



186 Knights Road
Waterloo Lower Hutt

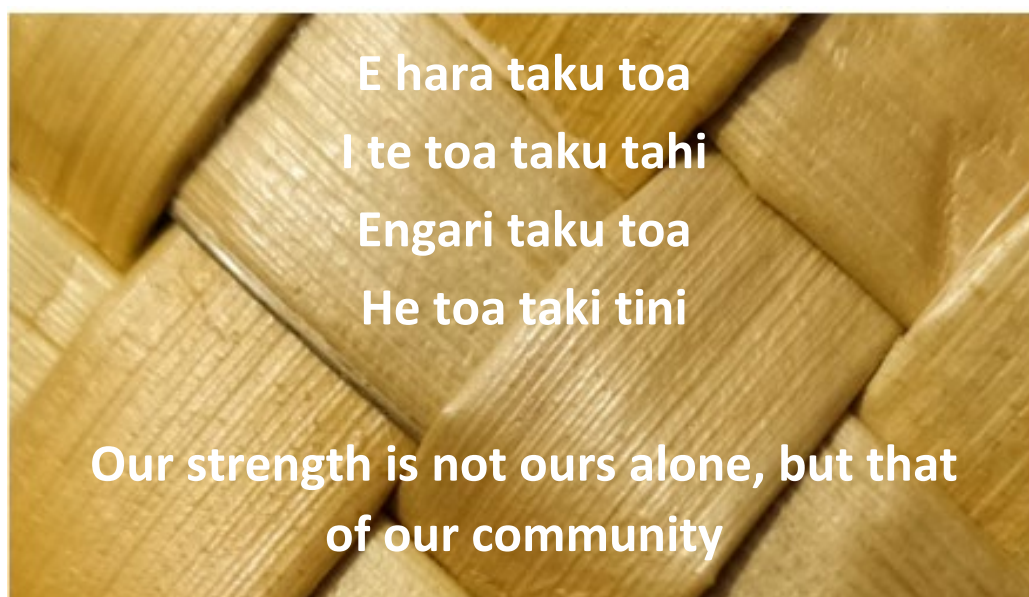
**Lower Hutt Women's
Centre**

Te Pūrongo-ā-Tau
Annual Report
2022-2023
Statement of Accounts



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Values

Vision

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

Purpose

To create a safe space for women and girls to be, grow, and strengthen themselves, their families and community.

Values Statement

We respect. We support each other, are committed, conscious and aware. We are non-oppressive. We give and take, communicate openly and are role models. We enjoy and appreciate humour and fun. We are spiritual, take personal responsibility and are empowered. The political is personal, we give space for this. We challenge, are progressive and take risks, we are transparent and learn from mistakes. We are feminists.

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 who live and identify as women, including Māori women, Pacific Island women, women of colour, lesbians, transwomen, 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;
- Acts as a resource and information centre for the community.

Objectives

1. The Lower Hutt Women's Centre is financially sustainable.
2. We have skilled staff to meet our purpose
3. Women and children are enabled to develop self-worth, self esteem and see choices in their life and futures
4. Women and children feel connected and belong

We work with the following areas to meet the needs of women and children:

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



Convenors' Report

The Board acknowledges the mana and the drive of the women who work, volunteer, and spend time at and with the Centre. The Centre would not be the warm, welcoming, vibrant place that it is without you. You are the heart and soul of the Centre, and for the Board, it is a privilege to be part of this place.

It has been another busy year for the Board, making connections with Centre activities and building on the strategic direction. We have welcomed and farewelled members, and we have been working to understanding how we can better support Centre staff and volunteers to undertake their important mahi.

In January, Rebecca and I were delighted to join the Centre's stall at Te Rā o te Raukura at Te Whiti Park. It was great for us to connect with staff, volunteers and the community. The way the stall was organised was testament to the Centre's understanding of the community and in particular knowing how to engage with children - the kids ride was a real hit and brought in people to connect with!

The Board continues to work on ensuring our strategy remains fit for purpose, and this year undertook an early planning session to identify and confirm the outcomes we are aiming for. We did this in February, so that when it came to budget planning in March and April, there was already a better understanding of where the budget needed to focus.

The Board had an amazing governance training day with Cissy Rock in April. This has helped us think about our role in governance, and identify the gaps in how we are operating. We have been putting some of these things into action. One of these is establishing a Board – Collective liaison role, so that we can help deepen the connection between governance and daily operations. Ivanah has stepped into this position and is looking forward to continuing to work alongside the Collective.

Just to note that with the renewal of the Incorporated Societies Act, the Centre's constitution will need to be updated to meet the new requirements. Alice will be leading this process and is working on a plan and timeline for when the Collective and other stakeholders can expect to be involved in the updates. We are also looking to update some of the banking details to allow us some more flexibility as this has become more and more challenging – thank you Elin for continuing to help make this easier.

On that note, I recently attended the launch of a research report into banking for the NGO sector. The study was commissioned by Community Networks Aotearoa, and Pamela and our former Treasurer Yu both contributed to the research to highlight our frustrations with the complexity of banking for small organisations like ours. It was heartening to hear that we are not alone! Two Ministers and several other MPs attended the launch which further emphasised the importance and need for changes in this space. There is a hard copy of the report at the Centre for anyone to read if they are interested.

The 2022/23 year has been a year of transition for the Board with our membership changing quite significantly. Elin, Ivanah and Alice joined the governance team during the year, and we have farewelled Zoe, Sam, Ruth, Lisa and Shazia. To complete our team, we underwent a vigorous recruitment drive in June and July this year, and in August welcomed Sally Babington and Jane Hambidge, and at this AGM are welcoming Julia Baldwin and Anum Ishaq to the Board.

To further this year of transition, I will be stepping down at the AGM from my role as Convenor and from the Board after three years in the role. It has been a true privilege to Convene the Board, and I would like to thank my Board



colleagues for all their mahi, and Centre staff and volunteers for theirs. I particularly want to acknowledge the work that Pamela as Manager does to keep the Centre moving, growing, adapting and pivoting to meet the needs of the community. It has been a real pleasure working alongside you.

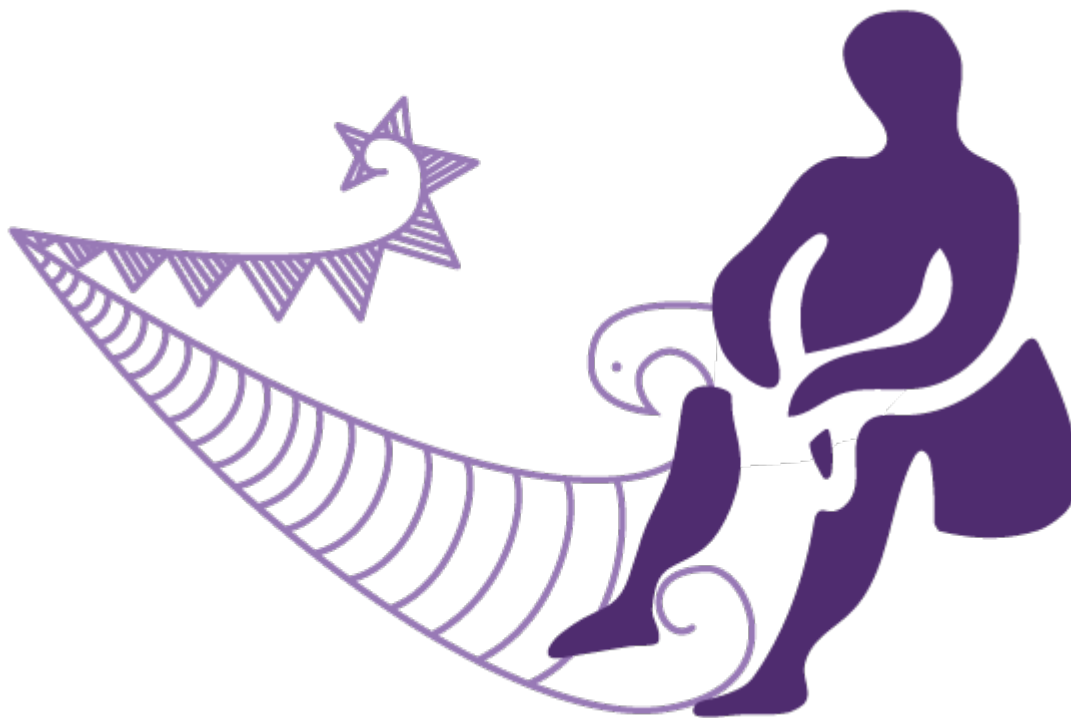
The Board members to confirm at this AGM are:

- Ivanah Tiata-Penita (Convenor)
- Elin Simes (Treasurer)
- Rebecca Tane (Employment lead)
- Alice Handcock (Secretary)
- Sally Babington
- Jane Hambidge
- Julia Baldwin
- Anum Ishaq

“You cannot easily fit women into a structure that is already coded as male; you have to change the structure.” — Mary Beard, [Women and Power: A Manifesto](#)

One of the things that I find truly amazing about the Lower Hutt Women’s Centre is that it has changed that structure, it has carved out a space that is for women, by women and fills a niche that is often lacking. I look forward immensely to seeing where the Centre goes and how it develops to meet the needs of the community going forward.

Clare McLennan-Kissel





Operational Report

Tēnā koe, Namaste

This has been a big exciting year full of change at the Centre. We have made a major room change around to create more space for counselling sessions and accommodate our expanding counselling team and increased demand for this service. We have experienced the bittersweet loss of some big contributors to the Centre (both staff and volunteers, and celebrated many new arrivals! The Lower Hutt Women's Centre was nominated for the City Civic Awards to celebrate volunteers in our community. We were honoured to be considered amongst so many amazing organisations and it was a lovely night to connect and celebrate the hard work of volunteers in this city!

Our people

Our team has grown this year with Naomi, Belle, Libby, Ana-Paula, Chenthi and Maria taking on paid roles with the Centre. We have supported Kim from Te Wānanga o Aotearoa to complete her social work placement at the Centre and also Virginia on a counselling placement who is completing her Bachelor in Counselling and Addictions.

We would like to celebrate and thank all the volunteers who have enriched the LHWC this year. They include Lynn Topley, Krichelle Hanuera, Sherrie Pirimoana, Gina Solomon, April Noble, Jeannine Reid, Belle Mayston, Catherine Dyhrberg, Jazz Heer, Felicity Maera-Wallace, Nicole Hirini, Isla Ashby, Fiona Delaney and Crystal Dickson.

This year we said goodbye to Krichelle Hanuera, Debbie Kelly, Sherrie Pirimoana, April, Lynn-Ann Wallace and her daughters, Prue Levy, Debbie Ward, Molly Mitchell, Laura Walker, Susan McLennan, Katie Beau, Amber White, Tania Walsh, Sanjana Aiyar, Priya Aivar. Thanks for all your amazing contributions to the Centre!

Services and activities

Our services and courses offer women and children the opportunity to develop self-worth, self-esteem and see choices in their life and futures while building connections and gaining a sense of belonging. The following courses/workshops have run at the Centre in 2022/2023.

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)
- Yin Yoga (Every Monday afternoon)
- Art for Wellbeing (Every Monday morning – currently on hold)
- Crèche (Fridays during Self Esteem and A&D Wellbeing Group)

Multi-week courses:

- 2x Assertiveness for Women
- 2x Self Esteem for Teens



- 2x Anger as a Strength
- 1x Resilience
- 1x Being Well (with anxiety and depression)
- 2x Circle of Security (Also includes crèche)

One day workshops:

- 5x Painting
- 4x Harakeke weaving

We've seen a big increase in the number of women using our services this year. We have had a 10% increase in emails and phone calls, and a 25% increase in in-person connection since last year. This includes drop-in hours. Please see the back page for a break down of the number of interactions.

We have continued to support room hire by organisations that align with our Kaupapa such as the Pact group, Little Shadow, Shakti and others. We have also supported and provided space for other great initiatives such as 261 Fearless walking and running group and low cost massage sessions.

Our funders and donors

Each year the Board and staff run the quiz for a month at the Sprig and Fern in Thorndon. We want to thank the following people/organisations who supported the Centre by providing the raffle prizes:

Bunnings
 La Bella Italia
 Mitre 10
 Lighthouse Petone
 Thunderpants
 Hello Period
 The Dowse Art Museum

We also want to acknowledge the following funders and organisation that have supported the Centre:

One Foundation	Four Winds	St. Orans Danceathon
Lottery Grants Board	Pub Charity	Strathlachlan Trust
Box Trust	T G Macarthy Trust	Te Whatu Ora
Aon Insurance	Oranga Tamariki	Hutt City Council
Nikau Foundation	Dignity	



We have also welcomed donations of clothing and other items from the community which are available to anyone who needs them.

Collective

The collective has continued to meet twice a month to plan and tautoko the daily running of the Centre and work in conjunction with the Board of Trustees. This year our core collective members have been Lynda, Kay, Pamela, Belle, Gina, Fliss and Sherrie, with Sherrie and Fliss stepping away from collective part way through the year. Some of our tasks this year have been to review group evaluations, maintain health and safety, plan workshops and groups, attend strategic planning, plan funding expenditure, read and review policies, collect statistics, organise building maintenance and oversee creche and supplies.

Group supervision for staff and volunteers was facilitated by Anne, with Kay stepping into the role at the beginning of 2023.

The Centre has run or organised training sessions for staff and volunteers including simple English training, Manawa Ora, attuned interactions, group facilitation, Centre process and Admin training and Te Rā Marama.

The Lower Hutt Women's Centre ran a stall at Te Rā o te Raukura, where we connected with the community, provided information on our services and received feedback and ideas through our biennial survey.



Biennial Survey

We completed our biennial survey with 125 responses and we found that respondents valued the mahi of the Centre and its functions as a space for safety, friendship and connection.

The majority of respondents said they would support a dedicated youth space or would encourage their rangatahi to use the space.

Most of our respondents fell in the 30-69 age range, with the majority being Pākehā followed by Māori and Pacific. Many of our respondents were not familiar or only a little familiar with the role of the Centre within the community.



The results of this survey indicate to us that it would be good to get some more youth engagement in the next survey. We are also considering how better to raise awareness of the Centre in the community. With regards to the desire for a youth space the Centre is working toward a partnership with Kites to provide a dedicated youth space in the form of an Arts Therapy group.

Looking ahead

The coming year brings with it opportunities to reflect on how we can improve our services to be even more inclusive. We are currently discussing areas of accessibility, neurodiversity, gender diversity and how to be a better Te Tiriti partner amongst others.

The update to our constitution as a result of the Incorporated Societies Act update gifts us with the opportunity to thoroughly reflect on how we can continue to be relevant to our communities and meet our legal obligations to continue to provide services to our people.

In 2023/2024 we are looking forward to having Self Defence workshops back up and running as well as bringing more yoga to the Centre to help us provide a holistic service and work in line with the Te Whare Tapa Whā model.

Noho ora mai

Pamela and Belle





Volunteers' Report

The volunteers at the Women's Centre are guided by the Centre's Kaupapa. They give their time and energy to women who come into the Centre and assist women to find information on services at the Centre and in our community. They keep the clothing donation bins tidy and organised, print pamphlets, and many other tasks as required. The volunteers attend the working bees when available and have attended training which included Manawa Ora, attuned interactions, group facilitation, plain English training and two monthly group supervision, run by Anne Horrill until 2023 and Kay Riddler from then onwards.

The following volunteers have supported the Centre this year:

Lynn Topley completes the banking and inputs monthly bookkeeping data as required.

Stephanie Drake-Brockman supports the Harekeke workshops by gathering the flax, ensuring everyone has what they need during the workshop, and makes sure the centre is tidy afterwards. Stephanie also supports the Sprig and Fern fundraiser.

Gina Solomon took care of the layout and the sourcing of content for the quarterly newsletter and has also managed and contributed content to the Facebook page. Gina has stepped down from her newsletter role.

Maria Kennedy-Good volunteered in the Creche every Friday, and helped with Centre cleaning as needed. Maria is now the Creche worker for the Centre.

Jeannine Reid is a Creche volunteer on Friday mornings.

Fliss Wallace greets drop-ins and organises the Centre as well as helping with other projects as needed on Friday afternoons.

Belle Mayston is the volunteer for the Saturday Art workshops and was completing a placement by running the Monday Art as Wellbeing drop-in sessions (these are currently on hold).

Jazz Heer holds Yin Yoga classes on Monday afternoons.

Nicole Hirini maintains the Library as well as helping with drop-ins and other Centre maintenance on Thursdays.

Fiona Delaney greets drop-ins and organises the Centre as well as helping with other projects as needed on Wednesday mornings.

Isla Ashby greets drop-ins and organises the Centre as well as helping with other projects as needed on Wednesday afternoons.

Crystal Dickson is our stand-in yoga teacher greets drop-ins and helps with Centre maintenance and cleaning on Mondays.

This year we said ngā mihi nui and goodbye to:

Sherrie Pirimona (Library cataloguing and maintenance, drop-ins, gardening group and collective member)

Krichelle Hanuera (Answering the phones and organizing the pamphlets)

April Noble (Putting up artwork, sorting files and tidying the clothing donations)



Computer Tutor's Report

Kia Ora Koutou Wāhine ma,

From July 2022 to June 2023 there was a total of 119 appointments made with me, and of those appointments a total of 25 were either missed or cancelled due to a variety of reasons, ranging from not having enough bus money to make it to the Centre, having forgot that the school holidays were happening, or they got that job we had helped them to apply for.

Many of these wāhine were returning clients who required ongoing assistance with an issue. Some wāhine only needed a couple of visits and occasionally only a single appointment was necessary to solve their particular conundrum.

Some of the issues dealt with over the year include but are not limited to;

- Using the Microsoft Office suite of tools such as Word and Excel
- Online shopping
- Creating Business cards
- Creating, updating or printing a CV
- Using Social Media
- Dealing with Spam
- Creating, naming, saving and finding files and or folders
- Booking Travel and accommodation for holidays
- Letters of support for the Court
- Cleaning out email clutter.....

One thing that has become clear in the last couple of years of me working here, is that sometimes making an appointment to get Computer help often leads to wāhine becoming aware of other services we have available here and they then enrol in a course or workshop here.

Also, I have been asking wāhine who are new to the Centre, how did they hear about the computer lessons we offer and their reply was "Google". Apparently, we now show in the Google search algorithm when you search for computer lessons in Lower Hutt.

Ngā mihi

Gina T Solomon





Crèche Worker's Report

Written by Maria Kennedy-Good

I started at the Women's Centre in 2021 as a volunteer. Over August-September 2022 I covered for Debbie while she was on leave, and from October 2022, the role became a permanent position for me as the lead crèche person.

At the beginning of this year I received my certificate in Early Childhood Education Level three from the Open Polytechnic of New Zealand. As a health and safety requirement, I also completed a first aid course.

For five months of this year I took time out to attend to a family matter and now I am back into the day-to-day activities at the Women's Centre. Jeannine alongside Kim, Fliss, Ana Paula, Emily, Bernadette, Belle, Libby and Pamela covered my role while I was away. Jeannine, who has been a volunteer crèche volunteer since the beginning of 2022, is a qualified and registered Early Childhood teacher and has many years of experience in a variety of Early Childhood Centre's. Jeannine has been a constant presence in the crèche and her help is greatly appreciated.

There are opportunities through the Centre to upskill and I completed Mental Health 101 and Child Matters workshops. We also meet for in-house training and supervision, which is invaluable training in helping to understand challenges Women face and to support Women who present at the centre wanting help.

Every Friday, a workshop on Self-Esteem occurs in the morning, and a support group on Drug and Alcohol Wellbeing occurs in the afternoon. A parenting course called Circle of Security is also held twice a year. During these workshops and courses we look after the children of Mothers attending courses. In the crèche we focus on child centred play, which means the child chooses the activity and we respond by supporting and engaging with them during their time with us. We offer a variety of inside and outside activities and provide a safe place for them to explore and develop.

The number of children attending the crèche has been low, however, through Facebook, the Women's Centre is encouraging Mothers and children to come along and have a look at what we offer at the crèche and also encouraging more drop-ins.

We have a great resource to be utilised out the back at the Women's Centre. The space is also used by other groups for painting, yoga, massage and counselling. Last year, Jeannine and I removed toys that were duplicates to make more floor space for the other groups using the space. This was to allow other people using the space more room for their equipment.

For the remainder of this year we endeavour to provide caring, safe and engaging environment for children attending crèche.





Counsellors' Report

Andrea Higginson

Mānawatia a Matariki!

Reflecting on the previous year, the challenges, success and what I'm looking forward to.

Challenges

My biggest challenge this year with counselling has been a sense of an increase in intersecting complexities for tāngata whaiora and their whānau. For example, more struggling with trauma, addictions, mental health, poverty, housing, and food insecurity - all at once.

My challenge was balancing my work commitments with my commitments to my health and my family's health.

Successes

My biggest success with counselling would be seeing the success of my tāngata whaiora, despite their situation, as they come into their own understanding, sense of compassion, wellbeing and power. Another success is seeing women proactively utilising other services, both at and outside the Centre, to create 'wellbeing teams' to support their health and the health of their whānau. I can see how a person's sense of interconnectedness with themselves, their environment, and their community - benefits everyone.

Another positive outcome this year was the further development of our counselling service. To safely meet the demand for counselling we evolved our referral system and took on an 8-session framework. We also developed a handbook, counselling forms and new feedback forms with the aim to increase the effectiveness, transparency, and accessibility of our service. We have strengthened the counselling and social worker team with regular peer supervision. We also rearranged the rooms within the Centre, added some soundproofing and created another kōrero room.

Despite the terrible weather, the LHWC table at Te Rā o te Raukura at Te Whiti Park in Lower Hutt was a successful event. We had cosy chats with many wonderful local people and learned about other local social services.

Looking forward

I am looking forward to being alongside my tāngata whaiora as they tend to their own understanding of themselves and their whānau and strengthen their relationships with their environment and community.

I also look forward to continuing my external supervision, NZAC full membership, and Puawānanga Kaitiaki process.

Ngā manaakitanga,

Andrea Higginson | she/her - Taiwi Pākehā



Kay Riddler

Tēnā Koutou

Reflecting on the past year has made me think about how fast time passes and I'm reminded of the importance of slowing down to appreciate the moments and to capture what we are grateful and hopeful for.

I tautoko Andrea in her reflections on the challenges regarding the increase in complexities for women and their whānau-within a challenging world in general. As a result of this increase in need and in turn an increase in demand for our counselling services I too have welcomed the evolving development of our counselling processes, with the introduction of a set session framework, intake process that includes triaging counselling referrals and assessing need.

In my role as counsellor/social worker I have continued to work both one to one as well as with groups.

I am energised by working with women in groups and group work has become a highlight of my work. Group work offers a container for interconnectedness, belonging and healing - women in all their diversity find their voices, reclaim their power and remember their self-worth. Groups I have facilitated include Circle of Security Parenting, Anger as a Strength and Being Well (with anxiety and depression) that was formerly Understanding the Blues. I look forward to more of the same and the possibility of new over the coming year.

I continue to be a member of the collective and attend in house training and I now facilitate group supervision for the volunteers and some staff bi- monthly.

The LHWC table at Te Rā o te Raukura at Te Whiti Park was another highlight for me (despite the weather) it was great to connect with our community and hear the voices of women and in particular Wāhine Māori and once again our ride on car and track was a favourite with the little people.

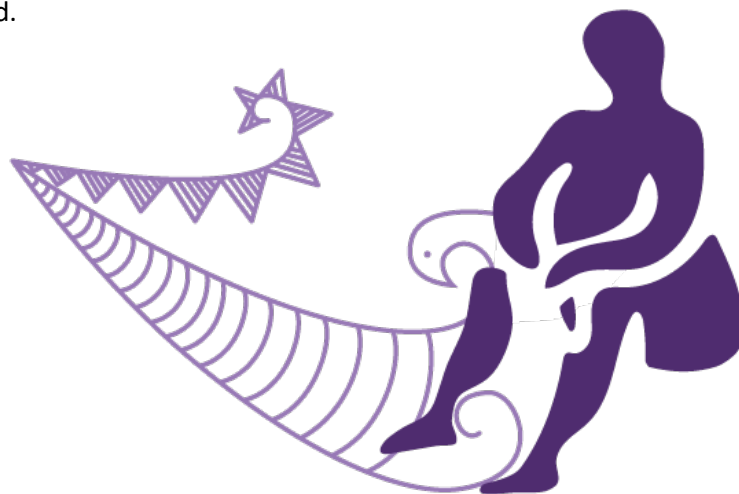
This year I am also grateful to have started the journey to become a Hakomi Psychotherapist. With the support of Women's Centre I have successfully completed level 1 with a knowing of being on the right path and an excitement to begin level 2 in October. I plan to continue to level 3 and certification within the next year or two.

Also, as part of my ongoing professional/personal development, I am learning Te Reo Māori, I attend regular psychotherapy, external clinical supervision, internal peer supervision and have maintained my professional registration and full membership of ANZASW.

I'm optimistic for a great year ahead.

Mauri ora

Kay





Naomi Millane

This year I started my counselling role at the Lower Hutt Women's Centre. I work with clients one on one and facilitate the Friday morning self-esteem group and the self-esteem for teens group. I am a newly qualified counsellor and addiction practitioner and as with all new positions there has been many learning opportunities for me. One of these learnings was time management and ensuring that I have enough time between sessions to complete notes and prepare the counselling space for the next tāngata whaiora. Another learning was streamlining my filing system so that it is easier for me to find the files I need quickly. Additionally, I have spent significant time constructing resources to be utilised in the groups I facilitate. Having tailored made resources for use in the specific groups I facilitate benefits myself and the participants in the group so taking the time to develop them has been helpful and rewarding.

As a newly qualified counsellor some of the challenges I have faced this year have been adjusting to my new position and finding the most beneficial processes to support me in my work.

As a counsellor I have become more aware of the impacts of poverty, the housing crisis, intergenerational trauma, and family harm on whaiora wellbeing. These issues require multi-faceted approaches and support that involves significant time and energy from counsellors. In a field that has a high rate of burn out my challenge has been to prioritise my self-care and have clear boundaries around my work and home life.

The successes I have had this year are becoming settled in my role at the Lower Hutt Women's Centre. Learning the processes and growing understanding of how counselling works at the Centre has helped me feel more confident in role.

I also have been involved in adjusting the counselling process at the Centre which includes implementing a clear framework that all counsellors at the centre can work by. Developing this process has been rewarding because the new framework feels more streamlined and functional for myself as a new counsellor.

I attended a seminar on trauma, completed a comprehensive first aid course, and a training day for Te Ra O Marama. Additionally, I have joined the Collective at the Centre and I am enjoying being involved in supporting the day to day running of the Centre.

One of the successes I am most grateful for is working with and support amazing people with the hard things in life. I have found that all of my whaiora are capable of amazing resilience and growth and I learn from them every day.

In the coming year I am looking forward to completing a plan for my professional development. I am considering further study to support me in my work, and I plan to find a qualification that can be completed around my role at the Centre.

I look forward to growing as a counsellor, this includes attending my regular personal supervision, peer supervision and my own personal counselling. Additionally, I look forward to further professional development opportunities and learning.

Lastly, I look forward to working with the whaiora that attend the Centre for personal counselling or for groups. I look forward to seeing their hard work and reflection in the counselling process benefit them by improving their overall wellbeing, hauora, and self-acceptance.

Nāku noa, nā

Naomi Millane (She/Her)

Counsellor and Addiction Practitioner, BCAP.



Social Worker's Report

Kia ora wāhine ma

The Social work role has expanded over the past year going from 20 hours to 40 hours, the increased hours have been divided between myself and Kay Riddler. The role has changed from a primarily maternal mental health nature to having a more general focus. This has meant working with a more diverse range of women and issues. The role now also includes triaging counselling referrals which requires making initial contact and assessing needs; then finding the best fit in a counsellor. We have established a peer supervision group with counsellors and social workers attending, this has been a great addition to supporting one another in our work. This year I have tried to be more available within the centre for any women who come in and may need social work support or short term intervention.

Community wise I have been attending the Wainui Social Services meeting once a month to strengthen connections in the community. I have also been the face of the centre in supporting the 261 Fearless running group which was meeting at the centre on the 4th Saturday of month, (they are currently having a break over winter).

My professional development has included monthly external clinical supervision. I attended a trauma training and Te Ra O Marama with the rest of the centre's staff/volunteers. I attended a 'waking up to whiteness' workshop in April 2023, which was informative and reflective. I also attend the SSPA Whakamanawa Conference in May 2023, which was both helpful in establishing connections and understanding the value of self-care, two major themes of the conference.

I continue to be a member of the collective and enjoy being involved in the continued development of the centre and to be part of looking forward to the future. I look forward to the year ahead, to strengthening connections with the community and providing a service that meets the needs of the women we work with.

Ngā mihi

Lynda Ure





Treasurer's Report

The Board of Trustees present the Performance Report for the Financial Year ended 30 June 2023 to the AGM of the Lower Hutt Women's Centre. Accompanying the Performance Report is an unqualified audit report from the external auditor.

This year has proven to be both challenging and rewarding for Lower Hutt Women's Centre. Despite the tough economic conditions we are currently operating under, it is pleasing to end the year with a small surplus.

The Board of Trustees had approved a small budget deficit of \$10,000 for the financial year ending 30 June 2023. The small surplus result is a testament to the financial strategy executed for the year. The budget approved a cost of living salary increase for the Centre staff in order to ensure we looked after the Women who are so crucial to the running of the Centre. New sources of funding were received during the period which helped fund this increase.

As New Zealand grapples with a cost of living crisis, this not only affects our operational costs but also the community we serve, increasing the need for our services. This has meant that we have increased the number of paid hours for staff during the period.

Although the Centre has accumulated funds and term deposits, it is likely that the Centre will experience further economic pressures in the next financial year. The Board has approved a budget with a small deficit and implemented a strategy to look for new sources of funding to help fund this deficit for the next financial year.

I would like to thank and acknowledge the incredible women who work diligently to provide a safe and empowering space for all women in our community. Without their dedication our centre would be nothing more than a building. Their spirit and passion turn it into a sanctuary of respect, dignity and equality.

Elin Simes





The Lower Hutt Women's Centre Incorporated

Performance Report

For the Year ended 30 June 2023

We Are pleased to present the audited financial report of The Lower Hutt Women's Centre for the year ended 30 June 2023

Convenor
18 September 2023
Clare McLennan-Kissel

Treasurer
18 September 2023
Elin Simes

The Lower Hutt Women’s Centre Incorporated

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The Lower Hutt Women's Centre Incorporated

Entity Information

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

For the year ended
30 June 2023

Legal Name of Entity:	The Lower Hutt Women's Centre Incorporated
Other Name of Entity (if any):	Lower Hutt Women's Centre
Type of Entity and Legal Basis (if any):	Incorporated Society
Registration Number:	465809

Entity's Purpose or Mission:

Philosophy * Recognises and works in the spirit of Tiriti o Waitangi;

- Confronts women's oppression and empowers women to take control of their own lives;
- Oppose discrimination by those who have power against those who do not. Including discrimination against women who identify and live as women, including Māori women, Pacific Island women, women of colour, lesbians, transwomen, those who are differently abled, young, old, working class and those with different spiritual beliefs;
- Promote a safe, supportive environment for all women and children;
- Promote the sharing of power and resources;
- Act as a resource and information centre for the community.

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 twice monthly.

The Lower Hutt Women's Centre Incorporated

Main Sources of the Entity's Cash and Resources:

Grants and donations

Main Methods Used by the Entity to Raise Funds:

Government and Non Government Grants

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.

Additional Information

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

Contact details

Physical Address:	186 Knights Road, Waterloo Lower Hutt 5011
Postal Address:	186 Knights Road, Waterloo Lower Hutt 5011
Phone/Fax:	04 9201009
Email/Website:	www.lhwc.org.nz



[Http://www.facebook.com/Lowerhuttwomenscentre/](http://www.facebook.com/Lowerhuttwomenscentre/)

The Lower Hutt Women's Centre Incorporated

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended

30 June 2023

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	Actual
	This Year	Last Year
Services	279	321
Support/Enquiries	227	407
Workshops/Courses/Support Groups	1111	982
Volunteers	373	440
Other	91	33
Computer lessons	91	54
Free use computer	48	13
Counselling Sessions	732.5	306
Student Counsellor	48	0
Social Worker	122	142
Children in creche	146	125
Counselling room use (hired by counsellors)	36	43
Other information		
Recipient of quarterly newsletter (hard copy and email)	839	778
Number of groups sessions provided	239	259
Actual clients		
Workshops/Courses/counselling	514	349
Members	62	79

The Lower Hutt Women's Centre Incorporated

Statement of Financial Performance

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

For the year ended

30 June 2023

	Note	Actual This Year \$	Actual Last Year \$
Revenue	1		
Donations, fundraising and other similar revenue		47,540	49,362
Fees, subscriptions and other revenue from members		919	769
Revenue from providing goods or services		314,993	224,301
Interest, dividends and other investment revenue		3,562	420
Other revenue			
Total Revenue		367,014	274,853
Expenses	2		
Expenses related to public fundraising		-	274
Volunteer and employee related costs		282,916	198,974
Costs related to providing goods or services		73,390	53,610
Other expenses		8,281	7,784
Total Expenses		364,586	260,643
Surplus/(Deficit) for the Year		2,428	14,210

These financial statements should be read in conjunction with the notes to the financial statements

The Lower Hutt Women's Centre Incorporated

Statement of Financial Position


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


As at
30 June 2023

	Note	Actual This Year \$	Actual Last Year \$
Assets			
Current Assets			
Bank accounts and cash	3	231,742	258,459
Debtors and prepayments		19,310	18,748
Other current assets			
Total Current Assets		251,052	277,207
Non-Current Assets			
Property, plant and equipment	4	149,105	148,682
Total Non-Current Assets		149,105	148,682
Total Assets		400,157	425,889
Liabilities			
Current Liabilities			
Creditors and accrued expenses	3	29,362	25,155
Employee costs payable		15,329	7,266
Unused donations and grants with conditions		117,858	158,288
Total Current Liabilities		162,549	190,709
Total Assets less Total Liabilities (Net Assets)		237,608	235,180
Accumulated Funds			
Accumulated surpluses or (deficits)	5	237,608	235,180
Total Accumulated Funds		237,608	235,180

This performance report has been approved by the Trustees, for and on behalf of The Lower Hutt Women's Centre Incorporated:

Date 18 September 2023

Signature 
Name Clare McLauran-Kissel
Position Convenor


Elin Sines
Treasurer

These financial statements should be read in conjunction with the notes to the financial statements

The Lower Hutt Women's Centre Incorporated

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30 June 2023

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	82,839	80,163
Fees, subscriptions and other receipts from members	919	-394
Receipts from providing goods or services	238,702	275,121
Interest, dividends and other investment receipts	3,562	420
Cash was applied to:		
Payments to suppliers and employees	344,035	236,533
Net Cash Flows from Operating Activities	-18,013	118,777
Cash was applied to:		
Payments to acquire property, plant and equipment	8,703	
Net Cash Flows from Investing and Financing Activities	8,703	0
Net Increase / (Decrease) in Cash	-26,717	118,777
Opening Cash	258,459	139,682
Closing Cash	231,742	258,459
This is represented by:		
Bank Accounts and Cash	231,742	258,459

These financial statements should be read in conjunction with the notes to the financial statements

The Lower Hutt Women's Centre Incorporated

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
30 June 2023

Basis of Preparation

The Lower Hutt Women's Centre Incorporated 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 future.

Goods and Services Tax (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.

Depreciation of Fixed Assets

Fixed Assets are stated at cost less accumulated depreciation.

Depreciation has been calculated using the straight line method.

Assets \$500 and over are recorded as fixed assets, \$100-\$500 as low value asset expense.

Grant Income

Grant income is accounted for depending upon whether or not it has a use or return condition

Where no use or return conditions are attached, it is initially recorded as income when it becomes receivable under the terms of the grant.

Where income includes a use or return condition, it is initially recorded as a liability when it becomes receivable under the terms of the grant. The income is then subsequently recognised within the Statement of Financial Position as the performance conditions are met.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (last year - nil)

The Lower Hutt Women's Centre Incorporated

Notes to the Performance Report

For the year ended
30 June 2023

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Quiz night Fundraiser	1,323	2,274
	Total	1,323	2,274
		This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the Public Grants	5,434 40,782	5,820 41,268
	Total	46,217	47,087
		This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and Subcriptions	919	769
	Total	919	769
		This Year \$	Last Year \$
Revenue from providing goods or services	Revenue from grants or contracts for service with central government Course Fees Counselling Room Hirage	310,567 3,985 174 267	220,852 2,459 209 783
	Total	314,993	224,301
		This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	3,562	420
	Total	3,562	420

The Lower Hutt Women's Centre Incorporated

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Fundraising		274
	Total	-	274

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	ACC Levies	453	436
	Salaries, Wages and Kiwi Saver	266,843	182,252
	Staff Registration	878	973
	Supervision	7,495	7,749
	Training	6,707	6,777
	Volunteer Expenses	540	788
	Total	282,916	198,974

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct Costs related to service delivery	11,900	14,528
	Administration and Overhead Cost	61,490	39,081
	Total	73,390	53,610

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	8,281	7,784
	Total	8,281	7,784

The Lower Hutt Women's Centre Incorporated

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year	Last Year
		\$	\$
Bank accounts and cash	Westpac running	7,940	12,406
	Westpac wages	143,592	170,137
	Westpac trust	13,231	10,575
	Westpac Investments	66,676	65,038
	Petty Cash	303	303
	Total	231,742	258,459
		This Year	Last Year
		\$	\$
Debtors and prepayments	Accounts Receivable	19,310	18,748
	Total	19,310	18,748
		This Year	Last Year
		\$	\$
Creditors and accrued expenses	Accrued Expenses	11,270	511
	GST Payable	18,093	24,643
	Total	29,362	25,155
		This Year	Last Year
		\$	\$
Employee costs payable	Holiday Pay Accrual	15,329	7,266
	Total	15,329	7,266
		This Year	Last Year
		\$	\$
Unused donations and grants with conditions		117,858	158,288
	Total	117,858	158,288

The Lower Hutt Women's Centre Incorporated

Note 4 : Property, Plant and Equipment

This Year				
Asset Class	Opening Carrying Amount	Purchases	Current Year Depreciation and Impairment	Closing Carrying Amount
Buildings	145,028	-	5023	140,005
Furniture and fixtures	3,352	1200	1025	3,527
Office equipment	302	6200	1852	4,650
Computers (including software)	-	1303	380	923
Total	148,682	8,703	8,280	149,105

Last Year				
Asset Class*	Opening Carrying Amount	Purchases	Current Year Depreciation and	Closing Carrying Amount
Buildings	150,051	-	5023	145,028
Furniture and fixtures	4,437	-	1085	3,352
Office equipment	1,029	-	727	302
Computers (including software)	950	-	950	-
Total	156,467	-	7,785	148,682

Note 5: Accumulated Funds

This Year		
Description	Accumulated Surpluses or Deficits	Total
Opening Balance	235,180	235,180
Surplus/(Deficit)	2,428	2,428
Closing Balance	237,608	237,608

Last Year		
Description*	Accumulated Surpluses or Deficits	Total
Opening Balance	220,970	220,970
Surplus/(Deficit)	14,210	14,210
Closing Balance	235,180	235,180

The Lower Hutt Women's Centre Incorporated

Note 6 : Commitments and Contingencies

Commitments

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

Contingent Liabilities and Guarantees

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

Notes 7: Related Parties Disclosure

Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 8: Events After the Balance Date

Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)



Independent Auditor's Report

To the Members of Lower Hutt Women's Centre Incorporated

Opinion

I have audited the accompanying performance report of Lower Hutt Women's Centre Incorporated on pages 1 to 14, 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 2023, the statement of financial position as at 30 June 2023, 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 14 presents fairly, in all material respects:
 - the entity information for the year ended 30 June 2023;
 - the service performance for the year then ended; and
 - the financial position of Lower Hutt Women's Centre Incorporated as at 30 June 2023, 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 our 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.

The Board of Trustees' Responsibility for the Performance Report

The Board of Trustees 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 Board of Trustees 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 Board of Trustees 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 Board of Trustees 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 our 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 Board of Trustees 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 Board of Trustees 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
Lower Hutt
18 September 2023



Statistics Chart

Personal Visits July 2022 - June 2023 Summary															
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Half Year	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Half Year	Full Year
Services	20	21	23	16	9	21	110	9	40	23	30	42	25	169	279
Support/Enquiries	10	20	12	12	31	17	102	1	23	19	26	30	26	125	227
Workshops	63	177	128	70	67	61	566	16	83	167	41	160	122	589	1155
Volunteers	23	52	33	31	32	24	195	6	15	37	40	46	34	178	373
Other	0	13	17	1	9	5	45	0	3	6	8	16	13	46	91
Computer Lessons	3	10	8	3	13	3	40	0	9	13	7	11	14	54	94
Free Use Computer	0	12	9	0	3	3	27	0	0	0	5	8	8	21	48
Counselling Room	9	9	6	3	5	0	32	1	1	1	1	0	0	4	36
Women's Centre Counselling	63	79.5	69	57	68	61	397.5	14	53	65.5	54.5	74	74	335	732.5
Social Worker Counselling	7	19	12	13	7	7	65	4	14	11	11	16	1	57	122
Student Counsellor Hours	6	6	6	6	6	6	36	0	0	2	1	4	4	11	47
Creche	18	8	8	19	25	10	88	2	5	11	15	12	13	58	146
Total	222	426.5	331	231	275	218	1703.5	53	246	355.5	239.5	419	334	1647	3350.5

Phone Calls/Emails July 2022 - June 2023 Summary															
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Half Year	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Half Year	Full Year
Services	7	10	13	4	3	4	41	0	10	7	7	5	9	38	79
Support/Enquiries	10	17	16	3	7	9	62	0	8	18	10	34	26	96	158
Information on Women's Centre	14	32	24	21	8	11	110	6	28	54	23	52	41	204	314
Total	31	59	53	28	18	24	213	6	46	79	40	91	76	338	551

