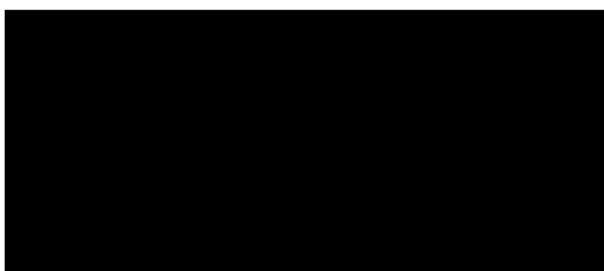


15 JUL 2019



### Request for official information

Thank you for your request of 18 June 2019 under the Official Information Act 1982 (the Act):

*"What is the name of your organization?  
How many staff do you employ?  
Do you measure the gender make-up of your staff?  
What percentage of your staff are female?  
What percentage of your senior management are female?  
Do you measure the ethnic make-up of your staff?  
What percentage of your staff are NZ European?  
What percentage of your staff are Māori?  
What percentage of your staff are Pacific Islanders?  
What percentage of your staff identify as Asian?  
What percentage of your staff are Middle Eastern/Latin American/African?  
What percentage of your staff are of another ethnicity?  
What percentage of your senior management are NZ European/pākeha?  
What percentage of your senior management staff are Māori?  
What percentage of your senior management staff are Pacific Islanders?  
What percentage of your senior management staff identify as Asian?  
What percentage of your senior management staff are Middle Eastern/Latin American/African?  
What percentage of your senior management staff are of another ethnicity?  
Are there any plans in place to encourage diversity in staffing and the daily operation of the Ministry/department?  
What is being done to encourage diversity?  
Is there any diversity training offered to staff?  
Describe any diversity training offered?  
How is diversity considered within your employment process (e.g blind CVs)  
Have you had to manage issues/complaints of racism in the workplace?  
How many racism issues/complaints have you had in the last five years?  
If issues/complaints of racism occurred, what happened?"*

Please find the answers to your questions below.

*What is the name of your organization?*

Ministry of Health (the Ministry).

*How many staff do you employ?*

As at 28 June 2019, the Ministry employs 1197 staff.

*Do you measure the gender make-up of your staff?*

Yes.

*What percentage of your staff are female?*

68.0%.

*What percentage of your senior management are female?*

66.6%. Please note we have defined 'senior management' as tier three staff and above. This also applies to the ethnicity data provided below.

## Ethnicity

*Do you measure the ethnic make-up of your staff?*

Yes, and this information is reported in the Ministry's Annual Report each year. You can read the 2018 Annual Report at the following web address:

[https://www.health.govt.nz/system/files/documents/publications/moh-annual-report-final-for-year-ended-30-june-2018\\_0.pdf](https://www.health.govt.nz/system/files/documents/publications/moh-annual-report-final-for-year-ended-30-june-2018_0.pdf)

In table one below, please find a breakdown of the information you have requested about the percentage of all staff and senior management staff who identify with the ethnicities you have specified, as at 28 June 2019. The figures are rounded to one decimal point. Please note it is optional for staff to provide information about their ethnicity.

Ethnicity	% of all staff	% of senior management staff
NZ European/pākeha	55.1%	60.0%
Māori	5.6%	6.7%
Pacific Islanders	4.1%	1.7%
Asian	11.9%	1.7%
Middle Eastern/Latin American/African	1.3%	3.4%
Other or not specified	22.1%	26.7%

## Diversity

*Are there any plans in place to encourage diversity in staffing and the daily operation of the Ministry/department?*

Yes.

*What is being done to encourage diversity?*

The Ministry's 2019/20 People Plan includes several diversity training initiatives, including rolling out Unconscious Bias training to all managers, incorporating this into recruitment training for managers and the development of unconscious bias and gender equality e-learning modules.

In addition to this, the Ministry is signed up to the Accessibility Charter and is presently working towards the Accessibility Tick. The Accessibility Tick Action Plan will help the Ministry with having an inclusive culture and allow for continual improvement with accessibility for our people and our customers. More information about the Accessibility Tick Action Plan can be found at the following web address:

<https://accessibilitytick.nz/>

*Is there any diversity training offered to staff?*

Yes.

*Describe any diversity training offered?*

Unconscious Bias training has been piloted on the Ministry's People & Capability team to ensure they can provide appropriate advice to managers and staff, particularly when managing recruitment and employment issues. The Ministry's 2019/20 People Plan includes several diversity training initiatives, including rolling out Unconscious Bias training to all managers, incorporating this in to recruitment training for managers and the development of unconscious bias and gender equality e-learning modules.

*How is diversity considered within your employment process (e.g blind CVs)*

The Ministry's Diversity and Inclusion Strategy includes recruiting for diversity as part of its strategic focus and our recruitment policy and procedure documents sets out our expectations.

From a practical perspective, we recently completed a review of how accessible our recruitment system is when someone applies for an advertised role. We will be considering the recommendations from this review. We have also reviewed the wording in our advertisements and on our application forms, to ensure a diverse range of people are encouraged to apply for positions and are able to access support as required.

### **Racism complaints/issues**

*Have you had to manage issues/complaints of racism in the workplace?*

Yes.

*How many racism issues/complaints have you had in the last five years?*

Two complaints involving racism were made in the last five years.

*If issues/complaints of racism occurred, what happened?"*

One complaint was made about one employee making racially offensive comments in the workplace. The employee was stood down during an investigation into the complaint. The employee resigned before the investigation could be completed and they no longer work for the Ministry.

Multiple complaints (treated as one complaint) were received about one employee making racially offensive comments in the workplace. A disciplinary process was undertaken and formal outcomes were issued to the employee. The employee no longer works for the Ministry.

I trust this information fulfils your request. You have the right, under section 28 of the Act, to ask the Ombudsman to review any decisions made in regards to this request.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Sue Gordon', with a long horizontal flourish extending to the right.

Sue Gordon  
**Deputy Director-General**  
**Corporate Services**