

26 AUG 2020

File Ref: OIA 42102

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Tēnā koe Rose

Official Information Act request

Thank you for your information request dated 14 August 2020. You asked for the following information:

- “Under the Official Information Act 1982, can you please provide us the following information, for the past five years:*
- total employees broken down by ethnicity (Maori, European, Asian, etc) and age group*
 - total employees by ethnicity and status (permanent, fixed term, contractors, etc.)*
 - total employees by ethnicity and average length of service*
 - turnover rate of Maori and Non-Maori staff.*

In what ways do you uphold diversity in your organisation? Are there reports of bullying within the organisation, if there are, how many were raised by non-māori staff? What policies do you have in place for office bullying and racism?”

Your request has been considered in accordance with the Official Information Act 1982 (the Act).

Your questions and my responses are set out below.

1. *[For the past five years] total employees broken down by ethnicity (Maori, European, Asian, etc) and age group.*

Please refer to the table attached as Appendix A.

2. *[For the past five years] total employees by ethnicity and status (permanent, fixed term, contractors, etc.)*

Please refer to the table attached as Appendix B.

3. *[For the past five years] total employees by ethnicity and average length of service - total employees by ethnicity and average length of service*

Please refer to the table attached as Appendix C.



4. *Turnover rate of Maori and Non-Maori staff.*

Please refer to the table attached as Appendix D.

5. *In what ways do you uphold diversity in your organisation?*

Te Puni Kōkiri has workforce demographics that reflect the communities we serve, thus, a significant portion of our workforce identifies as Māori. At the same time there are a wide range of other ethnicities that our staff also recognise in their ancestry.

6. *Are there reports of bullying within the organisation, if there are, how many were raised by non-māori staff?*

Te Puni Kōkiri has had very few formal complaints of bullying or harassment in the past five years, and no formal complaints have been made by non-Māori.

7. *What policies do you have in place for office bullying and racism?*

Please refer to our Prevention of Harassment Policy attached as Appendix E.

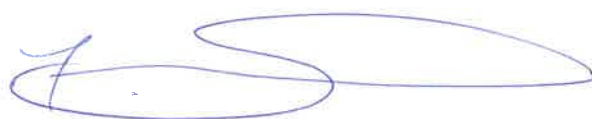
I trust my response satisfies your request.

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

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact Madeline Smith, Senior Ministerial Advisor, Ministerial and Business Support via oa@tpk.govt.nz.

Ngā mihi



Fiona McBeath
Manahautū Tuarua Te Puni Tautoko | Deputy Chief Executive, Organisational Support



Appendix A – Total employees broken down by ethnicity (Māori, European, Asian, etc) and age group

30-Jun-20	NIL	<20	20-30	30 - 40	40 - 50	50 - 60	60+
European	0	0	9	26	25	28	14
New Zealand Māori	0	2	64	51	86	72	48
Pacific Peoples	0	0	3	4	4	3	3
Asian	0	0	2	3	4	2	2
Other Ethnic Group	0	0	0	1	0	0	0
Unknown	0	0	1	0	1	0	1
Totals	0	2	79	85	120	105	68

30-Jun-19	NIL	<20	20-30	30 - 40	40 - 50	50 - 60	60+
European	0	1	11	18	25	26	13
New Zealand Māori	0	1	43	44	87	62	46
Pacific Peoples	0	0	4	3	4	4	3
Asian	0	0	1	4	2	1	3
Other Ethnic Group	0	0	0	0	0	1	1
Unknown	1	0	0	0	0	0	0
Totals	1	2	59	69	118	94	66

30-Jun-18	NIL	<20	20-30	30 - 40	40 - 50	50 - 60	60+
European	1	0	9	16	24	23	13
New Zealand Māori	2	3	33	52	80	57	47
Pacific Peoples	0	0	2	3	3	4	3
Asian	0	0	0	4	3	2	1
Other Ethnic Group	0	0	0	0	0	2	1
Unknown	0	0	0	0	0	1	1
Totals	3	3	44	75	110	89	66



30-Jun-17	NIL	<20	20-30	30 - 40	40 - 50	50 - 60	60+
European	15	1	7	8	14	18	10
New Zealand Māori	34	3	18	43	69	56	38
Pacific Peoples	2	0	1	3	3	5	2
Asian	1	0	0	3	1	1	1
Other Ethnic Group	0	0	0	0	0	3	1
Unknown	0	0	0	2	0	1	1
Totals	52	4	26	59	87	84	53

30-Jun-16	NIL	<20	20-30	30 - 40	40 - 50	50 - 60	60+
European	1	0	8	14	12	16	12
New Zealand Māori	2	0	25	55	51	64	36
Pacific Peoples	0	0	1	4	3	5	2
Asian	0	0	1	3	1	1	1
Other Ethnic Group	0	0	0	0	0	3	0
Unknown	1	0	0	2	0	1	4
Totals	4	0	35	78	67	90	55



Appendix B - Total employees by ethnicity and status (permanent, fixed term, contractors, etc.)

30-Jun-20

<i>Ethnicity</i>	<i>Permanent</i>	<i>Fixed Term</i>
European	69	33
New Zealand Māori	230	93
Pacific Peoples	14	3
Asian	8	5
Other Ethnic Group	1	0
Unknown	2	1
Totals	324	135

30-Jun-19

<i>Ethnicity</i>	<i>Permanent</i>	<i>Fixed Term</i>
European	66	28
New Zealand Māori	230	53
Pacific Peoples	14	4
Asian	8	3
Other Ethnic Group	2	0
Unknown	0	1
Totals	320	89

30-Jun-18

<i>Ethnicity</i>	<i>Permanent</i>	<i>Fixed Term</i>
European	65	21
New Zealand Māori	227	47
Pacific Peoples	14	1
Asian	8	2
Other Ethnic Group	3	0
Unknown	2	0
Totals	319	71

30-Jun-17

<i>Ethnicity</i>	<i>Permanent</i>	<i>Fixed Term</i>
European	55	18
New Zealand Māori	219	42
Pacific Peoples	14	2
Asian	5	2
Other Ethnic Group	4	0
Unknown	3	1
Totals	300	65



30-Jun-16

<i>Ethnicity</i>	<i>Permanent</i>	<i>Fixed Term</i>
European	53	10
New Zealand Māori	197	36
Pacific Peoples	14	1
Asian	6	1
Other Ethnic Group	3	0
Unknown	5	3
<i>Totals</i>	<i>278</i>	<i>51</i>

Please note we do not hold this information for contractors.



Appendix C - Total employees by ethnicity and average length of service

30-Jun-20

Ethnicity/Service (Years)	<2	2 - 5	5 - 7	7 - 10	10 - 15	15 - 20	20+
European	52	24	4	2	13	4	3
New Zealand Māori	134	79	15	14	35	24	22
Pacific Peoples	6	1	1	0	3	2	4
Asian	8	2	2	0	1	0	0
Other Ethnic Group	1	0	0	0	0	0	0
Unknown	2	0	0	0	1	0	0
Totals	203	106	22	16	53	30	29

30-Jun-19

Ethnicity/Service (Years)	<2	2 - 5	5 - 7	7 - 10	10 - 15	15 - 20	20+
European	51	17	3	2	15	2	4
New Zealand Māori	95	75	11	19	45	18	20
Pacific Peoples	4	3	0	0	3	4	4
Asian	7	3	0	0	1	0	0
Other Ethnic Group	0	1	0	0	0	0	1
Unknown	1	0	0	0	0	0	0
Totals	158	99	14	21	64	24	29

30-Jun-18

Ethnicity/Service (Years)	<2	2 - 5	5 - 7	7 - 10	10 - 15	15 - 20	20+
European	46	14	3	3	14	2	4
New Zealand Māori	96	51	17	25	48	19	18
Pacific Peoples	1	3	0	0	3	4	4
Asian	5	3	0	1	1	0	0
Other Ethnic Group	0	1	0	0	1	0	1
Unknown	0	1	0	0	1	0	0
Totals	148	73	20	29	68	25	27



30-Jun-17

Ethnicity/Service (Years)	<2	2 - 5	5 - 7	7 - 10	10 - 15	15 - 20	20+
European	37	10	1	6	14	1	4
New Zealand Māori	87	37	19	32	48	21	17
Pacific Peoples	3	2	0	0	3	4	4
Asian	2	2	0	2	1	0	0
Other Ethnic Group	0	1	0	0	1	1	1
Unknown	1	3	0	0	0	0	0
Totals	130	55	20	40	67	27	26

30-Jun-16

Ethnicity/Service (Years)	<2	2 - 5	5 - 7	7 - 10	10 - 15	15 - 20	20+
European	24	9	4	9	12	0	5
New Zealand Māori	67	27	19	35	50	19	16
Pacific Peoples	4	0	0	2	4	2	3
Asian	3	0	0	2	2	0	0
Other Ethnic Group	1	0	0	1	1	0	0
Unknown	6	0	0	0	1	1	0
Totals	105	36	23	49	70	22	24



Appendix D – Turnover rate of Māori and Non-Māori staff.

Turnover	New Zealand Māori	Non-Māori Staff
2020	14.3%	14.1%
2019	11.4%	16.5%
2018	9.0%	15.0%
2017	6.3%	8.6%
2016	6.5%	11.3%



Appendix E

Prevention of Harassment Policy

Why we have this policy | Ko Te Pūtake o tēnei

Kaupapa Here

The unacceptable behaviours and actions associated with harassment and bullying are contrary to New Zealand Law, the State Sector Standards of Integrity and Conduct and the Te Puni Kōkiri values. The effects of harassment are multiple and include negative impacts upon the personal lives of our employees as well as creating costs and inefficiencies for our organisation.

This Policy

- Defines what we mean by harassment (which includes bullying)
- Advises employees of their rights to a workplace free from harassment
- Sets standards of behaviour and creates obligations on employees and managers to operate a harassment-free workplace
- Establishes procedures for responding to situations where harassment is reported

Policy | Kaupapa Here

Definition

1. Harassment is any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual and/or racial harassment, this includes bullying.
2. Harassment is behaviour that is unwanted by the recipient even if the recipient does not tell the harasser that the behaviour is unwanted. Harassment may also be behaviour that causes offence or harm, but which is unintentional.
3. Harassment does not include behaviour which is assertive but respectful and fair.

Rights

4. Harassment is **unacceptable** in any form at Te Puni Kōkiri. Employees have a right to a workplace which is respectful, fair and safe.
5. All employees are protected by this policy and related procedure, whether the harassment comes from another employee, a contractor or member of the public.
6. Any reported incidence of harassment will be taken seriously, treated respectfully and acted on promptly.
7. If an employee wishes to discuss, report, or lay a complaint, they will be able to do so in a confidential and unbiased manner.
8. Any employee that is a victim of harassment will be offered appropriate support.
9. Any investigation into a harassment claim will follow the principles of natural justice.

10. Harassment may be dealt with through a formal or informal process depending on the situation and wishes of the complainant.
11. If harassment comes from a non-employee, Te Puni Kōkiri will take any action necessary to redress the incidence and to prevent such a situation from occurring again.
12. Te Puni Kōkiri will provide systems and processes that aim to prevent harassment/bullying from occurring, whether it be by a fellow employee, a contractor, a member of the public or any person that may be encountered in the course of work.

Obligations

13. All employees of Te Puni Kōkiri are responsible to make sure they do not harass any other employee, contractor or member of the public.
14. All employees are expected to take positive action to address any issue of harassment that comes to their attention.
15. Te Puni Kōkiri will inform employees and contractors about harassment, including through employee induction.

Background | He Kupu Whakamārama

Te Puni Kōkiri values are how our employees should interact with other employees, with contractors and with the general public. Our values clearly set expectations that we will behave in a respectful and fair manner; and will recognise and value people's differences and diversities.

As a State Sector Employer, Te Puni Kōkiri needs to be, and be seen to be, an exemplary organisation, responsible to communities in New Zealand. We must treat everyone with fairness and respect – the public we serve and the colleagues we work with.

The Human Rights Act 1993, the Employment Relations Act 2000 and the Health and Safety in Employment Act 2015, contain legislative provisions in respect of harassment, discrimination and Safety. The State Sector Act 1988 also requires us to be a good employer and to operate employment policies necessary for the fair and proper treatment of employees.

Responsibility and Enforcement | Ko Ngā Haepapa me Ngā Uruhi

This policy applies to all employees and contractors of Te Puni Kōkiri, who are expected to comply with this policy.

Managers are to consult with the Business Partner or Manager, Human Resources and Capability if they believe harassment may have occurred.

Any breach of this policy may constitute misconduct or serious misconduct and will be dealt with in accordance with the Te Puni Kōkiri Misconduct and Poor Performance Policy.

Policy Approval | Ko Te Whakaaetanga o te Kaupapa

This policy is owned and updated by:	It was approved by:	On the date of:	It is due for re by:
Human Resources and Capability	The Deputy Chief Executive, Organisational Support	18 April 2019	April 2021

This policy replaces the previous Prevention of Harassment policy dated 21 March 2018.

Related Documents | Ko Ētahi atu Kaupapa Here

[Employment Relations Act 2000](#)

[Protected Disclosures Act 2000](#)

[State Sector Act 1998](#)

[Human Rights Act 1993](#)

[Health and Safety in Employment Act 2015](#)

[State Sector Standards of Integrity and Conduct](#)

[Equal Employment Opportunities Policy](#)

[Sexual Harassment Policy](#)

[Misconduct and Poor Performance Policy](#)

Contact | Whakapā Mai

If you have any questions please contact your Human Resources Business Partner.