



Lower Hutt  
Women's Centre  
186 Knights Road  
Waterloo Lower Hutt

# Te Pūronga-ā-Tau Annual Report 2019-2020 Statement of Accounts



**All women, teenage girls and children reaching their full potential.**



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## Values

We will operate under the following values;

respect, encourage openness of conflict, challenge, enjoyment, humour and fun, non oppressive, support each other, transparency, progressiveness, spirituality, open communication, risk taking, making mistakes, self responsibility, empowerment, commitment, role modelling, consciousness, awareness, give and take, feminist.

## Philosophy

The Women's Centre;

- Recognises and works in the spirit of Tiriti o Waitangi;
- Confronts women's oppression and empowers women to take control of their own lives;
- Opposes discrimination by those who have power against those who do not; this includes discrimination against women, especially Maori women, Pacific Island women, women of colour, lesbians, those who are differently abled, young, old, working class and those with different spiritual beliefs;
- Promotes a safe, supportive environment for all women and children;
- Promotes the sharing of power and resources;
- Act as a resource and information centre for the community.

## Vision

All women, teenage girls and children reaching their full potential.

## Objectives

The Lower Hutt Women's Centre acts as a community resource centre for Women, Teenage Girls and Children, working towards and with education, empowerment, the promotion of mental health, healing and recovery for all women and families in the community.

Addresses feminist goals which seek to empower, support, educate and resource women to lead full and meaningful lives and to work toward social justice and equity.





# Goals

- Goal 1. We will work with women and children to increase their sense of connection and belonging.
- Goal 2. We will work with women and children to enable them to see choices in their lives and set a future direction.
- Goal 3. We will work with women and children to develop self-worth and self-esteem and to find their voice

## **The following areas need to be attended to when working on the needs of women:**

Emotional, Spiritual, Physical, Environmental, Practical, Intellectual.

# Convenor's Report

*Asked: "If you could deliver one message to women today, what would it be?"*

*Isabelle Allende replied: "Sisters: talk to each other, be connected and informed, form women's circle, share your stories, work together and take risks. Together we are invincible. There is nothing to be afraid of."*

A party to celebrate thirty plus years of the Lower Hutt Women's Centre was put on by the Board and supported by the Centre in November 2019. Members joined with staff, manager, Collective and volunteers on the day as we celebrated all those women who have kept the body and spirit of the Centre alive. Gaye Sutton told us a fable about the work of many women's hands, and Linda Tilyard of her own experiences of the Women's Centre as a participant and as a teacher. The extraordinary contribution made by Ally Andersun and Stephanie Drake-Brockman was acknowledged and celebrated by all with love and respect.

Since the 2019 AGM, we have completed the fourth of a series of successful fundraising quiz nights and another four nights in August 2020 at the Sprig and Fern. Thank you to Suzanne 'Suzy' Hammond, Isobel 'Issy' Freeman, Pamela Govan, Hannah Aslett, and Yu Chang for attending and running the raffle and collecting donations this year.

Seven months ago, we welcomed Pamela as the Centre manager. We are grateful for her capacity to listen, review and absorb, and act in what is, for her, a completely new role. She brings with her a different management style. We farewelled Stephanie Drake-Brockman as manager but happily retained her as administrator; thank you, Stephanie. We also appreciated Stephanie remaining longer than planned as manager until Pamela was available.

When Pamela had been in the job about a month, Covid 19 arrived. Pamela, staff, volunteers and the Collective actively participated in establishing safe processes in the face of the pandemic. The Board and the Collective each adapted to meeting through Zoom. These meetings were crucial communication tools achieving clarity and commitment from everyone. Pamela did an outstanding job keeping everyone in touch in an incredibly stressful time. Thank you, everyone at the Lower Hutt Women's Centre for staying connected and committed.



Thank you, Hannah Aslett, for your analysis and report from the biennial Lower Hutt Women's Centre survey. "...the number of visitors [to the Centre] between 2013 and 2018 is approximately the same (5,000), with women still primarily [using] workshop/classes and counselling services (p. 31)." "It also shows that women still find the Centre's workshops and classes useful for personal growth, despite there being no apparent change in the needs of women between 2013-2019/2020 (Ibid)."<sup>1</sup>

Time in lockdown has led to Ally's resigning after experiencing the pull and pleasure of the garden. She will leave the Centre in December 2020 after thirty years working in the creche, group work, and one-to-one as well as family counselling. Her legacy is a legend and has been described as the "core of the Women's Centre, setting the tone for the whole place".<sup>2</sup>

Over the last six months, we had five resignations due to new or changed employment or work-life re-evaluations. Our thanks and gratitude to Jayasudhasri 'Jay' Jaiganesh, Katie Smith, Katie Monteith, Fiona McCourt, and Cushla Managh, all of whom have had life changes. Over the year we also farewelled Rachel Brown to Auckland and the impeccable Rachel Pearce at the end of 2019 for concerns about a possible conflict of interest.

I left a Board-only meeting on the 29th August 2020 more excited about the Lower Hutt Women's Centre Board than I had been for six months. By the end of this day, the new Board agreed to a 90-day action plan. This plan includes: staying connected with management; governance training in October 2020 (booked); creating a year's diary (done); presenting constitutional changes at the AGM; reviewing policies to prioritise and update; and begin a financial plan (first draft). This plan is to be in line with our strategic objectives and the kaupapa shaped after consultation and review by the Collective and the manager regarding the Centre's future workforce and other needs.

My excitement on the 29th August was that the five new members we accepted were engaged from day one in gaining an understanding the Women's Centre's kaupapa and what was needed in order to be sustainable next year and for the longer term. We worked our way through a Warrant of Fitness and associated policies and papers. Kia ora and nau mai to Zoe Westlake, Clare McLennan-Kissel, Samantha 'Sam' Barrington Prowse, Yu 'Suzie' Chang, and Rebecca Tane. Thank you to our Treasurer, Suzanne 'Suzy' Hammond and Secretary, Isobel 'Issy' Freeman for their unfailing support often with short notice from me for a quick Zoom, text or phone call and regularly turning up to meetings over the preceding months. There have been a few more meetings than usual and their commitment is very much appreciated.

The Board has established a list called Friends of the Board to engage women who are keen to be involved when we have any training, are looking for a new Board member, or for when we need extra help. This list is a succession planning project developed in the last three months following governance training in May 2020. The Friends of the Board are invited to the next governance training.

A successful Te Ra Marama day was once again run in July and was both enlightening and fun. Our singing and pronunciation were woeful but singing Ko Tenei te Whanau was also very heartening and ought to happen more often. Thanks to Janet Matehe for organising and Briony Fiso for the workshop.

Ko tenei te Whanau o Te Whare Wāhine

This is the family of the House of Women

Susan Lennox Lower Hutt Women's Centre Board, Convenor 2020 AGM

1 The Lower Hutt Women's Centre, 2019/2020. The Lower Hutt Women's Centre Biennial Survey. Retrieved from <https://www.dropbox.com/s/ehd6fluzod8e8r4/LHWC%20Survey%20Report%20Final%20edited%20version%20.docx?dl=0>

2 Rooda, M., (1998) Lower Hutt Women's Centre oral history project. Alexander Turnbull Library, Wellington.



## He Huarahi O Te Wāhine

## Māori Focus Group

He Huarahi O Te Wāhine consists of three members Janet Matehe, Kay Riddler and Sherrie Pirimona.

Due to unforeseen circumstances our roopu has restricted meeting as health and wellbeing has been the focus for our members this year. Wakaama was cancelled this year due to a number of reasons out of our control although I am pleased to mention it will continue to be a yearly cultural activity for Board members, volunteers and staff of Lower Hutt Women's Centre as there is genuine interest that wakaama continues.

We have had our annual Te Ra Marama (Day of enlightenment) August 9th 2020 facilitated by Briony Fiso. She has committed to providing this cultural component educating us on Te Ao Māori in the form of Kupu (words) Pepeha (whakapapa) Waiata (song) Karakia (Prayer) and Māori arts and crafts. This year it was attempting to make Taniko earrings. Briony is open to providing Te Ra Marama twice a year moving forward.

Janet Matehe is currently in discussions with a Rongoā (Māori medicine) practitioner to provide a day workshop introducing our community to Rongoā and also making it available to our community to purchase as an alternative therapeutic intervention for whānau.

I am pleased to highlight we as a roopu have implemented wakaama, Te Ra Marama and exploring Rongoā options to become available to our community. I am very pleased with the genuine interest and support provided by management, Board, volunteers and staff. I believe it is important for us to expose ourselves to Te Ao Māori so we as a community can have a deeper understanding of Te Ao Māori.

Ngā Mihi  
Janet Matehe





# Manager's Report

Tēna koutou katoa

It's been an interesting time to step into managing the Lower Hutt Women's Centre. While COVID-19 created some barriers to delivering our mahi it gave us the opportunity to work differently and continue to offer services by running online courses, counselling and social work sessions.

The following courses/workshops have run in 2019/20:

Weekly:

- Alcohol & Drug Wellbeing Group (Every Friday afternoon)
- Self Esteem for Women (Every Friday morning and Tuesday evening)
- One to one computer lessons (Every Wednesday)

Monthly:

- Monthly Sexual Abuse Support Group

Block courses:

- 2 x Assertiveness for Women
- 1x Self Esteem for Teenage Girls
- 2x Anger as a Strength
- 1x Resilience
- 2x Understanding the Blues
- 2x Meditation for Women
- 1x Circle of Security

Weekend workshops:

- 2x Women Who Love Too Much - Part One
- 1x Women Who Love Too Much - Part Two
- 1x My Mother, Myself
- 2x Self Development using Psychodrama

One day workshops:

- 3x Painting
- 1x Self Defence
- 2x Harakeke weaving

In addition we also continued running 26 hours of drop in a week (except in levels 4, 3, and 2), social work and counselling sessions, crèche for the Friday Self Esteem and A&D Wellbeing groups, connecting women with other community organisations, and free legal advice from the women lawyers of Thomas, Dewar, Sziranyi and Letts.

Our extensive library for members has been expanded through the generous donation of books from the Wellington Women's Health Collective and also the purchase of children's books with a grant from Pelorous Trust.

## *Connection and Community*

We have continued to provide a quarterly newsletter via email and post which includes information about our courses, workshops, feminist perspectives on public issues and personal stories.

Our Facebook page continues to gain followers thanks to regular and insightful updates by Kay Riddler and, Hannah Aslett who linked our page with other community groups to encourage women to complete our two-yearly survey. The survey results showed that the services the Centre provides are still needed.



The Centre had a table at Te Rā o te Raukura festival. This was a great opportunity to connect with the wider community, to take in the festival and talk to women about the Centre. We also took part in Te Ra Marama organised by He Huarahi o te Wāhine to learn about Te Ao Māori.

### *Financial*

Women from our community continue to donate money on a weekly or monthly basis. These funds are put into a repairs and maintenance fund.

The delivery of our work is made possible through funders and philanthropic trusts. Sources of funding for 2019/20 were the contracts with Hutt Valley District Health Board and Oranga Tamariki, and grants from Lottery, Community Organisation Grant Scheme, Pub Charity, W & M Bear Charitable Trust, Four Winds, The Box Trust, John Illot, JR Mackenzie, Ministry for Women, TG Macarthy Trust, Pelorous Trust, Hutt City Council and the Ministry of Social Development.

### *Volunteers and Staff*

Our volunteers continue to support the operation of the Centre with great commitment and care. It's a privilege to have their energy with tasks like tidying the clothing donations, banking, gardening, helping in the Creche and maintaining the library and carrying our two-yearly survey. Our Board are all volunteers too and although they work in the background they also support the Centre through their expertise, connections and organising a fundraiser at the Sprig and Fern in Thorndon.

Staff that have tutored, run courses, workshops, support groups, cleaned the centre and run the crèche are: Ally Andersun (Counsellor/Trainer), Kay Riddler (Social Worker), Jenny Holdt (Computer Tutor), Clare Caffrey (Cleaning), Julie Smart (Group Worker), Michelle Barrett (Harakeke), Stephanie Brockman (Group worker/ Manager/Administrator), Janet Matehe (A& D Wellbeing Group), Dido Dunlop (Meditation), Linda Tilyard (Painting), Lydia Mabbett (Self Defence) and Diana Rickman (Understanding the Blues).

We've farewelled two Centre staff this financial year; Julie Smart our Self Esteem and Understanding the Blues Facilitator and Emily Burns our Friday afternoon Creche worker. We've welcomed Diana Rickman and Debbie Kelly into those respective roles. Thank you to Stephanie who has stepped into several different roles to ensure that the groups and workshops continue while recruitment is undertaken, and for the support provided to ensure I settle into managing the Centre.

The volunteers and staff are the foundation of our centre and its operations; without them we could not serve the women in our community. Thank you to everyone for assisting me in my journey so far and also for your dedication and hard work to the Centre.

### *Looking ahead to 2020/21*

With staff changes this year, Ally retiring at the end of 2020, new Board members starting recently and the uncertainty that COVID-19 brings, 2020/21 is likely to have challenges and with it, opportunities. Whatever the next year brings I feel immense gratitude to work with all the staff, volunteers, donors, funders who walk with us in our vision to empower women, teenage girls and children.

Ngā mihi nui ki a koutou  
Pamela Govan



# Social Worker's Report

Kia ora wāhine ma

Over this past year I have continued to offer brief interventions and longer term support to women mainly with preschool children. This has included one to one therapeutic interventions/counselling as well as support and advocacy within the community with the inclusion of home visiting.

I facilitated one Circle of Security (COS) Parent Education and Support programme and one was put on hold due to Covid and lock down. Again, I would like to thank Ally and Kathryn for running the Crèche alongside the COS programme – your support is invaluable in supporting the programme's success.

My professional development has included monthly individual clinical supervision and peer supervision. I attended a four day IDT (Interactive Drawing Therapy) training completing levels 1 and 2, and a three-day ACT (Acceptance and Commitment Therapy) training completing the foundation course.

I participated in monthly collective meetings, monthly team meetings and team training such as Te Ra Marama, Gender, Health and Disability Code/Service and I supported the Te Ra O Te Raukura festival in February and from time to time I have had the privilege of supporting the children and mothers in the Friday morning crèche.

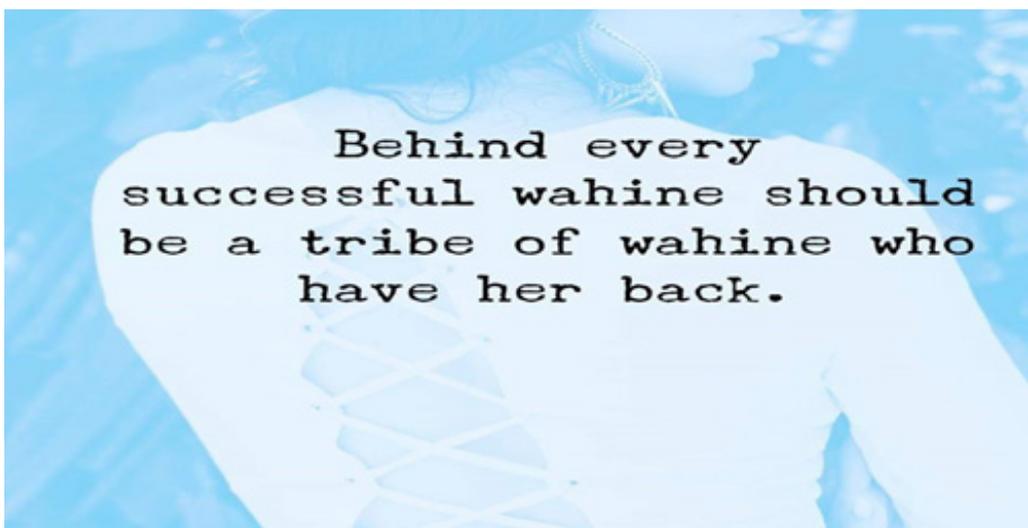
This year has been a challenging year for me health wise and I am forever grateful to Women's Centre and the great wāhine I work alongside for their aroha and manaaki during this difficult time.

Aroha mai aroha atu

Love received, demands love returned

Mauri Ora

Kay





# Counsellor/Supervisor/Trainer/Crèche Worker

Tēna koutou katoa

It is with many emotions that I write this, my last report to the AGM of the Lower Hutt Women Centre. After 30+ years I am retiring at the end of this year from the Home of Women to pursue my quest in growing old, disgracefully at times. The Lower Hutt Women Centre is and always will be a hugely significant part of my life. Thank you for the opportunities, the growth, the laughs, the tears, the friends, the challenges, the trials, the support, the professionalism, the love, the feminism, the memories..... I cannot measure the degree of grief I feel for the oh so many aspects of the Lower Hutt Women Centre I will miss.... but I do know without any doubt the crèche is right up there.

It is a privilege to have been able to end a working week with being in the crèche with our most valuable asset, the children, their mothers, Kathryn and at times Kay and Pamela. It's a great working model which I appreciate being a part of. It continues to provide quality child care for women attending the Self Esteem workshop, a play group for mum's and bubs to be together, a safe supportive environment for children while their mothers attend sessions with the Social Worker and a welcoming place for women with children to be introduced to the therapeutic workings of the Women Centre. The focus is child centred where we respond to the needs and inclinations of the child rather than directed educational play, all play is educational.

With Kathryn, I have supported the Circle of Security courses by providing the crèche for the children while their mothers attend the training. This is a very rewarding experience, observing the growth in the mothers as they learn new skills and seeing them witness a mirroring effect with how we be with their children.

Counselling with me is mostly one on one with women, teenagers and children. I also see couples and family groups which at times means with dads, you can't do family therapy without the dad. Most of this work is done in the crèche which is a great environment that supports the therapeutic energy. Men come through the gates to the back and into the crèche and every man that I have worked with has been respectful of the space.

I supervise the volunteers, the computer tutor and the student counsellor, when we have one. This can consist of some aspects of training, this year the focus has been on the kaupapa and during lock down this continued remotely. The volunteers training is facilitated by me if there isn't a specific topic from an outside agency. The Sunday group has continued to be facilitated by me as we couldn't find a suitable woman who could take this role on. I will continue until the end of 2020. The group members are in discussion about what will happen to the group. It is my hope that the group can continue in some form as there is no group of its kind, that I have heard of, in the lower North Island.

The groups I have run since the last AGM are 2 x Psychodrama workshops, 2 x Women Who Love Too Much part one, 1 x Women Who Love Too Much part two, 2 x Anger as a Strength courses.

I attend most Board of Trustee meetings, Collective meetings, Volunteer Training, working bees, the Te Ra festival at Te Whiti park, Women Centre 30+ celebration, Sprig and Fern quiz night.

My continued Professional and Personal development this year has been attending the National Folk Festival, Convergence Festival, AANZPA conference, Governance Training, Te Ra Marama day, regular supervision, peer supervision group, peer network group, theatre, movies, socialising with friends and attending weekly playcentre sessions with my moko Eloise.



My deepest appreciation to my colleagues on the collective, BOT, staff and mostly the women who come through the door, you have all contributed greatly to the life enhancing experience I have had, and will continue to have, until closing time at the end of 2020, at the Lower Hutt Women Centre. This is where I found my turangawaewae.

Ngā mihi  
Ally Andersun



*“Each time a woman stands up for herself,  
without  
knowing it possibly, without claiming it, she  
stands up for all women.”*

*Maya Angelou*



# Volunteer's Report

The volunteers at the Women's Centre are guided in their work by the kaupapa and their job description. They greet women who come into the centre and give them information of what we have to offer here at the centre. They assist women to find information about different services that are available in our community. They keep the clothing donations organized and re - print pamphlets, record statistics and many other tasks as required. Below is a list of the volunteers over the last year:

Alison Newport compiles all of our resources, collecting and ordering pamphlets. Although no longer living in the Lower Hutt area, she continues to work at the centre when she can.

Kathryn Bradbury worked a regular Monday shift up until the end of 2019, and continues to work a regular Friday shift and assists in the crèche. Kathryn sometimes will fill in any day that may be needed.

Michelle Bougen volunteers during the painting workshops to make sure everything runs smoothly and the crèche is packed up afterwards.

Naomi Millane focuses mostly in the library tidying, replacing books that have been returned and general organisation of the books and categories. Naomi has co facilitated Self Esteem for Teens. She is also in her first year of study.

Lynn Topley completes the weekly banking, co-ordinates the payment of the volunteer's book vouchers and inputs the monthly bookkeeping data for the centre donations. Lynn is also a Collective member and types the Collective minutes for the BOT meetings.

Sherrie Pirimona works a regular shift on Thursdays. She keeps the library book catalogue up- to- date and inputs the statistics for phone calls, personal visits, and computer use. She also does a variety of other duties, including updating and generating computer documents as required, and is responsible for the kupu and whakatauki board. Sherrie is also a Collective member.

Hannah Aslett completed the two yearly community survey on the needs of the women in the community. This was a large research project and Hannah did an amazing job.

Margaret Harris keeps our gardens tidy and looking fantastic.

Timothy Housel, Phil Eldridge and Dean Conland all have donated their IT support.

The volunteers have ongoing training and supervision. Unfortunately this years training and supervision was interrupted by Covid-19 for a number of months. However once we went back to normal we resumed our volunteers training and supervision.

Ngā mihi  
Sherrie



# Collective's Report

Kia ora koutou katoa

Current collective members are Ally Andersun, Kay Riddler, Sherrie Pirimona, Jenny Holdt (joined October 2019) and Pamela Govan (February 2020). Stephanie Brockman (February 2020) and Lynn Topley (August 2020) resigned earlier in the year to pursue other wonderful things, we appreciate their contributions and miss their valuable input.

We have met regularly every month throughout the year to oversee the day-to-day running of the Centre, apart from Level 4 and Level 3 lockdown when we met weekly via ZOOM to manage our response to Covid-19 and the different lockdown levels, our goal to ensure safety of Centre users, and staff and volunteers. And, importantly, share our experiences and support each other through uncertain and challenging times. Meetings are social as well as business, starting with sharing what's on top and a feminist quote, and include a break for delicious shared food and refreshments.

While our role is operational, we work in conjunction with the governance team (Board of Trustees) to ensure best practice and outcomes at all levels of Centre management. Our tasks included evaluating how the volunteer training, supervision, staff and collective meetings worked for all involved, and all concluded that monthly collective meetings, and combined alternate monthly staff and volunteer training and supervision sessions were more inclusive and better met the needs of all. Job descriptions updated include staff (manager for the new manager position), collective (including development of our collective recruitment, induction and retention policy), childcare worker and cleaner.

We also read correspondence, reviewed and monitored the annual business plan, reviewed evaluations of courses and workshops, and organised and evaluated the Women's Centre's bi-annual survey for 2019-2020. We collected statistics, oversaw the crèche and supplies, and organised courses and workshops, and building maintenance and working bees. For ongoing development, we organised and attended a workshop on gender, also health and disability training. BOT governance training via ZOOM clarified the BOT role and how the collective and BOT could best work together. The 30+ year reunion celebration in November 2019 (with the BOT) and end of year gathering in December were both fabulous successes, enjoyed by all.

Collectively we enjoyed being part of the Te Ra o te Raukura Community Festival, supporting a fundraiser event, and had a (COVID) belated opportunity to keep our first aid certificates current.

Ngā mihi  
Jenny



# Treasurer's Report

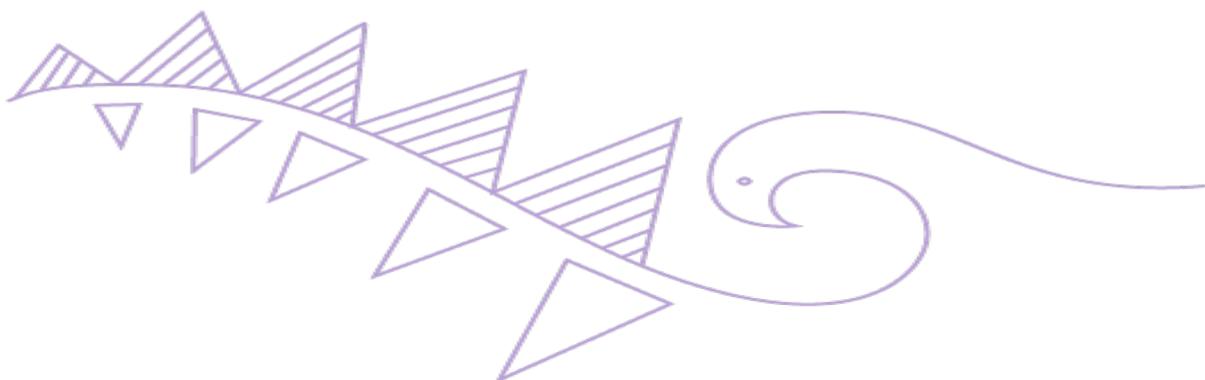
This year has been quite the year of change, however the Centre is still carrying out its most important function of supporting the women and children of the Hutt Valley – and doing it very well. This is thanks to all the wonderful women who are there every step of the way – the Volunteers, Counsellors, Cleaner, Tutors, the Board and the women who continue to donate to this most worthy cause, and of course to the Centre Manager/s.

We farewelled Stephanie as Centre Manager this year after many years in the role and in February welcomed Pamela, who has already faced many challenges in her first months as the new Centre Manager. Pamela has continued to apply for Grants and has gained some extra funding to help deal with the effects of the Covid virus which will continue to be a challenge to the Centre. Stephanie continues to over-view the financials and prepares the accounts for the monthly Board meetings – the accounts for the year end June 2020 have been reviewed by the Auditor and will be endorsed at the next meeting.

Financially the Centre is in a similar position as last year which is very positive, and the focus of the Board this year will be to continue to ensure the financial sustainability of the Centre, and to try and grow some resources along the way to enable some long term planning and gain some security in these uncertain times.

Thanks to all who make the Centre the wonderful, caring place it is.

Suzy Hammond  
Treasurer



# Lower Hutt Women's Centre

## Performance Report

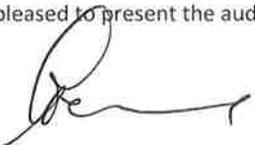
For the year ended  
30 June 2020

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We are pleased to present the audited financial report of the Lower Hutt Women's Centre for the year ended 30 June 2020.

Chair



Date 17 September 2020

Susan M. Lennox

Treasurer



Date 17 September 2020

Suzanne Hammond.

## The Lower Hutt Women's Centre Incorporated

### Entity Information

"Who are we?", "Why do we exist?"

For the year ended  
30 June 2020

Legal Name of Entity:*	The Lower Hutt Women's Centre Incorporated
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Other Name of Entity (if any):	Lower Hutt Women's Centre
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Type of Entity and Legal Basis (if any):*	Incorporated society
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Registration Number:	465809
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Entity's Purpose or Mission: *
Philosophy * Recognises and works in the spirit of Tiriti o Waitangi;
<ul style="list-style-type: none"><li>• Confronts women's oppression and empowers women to take control of their own lives;</li><li>• Oppose discrimination by those who have power against those who do not; this includes discrimination against women, especially Māori women, Pacific Island women, women of colour, lesbians, those who are differently abled, young, old, working class and those with different spiritual beliefs;</li><li>• Promote a safe, supportive environment for all women and children;</li><li>• Promote the sharing of power and resources;</li><li>• Act as a resource and information centre for the community.</li></ul>

Entity Structure: *
Registered Charity: Number CC10103 Governance Structure: Our constitution states that our Board of Trustees must have between 5 and 8 members, at present we have seven members; including three executive officer positions: Convenor, Treasurer, Secretary and two other positions of Employment and Complaints. The Board of Trustees meets monthly, up to 11 times per year and hears financial, board and operational reports at each meeting. the Board of Trustees operates to a three year strategic plan. Operational Structure: Our operations are managed by a paid manager and collective. We employ counsellor/group worker, social worker, computer tutor and group workers. We also contract additional group workers when necessary. Volunteers support the ongoing operations throughout the year. The Collective operates to an annual business plan and meets monthly.

**The Lower Hutt Women's Centre Incorporated**

**Entity Information**

"Who are we?", "Why do we exist?"

For the year ended  
30 June 2020

**Main Sources of the Entity's Cash and Resources:\***

Government and Non Government Grants

**Main Methods Used by the Entity to Raise Funds:\***

Fundraising activities include ongoing sourcing of donations, running workshops for other groups and hiring out our venue.

**Entity's Reliance on Volunteers and Donated Goods or Services:\***

Volunteers contribute to the ongoing running of the centre, governance and donations of funds. We rely on volunteers and donations to keep the centre running.

**The Lower Hutt Women's Centre Incorporated**

**Entity Information**

"Who are we?", "Why do we exist?"

For the year ended  
30 June 2020

Additional Information\*

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Contact details

Physical Address:	186 Knights Road, Waterloo Lower Hutt 5011
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Postal Address:	186 Knights Road, Waterloo Lower Hutt 5011
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Phone/Fax:	49201009
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Email/Website:	<a href="http://www.lhwc.org.nz">www.lhwc.org.nz</a>
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	<a href="http://www.facebook.com/Lowerhuttwomenscentre/">Http://www.facebook.com/Lowerhuttwomenscentre/</a>
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**The Lower Hutt Women's Centre Inc.**  
**Statement of Service Performance**  
 "What did we do?", When did we do it?"  
 For the year ended  
 30 June 2020

Description of the Entity's Outcomes\*:

Women who feel confident to make positive choices in their lives so they and their families can live and work towards their full potentials.  
 Women increase their ability to see choices in their life and set a future direction.  
 Women and children develop their self worth and self esteem to find their voice.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Attendances			
Services	338		444
Support/Enquiries	242		430
Workshops/Courses/Support Groups	1442		1917
Volunteers	288		367
Other	26		38
Computer lessons	118		156
Free use computer	72		160
Counselling Sessions	432		385
Student Counsellor	61		152
Social Worker	200		282
Supervision	8		10
Children in creche	231		213
Counselling room use (hired by counsellors)	124		427
Other information			
Recipient of quarterly newsletter (hard copy and email)	697		720
Number of groups sessions provided	345		286
Actual clients			
Workshops/Courses/counselling	402		463
Members	54		60

Additional Output Measures:

We use a before and after evaluation to measure a change in personal self reported measures. This is measured for each self development workshop and a report is compiled each year compiling the measure of increase in skill (depending on what course), combined with the narrative report from each course/workshop. Support groups use an annual measure of what areas participants self report they have developed.

Additional Information:

## The Lower Hutt Women's Centre Inc.

### Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

30 June 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Donations, fundraising and other similar revenue*		5,446		9,844
Fees, subscriptions and other revenue from members*		1,267		906
Revenue from providing goods or services*		196,694		179,617
Interest, dividends and other investment revenue*		1,019		1,738
Other revenue				
<b>Total Revenue*</b>		<b>204,426</b>	-	<b>192,105</b>
<b>Expenses</b>				
Expenses related to public fundraising*				640
Volunteer and employee related costs*		147,544		140,215
Costs related to providing goods or services*		47,665		44,463
Grants and donations made*		44		566
Depreciation		11,400		10,927
<b>Total Expenses*</b>		<b>206,653</b>	-	<b>196,811</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>(2,227)</b>	-	<b>(4,706)</b>

## The Lower Hutt Women's Centre Incorporated

### Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at  
30 June 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		104,490		89,657
Debtors and prepayments*		10,321		5,268
Gst owed				1,073
Other current assets				
<b>Total Current Assets</b>		<b>114,811</b>	-	<b>95,998</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		161,934		169,512
Investments*				
Other non-current assets				
<b>Total Non-Current Assets</b>		<b>161,934</b>	-	<b>169,512</b>
<b>Total Assets*</b>		<b>276,745</b>	-	<b>265,510</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Bank overdraft*				
Creditors and accrued expenses*		4,996		5,340
Employee costs payable*		9,003		5,997
Unused donations and grants with conditions*		41,428		32,822
Other current liabilities		2,193		
<b>Total Current Liabilities</b>		<b>57,620</b>	-	<b>44,159</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities				
<b>Total Non-Current liabilities</b>		-	-	-
<b>Total Liabilities*</b>		<b>57,620</b>	-	<b>44,159</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>219,125</b>	-	<b>221,351</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		-		-
Accumulated surpluses or (deficits)*		219,125		221,352
Reserves*		-		-
<b>Total Accumulated Funds*</b>		<b>219,125</b>	-	<b>221,352</b>

## The Lower Hutt Women's Centre Inc.

### Statement of Cash Flows

"How the entity has received and used cash"

For the year ended  
30 June 2020

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Cash Flows from Operating Activities*</b>			
<b>Cash was received from:</b>			
Donations, fundraising and other similar receipts *	5,446		9,844
Fees, subscriptions and other receipts from members *	1,267		906
Receipts from providing goods or services *	200,247		174,952
Interest, dividends and other investment receipts *	1,021		1,738
Net GST	1,073		
<b>Cash was applied to:</b>			
Payments to suppliers and employees *	190,354		235,491
Other operating activities	-		566
Donations paid	44		
Other expenses	-		
<b>Net Cash Flows from Operating Activities*</b>	<b>18,656</b>	-	<b>(48,617)</b>
<b>Cash flows from Investing and Financing Activities*</b>			
<b>Cash was received from:</b>			
Depreciation			
Petty Cash Sundry debtors			
Other cash items from financing activities			
Capital contributed from owners or members *			
<b>Cash was applied to:</b>			
Payments to acquire property, plant and equipment *	3,823		3,906
Other cash items from financing activities			
Repayments of loans borrowed from other parties *			
Capital repaid to owners or members *			
<b>Net Cash Flows from Investing and Financing Activities*</b>	<b>(3,823)</b>	-	<b>(3,906)</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>14,833</b>	-	<b>(52,523)</b>
<b>Opening Cash*</b>	89,657		142,180
<b>Closing Cash*</b>	104,490	-	89,657
<b>This is represented by:</b>			
Bank Accounts and Cash *	104,490	-	89,657

**The Lower Hutt Women's Centre Inc.**

**Statement of Accounting Policies**

**"How did we do our accounting?"**

**For the year ended  
30 June 2020**

**Basis of Preparation\***

The Lower Hutt Women's Centre Incorporated Lower Hutt Women's Centre has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable

**Goods and Services Tax (GST)\***

Lower Hutt women's Centre Inc is registered for GST. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

**Income Tax**

The Lower Hutt Women's Centre Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

**Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

**[Name of Specific Accounting Policy]\***

**[Name of Specific Accounting Policy]\***

**Tier 2 PBE Accounting Standards Applied (if any)\***

**Changes in Accounting Policies\***

Accounting policies have been updated.

## The Lower Hutt Women's Centre Incorporated

### Notes to the Performance Report

For the year ended  
30 June 2020

#### Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Movie Fundraiser		1,546
	<b>Total</b>	-	1,546

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the Public	5,446	8,298
	<b>Total</b>	5,446	8,298

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and Subscriptions	1,267	906
	<b>Total</b>	1,267	906

Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Central Government	173,316	152,490
	Non-government	16,499	15,015
	Course Fees	4,099	4,913
	Counselling	1,973	2,882
	Room Hirage	807	1,637
	Sundry		2,680
	<b>Total</b>	196,694	179,617

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	1,019	1,738
	<b>Total</b>	1,019	1,738

**The Lower Hutt Women's Centre Incorporated**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2020**

**Note 1 : Analysis of Revenue**

Revenue Item	Analysis	This Year \$	Last Year \$
Other revenue	Miscellaneous	-	
	<b>Total</b>	-	-

## The Lower Hutt Women's Centre Inc.

### Notes to the Performance Report

For the year ended  
30 June 2020

#### Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Movie Fundraiser		640
	<b>Total</b>	-	640

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries, Wages and Kiwi Saver	141,433	133,716
	Training	1,990	1,831
	Supervision	2,057	2,670
	ACC Levies	425	214
	Volunteer Expenses	639	987
	Travel	1,000	797
	<b>Total</b>	147,544	140,215

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct Costs related to service delivery	29,626	26,343
	Administration and Overhead Costs	18,039	18,121
	<b>Total</b>	47,665	44,464

Expense Item	Analysis	This Year \$	Last Year \$
Grants and donations made	Donations	44	566
	<b>Total</b>	44	566

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	11,400	10,927
	Interest Expense		
	<b>Total</b>	11,400	10,927

## The Lower Hutt Women's Centre

### Notes to the Performance Report

For the year ended  
30 June 2020

#### Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Westpac running	8,367	13,628
	Westpac wages	51,454	32,389
	Westpac trust	5,485	5,543
	Westpac Investments	38,944	37,809
	Petty Cash	240	288
	<b>Total</b>		<b>104,490</b>

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts Receivable	10,321	5,268
	GST Receivable		1,073
<b>Total</b>		<b>10,321</b>	<b>6,341</b>

Asset Item	Analysis	This Year \$	Last Year \$
Inventory			
	<b>Total</b>		<b>-</b>

Asset Item	Analysis	This Year \$	Last Year \$
Other current assets			
	<b>Total</b>		<b>-</b>

Asset Item	Analysis	This Year \$	Last Year \$
Investments			
	<b>Total</b>		<b>-</b>

Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets			
	<b>Total</b>		<b>-</b>



**Lower Hutt Women's Centre**  
**Notes to the Performance Report**  
For the year ended  
30 June 2020

**Note 4 : Property, Plant and Equipment**

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	158,361			4,983	153,378
Motor Vehicles*	-				-
Furniture and fixtures*	7,041			1,954	5,087
Office equipment*	2,716	1,837		2,950	1,603
Computers (including software)*	1,394	1,986		1,513	1,867
Machinery*	-				-
Arounding Adjustment					-
<b>Total</b>	<b>169,512</b>	<b>3,823</b>	<b>-</b>	<b>11,400</b>	<b>161,935</b>

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*	168,326			4,982	158,361
Motor Vehicles*					-
Furniture and fixtures*	4,416	3,906		2,781	7,041
Office equipment*	7,007			2,145	2,716
Computers (including software)*	1,654			1,016	1,394
Machinery*					-
Heritage assets					-
<b>Total</b>	<b>181,403</b>	<b>3,906</b>	<b>-</b>	<b>10,924</b>	<b>169,512</b>

Significant Donated Assets Recorded - Source and Date of Valuation*	

Significant Donated Assets - Not Recorded*	

**Lower Hutt Women's Centre**  
**Notes to the Performance Report**  
For the year ended  
30 June 2020

**Note 5: Accumulated Funds**

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>	-	221,352	-	<b>221,352</b>
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		(2,227)		(2,227)
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
<b>Closing Balance</b>	-	<b>219,125</b>	-	<b>219,125</b>

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>	-	226,058	-	<b>226,058</b>
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		(4,706)		(4,706)
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
<b>Closing Balance</b>	-	<b>221,352</b>	-	<b>221,352</b>

Breakdown of Reserves		Actual*	Actual*
Name*	Nature and Purpose*	This Year	Last Year
		\$	\$
	<b>Total</b>	-	-

**The Lower Hutt Women's Centre Incorporated**

**Notes to the Performance Report**

For the year ended  
30 June 2020

**Note 6 : Commitments and Contingencies**

Commitment*	Explanation and Timing*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*			
Commitment to purchase property, plant and equipment*			
Commitments to provide loans or grants*			

**OR (Delete one not applicable to the entity)**

**Commitments**

There are no commitments as at balance date (Last Year - nil )

Contingency*	Explanation*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Contingent liability*			
Guarantees provided*			

**OR (Delete one not applicable to the entity)**

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

## INDEPENDENT AUDITOR'S REPORT

### To the Members of Lower Hutt Women's Centre Incorporated

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#### **Opinion**

I have audited the accompanying performance report of Lower Hutt Women's Centre Incorporated on pages 1 to 13, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2020, the statement of financial position as at 30 June 2020, the statement of accounting policies and other explanatory information.

In my opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the performance report on pages 1 to 13 presents fairly, in all material respects:
  - the entity information for the year ended 30 June 2020;
  - the service performance for the year then ended; and
  - the financial position of Lower Hutt Women's Centre Incorporated as at 30 June 2020, and its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

#### **Basis for Opinion**

I conducted my audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). my responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of my report. I am independent of Lower Hutt Women's Centre Incorporated in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than in my capacity as auditor I have no relationship with, or interests in, Lower Hutt Women's Centre Incorporated.

#### **Executive Committee' Responsibility for the Performance Report**

The Executive Committee are responsible on behalf of the entity for:

- (a) identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report which comprises:

- the entity information;
- the statement of service performance; and
- the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

(c) for such internal control as the Executive Committee determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Executive Committee are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Performance Report**

My objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

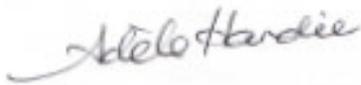
As part of an audit in accordance with ISAs (NZ), I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Executive Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's

report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

I communicate with the Executive Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Adele's Business Support Limited  
Upper Hutt  
17 September 2020

## Personal Visits July 2019-June 2020 Summary

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Half Year	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Half Year	Full Year
Services	42	37	67	45	26	35	252	12	31	29	0	0	14	86	338
Support/Enquiries	30	35	39	34	30	17	185	18	19	14	0	0	6	57	242
Workshops	103	211	238	159	160	86	957	38	73	116	50	68	140	485	1442
Volunteers	36	30	32	25	33	25	181	8	18	16	35	14	16	107	288
Other	1	1	2	3	0	2	9	1	7	8	0	0	1	17	26
Computer Lessons	15	11	18	15	12	11	82	4	12	10		1	9	36	118
Free Use Computer	22	6	5	5	6	5	49	6	10	6			1	23	72
Counselling Room	12	13	11	12	15	10	73	12	17	17			5	51	124
Womem's Centre Counselling	38	40	30	49	59	30	246	9	44	50	24	29	30	186	432
Social Worker Counselling	13	22	22	23	26	15	121	9	20	16	5	13.5	16	79.5	200.5
Student Counsellor Hours	10	12	14	17	8		61							0	61
Supervision	2	1	2	1	2		8							0	8
Creche	25	35	24	33	47	18	182	10	21	12			6	49	231
<b>Total</b>	<b>349</b>	<b>454</b>	<b>504</b>	<b>421</b>	<b>424</b>	<b>254</b>	<b>2406</b>	<b>127</b>	<b>272</b>	<b>294</b>	<b>114</b>	<b>125.5</b>	<b>244</b>	<b>1176.5</b>	<b>3582.5</b>

## Phone Calls July 2019-June 2020 Summary

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Half Year	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Half Year	Full Year
Services	10	3	2	4	4	2	25	0	2	13	0	11	2	28	53
Support/Enquires	37	22	46	42	25	16	188	18	18	14	10	5	4	69	257
Information on Wmm's Centre	25	24	16	0	20	6	91	13	8	1	5	10	6	40	128
<b>Total</b>	<b>72</b>	<b>49</b>	<b>64</b>	<b>46</b>	<b>49</b>	<b>24</b>	<b>304</b>	<b>31</b>	<b>28</b>	<b>28</b>	<b>15</b>	<b>26</b>	<b>12</b>	<b>137</b>	<b>438</b>

Lower Hutt  
Women's Centre  
186 Knights Road  
Waterloo Lower Hutt

Te Pūrongo-ā-Tau  
Annual Report  
2019-2020



Lower Hutt  
Women's Centre