



**Te Tari Taiwhenua
Internal Affairs**

4 November 2019

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Lesley Harbern

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Dear Lesley

Your Official Information Act request OIA 1920 - 0296

I write regarding your Official Information Act (the Act) request, which was received by the Department of Internal Affairs (the Department) on 7 October 2019.

You have requested:

I am interested in employment equity and fairness

Please quantify your gender paygap (if possible not just binary male-female but incorporating other gender identifications too). Please also give numbers of your employees are of which genders at each tier of your hierarchy.

Please also provide the same information regarding the other following demographics (to the extent that it is held, it is understood that you may not have all of this data):

Marital status

Religious belief

Ethical belief

Ethnic origins

National origins

Disability

age

Political opinion

Employment status immediately prior to be employed by yourselves Sexual orientation

Physical appearance/body type characteristics

Please explain what you are doing to actively address any disparities in any of these areas.

Please explain how you go about preventing and combating conscious discrimination and prejudice in these areas.

Please explain how you go about preventing and combating unconscious discrimination and prejudice in these areas.

Please be aware that providing policy documents that state these discriminations and prejudices are not acceptable does not constitute an answer to these queries. Policy documents are not action. What actual actions are you taking.

Please explain how you go about preventing and combating wrongful interpersonal behaviour such as workplace bullying and harassment even if it is not specific to any of these demographics.

Please provide for the last seven years how many complaints of conscious or unconscious discrimination, bullying, harassment, sexual harassment have been made. Also please provide the number of times people raised these incidents but did not lodge a formal complaint.

Please explain how many of these cases were investigated and whether they were investigated by your own people or external parties. Please explain how you decide if an internal or external person is suitably qualified and skilled and has the integrity needed for the investigation.

Please explain what actions have been taken against the perpetrators whose actions gave rise to the complaints.

Response to your request

The responses to your request are provided below.

Please quantify your gender paygap (if possible not just binary male-female but incorporating other gender identifications too). Please also give numbers of your employees are of which genders at each tier of your hierarchy.

As at 30 September 2019, the Department's gender pay gap was 12.9%. The Department does not collect and therefore record non-binary gender information. We are therefore refusing this part of your request under Section 18(g) of the Act as the information requested is not held by the Department.

The number of employees by tier and gender is:

Tier	2	3	4	5	6	7	8/9	Total
Female	6	34	121	352	750	252	17	1532
Male	6	26	89	203	400	162	9	895
Unknown			1	3	4	3		11
Total	12	60	211	558	1154	417	26	2438

Please also provide the same information regarding the other following demographics (to the extent that it is held, it is understood that you may not have all of this data):

Marital status, religious belief, ethical belief, ethnic origins, national origins, disability, age, political opinion, employment status immediately prior to be employed by yourselves, sexual orientation, physical appearance/body type characteristics.

Information on employees ethnic origin and disability are provided in the table below:

	Asian	European	Māori	MELAA	Pacific	Other	Unknown	Disability
Female	189	1036	139	20	205	34	66	58
Male	94	648	57	20	67	30	50	24
Unknown	0	7	0	0	1	0	3	
Total	283	1691	196	40	273	64	119	82

To note: employees may choose up to two ethnicities.

Information on employees by age grouping is provided in the table below:

Age groupings	18 - 29	30 - 39	40 - 49	50 - 59	60 - 69	>69	Unknown	Total
Female	359	358	355	285	125	16	34	1532
Male	162	196	204	189	103	9	32	895
Unknown		3	2	3	1		2	11
Total	521	557	561	477	229	25	68	2438

The Department does not collect data on marital status, religious belief, ethical belief, national origins, political opinion, employment status immediately prior to be employed by yourselves, sexual orientation, physical appearance/body type characteristics. We are therefore refusing this part of your request under Section 18(g) of the Act as the information requested is not held by the Department.

Please explain what you are doing to actively address any disparities in any of these areas.

The Department's Branch Senior Leadership Teams regularly receive and review reports on the diversity information of their branch. Branches have developed gender pay gap action plans to focus on reducing the gender pay gap and increasing diversity. The Department encourages managers to think about the diversity of their team during recruitment including placing advertisements on diverse job boards, ensuring diversity in their selection panels and ensuring diversity when shortlisting candidates for interview.

Please explain how you go about preventing and combating conscious discrimination and prejudice in these areas. Please explain how you go about preventing and combating unconscious discrimination and prejudice in these areas. Please be aware that providing policy documents that state these discriminations and prejudices are not acceptable does not constitute an answer to these queries. Policy documents are not action. What actual actions are you taking.

As part of our inclusion and diversity approach the Department has developed an Inclusive Leadership (unconscious bias) workshop which is part of leadership training for managers. This workshop looks at the impact that unconscious bias can have, and on strategies that can be used to minimise bias and increase inclusiveness with an emphasis on recruitment. All managers are actively encouraged to attend this workshop.

Please explain how you go about preventing and combating wrongful interpersonal behaviour such as workplace bullying and harassment even if it is not specific to any of these demographics.

The Department's Code of Conduct sets out the minimum standards of behaviour required from everyone who works for or with the Department. We have a range of Speaking Up policies and resources to support employees who wish to raise an issue about inappropriate behaviour which includes bullying and harassment. Employees can make anonymous submissions to the Chief Executive (CE) through a confidential CE feedback form. The Department is currently updating its Managing Unacceptable Behaviour Policy.

As part of an ongoing uplift in resources to encourage people to speak up and support them when they do, the Department is soon to run a pilot peer-to-peer support network. This will be an alternate channel for employees to discuss confidential issues with an independent person.

Please provide for the last seven years how many complaints of conscious or unconscious discrimination, bullying, harassment, sexual harassment have been made. Also please provide the number of times people raised these incidents but did not lodge a formal complaint.

There have been 31 reported issues of bullying and six reported incidents of harassment over the last seven years.

The Department does not currently record incidents which are not lodged as a formal complaint. We are therefore refusing this part of your request under Section 18(g) of the Act as the information requested is not held by the Department.

Please explain how many of these cases were investigated and whether they were investigated by your own people or external parties. Please explain how you decide if an internal or external person is suitably qualified and skilled and has the integrity needed for the investigation.

Of the incidents raised over the last seven years, 15 cases were investigated by external parties, and no cases were investigated by internal parties. To undertake investigations the Department uses independent skilled investigators, employment specialists or for more complex cases we may use an employment lawyer. Who we use for a particular case depends on the complexity, nature and sensitivity of the complaint. At times we may also seek advice about an investigator from our legal representatives.

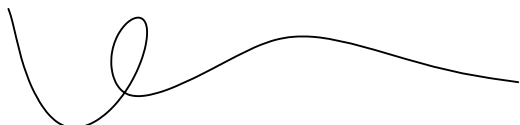
Please explain what actions have been taken against the perpetrators whose actions gave rise to the complaints.

Due to the small numbers involved and to protect the privacy of individuals we are unable to provide further information on the actions taken against people. We are therefore refusing this part of your request under Section 9(2)(a) of the Act on the grounds that it is necessary to protect the privacy of natural persons.

If you have any feedback or questions about the Department's response, please let us know at OIA@dia.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'L' followed by a series of loops and a long horizontal stroke extending to the right.

Lesa Kalapu
General Manager
Pūmanawa Tangata – Human Resources