



He Ara Whakaurunga Kanorau | Diversity and Inclusion Strategy: Progress Report August 2022

Purpose of this report:

He Ara Whakaurunga Kanorau | Diversity and Inclusion Strategy (the Strategy) was published on 1 June 2022. Progress reports on the Strategy will be provided to the NZFC Board twice a year and published on the NZFC website. This is an action under Outcome 2 of the Strategy: We understand the makeup of our industry and see progress in diversity and inclusion. It is also part of our commitment to accountability and transparency.

This report tracks progress against the actions in the Strategy proposed to be initiated, implemented, or completed by 2022.

Outcome 1: The NZFC has a workplace culture that is diverse, inclusive and equitable

Action plan	Timeline	Target	Status at August 2022	Notes/results
Create an internal diversity calendar of events and all staff participate in observing events of significance	Implement by 31 January 2021	In 2022, 90% of NZFC staff agree that people from all backgrounds and cultures feel included, welcomed and valued in this organisation	In 2022, 81% of staff agreed that people from all backgrounds and cultures feel included, welcomed and valued in this organisation. This is compared to 69% of staff who agreed in 2021.	This action was implemented in January 2021. In 2021, we observed: NZ Sign Language Week, Samoa Language Week, Matariki, Māori Language Week, Mental Health Awareness Week and Transgender Awareness Week. All departments have been assigned with a week to observe in 2022. At the time of writing, we have observed International Women's Day,

				World Autism Awareness Day, Global Accessibility Awareness Day, and Matariki.
Develop a training module for NZFC staff that includes Unconscious Bias, Te Tiriti o Waitangi, Bullying and Harassment, Te Arawhiti Māori-Crown Relationship training, Racial Equity and Institutionalised Racism training	Complete by 30 June 2022	In 2022, 95% of staff attend in-person training Each year, 100% of new and existing staff complete online module course	No staff have attended in-person training in 2022. No staff have completed the online module course in 2022.	Staff completed an introduction to Unconscious Bias training in April 2021. This was in-person and facilitated by Diversity Works. Staff completed Te Tiriti training in April 2021. This was in-person and facilitated by AATEA Solutions. We have been unable to book in-person training in 2022 due to COVID-19. The implementation of an online training module for Unconscious Bias has been delayed due to capacity with NZFC staff and COVID-19.
Create an internal intranet for NZFC staff that is regularly updated with resources and information on diversity and inclusion	Implement by 31 January 2022	In 2022, 80% of staff agree they can easily access and share diversity and inclusion resources with colleagues	In 2022, 79% of staff agreed they can easily access and share diversity and inclusion resources with colleagues. This is a new question asked in the staff survey, so no comparison to 2021.	The D&I Intranet was established in September 2021. The D&I Committee regularly update (at least once a week) the site with resources such as articles and reports. At the time of writing, the Intranet has had 1,515 site visits in the past 90 days, with 77 of these being new visitors.
Diversity and Inclusion is included in the induction process for new staff members	Implement by 31 March 2022	Each year, 100% of new staff have completed a Diversity and Inclusion induction discussion	7 out of 13 new staff in 2022 have completed a diversity and inclusion discussion (53% of new staff).	A diversity and inclusion induction discussion will be arranged for the remaining 5 new staff.

Undertake a review of all organisational policies to align with Te Rautaki Strategy and the Diversity and Inclusion Strategy	Complete by December 2023	In 2022, 70% of staff agree that diversity and inclusion is clearly reflected in our policies and processes	In 2022, 81% of staff agreed that diversity and inclusion is clearly reflected in our policies and processes. This is compared to 56% of staff who agreed in 2021.	There has been a delay with updating internal policies due to staff capacity. The Senior Policy Advisor is currently working with NZFC staff to create a timeline for updating policies.
Develop a set of diversity and inclusion principles that will guide NZFC engagement with stakeholders	Complete by 31 December 2022	Target to be developed		The D&I Committee are currently working on this action. It is in an early stage and will require consultation with the Leadership Team and the Industry Leadership Group. A target will be developed while designing the action.
Collect demographic data for NZFC staff in line with Statistics New Zealand Standards	Implement by 31 July 2021	Each year, 90% of staff demographic data recorded and aligned to Statistics New Zealand Standards		The demographic data survey will be sent to staff in August. An update on this will be provided in the next report to the Board.
Identify accessibility requirements and working arrangements needed to support all NZFC staff	Implement by 31 July 2021	Adjustments are provided for 100% of NZFC staff who indicate their accessibility requirements		A survey will be sent out to staff in August which will ask for any accessibility requirements. An update on this will be provided in the next report to the Board.
Update recruitment policy and process to attract, recruit and retain a diverse community of staff	Complete by 31 December 2022	Target to be developed		There has been delays to updating this policy due to staff capacity. Review of this policy will be prioritised in the second half of 2022.

Outcome 2: We understand the makeup of our industry and see progress in diversity and inclusion

Action plan(s)	Timeline	Target	Status at August 2022	Notes/Results
Re-evaluate and standardise the collection of applicant demographic data across all funding initiatives	Implement by 31 July 2022	Standardised demographic data collection is added to all applicable applications	New demographic data fields have been added to EDF, DDF, ADF guidelines. All newly created funds have the new data fields as this has become the new standard.	Production financing forms will be updated when the next round is released.
Host regular hui with the industry to identify key issues and barriers (in addition to regular Departmental engagement)	Implement by 30 June 2021	Two hui held with Industry Leadership Group per year	1 in-person hui and 2 virtual hui were held with the Industry Leadership group in 2021. At the time of writing, no hui has been held with the Industry Leadership Group in 2022.	COVID-19 has impacted the ability to meet with the Industry Leadership Group in 2022. The D&I Committee are currently planning a hui for the second half of 2022.
Survey NZFC staff on diversity and inclusion to track progress	Implement by 30 June 2021	Increase in employee participation in NZFC Diversity and Inclusion Survey to 90% by 2022	In 2022, 82% of staff participated in the NZFC D&I Survey compared to 87% of staff in 2021.	The lower participation rate could be attributed to the high number of staff who were on wellbeing leave due to COVID-19 at the time the survey was conducted.
Undertake biennial diversity and inclusion industry survey	Implement by 31 December 2022	Results are published and shared with the industry and key stakeholders. Data and outcomes will be used to drive policy decisions		This action has been delayed due to staff capacity. The D&I Committee will start designing the survey in the second half of 2022.

Develop a half-yearly progress report for Leadership Team and Board discussion	Implement by 31 July 2022	Report to the Board in the July and December Board meetings and publish on the NZFC website	August 2022 report supplied to NZFC Board.	
Report on the progress of the Strategy in compliance reporting	Implement by 30 June 2022	Report on Diversity and Inclusion progress to the Ministry of Culture and Heritage quarterly and annually	Progress report on the Strategy supplied as part of the Quarter 3 Report to the Minister of Culture and Heritage.	

Outcome 3: NZFC practices, processes and services are accessible

Action plan(s)	Timeline	Target	Status 2022	Notes/Results
Staff training to make external communications more accessible	Complete by 31 December 2022	In 2022, 100% of staff have completed MSD Accessibility Training	At the time of writing, no staff have completed MSD Accessibility Training	There is limited capacity for the MSD Accessibility Training. Five staff are registered to undergo the training in September 2022.
Educate staff on the importance of pronouns and encourage use in email signatures	Ongoing	Information on pronoun use is included in induction materials for all new NZFC staff	<p>A link to the Public Service Commission guidance on pronoun use in signatures has been included in staff induction.</p> <p>A copy of Diversity Works' guide to pronoun use has been included in staff induction.</p> <p>These documents are also available on the NZFC Staff D&I Intranet page.</p>	
Create an accessibility policy	Complete by 30 June 2022	Target to be developed	Accessibility Policy has been written and distributed to all NZFC staff.	The D&I Committee are currently designing a target for this action.
Create a well-known accessible avenue for anyone to provide feedback on diversity and inclusion at the NZFC	Complete by 31 August 2022	Target to be developed		At the time of writing, this action is in draft form and with the Leadership Team for discussion.

Practice proactive inclusion by facilitating regular staff attendance at screen sector guild events	Ongoing	Target to be developed		The Talent Development team are actively doing this for all hui.
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Outcome 4: Talent and skills development opportunities are equitable and inclusive

Action plan(s)	Timeline	Target	Status 2022	Notes/results
Facilitate internship programmes at the NZFC to increase knowledge and awareness of the screen eco-system	Implement by 31 December 2022	Target to be developed		Currently undertaking planning work on this action.
Use NZFC research to tailor new and existing Talent Development funding at applicants from underrepresented communities to support transition from Talent Development to Development and Production	Ongoing	Target to be developed		Scoping this by the end of the year by the Talent Development team
Spotlight and promote diverse talent domestically and internationally through online events and/or publications	Implement by 31 December 2022	Five events are held in person or online and/or publications are distributed focusing on diverse filmmakers per year		Initial planning and scoping work being undertaken by Talent Development team
Target new and existing Talent Development funding at underrepresented communities to support transition from Talent Development to Development and Production	Implement by 31 December 2022	Target to be developed		NZFC Policy and Legal and Business Affairs Teams are currently working with the Talent Development Department on this action.

Outcome 5: Diverse realities are represented on and off camera

Action plan(s)	Timeline	Target	Status 2022	Notes/results
Re-evaluate and standardise the collection of assessor demographic data across all funding initiatives	Implement by 31 December 2022	100% of assessor demographic data for D&P assessors collected and recorded by June 2022	At the time of writing, no assessor demographic data has been collected	Currently scheduled for Q4 2022.
Names of assessors across all funds are published on the NZFC website	Complete by 31 December 2022	Names of all assessors across NZFC funds are published on NZFC website by June 2022	All assessors for Development and Production are published on the NZFC website.	Talent Development team to publish their assessors by end of 2022.
Define and develop a cultural safety policy in partnership with the industry	Initiate in 2022	Target to be developed		NZFC staff are currently having discussions with members of the industry on this action.