



## He Ara Whakaurunga Kanorau | Diversity and Inclusion Strategy: Progress Report June 2023

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 2023.

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

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
Create an internal diversity calendar of events and all staff participate in observing events of significance.	Each year, 90% of NZFC staff agree that people from all backgrounds and cultures feel included, welcomed and valued in this organisation.	69%	81%	TBC	Staff survey to be conducted in June 2023.  All departments have been assigned with a week to observe in 2023. At the time of writing, we have observed NZ Pride and Anti-Bullying Awareness Week. Weeks to be observed for the rest of the year include Kiribati Language Week, Te Wiki o Te Reo Māori, Mental Health

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
					Awareness Week and Ageism Awareness Week.
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.	95% of staff attend in-person training. Each year, 100% of new and existing staff complete online module course.	N/A	N/A	92% of staff have completed an online module course.	Online course offered in 2023 has been Unconscious Bias training, delivered through SkillPod.  No in-person training has been arranged for 2023.
Create an internal intranet for NZFC staff that is regularly updated with resources and information on diversity and inclusion.	Each year, 80% of staff agree they can easily access and share diversity and inclusion resources with colleagues	N/A – was not asked as part of survey	79%	TBC	Staff survey to be conducted in June 2023.  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	Each year, 100% of new staff have completed a Diversity and Inclusion induction discussion	N/A - not yet implemented	80%	100%	
Undertake a review of all organisational policies to align with Te Rautaki Strategy and the Diversity and Inclusion Strategy.	Each year, 70% of staff agree that diversity and inclusion is clearly reflected in our policies and processes.	56%	81%	TBC	Staff survey to be conducted in June 2023.  Updates to the following policies with a D&I lens have been completed so far:

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
					<ul style="list-style-type: none"> <li>• Anti-bullying and Harassment Policy</li> <li>• Gift policy</li> <li>• Workplace Health and Safety Policy</li> </ul> <p>The staff D&amp;I Committee are currently drafting a Rainbow Policy.</p>
Develop a set of diversity and inclusion principles that will guide NZFC engagement with stakeholders.	Target to be developed	N/A	N/A	TBC	A first draft of this document is currently with the CEO for review.
Collect demographic data for NZFC staff in line with Statistics New Zealand Standards.	Each year, 90% of staff demographic data recorded and aligned to Statistics New Zealand Standards	96%	76%	TBC	Staff survey to be conducted in June 2023.
Identify accessibility requirements and working arrangements needed to support all NZFC staff.	Adjustments are provided for 100% of NZFC staff who indicate their accessibility requirements.	100%	100%	TBC	Staff survey to be conducted in June 2023.
Update recruitment policy and process to attract, recruit and retain a diverse community of staff.	Target to be developed	N/A	N/A	TBC	A first draft of the policy has been completed, and as a next step, Diversity Works will undertake a review.

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

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
Re-evaluate and standardise the collection of applicant demographic data across all funding initiatives.	Standardised demographic data collection is added to all applicable applications	N/A	N/A	Achieved	
Host regular hui with the industry to identify key issues and barriers (in addition to regular Departmental engagement)	Two hui held with Industry Leadership Group per year.	Achieved	Achieved	TBC	No hui has been held in 2023 due to staff capacity. Staff D&I Committee intend to set up a hui in second half of 2023 to discuss the Industry D&I survey.
Survey NZFC staff on diversity and inclusion to track progress.	Employee participation in NZFC Diversity and Inclusion Survey is 90%	87%	82%	TBC	Staff survey to be conducted in June 2023.
Undertake biennial diversity and inclusion industry survey	Results are published and shared with the industry and key stakeholders. Data and outcomes will be used to drive policy decisions.	N/A	N/A	TBC	This action is progressing, although has not met its initial timeframe of implementing in 2022 due to staff capacity and resourcing.
Develop a half-yearly progress report for Leadership Team and Board discussion	Report to the Board in the July and December Board meetings and publish on the NZFC website	N/A	Achieved	Achieved	
Report on the progress of the Strategy in compliance reporting	Report on Diversity and Inclusion progress to the Ministry of Culture and Heritage quarterly and annually	N/A	Achieved	Achieved	

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

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
Staff training to make external communications more accessible.	In 2023, 70% of staff have completed MSD Accessibility Training	N/A	N/A	42%	Note that the target for this action was originally 100% of staff to have completed by the end of 2022. Due to limited capacity and available spots for the training we have adjusted the target to 70% by the end of 2023.  A further 20 staff are signed up for training in July and August 2023.
Educate staff on the importance of pronouns and encourage use in email signatures.	Information on pronoun use is included in induction materials for all new NZFC staff	Achieved	Achieved	Achieved	A link to the <a href="#">Public Service Commission guidance on pronoun use in signatures</a> has been included in staff induction. A copy of Diversity Works' guide to pronoun use has been included in staff induction. These documents are also available on the NZFC Staff D&I Intranet page.
Create an accessibility policy	Percentage of staff who identify as disabled and feel supported by the organisation in relation to their disability and accessibility requirements.	N/A	N/A	Benchmark	This will be a new question asked in the 2023 staff survey. Results from 2023 survey will provide the benchmark for the target.
Create a well-known accessible avenue for anyone to provide feedback on diversity and inclusion at the NZFC	Target to be developed	N/A	N/A	TBC	An anonymous feedback platform has been published on the NZFC website. The staff D&I Committee

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
					<p>have received two responses through the platform.</p> <p>D&amp;I Committee currently designing a target for this action.</p>
Practice proactive inclusion by facilitating regular staff attendance at screen sector guild events	Target to be developed	N/A	N/A	TBC	The Talent Development team are actively doing this for all hui and are currently designing a target.
Develop a set of guidelines to ensure Māori, cultural and accessibility requirements are part of the publication process	By 2024, all NZFC publications are available in alternative formats and are designed in accordance with agreed accessibility/cultural processes	N/A	N/A	N/A	This action may be delayed as we wait for all staff to complete Accessibility training. Staff D&I Committee have started brainstorming ideas with this and will set up a meeting with the Comms team re: next steps.

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

<b>Action</b>	<b>Target</b>	<b>Actual 2021</b>	<b>Actual 2022</b>	<b>Status 2023</b>	<b>Notes/Results</b>
Facilitate internship programmes at the NZFC to increase knowledge and awareness of the screen eco-system	Target to be developed	N/A	N/A	TBC	Planning currently underway 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	Target to be developed	N/A	N/A	TBC	Approval has been given to engage a data analyst on a short-term contract to collect and analyse funding data from 2020-present. Currently designing a framework for staff to use to create proportionate affirmative action measures in funding.
Spotlight and promote diverse talent domestically and internationally through online events and/or publications	Five events are held in person or online and/or publications are distributed focusing on diverse filmmakers per year	N/A	N/A	TBC	Initial planning and scoping work being undertaken by Talent Development team
Facilitate and grant scholarships to filmmakers from underrepresented communities	Target to be developed	N/A	N/A	TBC	

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

Action	Target	Actual 2021	Actual 2022	Status 2023	Notes/Results
Re-evaluate and standardise the collection of assessor demographic data across all funding initiatives	100% of assessor demographic data for D&P assessors collected and recorded by June 2022	N/A	N/A	TBC	Currently scheduled for Q3 2023.  Given this, we propose changing the target to 100% of assessor demographic data for D&P assessors collected and recorded by June 2024.
Names of assessors across all funds are published on the NZFC website	Names of all assessors across NZFC funds are published on NZFC website by June 2022	N/A	Not achieved	Not achieved	All assessors for Development and Production are published on the NZFC website. Talent Development team to publish their assessors by end of 2023.
Define and develop a cultural safety policy in partnership with the industry	Target to be developed	N/A	N/A	TBC	NZFC staff are currently having discussions with members of the industry on this action.
Establish a process for cultural safety concerns on NZFC-funded projects to be addressed	Target to be developed	N/A	N/A	TBC	NZFC staff are currently having discussions with members of the industry on this action.
Review the NZFC Gender Policy	Gender policy reviewed by 2023	N/A	N/A	TBC	This review will take place after we have received the findings from the data analyst.