



GRI Level C reporting template for NGOs

Name of organization: Oxfam New Zealand

Filled in by:

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Information on numbering: All sections in the boxes are taken directly from the original English version of the NGO Sector Supplement and the original reference numbers and page number appear in parenthesis. The NGO Sector Supplement is available for free downloading at www.globalreporting.org

1 Strategy and Analysis

1.1 Statement from the most senior decision-maker of the organization. [GRI NGOSS: p. 25]

We are pleased to report strong progress in the work of Oxfam New Zealand over the past year. During difficult times at home and in the developing world, we have been able to mobilise more funds, involve more people, support local partners to do more and provide real benefits and hope to people living in poverty. A highlight of our recent work has been providing opportunities for young people to build a decent livelihood in their villages, instead of being forced to move to cities where they risk falling into a vicious cycle of unemployment, crime and violence. The success story of farming cooperatives in East Timor is highlighted in our Annual Review, but our work also includes supporting organic farming, which helped increase family incomes through higher process for crops. This programme is having a major impact in Samoa and we are starting similar work with partners in other Pacific countries. Another highlight has been scaling up our work on water and sanitation. Contaminated water is one of the biggest killers in the developing world, especially of young children. We work with partners to provide long-term, sustainable solutions.

We help people understand the health risks of poor sanitation and educate them about hygiene. This approach is delivering huge benefits in Papua new Guinea, Bougainville and Vanuatu. Practical actions on the ground are essential, but long-term change happens when institutions are accountable and good policies are in place.. That is why we are building support for a United Nations treaty to control the flood of weapons to the most miserable battlefields of the world. We are supporting the Pacific in trade negotiations so they can get fair terms in international trade. We are promoting the fair trade movement here in New Zealand and we continuing to push for a global climate treaty that will protect the world's poorest and most vulnerable people from the devastating impacts of climate change. We are deeply grateful to the thousands of people who donated to Oxfam New Zealand last year, the growing list of trusts and companies who support our work, the Governments of New Zealand, Canada, Germany and the European Union for their contributions to programme funding and to all those who supported our campaigns.

Source: Oxfam New Zealand 2010 Annual Review extract by Barry Coates Executive Director

2. Organizational Profile

2.1 Name of the organization. [GRI NGOSS: p. 26]

Oxfam New Zealand

2.2 Primary activities (e.g., advocacy, social marketing, research, service provision, capacity building, humanitarian assistance, etc.). Indicate how these activities relate to the organization's mission and primary strategic goals (e.g., on poverty reduction, environment, human rights, etc.). [GRI NGOSS: p. 26]

Humanitarian assistance, development and campaigning with primary mission to work with others to overcome poverty and suffering

2.3 Operational structure of the organization, including national offices, sections, branches, field offices, main divisions, operating companies, subsidiaries, and joint ventures. [GRI NGOSS: p. 26]

Oxfam New Zealand organisation structure is based on 4 functional directorships; programme management, marketing and fundraising, advocacy and campaigns, and organisational services that are headquartered in Auckland, New Zealand. There is a second office in Wellington New Zealand. Oxfam New Zealand also has a related entity OI PNG that has management and field operations in Papua New Guinea. Oxfam New Zealand works with NGO partners in PNG, Timor Leste, Indonesia, Solomon Islands, Vanuatu, Fiji, Samoa and Tonga

2.4 Location of organization's headquarters. [GRI NGOSS: p. 26]

Auckland New Zealand

2.5 Number of countries where the organization operates. [GRI NGOSS: p. 26]

Eight (8) countries: Indonesia & West Papua, Timor Leste, PNG, Solomon Islands, Vanuatu, Fiji, Samoa and Tonga

2.6 Nature of ownership and legal form. [GRI NGOSS: p. 26]

Registered Charitable Trust

2.7 Target audience and affected stakeholders. [GRI NGOSS: p. 26]

Oxfam New Zealand works in the following regions, South East Asia and the Pacific and while our key stakeholders are people living in poverty the target audience for this report and other affected stakeholders who may find it of particular interest are our partner organisations and allies, donors and supporters and the governments, institutions and organisations that we seek to involve. we also consider we have a responsibility to protect the environment.

2.8 Scale of the reporting organization. [GRI NGOSS: p. 26]

[See Charities Commission Return](#)

Active donors 27,000

2.9 Significant changes during the reporting period regarding size, structure, or ownership. [GRI NGOSS: p. 26]

N/A

2.10 Awards received in the reporting period. [GRI NGOSS: p. 26]

Environmental awards

3. Report Parameters

Report Profile

3.1 Reporting period (e.g., fiscal/calendar year) for information provided. [GRI NGOSS: p. 26]

Fiscal year ended 30th June

3.2 Date of most recent previous report (if any). [GRI NGOSS: p. 26]

30. Jun 10

3.3 Reporting cycle (annual, biennial, etc.). [GRI NGOSS: p. 26]

Annual

3.4 Contact point for questions regarding the report or its contents. [GRI NGOSS: p. 26]

Director Organisational Services DDI: +649 355 6501 Fax: +649 355 6505 Email: oxfam@oxfam.or.nz

Report Scope and Boundary

3.5 Process for defining report content. [GRI NGOSS: p. 26]

This report is ancillary to and should be read alongside our Annual Report and our NZ Charities Commission Return

3.6 Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance. [GRI NGOSS: p. 26]

This report relates to the whole of Oxfam NZ and its related entities OI PNG

3.7 State any specific limitations on the scope or boundary of the report. [GRI NGOSS: p. 26]

N/A

3.8 Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations. [GRI NGOSS: p. 27]

Accounting for off-shore operations is made on a "sent & spent" expenditure basis that has been consistently applied year-on-year.

3.10 Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods). [GRI NGOSS: p. 27]

N/A

3.11 Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report. [GRI NGOSS: p. 27]

N/A

GRI Content Index

3.12 Table identifying the location of the Standard Disclosures in the report. [GRI NGOSS: p. 27]

4.1 Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight. [GRI NGOSS: p. 27]

Board of Trustees with Audit & Administration subcommittee and Programme subcommittee

4.2 Indicate whether the Chair of the highest governance body is also an executive officer (and, if so, their function within the organization's management and the reasons for this arrangement). Describe the division of responsibility between the highest governance body and the management and/or executives. [GRI NGOSS: p. 27]

N/A

4.3 For organizations that have a unitary board structure, state the number of members of the and/or non-executive members highest governance body that are independent and/or non-executive members. [GRI NGOSS: p. 27]

Board of Trustees comprise solely of non-executive personnel.

4.4 Mechanisms for internal stakeholders (e.g., members), shareholders and employees to provide recommendations or direction to the highest governance body. [GRI NGOSS: p. 27]

There is no formal mechanism other than recommendations to the Board of Trustees via the Executive Director

Stakeholder Engagement

4.14 List of stakeholder groups engaged by the organization. [GRI NGOSS: p. 29]

Different groups are engaged in different ways. Stakeholder groups include the people in poverty for whom and with whom we work; partner organisations and allies, donors and suppliers; staff and volunteers and the governments, institutions and organisations that we seek to influence.

4.15 Basis for identification and selection of stakeholders with whom to engage. [GRI NGOSS: p. 29]

Stakeholder engagement is identified through regular in-country consultations, annual reflection & learning events and the annual organisational operating and strategic planning process.

Data on Performance

Data on Performance. Please check the Indicator Protocols before completing this box.

Indicator 1: NGO1: Involvement of affected stakeholder groups in the design, implementation, monitoring and evaluation of policies and programs

Involvement of partners is fundamental to the development of Oxfam's programmes and partners are expected to fully involve the communities they work with and aim to benefit. The outcome of the consultations is represented by formal plans that are covered by contractual agreements and arrangements which reflect involvement of stakeholders in design, implementation, monitoring and evaluation of policies and programmes. These processes are continued through the annual reflection and planning processes with stakeholders.

Indicator 2: NGO2 Mechanisms for feedback and complaints in relation to programs and policies and for determining actions to take in response to breaches of policies.

Relationships are based on Partnership Agreements, Oxfam New Zealand values and code of conduct. Funding contracts include a complaints mechanism and a whistle-blowing provision. Programme monitoring and evaluations aim to take partners' view into account and provides opportunity for remedial action. ONZ's communications encourage feedback, and these are logged and categorised by severity and process, and reported to the ONZ Board on a quarterly basis.

Indicator 3: NGO3: System for programme monitoring, evaluation and learning, (including measuring programme effectiveness and impact) resulting changes to programmes and how are they are communicated.

Oxfam New Zealand implements a Monitoring, Evaluation and Learning system that is designed to take account of the views of our stakeholders and to include these in reflection and learning events. Oxfam New Zealand work with partners to collect quality data and monitor this information against programme indicators during periodic partnership monitoring reviews. There is an emphasis on outcomes and results, but also the equity and quality of relationships.

Indicator 4: NGO4 Measures to integrate gender and diversity into programme design, implementation and the monitoring, evaluation and learning cycle.

ONZ has a major focus on gender justice, both as an issue to be mainstreamed in our work and in our organisation, but also as a programme priority. Specific gender programmes addressing discrimination and violence against women are identified by Programme management and Board Programme sub-committee and implemented within communities of need in the region that Oxfam New Zealand operates.

Indicator 5: NGO5: Processes to formulate, communicate, implement and change advocacy positions and public awareness campaigns. Identify how the organisation ensures consistency, fairness and accuracy.

Advocacy work is subject to wide consultation and analysis, including with partners and allies. Oxfam undertakes thorough research in order to provide a substantive and credible basis for its advocacy work and consults widely on proposed policy positions. Regular evaluations of advocacy work are undertaken, generally after each major project, and reflection as part of the annual reflection and planning process.

Indicator 6: NGO6: Processes to take into account and coordinate with the activities of other actors. How do you ensure that your organisation is not duplicating effort.

Oxfam New Zealand collaborates with affiliates of the Oxfam confederation through a 'single management structure' (SMS) which aims to achieve greater global impact through better coordination and elimination of overlapping provision. ONZ also engages with NZ NGOs to discuss focus and priorities and has regular discussions with a range of actors at the national and local levels. In areas of Humanitarian response Oxfam New Zealand collaborates closely with UN clusters, governments and NGO aid response programmes.

Indicator 7: NGO7: Resource allocation

Oxfam New Zealand has a number of mechanisms that strengthen financial security of the organisation as provided by the Organisations Policies and Procedures, Operations Manual, Board of Trustees Audit & Administration subcommittee and Charitable Trust Deed.

Indicator 8: NGO8: Sources of funding by category and five largest donors and monetary value of their contributions.

Community support income \$5.5m, NZ Government \$4.2m, Other institutional grants \$0.255m, EC Grants \$0.226m, Other Oxfam affiliates \$0.133m & Interest \$0.115m

Indicator 9: EC7: Procedures for local hiring and proportion of senior management hired from the local community at the locations of significant operation. Do you have a policy or practice for local hiring? If so, report on the proportion of senior management hired from the local community at locations of significant operation.

The decision to recruit locally or internationally is taken by the recruiting manager, in consultation with the HR manager, as necessary and is based on seniority of post, level of qualifications, skill and/ or experience required and the availability of nationals. There is a strong emphasis on hiring and training local staff in-country wherever possible, and to train up local staff. At the senior level, there is equal numbers of local and expatriate staff in PNG.

Indicator 10: EN6 Total direct and indirect greenhouse gas emissions by weight. As a minimum, report on indirect greenhouse gas emissions related to buying gas, electricity or steam. You may also report on business travel related greenhouse gas emissions

For 12 months ended 31 March 2010 Oxfam New Zealand generated following greenhouse emissions by weight as measured by tonnes: Electricity 11mt, Staff commute 22mt, Air Travel 114mt (home country staff) and Paper & Publications 26mt. ONZ has targets for reducing its carbon footprint, a programme for reductions and an annually audited process to monitor progress.

Indicator 11:

EN18: Initiatives to reduce greenhouse gas emissions and reductions achieved. What are you doing to reduce and how much have you reduced?; Oxfam NZ is targeting a 5% relative reduction in carbon emissions per staff member by 31 March 2011 and is likely to achieve this reduction.

Indicator 12:

LA1: Total workforce, including volunteers, by type, contract and region. Staff workforce is 88, with 51 working in New Zealand and 37, working, in the Pacific region of which 37 are permanent and the balance fixed term. The number of people working as volunteers in an average week is 14.

Indicator 13:

LA10 Average hours of training per year per employee by employee category. If you can't report on average hours of training report on training programs in place. Oxfam New Zealand doesn't record the number of training hours by staff member. However records are maintained of the number/ types of learning & development interventions undertaken by each staff member. During 2009-10 staff attended one or more training and development courses.

Indicator 14:

LA12: Percentage of employees receiving regular performance and career development reviews. In 2009-10 72% of permanent staff had an annual performance with their line manager which was documented. Most other staff either joined during the year, changed their job or resigned during the year.

Indicator 15:

LA 13 Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership and other indicators of diversity. Records not readily available for this information request. There is a majority of women in the organisation, an equal balance on the Senior Management Team but only one third of women on the Board. Oxfam aims to be an Equal Opportunity employer and actively seeks to recruit staff from ethnic minorities in New Zealand, particular people of Pacific ethnicity. ONZ has NZ Maori, Pacific and Asian staff, and Maori and Pacific representation on the Board. ONZ seeks to provide an environment that welcomes and support both young and older staff.

Indicator 16:

SO1 Nature, scope and effectiveness of any programmes and practices that assess and manage the impacts of operations on communities, including entering operating and exiting. This indicator was designed to talk about the positive/ negative side effects of what you do, not about your main purpose. Oxfam New Zealand processes for development and design of programme seeks to create positive impacts for target communities and beneficiaries and to minimise any adverse impacts. ONZ assesses and manages any impacts of its work on communities through the MEL process within the context of partnership agreements and annual reflection and planning processes.

Indicator 17:

SO3 Percentage of employees trained in organisations anti-corruption policies and procedures: Oxfam New Zealand covers this through induction of staff and partners on Oxfam values, ethics and code of conduct. ONZ does not condone corruption and is currently strengthening its financial controls, including through partner capacity building, to ensure that funding is not misused in any way.

Indicator 18:

PR6 Programmes for adherence to laws, standards and voluntary codes relating to ethical fundraising and marketing communications including advertising, promotion and sponsorship. In this regard Oxfam New Zealand marketing staff are members of Fundraising Institute of New Zealand, NZ Association of Events Professionals and the NZ Direct Marketing Association.

GRI Self-Assessment Application Level

Report Application Level	C	C+	B	B+	A	A+
Standard Disclosures	G3 Profile Disclosures OUTPUT	Report on: 1.1 2.1 - 2.10 3.1 - 3.8, 3.10 - 3.12 4.1 - 4.4, 4.14 - 4.15	Report on all criteria listed for Level C plus: 1.2 3.9, 3.13 4.5 - 4.13, 4.16 - 4.17	Report on a minimum of 20 Performance Indicators, at least one from each of Economic, Environmental, Human rights, Labor, Society, Product Reponsibility	Same as requirement for Level B	Report on each core G3 and Sector Supplement* Indicator with due regard to the Materiality Principle by either: a) reporting on the Indicator or b) explaining the reason for its omission
	G3 Management Approach Disclosures OUTPUT	Not Required	Management Approach Disclosures for each Indicator Category	Management Approach Disclosures for each Indicator Category	Report Externally Assured	Report Externally Assured
	G3 Performance Indicators & Sector Supplement Performance Indicators OUTPUT	Report on a minimum of 10 Performance Indicators, including at least one from each of: Economic, Social and Environmental.	Report on a minimum of 20 Performance Indicators, at least one from each of Economic, Environmental, Human rights, Labor, Society, Product Reponsibility	Report on a minimum of 20 Performance Indicators, at least one from each of Economic, Environmental, Human rights, Labor, Society, Product Reponsibility	Report on each core G3 and Sector Supplement* Indicator with due regard to the Materiality Principle by either: a) reporting on the Indicator or b) explaining the reason for its omission	Report Externally Assured

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entity.

the reason for its omission.

*Sector supplement in final version



GRI Application Level C

I hereby declare that to the best of my understanding this report fulfils the requirements for a GRI G3 Application Level C.

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Position: Executive Director
Date: 21 March 2011

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