



## He Ara Whakaurunga Kanorau | Diversity and Inclusion Strategy: Progress Report December 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 December 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.  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, Matariki, Tonga Language Week, Māori Language Week and Mental Health Awareness Week.

Action plan	Timeline	Target	Status at December 2022	Notes/results
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	<p>In 2022, 95% of staff attend in-person training</p> <p>Each year, 100% of new and existing staff complete online module course</p>	<p>No staff have attended in-person training in 2022.</p> <p>No staff have completed the online module course in 2022.</p>	<p>We have purchased an online training module for Unconscious Bias. This is currently being finalised and we expect all staff will have completed the training by June 2023. This has been delayed due to capacity with NZFC staff and COVID-19.</p> <p>Some staff have completed Resilience Training and Managing Mental Wellbeing workshops run by Vitae. These workshops have been optional for staff to attend.</p> <p>Anti-bullying and harassment training has been booked for 30 November.</p>
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	<p>In 2022, 79% of staff agreed they can easily access and share diversity and inclusion resources with colleagues.</p> <p>This is a new question asked in the staff survey, so no comparison to 2021.</p>	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.
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	11 out of 15 new staff in 2022 have completed a diversity and inclusion discussion (73% of new staff).	A diversity and inclusion induction discussion will be arranged for the remaining new staff.
Undertake a review of all organisational policies to align with	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	There has been a delay with updating internal policies due to staff capacity. A Policy Review Plan is part of the Portfolio Management Office,

Action plan	Timeline	Target	Status at December 2022	Notes/results
Te Rautaki Strategy and the Diversity and Inclusion Strategy			clearly reflected in our policies and processes.  This is compared to 56% of staff who agreed in 2021.	and 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. Hui was held in October with the Industry Leadership Group to start co-designing this 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	76% of staff completed the demographic data survey in 2022. This is compared to 96% in 2021.	The lower completion 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.
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	Adjustments have been organised for 100% of staff who indicated their accessibility requirements in a survey sent to staff in July 2022.	
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.

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

Action plan(s)	Timeline	Target	Status at December 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	<p>New demographic data fields have been added to EDF, DDF, ADF guidelines.</p> <p>All newly created funds have the new data fields as this has become the new standard.</p>	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	<p>One in-person hui and two virtual hui were held with the Industry Leadership group in 2021.</p> <p>Two in person hui were held with the Industry Leadership Group in 2022.</p>	
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.

Action plan(s)	Timeline	Target	Status at December 2022	Notes/Results
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 and December 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 2022/23 Quarter 1 Report to the Minister of Culture and Heritage.	

**Outcome 3: NZFC practices, processes and services are accessible**

Action plan(s)	Timeline	Target	Status at December 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, five staff have completed MSD Accessibility Training.	There is limited capacity for the MSD Accessibility Training. We have an additional 20 staff registered for the training in December, March and April
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 <a href="#">Public Service Commission guidance on pronoun use in signatures</a> 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&amp;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		An anonymous feedback platform has been published on the NZFC website and is undergoing a 3-month trial period. The D&I Committee will design a target for this initiative.

Action plan(s)	Timeline	Target	Status at December 2022	Notes/Results
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 and are currently designing a target.

#### Outcome 4: Talent and skills development opportunities are equitable and inclusive

Action plan(s)	Timeline	Target	Status at December 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

Action plan(s)	Timeline	Target	Status at December 2022	Notes/results
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. This is a project under the Portfolio Management Office.

#### Outcome 5: Diverse realities are represented on and off camera

Action plan(s)	Timeline	Target	Status at December 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.