

Kia Toipoto at the Electoral Commission

The Commission’s purpose is to provide an effective and impartial electoral system that New Zealanders understand and trust. Our people are key to our success. It is important our workforce reflects the diverse makeup of the New Zealand population to build relationships in the communities we serve. Our workplace culture and practices create an inclusive environment that aligns to our value of manaakitanga, to support and empower everyone who works for the Commission.

What we have achieved in 2023:

In 2022 we published our first Kia Toipoto Pay Gap Action Plan outlining our current status and our planned actions for 2023 against the Kia Toipoto focus areas.

The Electoral Commission is responsible for running New Zealand’s parliamentary elections and in 2023 we successfully delivered the General Election. Having progressed some of our 2023 actions, in 2024 we will focus on delivering existing actions alongside key priorities to further our Kia Toipoto journey.

Kia Toipoto focus area	Actions completed in 2023
Te Pono Transparency	<ul style="list-style-type: none"> Collected ethnic data for at least 87.5% of our people in permanent roles.
Ngā Hua Tōkeke mō te Utu Equitable pay outcomes	<ul style="list-style-type: none"> Standardised hourly rates for all 2023 General Election roles. Implemented a new Parental Leave policy.
Te whai kanohi I ngā taumata katoa Leadership and representation	<ul style="list-style-type: none"> Updated our Performance Development Plans (PDPs) enabling our people to increase Māori cultural competence and experience at work.
Te whakawhanaketanga i te Aramahi Effective career and leadership development	<ul style="list-style-type: none"> All job descriptions include cultural development expectations, with a Tiriti partnership focus
Te whakakore i te katoa o ngā momo whakatoihara, haukume anō hoki Eliminating all forms of bias and discrimination	<ul style="list-style-type: none"> Uploading of unconscious bias training module to our Learning Management System (LMS).
Te taunoa o te Mahi Pīngore Flexible-work-by-default	<ul style="list-style-type: none"> Updated flexible working guidance to include flexible-work-by-default for most roles.

Understanding Our Data

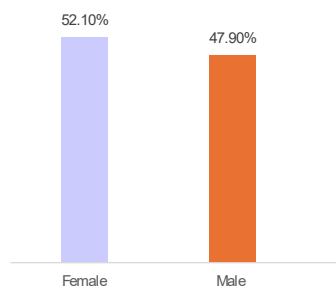
Understanding our data plays a crucial role in helping us set our priorities and focus our efforts to reduce pay gaps.

In 2023 we worked with our payroll provider to update our payroll system so employees could update their own ethnicity data. We also implemented a recruitment system which captures gender and ethnicity details at the recruitment stage. We now have data by gender for 88% and ethnicity for 99% of our people which enables us to better understand our pay gaps.

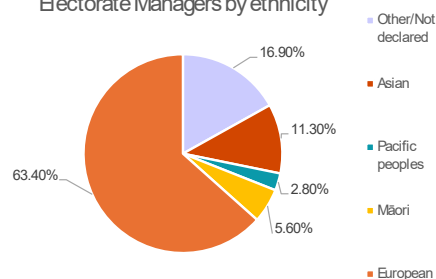
Electorate Manager (EM) Case Study:

Our recruitment practices for the GE2023 EM cohort showed the European and Asian groups were representative of the Census 2018 population.

Electorate Managers by gender



Electorate Managers by ethnicity



Our recruitment practices for the 2023 General Election EM cohort showed the European and Asian ethnic groups were representative of the 2018 Census population. The Māori and Pacific Peoples ethnic groups show lower representation. For the 2026 General Election, the Commission will be working to improve this.

The gender pay gap showed a pay gap mean of 0.03% and median 0%. This is due to having standardised pay grades and a focus on gender recruitment.

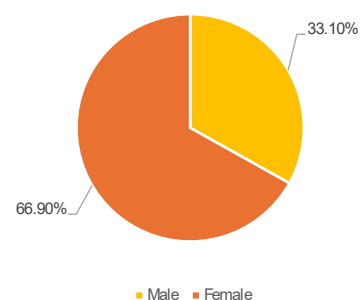
Results suggest our efforts to improve the way we attracted, selected, and inducted our EM's minimised ethnic pay gaps. Although a smaller sample than

Our Gender Pay Gap (GPG) continues to decrease with a median GPG of 18% and a mean GPG of 5%. Having ethnicity data available has enabled us to calculate ethnic pay gaps. As the Commission is a relatively small organisation, we have grouped some ethnicities together to ensure we have a data set of more than 20 per group.

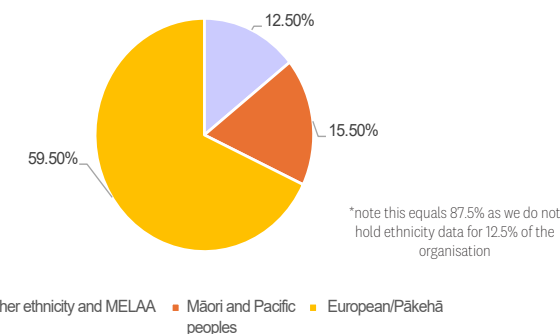
We can determine there is a minimal GPG within grades, with the highest GPG being 5%. However, it should be noted that as we are a small agency, we are unable to produce meaningful gender and ethnic pay gap data for each grade.

the Public Service Commission's minimum recommendation of 20 employees from each ethnic group, the EM group as a case study is one of the largest groups we do employ.

Employees by gender



Employees by ethnicity



Electoral Commission Pay Gaps As at 29 February 2024	18% median 5% mean Female pay gap	18% median 22% mean Māori and Pacific \ Peoples Pay Gap	16% median 0% mean Asian, MELAA and other ethnicity Pay Gap
	to average male pay at the Electoral Commission	to average NZ European/Pākehā pay at the Electoral Commission	to average NZ European/Pākehā pay at the Electoral Commission

2024 Kia Toipoto Actions

In 2024 we will build on our 2023 Kia Toipoto achievements and progress work on our remaining planned actions. Engagement with our people is key to ensure we understand what our people believe is important to them on gender and ethnic pay gaps. Expectations set out in the Public Service Act 2020 to be a good employer and close gender and ethnic pay gaps through Kia Toipoto will guide everything we do.

Action	How we will deliver on the action	Measuring success
<p>Eliminating all forms of bias and discrimination</p> <p>By the end of 2024, the Electoral Commission remuneration and HR systems, policies and practices designed to remove all forms of bias and discrimination.</p>	<p>Review our policies, guidelines and practices to remove any potential bias in our policies – Recruitment, Leave, Diversity, Equity and Inclusion, Remuneration and Reward.</p> <p>Educate our people about bias and discrimination.</p> <p>Continue to build cultural competence with the introduction of Ngā Maihi (Māori Strategy) and Mana Aki (Cultural Competence e-learning).</p>	<p>Implementation of policies: Remuneration and Reward, leave, Recruitment.</p> <p>Introduction and implementation of Diversity, Equity and Inclusion policy and training.</p> <p>Increased completion in required training including induction.</p> <p>All employees achieve the cultural competence objective(s) in their Performance and Development Plan.</p>
<p>Equitable pay outcomes</p> <p>Electoral Commission will monitor starting salaries and salaries for the same or similar roles to ensure gender and ethnic pay gaps do not reopen.</p>	<p>Review gender and ethnic pay gap analysis as part of our annual remuneration process and correct discrepancies within salary grades.</p> <p>Continue to educate our people on how to change their personal information in myHR (gender, ethnicity and disability) and tell the story of why this is important to raise awareness and action.</p>	<p>Year on year decrease in pay gaps between gender and ethnicity (in particularly Māori, Pacific Peoples and other ethnic groups).</p> <p>Increase workforce data reported.</p> <p>Pay gap analysis and action completed annually.</p>
<p>Leadership and representation</p> <p>By the end of 2024 Electoral Commission workforce and leadership are substantially more representative of society.</p>	<p>Grow the diversity of our leadership through career pathways and talent management.</p> <p>Review our practices optimising opportunities to grow the diversity of our talent.</p> <p>Monitor our recruitment statistics to see if there are biases in the way we attract, shortlist and appoint people.</p> <p>Educate our people to celebrate the different cultures in our workforce and communities.</p>	<p>Focus on leadership development.</p> <p>Identify our talent and provide development opportunities for career progression.</p> <p>Increased presence of diversity data in organisational performance reporting.</p> <p>Introduction and implementation of Diversity, Equity and Inclusion policy and training.</p>