	3(a)	20	37	30
Grants and contributions	3(b)	438	0	501
Other revenue		0	1	0
Total retained revenue		458	38	531
Gain/(loss) on disposal of non-current assets	4	0	0	(7)
Net cost of services	17	5,720	5,223	4,796
GOVERNMENT CONTRIBUTIONS				
Recurrent appropriation	5	4,850	4,750	4,583
Capital appropriation	5	129	129	745
Acceptance by the Crown entity of employee entitlements and other liabilities	6	191	135	231
Total government contribution		5,170	5,014	5,559
Surplus/(deficit) for the year from ordinary activities		(550)	(209)	763
Total revenues, expenses and valuation adjustments recognised directly in equity		0	0	0
Total changes in equity other than those resulting from transactions with owners as owners	13	(550)	(209)	763

(The accompanying notes form part of these statements)

Statement of financial position as at
30 June 2002

	Note	Actual 2002 \$'000	Budget 2002 \$'000	Actual 2001 \$'000
ASSETS				
Current assets				
Cash	8	215	46	133
Receivables	9	280	415	412
Total current assets		495	461	545
Non-current assets				
Property, plant and equipment				
Plant and equipment	10	210	206	189
Leasehold improvements	10	632	663	663
Total non-current assets		842	869	852
Total assets		1,337	1,330	1,397
LIABILITIES				
Current liabilities				
Payables	11	436	62	50
Employee entitlements and other provisions	12	433	347	329
Total current liabilities		869	409	379
Total liabilities		869	409	379
Net assets		468	921	1,018
EQUITY				
Accumulated funds	13	468	921	1,018
Total equity		468	921	1,018

(The accompanying notes form part of these statements)

Operating
Expenses: E
Employee
Related 2(a)
2,909
412,550
the operating
Expenses 2(b)
817
95
Maintenance 2(c)
118
18
Depreciation 2(d)
828
Grants and
Subsidies
968

financial state

Summary of compliance with financial directives

Statement of financial performance for the year ended 30 June 2002

	2002				2001			
	Recurrent appropriation \$'000	Expenditure/ net claim on consolidated fund \$'000	Capital appropriation \$'000	Expenditure/ net claim on consolidated fund \$'000	Recurrent appropriation \$'000	Expenditure \$'000	Capital appropriation \$'000	Expenditure \$'000
Original budget appropriation/expenditure								
– Appropriation Act	4,750	4,850	129	129	4,840	4,583	570	569
– Section 26 – transfer to another agency	0	0	0	0	(250)	0	0	0
	4,750	4,850	129	129	4,590	4,583	570	569
Other appropriation/ expenditure								
– Treasurer's advance	0	0	0	0	0	0	176	176
– Section 22 – expenditure for certain works and services	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	176	176
Total appropriations / expenditure / net claim on consolidated fund (includes transfer payments)	4,750	4,850	129	129	4,590	4,583	746	745
Amount draw down against appropriation		4,850		129		4,583		745
Liability to consolidated fund		0		0		0		0

Notes to summary of compliance with financial directives

(a) The Summary of Compliance is based on the assumption that Consolidated Fund moneys are spent first, unless for specifically identifiable appropriations

(b) Appropriations are reconciled to the Statement of Financial Performance at Note 5.

Original budget appropriation/expenditure
 Appropriation Act
 Section 26 – transfer to another agency
 Section 22 – expenditure for certain works and services
 Treasurer's advance
 4,750
 4,850
 129
 129
 4,590
 4,583
 746
 745
 4,850
 129
 0
 0

Financial Statements

Notes accompanying and forming part of the financial statements for the financial year ended 30 June 2002

1 Summary of significant accounting policies

(a) Reporting entity

The Department for Women (the department) is a reporting entity. There are no other entities under its control.

As the department is a single program entity, the financial operations disclosed in the Statement of Financial Performance and Statement of Financial Position are identical to the department program. Accordingly, a separate supplementary program statement has not been prepared.

The department is consolidated as part of the NSW Total State Sector and as part of the NSW Public Accounts.

(b) Basis of accounting

The department's financial statements are a general purpose financial report which has been prepared on an accrual basis and in accordance with:

- applicable Australian Accounting Standards
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB)
- Urgent Issues Group (UIG) Consensus Views
- the requirements of the Public Finance and Audit Act 1983 and Regulations
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other

pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

The financial statements are prepared in accordance with the historical cost convention. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

(c) Administered activities

The department does not administer any activities on behalf of the Crown Entity.

(d) Revenue recognition

Revenue is recognised when the department has control of the good, or right to receive, it is probable that the economic benefits will flow to the department, and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

(i) Parliamentary appropriations and contributions from other bodies

Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenues when the department obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year-end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

In the case of the department, there is no liability to Consolidated Fund for 2001/2002 (Nil 2000 / 2001).

financial state

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions

(ii) Sale of goods and services

Revenue from the sale of goods and services comprises revenue from the provision of products or services ie user charges. User charges are recognised as revenue when the department obtains control of the assets that result from them.

(iii) Investment income

Interest income is recognised as it accrues.

(iv) Grants and contributions

Revenues arising from the contribution of assets to the department are recognised when the department gains control of an asset or the right to receive the asset.

(e) Employee entitlements

(i) Salaries and wages, annual leave, sick leave and on-costs

Liabilities for salaries and wages, annual leave and vesting sick leave are recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the entitlements accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment are recognised as liabilities and expenses where the employee entitlements to which they relate have been recognised.

(ii) Long service leave and superannuation

The department's liabilities for long service leave and superannuation are assumed by the Crown Entity. The department accounts for the liability as having being extinguished resulting in the amount assumed being

shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of employee entitlements and other liabilities".

Long service leave is measured on a nominal basis. The nominal method is based on remuneration rates at year end for all employees with five or more years of service. It is considered that this measurement technique produces results not materially different from the estimate determined by using the present value basis of measurement.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(f) Insurance

The department's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(g) Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except:

- the amount of GST incurred by the agency as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.

ments financial

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially

– receivables and payables are stated with the amount of GST included.

(h) Acquisition of assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the department. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition. Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

(i) Plant and equipment

Plant and equipment costing \$5,000 and above individually is capitalised.

(j) Revaluation of physical non-current assets

As the department does not own land, buildings or infrastructure assets, it considers there is no need to carry out a revaluation of physical non-current assets every five years, unless it becomes aware of any material difference in the carrying amount of any class of assets. It is considered by management that the written down value of non current assets (computers, plant and equipment etc) would approximately equate to market value.

The recoverable amount test has not been applied as the department is a not-for-profit entity whose service potential is not related to the ability to generate net cash inflows.

(k) Depreciation of non-current physical assets

Depreciation is provided for on a straight line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the department.

Depreciation rates	% Rate
Computer equipment	25.00
General plant and equipment	14.28
Furniture and fittings	10.00
Leasehold Improvements	over the term of the lease

(l) Maintenance and repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

(m) Leased assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

The leasing transactions of the department are restricted to operating leases of buildings and motor vehicles. Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

(n) Receivables

Receivables are recognised and carried at the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

financial state

(o) Payables

These amounts represent liabilities for goods and services provided to the department and other amounts, including interest. Interest is accrued over the period it becomes due.

(p) Budgeted amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effect of additional appropriations, s21A, s24 and /or s26 of the *Public Finance and Audit Act 1983*.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts ie per the audited financial statements (rather than carried forward estimates).

2 Expenses

(a) Employee related expenses

	2002 \$'000	2001 \$'000
Salaries and wages (including recreation leave)	2,589	2,513
Superannuation	175	163
Long service leave	5	58
Workers compensation insurance	13	12
Payroll and fringe benefits tax	225	163
	3,007	2,909

The department charges the full cost of long service leave and the current service cost of superannuation to operations. However, as the department liability for long service and superannuation is assumed by the Crown Entity, the department accounts for the

liability as having been extinguished. This result is non-monetary revenue described as "Acceptance by Crown Entity of employee entitlements and other liabilities" (Refer Note: 1(e)(ii)).

(b) Other operating expenses

	2002 \$'000	2001 \$'000
Auditor's remuneration	13	11
– audit or review of the financial reports		
Operating lease rental expense	273	284
– minimum lease payments		
Insurance	9	10
Administration expenses	300	193
Corporate services	128	122
Consultancies	59	12
Training and development	37	43
Printing and publication	71	60
Travel expenses	80	58
EDP expenses	53	24
	1,023	817

(c) Depreciation and amortisation

	2002 \$'000	2001 \$'000
Leasehold improvements	56	5
Plant and equipment	83	77
	139	82

(d) Grants and subsidies

	2002 \$'000	2001 \$'000
Women's Services Grant Program	1,436	968
	1,436	968

Total
18,504,
Capital
appropriation
Total
capital
drawn
owns
from
Treasu
ry Summ
ary of

ments financial

(e) Other expenses

	2002 \$'000	2001 \$'000
Special projects	553	513
	<u>553</u>	<u>513</u>

3 Revenues

(a) Investment income

	2002 \$'000	2001 \$'000
Interest	20	30
	<u>20</u>	<u>30</u>

(b) Grants and contributions

	2002 \$'000	2001 \$'000
Grants from public sector agencies	363	499
Other	752	
	<u>438</u>	<u>501</u>

4 Loss on disposal of non-current assets

Loss on disposal of plant and equipment comprises:

	2002 \$'000	2001 \$'000
Written down value of assets disposed	0	(7)
	<u>0</u>	<u>(7)</u>

5 Appropriations

	2002 \$'000	2001 \$'000
Recurrent appropriations		
Total recurrent drawdowns from Treasury (per Summary of Compliance)	4,850	4,583
Less: Transfers to consolidated fund	0	0
Less: liability to consolidated fund (per Summary of Compliance)	0	0
	<u>4,850</u>	<u>4,583</u>

Comprising:

Recurrent appropriations (per Statement of Financial Performance)	4,850	4,583
Total	4,850	4,583

Capital appropriations

Total capital drawdowns from Treasury (per Summary of Compliance)	129	745
Less: liability to consolidated fund (per Summary of Compliance)	0	0
	<u>129</u>	<u>745</u>

Comprising:

Capital appropriations (per Statement of Financial Performance)	129	745
Total	129	745

6 Acceptance by the Crown Entity of employee entitlements and other liabilities

	2002 \$'000	2001 \$'000
The following liabilities and/or expenses have been assumed by the Crown Entity.		
Superannuation	175	163
Payroll tax	11	10
Long service leave	5	58
	<u>191</u>	<u>231</u>

Comprising:
 Recurrent
 appropriation
 (per
 Statement of
 Financial
 Performance)
 4,850

financial state

7 Programs/activities of the Department for Women

Program 1 – Policy Development and Projects Affecting the Status of Women

Objective: To improve the economic and social well-being of women in New South Wales.

8 Current assets – cash

	2002 \$'000	2001 \$'000
Cash at bank	214	132
Cash on hand	1	1
	215	133

For the purposes of the Statement of Cash Flows, cash includes cash on hand and cash at bank.

Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

	2002 \$'000	2001 \$'000
Cash (per Statement of Financial Position)	215	133
Closing cash and cash equivalents (per Statement of Cash Flows)	215	133

9 Current assets – receivables

	2002 \$'000	2001 \$'000
Interest	7	17
Goods and services tax (net)	53	22
Other debtors	220	373
	280	412

No provision has been made for doubtful debts as all amounts are considered to be collectable.

10 Non-current assets – plant and equipment

	2002 \$'000	2001 \$'000
Plant and Equipment		
At cost	610	543
	610	543
Accumulated depreciation at cost	400	354
	400	354
	210	189
Leasehold Improvements		
At cost	693	668
	693	668
Accumulated amortisation at cost	61	5
	61	5
	632	663
Total plant and equipment at net book value	842	852

Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set out below:

	Plant and equipment \$'000	Leasehold improvements \$'000	Total \$'000
2002			
Carrying amount at start of year	189	663	852
Additions	104	25	129
Disposals	(36)	0	(36)
Written down value of disposals	36	0	36
Depreciation expense	(83)	(56)	(139)
Carrying amount at end of year	210	632	842

The department continues to derive service potential and economic benefits from the following fully depreciated assets.

Plant and Equipment
At cost 610 543
Accumulated depreciation at cost 400 354
Leasehold Improvements
At cost 693 668
Accumulated amortisation at cost 61 5

Commitments financial

Balance at the beginning of the financial year 1,018,255
 Changes in equity other than those resulting

	Quantity	Cost \$'000
Computer hardware	12	90
Office equipment (photocopier)	1	12
		102

11 Current liabilities – payables

	2002 \$'000	2001 \$'000
Trade creditors	54	19
Accruals	382	31
Total payables	436	50

12 Current liabilities – employee entitlements and other provisions

	2002 \$'000	2001 \$'000
Employee entitlements		
Recreation leave	259	220
Accrued salaries and wages	84	64
Accrued employee related payments	90	45
Total employee entitlements and other provisions	433	329

13 Changes in equity

	Accumulated funds		Total equity	
	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000
Balance at the beginning of the financial year	1,018	255	1,018	255
Changes in equity other than those resulting from transactions with owners as owners				
Surplus/(deficit) for the year	(550)	763	(550)	763
Total	468	1,018	468	1,018
Balance at the end of the financial year	468	1,018	468	1,018

14 Commitment for expenditure

(a) Operating lease commitments

Future non-cancellable operating lease rentals not provided for and payable:

	2002 \$'000	2001 \$'000
Not later than one year	311	314
Later than one year and not later than five years	1,019	1,227
Later than five years	0	101
Total (including GST)	1,330	1,642

On the 1 November 2000 the department took up lease of premises at 171 Castlereagh Street, Sydney from the Trust Company of Australia Pty Ltd. The lease runs for a period of 6 years to 31 October, 2006 with an option to renew for the further 2 years.

(b) Contingent assets

The total "Operating Lease Commitments" above includes input tax credits of \$122,957 that are expected to be recoverable from the Australian Taxation Office.

15 Contingent liabilities

The department is not aware of any contingent liabilities associated with its operations.

16 Budget review

Net cost of services

The actual net cost of services was higher than budget by \$497,000. Contributions totalling \$438,000 were received during the year for special projects. Higher expenditure in employee related, grants and subsidies and other operating expenses contributed to this variance.

financial state

Assets and liabilities

The decrease in plant and equipment was due mainly to lower expenditure in the year compared to last year. Receivables includes debtors of \$220,000. Payables includes \$375,500 of unpaid grants.

Cash flows

The cash flow from operating activities is an inflow of \$211,000 against a budgeted inflow of \$42,000. This was mainly due to decreased operating expenses.

17 Reconciliation of net cash flows from operating activities to net cost of services

Reconciliation of cash flows from operating activities to the net cost of services as reported in the Statement of Financial Performance

	2002 \$'000	2001 \$'000
Net cash flows from operating activities	211	388
Cash flows from Government/ appropriations	(4,979)	(5,328)
Acceptance by the Crown Entity of employee entitlements and other liabilities	(191)	(231)
Depreciation	(139)	(82)
Net loss on sale of plant and equipment	0	(7)
Decrease/(increase) in provisions	(104)	(44)
Increase/(decrease) in prepayments and other assets	(132)	368
Decrease/(increase) in creditors	(386)	109
Decrease/(increase) in other liabilities	0	30
Net cost of services	(5,720)	(4,797)

18 Financial instruments

The following financial assets and liabilities represent this Budget Dependent Agency in the NSW Public Sector:

Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW

Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury. The average rate during the year was 3.52% (2000-2001 4.83%) and the rate at year end was 3.73% (2000-2001 4.00%).

Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debt is raised when some doubts as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are made on 30 day terms.

Bank overdraft

The Department does not have any bank overdraft facility.

Trade creditors and accruals

The liabilities are recognised for amounts due to be paid in the future for goods and services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payments. No interest was applied during the year (2001 \$nil).

19 After balance date events

There are no events subsequent to balance date which affect the financial report.

End of audited financial statements

appendices ap

Appendices

Appendix 1	Legislation and legal change	Appendix 24	Response to significant matters raised in the outgoing audit reports
Appendix 2	Senior executive service positions	Appendix 25	Liability funds management
Appendix 3	Executive remuneration and senior executive performance statement	Appendix 26	Risk management
Appendix 4	Executive officer qualifications	Appendix 27	Contracting and market testing policy
Appendix 5	Statements of responsibility	Appendix 28	Major assets/land – disposals and acquisitions
Appendix 6	Human resource statistics	Appendix 29	Major assets other than land holdings
Appendix 7	Overseas visits	Appendix 30	Works in progress
Appendix 8	Exceptional movements in employee wages, salaries or allowances	Appendix 31	Consultants
Appendix 9	Industrial relations policies and practices	Appendix 32	Price determination method
Appendix 10	Value of recreation and long service leave	Appendix 33	Research and development
Appendix 11	Occupational health and safety	Appendix 34	Electronic service delivery
Appendix 12	Equity statistics	Appendix 35	Energy performance
Appendix 13	Ethnic affairs priority statement	Appendix 36	Cost of annual report
Appendix 14	Disability action plan	Appendix 37	Representation on significant departmental committees
Appendix 15	Action plan for women	Appendix 38	Significant organisations with a departmental representative
Appendix 16	Freedom of information summary of affairs	Appendix 39	Significant committees established and abolished
Appendix 17	Publications	Appendix 40	Funds granted to non-government organisations
Appendix 18	Code of conduct	Appendix 41	Recycling and environmental policy
Appendix 19	Commitment to service	Appendix 42	Waste reduction and purchasing policy
Appendix 20	Consumer response	Appendix 43	Index of legislative compliance
Appendix 21	Account payment performance		
Appendix 22	Investment management performance		
Appendix 23	Events with a significant effect on the succeeding year after the balance date		

Appendix 1

Legislation and legal change

The department is responsible for the *Women's Legal Status Act 1918*. The Council on the Cost and Quality of Government's review of the department in 2000 recommended that the Minister for Women propose the repeal of the *Women's Legal Status Act 1918* through the statute law revision program. The Department for Women conducted a search of NSW legislation and found that the *Women's Legal Status Act 1918* is superseded by other more recent Acts in NSW. Consequently, the *Women's Legal Status Act 1918* was repealed in June 2002 under the Statute Law (Miscellaneous Provisions) Bill 2002.

Appendix 2

Senior executive service positions

Number of executive officers on 30 June

	2002	2001
Executive officers with remuneration equal to or exceeding equivalent of SES Level 1	2	2
Number of positions filled by women	2	2

Number of CES/SES positions on 30 June

Level	2002	2001
	Total CES/SES positions	Total CES/SES positions
8	0	0
7	0	0
6	0	0
5	0	0
4	0	0
3	1	1
2	0	0
1	1	1
CEOs under s.11A	0	0
Total	2	2

Appendix 3

Executive remuneration and senior executive performance statement

This information is not required as no SES officer is at level 5 or above.

Appendix 4

Executive officer qualifications on 30 June 2002

Robyn Henderson, Director-General
BSC, BA (HONS),
ASSOC.DIP.LAB.STUD., M.LITT

Philippa Hall, Deputy Director-General
Policy and Research Directorate
BA (HONS), MA (HONS), DIP
INFORMATION MANAGEMENT,
MA.COMMERCE

Sue Gorst, Executive Director (Acting)
Strategic Alliances
TEACHERS CERTIFICATE

Julane Zierolf, Director (Acting)
Communications, Information
and Planning
BA (HONS)



Appendix 5

Statements of responsibility

The department's Chief Executive Officer, senior management and other employees have effected an internal control process to provide reasonable assurance on achievement of the department's objectives. This is reflected in the department's corporate plan and internal reporting.

Appendix 6

Human resource statistics on 30 June

Number of employees by category

	2001/02	2000/01	1999/00
Established positions	48	58	58
Actual number of staff	47	52	51
Full time	40	45	45
Part time	7	7	6

Appendix 7

Overseas visits

No staff made overseas visits on behalf of the department.

Appendix 8

Exceptional movements in employee wages, salaries or allowances

There were no exceptional movements in employee wages, salaries or allowances during 2001/02.

Appendix 9

Industrial relations policies and practices

The department, its staff and the Public Service Association maintain a strong workplace consultative committee for the further development and implementation of requirements under the framework award.

Appendix 10

Value of recreation and long service leave

On 30 June 2002 the value of recreation leave was \$251,160 and long service leave was \$129,659.

Appendix 11

Occupational health and safety

The department has formed an Occupational Health and Safety Committee that meets regularly and as problems and issues arise. During 2001/02, occupational health and safety initiatives included:

- training and certification of two first aid officers
- establishment of evacuation procedures and regular fire drills
- establishment of an area designated as a family/sick room within the office.

appendices ap

Appendix 12

Equity statistics

Percentage of total staff by salary level (based on full-time equivalent salary)

Employment status	Total staff numbers	Subgroups as a percentage of staff at each level							
		Staff Response to EEO data survey	Men	Women	Aboriginal people and/or Torres Strait Islanders	People from racial, ethnic, ethno-religious minority groups	People whose language first spoken as a child was not English	People with a disability	People with a disability requiring workplace adjustment
< \$27,606	0	0%	0%	0%	0%	0%	0%	0%	0%
\$27,606 – \$40,535	6	67%	0%	100%	25.0%	0%	0%	25%	25.0%
\$40,536 – \$51,293	12	75%	0%	100%	11.1%	22%	22%	0%	0%
\$51,294 – \$66,332	20	70%	0%	100%	0%	29%	29%	7%	7.1%
> \$66,332 (non-SES)	9	56%	0%	100%	0%	20%	20%	0%	0%
> \$66,332 (SES)	2	0%	0%	100%	0%	0%	0%	0%	0%
Totals	49	65%	0%	100%	5.8%	21%	21%	6%	6.0%
Subgroup totals		32	0	49	2	7	7	2	2

Statistics are based on voluntary responses to staff surveys.

Percentage of total staff by employment basis

Employment status	Total staff numbers	Subgroups as a percentage of staff at each level							
		Staff Response to EEO data survey	Men	Women	Aboriginal people and/or Torres Strait Islanders	People from racial, ethnic, ethno-religious minority groups	People whose language first spoken as a child was not English	People with a disability	People with a disability requiring workplace adjustment
Permanent	43								
Full-time	37	76.0%	0%	100%	7.1%	25.0%	25.0%	7.0%	7.1%
Part-time	6	33.3%	0%	100%	0%	0%	0%	0%	0%
Temporary	4								
Full-time	3	33.3%	0%	100%	0%	0%	0%	0%	0%
Part-time	1	100%	0%	100%	0%	0%	0%	0%	0%
Contract	0								
SES	2	0%	0%	100%	0%	0%	0%	0%	0%
Percentage of all staff		0%	0%	100%	5.8%	21.0%	21.0%	6.0%	6.0%
Subgroup totals		32	0	49	2	7	7	2	2

Statistics are based on voluntary responses to staff surveys.



A total of three staff who use a language other than English to communicate with clients receive allowances

Appendix 13

Ethnic affairs priority statement

A total of 12 per cent of staff are from non-English speaking backgrounds and are proficient in a range of languages, including Cantonese, Mandarin, French, Hungarian, Malay, Hindi, Gujarati, Malayalam, Croatian, Serbian, Polish, Russian, Spanish, Greek, Tagalog and Ukrainian.

A total of three staff who use a language other than English to communicate with clients receive allowances under the Community Language Allowance Scheme. A total of 5.8 per cent of staff are Aboriginal or Torres Strait Islanders.

The department's Women's Information and Referral Service provides information and referrals to government, community and non-government organisations on issues affecting women and their families. The service is available in 13 community languages, an Aboriginal officer is available and there is a telephone typewriter contact number for hearing and speech impaired callers.

The department is updating its Ethnic Affairs Priority Statement.

Appendix 14

Disability action plan

The Disability Action Plan, which was implemented in April 2001, is reviewed annually and as needed to ensure key objectives are met both for internal staff and for those seeking access to the department.

The department presently employs two staff with a declared disability, only

one of whom requires workplace adjustment. A disabled access toilet has been built to Australian Standard and the department continues to provide access to information in ways which are sensitive to disability requirements, such as TTY telephone referrals.

Appendix 15

Action plan for women

The department's key outcomes reflect the Government's commitments, which are set out in the NSW Government Action Plan for Women 2000-2002. An update of the action plan will be issued in 2002. The department is also committed to the principles of equity, access, rights and participation for women in NSW. The annual report shows the department's progress in achieving its aims under the action plan and corporate plan.

Appendix 16

Freedom of information summary of affairs

The Department for Women was established by the State Government on 5 April 1995. During 2001/2002 the department was responsible to the Hon. Faye Lo Po' MP, Minister for Women, Minister for Community Services, Minister for Ageing and Minister for Disability Services.

Functions and objectives

The department's vision, objectives and approaches are outlined in the main body of this report.

Ministerial Certificates

	2001/02	2000/01
Ministerial Certificates issued	0	0
Formal consultations		
Number of requests requiring formal consultations	0	0
Amendment of personal records		
Result of amendment – agreed	0	0
Result of amendment – refused	0	0
Total	0	0

Notation of personal records

	2001/02	2000/01
Number of requests for notation	0	0

FOI requests granted in part or refused

Basis of allowing or restricting access	Personal		Other	
	2001/02	2000/01	2001/02	2000/01
Section 22 deposit not paid	0	0	0	0
Section 25 (1)(a) exempt	0	0	0	0
Section 25 (1)(b)(c)(d) otherwise available	0	0	0	0
Total	0	0	0	0

Note: There were no other bases for requests to be granted in part or refused.

Costs and fees of requests processed

	Assessed costs		Fees received	
	2001/02	2000/01	2001/02	2000/01
All completed requests	0	\$45	0	\$30

Discounts allowed

	Personal		Other	
	2001/02	2000/01	2001/02	2000/01
Type of discount allowed	0	0	0	0
Public interest	0	0	0	0
Financial hardship - pensioner/child	0	0	0	0
Financial hardship - non profit organisation	0	0	0	0
Totals	0	0	0	0
Significant correction of personal records	0	0	0	0



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0-10
hours
01
11-20
hours
00
21-40
hours
00
Over
40
hours
00
Total
00
11

56

Days to process

Processing days	Personal		Other	
	2001/02	2000/01	2001/02	2000/01
0-21 days	0	0	0	0
22-35 days	0	0	1	0
Over 35 days	0	0	0	1
Total	0	0	1	1

Processing time

Processing hours	Personal		Other	
	2001/02	2000/01	2001/02	2000/01
0-10 hours	0	0	1	1
11-20 hours	0	0	0	0
21-40 hours	0	0	0	0
Over 40 hours	0	0	0	0
Total	0	0	1	1

Reviews and appeals

	2001/02	2000/01
Number of internal reviews finalised	0	1
Number of Ombudsman reviews finalised	1	1
Number of District Court appeals finalised	0	0

Details of internal reviews completed

	Other upheld		Other varied	
	2001/02	2000/01	2001/02	2000/01
Grounds on which internal review requested	0	0	0	0
Access refused	0	0	0	0

There were no reviews of personal requests conducted.

During 2001/02 FOI procedures had no significant impact on the department's administration and no major FOI compliance issues or problems arose.

FOI fees

	Application fee	Processing charge
Access to personal records	\$30*	First 20 hours free, then \$30 per hour
All other requests	\$30	\$30 per hour
Amendment of records	Nil	Nil

*50% reduction for financial hardship, public interest reasons and pensioners.

FOI procedures

Requests under the *FOI Act* for access to documents in the possession of the department should be accompanied by a \$30 application fee and directed in writing to:

Manager FOI
Department for Women
PO Box A916
Sydney South NSW 1234

Enquiries can also be made in person or telephone. In most cases, requests can be dealt with informally unless they relate to restricted information.

Departmental documents are available for public inspection by arrangement. Phone the Office Manager on (02) 9287 1860. Access is available during office hours (9:00 am to 4:30 pm Monday to Friday) at level 4, 181 Castlereagh Street, Sydney NSW 2000.

Appendix 17

Publications 2001/02

- 2000–2001 Department for Women Annual Report
- Department for Women 2002–2004 Corporate Plan
- In Focus: A gender analysis of NSW Local Government Social Plans
- Partnerships Against Domestic Violence: Community Solutions to Aboriginal Family Violence
- Women's Gateway postcard
- Women on Wheels 2001 Report
- Women, Partnerships and Sustainable Development:

A Women's Grants Program Partnership Project

- Womenspace, newsletter of the Department for Women, in association with the Premier's Council for Women – August and November 2001, March 2002
- Young Women's Health: Depression and Risk Taking Behaviour

Reprints

- Action Plan for Women, including three special versions for women from a non-English speaking background, Aboriginal and Torres Strait Islander women and rural women
- Introducing the Department for Women brochure (revised and redesigned)
- WIRS brochure (revised and redesigned)
- WIRS fridge magnet (revised and redesigned)
- WIRS posters (two sizes – revised and redesigned)
- Women and Decision Making Kit
- Women and Violence: What you can do if you experience domestic violence
- Women and Violence: What you can do if you experience sexual assault

Publications developed and designed for website publishing only

- Jobs for Women
- Profile of Women: Education, training and transition to work

Departmental documents are available for public inspection by arrangement. Phone the Office Manager on (02) 9287

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The Guarantee of Service covers the full range of services provided by the department. The department

Publishing/printing assistance to other organisations

- Future Directions 2002–2007 (for the Muslim Women's Association)
- VAW Horizons Conference Registration Form (organised by University of Sydney)

Most publications are available on the department's web site at www.women.nsw.gov.au

Appendix 18

Code of conduct

There were no changes to the code of conduct during 2001/02. The code of conduct is distributed to staff at induction sessions and included in all procedures manuals.

Appendix 19

Commitment to service

The Guarantee of Service covers the full range of services provided by the department. The department aims to manage resources efficiently and effectively to ensure high standards of service for clients.

Responses to memos

The department endeavours to respond to urgent memos within five working days and non-urgent memos in 10 days.

Women's Grants Program

The department supports community based projects that benefit women through a grants program that funds organisations to undertake projects

that meet one or more of the department's objectives. Benefits to clients are monitored as part of project evaluations.

Publications

All published and web site material is produced to established corporate standards and is written in plain language with an emphasis on clarity and readability. The *Women's Gateway* provides access to many publications produced in community languages. All requests for printed publications are completed within two weeks of request. See Appendix 17 for publications produced by the department in 2001/02.

Women's Information and Referral Service

The department provides accurate, up-to-date information to enable women to make informed choices through this service, which is staffed five days per week. Staff are required to be courteous, helpful and prompt when dealing with either telephone or face-to-face enquiries from clients. All telephone inquiries are responded to within one working day and clients are provided with two or more referrals to appropriate services if required. Suitable access is provided for clients who are hearing or speech impaired (teletypewriter –TTY), of non-English speaking background or geographically isolated. The service is also sensitive to the needs of Aboriginal and Torres Strait Islander women.

Appendix 20

Consumer response

The department welcomes suggestions for improving services and the opportunity to respond to complaints. Contact the Director, Communications, Information and Planning on (02) 9287 1860.

Appendix 21

Account payment performance

Accounts payable at the end of each quarter

	Quarter ended Sept 2001 \$	Quarter ended Dec 2001 \$	Quarter ended March 2002 \$	Quarter ended June 2002 \$
Current (within 30 days)	0	0	0	54,267
Overdue:	0	0	0	0
30 days	0	0	0	0
60 days	0	0	0	0
More than 90 days overdue	0	0	0	0
Total	0	0	0	54,267

Accounts paid on time during quarter

	Quarter ended Sept 2001 \$	Quarter ended Dec 2001 \$	Quarter ended March 2002 \$	Quarter ended June 2002 \$
Value of accounts paid on time	\$544,575	\$1,234,364	\$622,231	\$617,007
Target of accounts paid on time	90%	90%	90%	90%
Percentage of accounts paid on time	98%	96%	89%	91%
Total value of accounts paid	\$547,538	\$1,260,589	\$743,847	\$665,371

During 2001/02 there was no instance when penalty interest was paid in accordance with Section 18 of the Public Finance and Audit (General) Regulation 1995.

Appendix 22

Investment management performance

The department's surplus cash is automatically placed with the Treasury Banking System which manages total Government funds.



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A risk management profile and strategy was prepared for the department by the Treasury Managed Fund.

Appendix 23

Events with a significant effect on the succeeding year after the balance date

The *Women on Wheels* project had a significant impact as it carried over financial years. Appropriate expenses were accrued.

Appendix 24

Response to significant matters raised in the outgoing audit reports

No significant matters were raised in the outgoing audit reports.

Appendix 25

Liability funds management

In accordance with the Liability Management Guidelines used by the NSW Government, departments with debts less than \$50 million and debt servicing costs below 10 per cent are not required to report on liability management. The department's level of debt is within this category.

Appendix 26

Risk management

Major risks to the department are accidents resulting in workers compensation, motor vehicle claims and security of its information.

A risk management profile and strategy was prepared for the department by the Treasury Managed Fund. The department is now using a number of strategies to incorporate risk assessment in all areas of work.

The department is a member of the NSW Treasury Managed Fund which is compulsory for all government departments and authorities. Members self-insure for risk exposure in the categories of workers compensation, property, motor vehicle, public liability and other risks.

An Employee Assistance Program is available to all staff who wish to access counselling services for any personal or work related issues. An Occupational Health and Safety Committee meets regularly.

Information on the department's computer server is backed up daily to ensure security of records.

An annual business audit is carried out. Under this audit program, the department had components of finance and records management audited during 2001/02.

Appendix 27

Contracting and market testing policy

Due to its small size, the department market tests a number of services and as a result contracts out components of:

- staff training and development
- information technology management
- printing
- large graphic design projects
- telephone system maintenance
- office facilities.

Appendix 28

Major assets/land – disposals and acquisitions

The department made no disposal or acquisition of major assets or land during 2001/02.

Appendix 29

Major assets other than land holdings

Asset	Value	Depreciation	Adjusted value
61 computers and 8 printers	\$329,296	\$98,713	\$230,582
Furniture and fittings	\$124,483	\$105,498	\$18,984

Appendix 30

Works in progress

The department has 22 works in progress. They are listed in Appendix 33 under Research and development – Current projects and Current partnership projects.

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Appendix 31

Consultants

Consultants equal to or more than \$30,000

Consultant	Cost \$	Purpose
Information technology		Hardware, software and licences maintenance
Central Corporate Services Unit	53,224	
Total	53,224	

Consultants less than \$30,000

During 2001/02, other consultancies were engaged in the following areas.

Consultancy area	Cost \$
Finance and accounting/tax	\$31,670
Information technology	
Legal	
Management services	40,791
Environmental	
Organisational review	
Training	37,164
Total consultancies less than \$30,000	\$109,625

Total consultancies in 2001/02 was \$203,639

61
 compute
 rs and
 printers
 \$329,296
 \$98,713
 \$230,582
 Furniture
 e and
 fittings
 \$124,483
 \$105,498
 \$18,984

Appendix 32

Price determination method

No fees are charged for publications or services.

Appendix 33

Research and development

The department is involved in 30 research and development projects designed to advance justice and equity for women in NSW. Eight projects were completed in the year ending June 2002.

Completed projects

In Focus: A gender analysis of local councils' social plans

Research on how local councils' social plans address issues of importance for women. This study involves an analysis of 50 social plans, using a grid of council characteristics, issues and approaches. The study was designed in consultation with the Department of Local Government and the Social Planners' Network.

Young women's health: depression and risk taking behaviour

This project primarily drew together existing studies documenting the extent of depression for young women and correlates some significant girls' health issues. The research paper is published on the department website.

Women's information needs

Research on women's information seeking needs and experiences, in relation to government information.

This project was designed and managed by the department on behalf of the Commonwealth, State and Territory and New Zealand Ministers for Women (Activities Trust Fund funding). It included a national and New Zealand phone poll and interviews with groups of women (Maori, Aboriginal women, poor women, women from non-English speaking backgrounds) and included rural and regional women. The project also included interviews with key government agencies providing information of particular importance for women – health, legal advice, community services, housing.

Jobs for women

Research on women's employment situation and trends. This project involves analysis of issues and trends in women's employment. An analysis is provided of some implications of labour market trends in industries, occupations and regions for the level and distribution of women's employment.

Girls' and IT choices

A pilot study on why girls and boys do and do not choose IT subjects with the Department of Education and Training was completed in Western Sydney. The study involved interviews with students, parents, teachers, career advisers, and principals, and student questionnaires. The methodology developed in the pilot will form the basis for an application to the Australian Research Council for a future State-wide study.

Women and homelessness: A reference paper for the Partnership Against Homelessness

This research which involves a review of literature and data on issues for women vulnerable to homelessness, has been adopted as a reference paper by the Partnership Against Homelessness. It offers guiding principles and reference points for consideration in government projects relating to homelessness. A second document will be developed, including a demonstration case study in which the principles are applied and tested and reviewed (the Inner City Homelessness project).

Current projects

Gender analysis resource kit

This project involves research on gender-inclusive approaches and development of case studies demonstrating real-time actual applications of gender-inclusive methods for policy, program and project design and delivery. The project involves a literature review, development of gender-inclusive principles and methods, and joint projects with other agencies, documenting their use in a range of public service work (including program design and evaluation, legislative review, publicity strategies, and policy review).

Women in small business

This project provides accurate information on the numbers, trends, industries, business success and other characteristics to support better-informed program and policy development. It draws together data

from a wide range of sources, including new data from Australian Bureau of Statistics and new tables constructed for the project. It also reviews key aspects of secondary literature on women in small business.

Reskilling women for IT

This action research project is examining a model for attracting, training and placing women public servants in IT jobs within their current agency through short-term training courses. Pilot agencies will work through a series of stages, including identifying IT skill gaps within the organisation, considering human resources processes for predicting and meeting IT skills gaps, selecting women for bridging training, and placing them in IT roles with support.

Improving services for young Aboriginal women leaving detention post-release support project

Research on post-release support options for girls leaving juvenile justice institutions, and on bail hostels and other alternatives to committal to an institution for girls awaiting sentencing. This is a joint project with Department of Juvenile Justice and being conducted under the Partnerships against Homelessness.

The experience of volunteers in the provision of human services in NSW: A regional perspective

Research on the experiences of volunteers, their organisations and their clients with University of Technology



Sydney, University of Western Sydney and National Council of Social Services (\$86, 412 Australian Research Council [ARC] funding). This study involves focus groups and interviews in Sydney and in rural NSW with volunteers, people receiving services from volunteers, and coordinators of volunteers. The project will produce advice on methods of recruiting volunteers and how to provide better services using volunteers.

Drivers and contexts of affirmative action, equal opportunity and diversity strategies

This project (ARC funding) is being carried out in partnership with the Equal Opportunity for Women in the Workplace Agency and Professor Belinda Probert, Royal Melbourne Institute of Technology. It involves in-depth research with around 10 major companies that have introduced a significant EEO/affirmative action benefit and includes investigating organisational drivers, facilitators, enhancers and impediments to the initiative.

Diversionsary programs for women

Research on models for diversionsary programs for women, specifically in relation to alternatives to incarceration for women on remand and women serving sentences of under six months.

Life events gateway

Research for the life events focus for the *Women's Gateway*, funded by the Office of Technology. This research

involves focus groups and interviews with women and service providers in relation to pregnancy, returning to work, and leaving your partner. The objective is to work through the natural logics of women in these situations to identify the full range and the best presentation of service options, including identification with agencies of services that are or could be provided online.

Rostering in nursing homes

This project involved interviews and focus groups with nursing managers and staff in nursing homes to identify issues and solutions to organising working hours that meet the needs of employees (predominantly women) with work and family responsibilities, as well as those of residents and nursing home managers.

Statistical profile of women in NSW

The department has released the first section of a statistical profile on the current status of women in NSW. Drawing on a range of statistics from the Australian Bureau of Statistics and other official sources, the profile offers information on a wide range of topics including population, work, family, housing, education and training, health, violence and safety. Statistical comparisons with women nationally and with men in NSW will be included, as well as trends and future projections. The profile will provide an essential resource for policy makers and the community in general, as it will

identify how women are faring and areas where disadvantage persists. Available on the department web site, the first published paper deals with education and training issues.

Hands Up for Women in Council!

Research of issues and development of an information kit to assist women councillors in local government in locating information on resources and training as well as giving tips and advice about surviving life as a councillor by women who have been there and done that. The kit will draw together information in one handy resource, based on research conducted on the issues affecting women in council.

Complementing this project is development of a 10-point plan of towards best practice for local government, currently being piloted by two metropolitan and two regional councils. The 10-point plan was established as a result of research into the issues affecting women in council and includes commitments to induction, mentoring and recognition of family and other responsibilities.

Gender equity and public institutions

This project (an Australian Research Council [ARC] funded project) is being carried out by Sydney University and the Premier's Department in conjunction with the Department of Industrial Relations, and the Department of Education and Training, NSW Health, the Office of the Director of Equal Opportunity in Public Employment,

Sydney Water and the Department for Women. The project involves interviews and analysis of documents and is designed to improve understanding of how public policy and programs are gendered.

Reaching isolated carers project

In late 2001, the department in partnership with the Social Policy Research Centre University of NSW and NSW Health, the Department of Ageing, Disability and Home Care and the Department of Community Services, was successful in obtaining ARC funding for a two year research project on reaching isolated carers, including those who do not identify as carers. Community contact points, such as pharmacists, will be used to provide information on services to isolated carers.

Partnership projects

Completed partnership projects

Partnership project on sustainable development for women in remote and regional communities.

UTS Shopfront and the department worked with women to develop a set of principles to inform sustainable economic, social, environmental and cultural development for women in three remote and regional NSW communities (Dareton, Nowra and Miller). The framework was to be developed within the principles of social justice, reconciliation and a respect for diversity. The partnership developed strategic frameworks that

In late 2001 the department in partnership with the Social Policy Research Centre University of NSW and NSW Health the Department of

focus on the intersection of government and the community:

- 'how to do' as much as 'what to do'
- collective as well as individual benefit
- the strengths of women rather than their deficits
- the base line of sustainability as the enhancement of the quality of life of disadvantaged women
- working up frameworks from 'the ground' in dialogue with local women.

The methodology was action-based with intensive field work in each locality, and grounded in the terminologies and principles used by the community. The project worked at three levels: with women on the ground; local public and private sector organisations; regional/state/national public and private sector organisations.

The project produced:

- principles to guide practices
- recommendations that can be applied to other settings
- locality-based recommendations attached to each of the case studies.

Building women's employment opportunities and relative participation rates in regional NSW.

The department funded the Central West Community College to develop a project to enhance women's employment opportunities and increase participation rates in regional

NSW. The Western Research Institute completed the first stage of research into the employment patterns of women in Orange, Cowra and Condobolin and launched the report in March 2002. Stage two of the project has also been completed, with a group of 30 women progressing through training, with more than half moving into employment.

Current partnership projects

Microenterprise development in Redfern

The department is working through a partnership with Emerge Australia to develop a model for micro-credit based business/community development opportunities for Aboriginal women in the Redfern/Waterloo area. The project partner, Emerge, has considerable international experience with micro-credit and the research will involve identification and analysis of models that may have relevance and the development of techniques for analysing local needs and solutions.

Government initiatives on violence against women

The project was initiated by the State Management Group of the NSW Strategy to Reduce Violence Against Women to build upon and enhance the coordination of the government response to violence against women. It had the following objectives:

- clarify all strands of the Government's strategies in relation to violence against women

- develop a model for an improved coordinated response to violence against women
- develop a funding strategy for Stop Domestic Violence Day and Reclaim the Night.

A survey was sent to government agencies that are included in the department's annual Audit of NSW Government Achievements for Women, requesting information on their activities and initiatives in relation to violence against women. Interviews were also conducted with representatives from key stakeholder organisations to obtain their views on existing coordination and how it might be enhanced.

The project provided a program framework encompassing the entire government response to violence against women.

Research on volunteers

The ARC-SPIRT research project on volunteers is being carried out in partnership with the University of Technology Sydney, the University of Western Sydney and the NSW Council of Social Services. This research investigates the experiences and work of volunteers and the organisations they work in.

Gender equity in public institutions

This research is being carried out in partnership with the University of Sydney, The Department of Industrial Relations, the Department of Education

and Training, NSW Health and the Premier's Department. This research is investigating the processes of developing policy and programs in the public sector and how these processes and their outcomes become or do not become gender inclusive.

Women's information project

This project is being managed by the department on behalf of the Commonwealth, State and Territory Ministers for Women and is investigating women's needs for information on rights and services.

Rostering in nursing homes

This research is being carried out with the Department of Industrial Relations as part of the NSW Government Work and Family Strategy. This research is into rostering arrangements and working conditions in nursing homes and will be followed by the development of guidelines on how to address work and family issues in rostering and working conditions.

Gender analysis

The department is developing gender analysis case studies and training materials to ensure policy, program and project design and implementation are gender inclusive. Studies include a community services project, a legislative review, a communication strategy, a policy development and review process, a planning process and an evaluation process.



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The department is committed to the efficient use of energy. For example,

Information technology opportunities for women

This development project is being carried out in partnership with the Office of the Director of Equal Opportunity in Employment, the Department of Information Technology and Management, the Department of Education and Training and the Premier's Department. The aim of this development project which is part of the NSW Government's Information Technology Strategy is to develop a cost effective training system that will provide women with opportunities to move into information technology positions in the NSW Public Sector.

Information technology studies

In partnership with the Department of Education and Training, the department is identifying the issues that prevent and attract year nine girls and boys in choosing information technology subjects as electives.

Appendix 34

Electronic service delivery

The NSW Government has made a commitment to make all appropriate government services available electronically. To monitor the progress of agencies towards this target the Department of Information Technology and Management set up an Electronic Services Delivery (ESD) reporting framework. The department has committed to participating in a

number of government initiatives in this area, including the Better Service Delivery Program.

The program has two key components, Servicelink (an integrated directory for human services) and referral link (supporting referrals between agencies and between agencies and non-government organisations). The program also includes a privacy framework, change management strategy, performance management strategy, communications, marketing, training and support strategy and business process re-engineering. This makes possible substantial improvements in information and referral. Areas of the Department for Women that are likely to be affected by this program include Women's Information and Referral Service, the *Women's Gateway* and contact database functions/areas.

Appendix 35

Energy performance

The department is committed to the efficient use of energy. For example, the department uses the highest rated energy efficient appliances and equipment.

Appendix 36

Cost of annual report

100 copies printed at a cost of \$36.63 each

Appendix 37

Representation on significant departmental committees

Committee	Representative
Hands Up for Women in Council Working Party	Jane Alver Sue Gorst Robyn Henderson
Joint Consultative Committee	Kerrie Butson (union rep.) Carol Donaghey Megan O'Brien (employee rep.) Julane Zierolf
Occupational Health and Safety Committee	Amanda Garland Philippa Hall Caroll Phillips Anna Szanto

Appendix 38

Significant organisations with a departmental representative

Committee	Representative
Aboriginal ICT Strategy	Kate Parker
Apprehended Violence Legal Issues Coordinating Committee	Carole Ruthchild
Australian Women's Advisors Committee	Robyn Henderson
Better Service Delivery Program Executive Steering Committee	Philippa Hall
Capacity Building for NGOs Reference Group	Annie Pflingst
Capacity Building for NGOs – IT Subcommittee	Kate Parker
Casino Community Benefit Fund Grants Assessment Committee	Carole Ruthchild Bessie Tselos
CEOs Group	Robyn Henderson
Chief Executives Committee on Aboriginal Issues	Robyn Henderson
Chinese Workers Network	Yin Hor
Department of Corrective Services Women's Advisory Network	Carole Ruthchild
Domestic Violence Court Support Scheme	Yin Hor
Eating Disorders Working Party	Bessie Tselos
Experiences of Volunteers in Human Services Research Steering Committee	Philippa Hall Sandy Killick

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Committee	Representative
Gender Equity in Public Institutions Research Project Steering Committee	Philippa Hall
Girls in IT Research Project Team Committee	Wendy Finnegan Philippa Hall
Grants Administration Review	Sue Gorst Robyn Henderson Yin Hor
Human Services CEOs Group	Robyn Henderson
Human Services CEOs Priority Regional Communities Task Force	Annie Pflugst
ICT Skills Awareness Campaign – Marketing Subcommittee	Kate Parker
ICT Skills Cross Agency Implementation Working Group	Kate Parker
Inner City Homelessness Action Plan Working Party	Sandy Killick
Interagency Working Group on Improving the Participation of Women on Public Sector Boards and Committees	Jane Alver
Interdepartmental Rural and Regional Transport Working Party	Sue Gorst Caroll Phillips
Juvenile Justice Accommodation Review Steering Committee	Emma Partridge
Juvenile Justice Girls’ and Young Women’s Taskforce	Emma Partridge
Lesbian Health Advisory Committee	Bessie Tselos
Network of Government Agencies: Gay, Lesbian and Transgender Issues	Carole Ruthchild
National Crime Prevention Committee	Robyn Henderson
NSW Aboriginal Affairs CEO Group	Robyn Henderson
NSW Council on Violence Against Women Research Subcommittee	Carole Ruthchild
NSW Government Sexual Assault Interagency Legal Issues Subcommittee	Carole Ruthchild
NSW Interdepartmental Committee on Migrant Settlement	Anne Hurni
NSW Work and Family Taskforce	Philippa Hall
NSW Youth Interagency Taskforce	Phillipa Hall
NSW Ministerial Advisory Committee on Youth Policy	Philippa Hall
NSW Youth Policy Taskforce	Amanda Garland Caroll Phillips
NSW Youth Policy Working Party	Bessie Tselos
Partnership Against Domestic Violence	Robyn Henderson
Partnership Against Homelessness	Robyn Henderson
Physical Activity Taskforce Lead Agency Committee	Bessie Tselos
Pilot Perpetrator Program Advisory Committee	Carole Ruthchild

ICT Skills Cross Agency Implementation Working Group
 Kate Parker
 Inner City Homelessness Action Plan Working Party
 Sandy Killick
 Interagency Working Group on Improving the Participation of Women on Public Sector Boards and Committees
 Robyn Henderson
 Carole Ruthchild
 Emma Partridge
 Emma Partridge
 Bessie Tselos
 Carole Ruthchild
 Carole Ruthchild
 Anne Hurni
 Philippa Hall
 Phillipa Hall
 Philippa Hall
 Amanda Garland
 Caroll Phillips
 Bessie Tselos
 Robyn Henderson
 Robyn Henderson
 Bessie Tselos
 Carole Ruthchild

Committee	Representative
Premier's Council for Women	Robyn Henderson
Regional Coordination Management Groups:	Sue Gorst
Central Coast	Sue Gorst
Hunter Valley	Sue Gorst
Illawarra/South East	Sue Gorst
New England/North West	Sue Gorst
North Coast	Sue Gorst
Northern Sydney	Philippa Hall
Riverina/Murray	Annie Pflugst
South Coast Sydney	Philippa Hall
Western and South Western Sydney	Annie Pflugst
Western Region	Robyn Henderson
Reaching Isolated Carers Australian Research Council Linkage Research Project Steering Committee	Wendy Finnegan Philippa Hall
Reskilling Women for Careers in IT Project Working Party	Philippa Hall Sandy Killick
Sexual Assault Conference Steering Committee	Carole Ruthchild
Sexual Assault Interagency Guidelines Review Committee	Carole Ruthchild
Sexual Assault Review Committee	Carole Ruthchild
Small Agencies CEOs Group	Robyn Henderson
Southern Safe Communities Steering Committee	Caroll Phillips
Steering Committee for the Pramwalkers Intervention and Research Project	Caroll Phillips
Western Sydney IT Cluster	Kate Parker Mirka Szylczak
Women's Domestic Violence Court Assistance Program Advisory Committee	Zoe Petridis Carole Ruthchild
Women's Information Needs Project Steering Committee	Emma Partridge

Appendix 39

Significant committees established and abolished

No significant committees were established or abolished in 2001/02.



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Appendix 40

Funds granted to non-government organisations

The 2000 Women's Grants Program

Recipient	Project	Grant \$
Aboriginal Women of the Aboriginal and Torres Strait Islander Commission Murdi Paaki Region of NSW	Develop a model for valuing the contribution women make to healthy and effective community based projects and programs.	100,000
AIDS Council of NSW	Lesbian partner violence awareness project in Lismore and Wollongong.	30,000
Australian Sikh Association Inc	Reduce domestic violence in the Sikh community.	26,450
Bourke Shire Council and Bourke Women's Gathering Organisation Committee	Super models – a peer leadership and capacity building program for young women, with emphasis on Aboriginal youth.	30,000
City Care MED partnership project	Increase the self sufficiency of 30 women by helping them build savings and increase their access to credit.	100,000
Clarence Valley Community Programs Inc	The young women's project – training adult women in seven communities to lead groups of young Aboriginal women in developing life skills.	62,150
Clarence Valley Community Programs Inc and Lower Clarence Women's Group	Explore, examine and consider the role of women in creating and maintaining a sustainable future in the Clarence Valley.	100,000
Deaf Society of NSW	Establish an education and support network for deaf mothers with young children who communicate in Auslan (Australian Sign Language).	29,990
Hunter Community Program	Women and work – building job search and decision making skills in Windale.	12,607
Metro Screen – in partnership with Hawkesbury Skills, Artsnet, Western Sydney ITEC and Wesley Mission	Women out west multimedia training pilot project - combining digital media training, business studies and work placement.	89,750
Mudgee Shire Council Volunteers Committee	V is for Volunteers – an electronic service linking volunteers with skills training.	29,154

The 2000 Women's Grants Program

Recipient	Project	Grant \$
Northern Rivers Community Legal Centre	Mirrung Ngu Wanjarri – produce a culturally appropriate video and commercial on local court defended hearings for apprehended violence orders for Aboriginal women.	20,000
Northern Star Aboriginal Corp	Images of Murdi Women in Bre – support for six Community Development Employment Program participants to collate photographs of Aboriginal women in Brewarrina.	61,983
NSW Dental Assistants Professional Association Inc	Women's Access to the Workforce through Growth and Education – provide accredited training in dental assisting, support and follow-up to women who are underprivileged, Aboriginal and from culturally and linguistically diverse backgrounds.	30,000
NSW Federation of Housing Association	Executive officer management short course for women managing community housing associations.	41,150
Western Sydney Community Forum	A feasibility study into establishing a catering small business, covering skills, food handling, training, and business opportunities for women from culturally and linguistically diverse backgrounds in western Sydney.	20,268
University of Western Sydney	Developing innovative access strategies through partnership – address occupational health and safety needs of women from culturally diverse communities who work on farms in the Sydney basin.	85,000
Total		868,502

Appendix 41

Recycling and environmental policy

The department is committed to operating in a sustainable manner that lessens environmental impact by:

- using recycled and/or environmentally friendly paper wherever practical
- using environmentally efficient vehicles
- using public transport or walking when feasible
- using energy efficient equipment and appliances.

appendices ap

The department has adopted an environmentally sustainable approach and uses measures to reduce waste by:

Appendix 42

Waste reduction and purchasing policy

The department has adopted an environmentally sustainable approach and uses measures to reduce waste by:

- using recycled and/or recycling paper and toner cartridges
- providing recycle bins
- using electronic information sources when practical to reduce the use of paper and toner.

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Department for Women

Level 4, Stockland House, 175–183 Castlereagh Street Sydney NSW 2000

Phone: 02 9287 1860 Fax: 02 9287 1823 Email: dfw@women.nsw.gov.au

Website: www.women.nsw.gov.au and www.womens.gateway.nsw.gov.au

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