

27 February 2023

s 9(2)(a)

Tēnā koe s 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 31 January 2023 for:

Q1 - Any document and/or information supporting your gender non-binary, transgender, and gender fluid workforce. For example, anything related to pronouns, gender transition policy or guidelines, specific action plans or strategies, survey results, workforce data, gender-neutral bathrooms policies or information, and leave provisions for gender reassignment/affirmation.

Q2 - If you do not have any of these, do you intend to produce this information during 2023? And if not, what is the rationale for not having it?

For clarity, I will respond to your questions in one.

At Manatū Wāhine we are committed to providing a work environment and culture that is safe and inclusive for all our people.

We have a range of services to support our people. We have provision for special leave which may be used for a range of circumstances, however, we do not have a specific leave provision for gender reassignment/affirmation.

We are mindful of communicating in a way that is respectful of diverse groups, for example our email signatures include pronouns and when we induct new staff into our organisation, we request people to indicate their preferred pronouns.

Please see the attached copy of the Ministry's candidate application form.

Our current office configuration does not support gender-neutral bathrooms on our level however there are facilities across the building which do and should we move to a different office in the future, the availability of gender-neutral bathrooms will be a consideration.

Across the Public Service there are a range of Employee Led Networks available, including the Cross Agency Rainbow Network (CARN). We support all our people to participate in

such networks and provide professional development for our staff and leaders related to diversity and inclusion.

The Ministry has committed to the Public Service Papa Pounamu work programme which includes professional development for all staff relating to diversity and inclusion including unconscious bias and inclusive leadership.

We refer to guidance set by Te Kawa Mataaho – The Public Service Commission to improve diversity and inclusion and to eliminate bias from policies, practices, systems and workplace cultures which impact career progression, career breaks and leave:

<https://www.publicservice.govt.nz/system/public-service-people/diversity-and-inclusion/>
<https://www.publicservice.govt.nz/guidance/rainbow-inclusive-language-guide/Guidance-Career-progression-breaks-and-leave.pdf> (publicservice.govt.nz)

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

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

Nāku noa, nā



Maxine Shortland
Acting Director Corporate Services

Application Form

Personal Information	
Position Applied For: (the position)	<input type="text"/>
Date of Birth:	Please enter your date of birth. NOTE: this is NOT visible to hiring managers, HR use this to check we are reaching a diverse range of applicants. <input type="text"/>
Gender:	<input type="checkbox"/> Female/Wāhine <input type="checkbox"/> Male/Tāne <input type="checkbox"/> Another gender/He ira ke ano <input type="checkbox"/> I prefer not to answer this question
Preferred pronoun:	<input type="checkbox"/> She/her/hers <input type="checkbox"/> He/him/his <input type="checkbox"/> They/them/their

Legal Surname:	<input type="text"/>	
Legal First name:	<input type="text"/>	Preferred Name: <input type="text"/>
Postal Address:	Please note: If your application is successful, an address is required in this field. This address will be used when preparing offer documentation and on boarding you to our payroll / HR system.	
Email address:	<input type="text"/>	
Contact Numbers:	<input type="text"/>	
Are you legally entitled to work in NZ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Expiry Date: <input type="text"/>
Salary Expectations for this position:	\$ <input type="text"/>	

Manatū Wāhine Ministry for Women (the Ministry) operates in a sensitive environment; as such we carry out background and CV verification on potential employees. The Ministry engages CV Check to undertake these checks on behalf of us. The information provided may be taken into account in determining suitability of employment with the Ministry.

Ethnicity:

Please select all that apply.	
NOTE: This will NOT be visible to hiring managers, it is to help us check if we are reaching a diverse range of applicants.	
<input type="checkbox"/>	Māori
<input type="checkbox"/>	Pacific Peoples (e.g., Cook Island Māori, Samoan, Tongan, Nieuan, Tokelauan, Fijian)
<input type="checkbox"/>	New Zealand European
<input type="checkbox"/>	Other European (e.g., British, Irish, Australian, German, Italian, Polish, Dutch, Greek)
<input type="checkbox"/>	South East Asian (Filipino, Cambodian, Vietnamese)
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Indian
<input type="checkbox"/>	Other Asian (e.g., Sri Lankan, Japanese, Korean)
<input type="checkbox"/>	Middle Eastern
<input type="checkbox"/>	Latin American
<input type="checkbox"/>	African
<input type="checkbox"/>	I don't know
<input type="checkbox"/>	I'd prefer not to answer
<input type="checkbox"/>	Other ethnicity – please specify
	<input type="text"/>

Diversity Statement:

Manatū Wāhine Ministry for Women is committed to building an inclusive work force that leverages off and values diversity. We feel that attracting, engaging, and fostering employees from different backgrounds and cultures is critical to our continued success and growth. Completion of diversity related questions is not compulsory. The information will be used to report on the demographics of our overall candidate pool and is not considered for your application for employment. Your response to these questions is valuable, however if you do not wish to provide this information please tick "Prefer not to answer".

FOR OFFICE USE ONLY

Criminal Information

Please note that this check is subject to the Criminal Records (Clean Slate) Act 2004.
A criminal conviction will not necessarily exclude you from being considered for the position.

Do you have any criminal charges pending and/or are awaiting the hearing of charges in court in NZ or another country? Yes No

Please note that under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a New Zealand conviction if all of the following apply:

- It has been 7 or more years since your most recent conviction, and you have not re-offended; and
- You have never had a custodial sentence imposed upon you (including detention at home, in hospital or at any secure facility); and
- You have paid any fines/costs/compensation/reparation.

However, regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- You have ever been convicted of a sexual offence; or
- You have ever been disqualified from holding a driver license for repeat offending involving alcohol/drugs; or
- The conviction was from overseas.

Are there any charges against you yet to be heard? Yes No

Have you ever changed your name by Statutory Declaration? Yes No

If you answered Yes to any of above, please provide details:

Health & Wellbeing

Do you currently have, or have you ever had, a medical condition caused by gradual process, injury, mental health disorder, or disability that could require some reasonable accommodations for you to be able to carry out the work of the position applied for; or which could reasonably be expected to be aggravated or contributed to by the work of the position applied for? Yes No

**Please note these details will be kept strictly confidential and are only asked to ensure that the Ministry can provide our people with any support they may require to bring their best selves to work.*

If yes, please provide details and any actions required to minimise the injury & provide you with a safe workplace.

If a disability, please advise what reasonable accommodations could be made to support you.

Qualification Information

Name of Educational Institution:

Location of institution:

Qualification Gained:

Qualification Major:

(if relevant)

Date Graduated:

Student ID #:

Conflict of Interest - Please declare any conflicts of interest. If in doubt, declare it anyway. Please give as much detail as possible. (e.g., I have a secondary job, the role requires me to work with a supplier for a company I have shares in, my wife is the Hiring Manager)

What constitutes a conflict of interest?

Examples:

- Financial interests in a supplier
- A reporting relationship with someone who you have a personal relationship with
- Anything that may make it look as though you would not be impartial
- Dual reporting lines
- Essentially, having competing interests or the appearance of competing interests

Do you have any perceived potential or actual conflict of interest that could impact your work with the Ministry?

Yes No

If yes, please declare these:

Conflict/Disclosure Category:

Name of other party:

Details – include number of shares if applicable:

I agree to contact the Ministry immediately to disclose any perceived, potential, or actual conflict of interest during the recruitment process. *(Please note that this will not invalidate your application but will be taken into consideration)*

Signature

Date

Referees: Please provide two referees we can contact

***Please note in line with the Public Service Workforce Assurance Model Standards, one of your referees should be your last direct line manager**

Name:

Company & Position

Contact Phone Number:

Working relationship:

Name:

Company & Position

Contact Phone Number:

Working relationship:

Have you worked in the public sector in the past 3 years? *

Do you consent to the disclosure to Manatū Wāhine Ministry for Women of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years? Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.

<input type="checkbox"/>	I consent
<input type="checkbox"/>	I do not consent (your application will not be progressed)
<input type="checkbox"/>	I would like to discuss before the serious misconduct check is undertaken
<input type="checkbox"/>	N/A (I have not worked in the public sector in the last 3 years)

I agree to contact the Ministry immediately to disclose any investigations during the recruitment process. *(Please note that this will not invalidate your application but will be taken into consideration)*

Signature

Date

Privacy Statement

Your application, together with the written material you have supplied, and evaluative material including any interview and screening information, will be held confidentially by Manatū Wāhine Ministry for Women, and used for the purposes of this application for employment. If you are successful, this information will also form part of your employee file.

Declaration

I confirm that.

- All of the information I have provided is true.
- I agree to provide, upon request, original or certified copies of any relevant qualifications I have declared in my application.
- I understand and agree that failure to provide relevant information that has been sought, or if incorrect or misleading information is provided, I may be disqualified from appointment or that this may be grounds for dismissal from the Ministry if I am successful in obtaining employment.

If you have any questions about this process or would like any assistance, please contact us by email at recruitment@women.govt.nz

Candidate's Signature:

Date: