

Intro

Pay Disparities - Required Reporting information

Submission for:

Provider - `#{e://Field/LegalEntityName}` (`#{e://Field/ProviderID}`)

Pay Disparity Contract Numbers (the variation) - `#{e://Field/ContractNo}`

You are a provider of health care services to one or both of Te Whatu Ora and Te Aka Whai Ora (each the Funder) and employ Eligible Workers to provide services under your Existing Agreements.

You accepted a formal offer for additional funding (Pay Disparity funding) to reduce the pay gap between your Eligible Workers, and comparable Te Whatu Ora employed workers covered by the collective agreement between Te Whatu Ora and the New Zealand Nurses Organisation as at 1 April 2023.

The offer conditions included a requirement to report to Te Whatu Ora on your use of the funding. This needs to be completed by a person authorised on behalf of your organisation to submit this information.

You are required to complete this form prior to 5pm, Monday 31 July 2023.

If there is an error in the above Provider details this form relates to, please get in contact with us at paydisparities@health.govt.nz

Privacy

Privacy Statement

This privacy statement outlines how Te Whatu Ora intends to collect, use, store and share the information collected in accordance with the Privacy Act 2020 when you complete the required Reporting information for your organisation.

Te Whatu Ora will use the information collected for the purpose of confirming that organisations who have accepted Pay Disparity funding have complied with the terms of the offer, requiring that the funding is to be used to increase pay rates for eligible staff and discretion to use a portion of the funding to close the gap with other Te Whatu Ora terms and conditions including penal rates.

This includes aggregate workforce information for eligible staff, such as headcount, total paid hours, average wage rates and penal rates, for periods prior to and following receipt of the Pay Disparity funding. Identifiable information about employees (names, contact details, addresses etc.) are not collected, and Te Whatu Ora does not make any effort to identify individual employees from information collected.

In addition to the aggregate workforce information, you will need to provide the name, title and contact email address for an individual authorised to submit this information on behalf of your organisation. Te Whatu Ora uses the information about the authorised individual as a record that the reporting requirements have been fulfilled by a person within that organisation authorised to submit the data.

How we use this information

Te Whatu Ora will use this information, but is not limited to, confirming your organisation has complied with the contractual terms of the Pay Disparity offer. The information may also be used at an aggregated level to report back to the Ministry of Health, other agencies, and relevant Ministers regarding the use of the Pay Disparity funding. Te Whatu Ora may also publish aggregated information in line with the principles of open and transparent government, or if requested under the Official Information Act 1982.

Access to Information

Individual responses will only be available to a limited number of Te Whatu Ora staff for the purposes outlined above and will be considered as Commercial in Confidence. Communications regarding the information you have provided and verification of use of the funding in line with the contracted terms will be initially made with the authorised person noted in your response, and/or the contract holder as applicable.

Choice

As your organisation has accepted Te Whatu Ora's offer for funding, completion of this reporting form is mandatory. This was set out in the terms and conditions of the offer for funding.

How long we keep the information for

Reporting responses and any follow-on reports based on the information provided will be kept in accordance with any requirements of the Public Records Act 2005,

Privacy Act 2020, and Te Whatu Ora privacy and data security guidelines.

Queries or concerns

If you have any queries or concerns about how your information is managed, please email HNZPrivacy@health.govt.nz

Submission information

Submission information

Please provide the details of the authorised person submitting the Reporting data on behalf of the organisation.

Please note on submission of this form, you will receive a confirmation email sent to the contact entered below, including a copy of your information entered.

Name of the authorised person submitting this data on behalf of the organisation:

Authorised person position/title:

Contact email address:

Use of funding

You must provide a response to the below questions and following pages, regardless of how many Eligible Workers you employ:

Has 100% of the full amount of the Pay Disparity funding been passed on to your eligible workforce?

- Yes
- No (please provide details)

Please provide details as to why 100% of the funding was not passed though to your eligible workers as specified in the offer conditions.

Has the Pay Disparity funding provided to you been used to increase the gross (before tax) hourly base pay rates of your Eligible Workers to at least 95% of the relevant Te Whatu Ora Rates as found in Appendix 2 of the offer of funding (to the extent that this could be achieved within the Pay Disparity funding paid to your organisation).

- Yes
 No (this could not be achieved within the Pay Disparity funding paid to our organisation)

Was there Pay Disparity funding remaining after the gross hourly base pay rates of your Eligible Workers were increased to 95% of the Relevant Te Whatu Ora Rates (as specified in Appendix 2 of the offer of funding)?

- Yes
 No (all of the funding has been applied to increases to base pay, proceed to aggregate workforce information)

Use of remaining funding

Please provide information as to your use of any remaining funding, following your organisation achieving 95% of the Relevant Te Whatu Ora Rates as found in Appendix 2 of the offer:

Did you use the funding remaining to further increase base pay rates?

- Yes
 No

Penal and overtime rates

Some details of the NZNO Te Whatu Ora collective agreement are provided below for reference, however please refer to the full collective agreement linked below for complete details of penal rates, overtime rates, allowances and other conditions.

[NZNO Nursing and Midwifery MECA \(2 August 2020 - 31 October 2022\), \(PDF, 1.3MB\)](#)

The Te Whatu Ora defines penal and overtime rates as a multiplier of base pay. The gross hourly base pay rate is defined as T1. The penal rates are defined as T1 plus the multiplier penal rate. The overtime rate is defined as a multiplier of the base pay rate. For example, for an RN with a base pay rate of \$40 an hour:

- Gross hourly base pay rate is \$40 = T1
- The penal rate for working on a weekend = \$20 an hour in addition to their base hourly rate of \$40 = T1 + T0.5
- The overtime rate for working on a public holiday = \$80 an hour = T2

Penal rates

Applies in addition to ordinary time other than overtime at the ordinary time hourly rate of pay. Where penal rates overlap, the highest rate will apply.

Night rate (hours of duty after 8pm)	+T0.25
Weekend rate	+T0.5
Public Holiday rate	+T1

Overtime

Overtime (weekdays)	T1.5 for the first 3 hours, T2 thereafter
Overtime (nights/weekends/public holiday)	T2

Was there funding remaining used for the purposes of moving to alignment with Te Whatu Ora collective agreement conditions?

Have you used Pay Disparity funding to introduce or increase penal or overtime rates? Please indicate YES or NO in the left hand column (increase or introduce) for all of the penal or overtime options.

If you have indicated you have increased or introduced a penal or overtime rate (YES), then for that row you must indicate whether you have or have not reached alignment with Te Whatu Ora rates, and if different to Te Whatu Ora rates, enter your current penal or overtime rate.

	Have you used Pay Disparity funding to introduce or increase any of the following penal or overtime rates?		Are your rates the same as Te Whatu Ora collective agreement rates?		If your rates are different to Te Whatu Ora collective agreement rates, what are your current rates? Current penal and overtime rates (e.g. T0.5)
	Yes	No	Yes, same as	No, different to	
Night penal rate (Te Whatu Ora = +T0.25)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Weekend penal rate (Te Whatu Ora = +T0.5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Public Holidays penal rate (Te Whatu Ora = +T1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Overtime - weekdays (Te Whatu Ora = T1.5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Overtime - nights/weekends/public holidays (Te Whatu Ora = T2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Has any remaining funding been used to introduce or increase allowances?

- Yes (please provide details below)
 No

If Pay Disparity funding has been used to introduce or increase allowances, please provide details:

3 or more workers

If you **currently employ three or more** Eligible Workers, you must provide aggregate workforce and wage information for the Eligible workers. If you employ fewer than three Eligible Workers, you may skip entering employee pay information in the following section.

Do you currently employ three or more Eligible Workers?

- Yes
 No (proceed to Reporting confirmation statement)

Base Pay Data

Please provide the following information for the pay period preceding 28 November 2022, 31 March 2023, 30 June 2023.

Aggregate workforce information

Headcount - The number of eligible workers employed during the pay period

Number of hours paid - The total number of hours paid out to eligible workers during the pay period.

Aggregate base pay information

Base pay - defined as the gross (before tax) hourly base pay rate excluding any payment for penal rates and overtime.

Total base pay paid - The total amount of base pay paid out to eligible workers during the pay period, excluding any payment for penal rates and overtime.

Please provide the information below for your Eligible Workers, **for the pay period immediately preceding 28 November 2022** - the date of the Minister's Pay Disparity funding announcement

Note: Base pay excludes any payment for penal rates and overtime. Please make sure you enter a valid number in all cells, and enter 0 in cells where you do not have anyone employed in this position.

	Headcount	Number of hours paid in period	Total base pay paid in period
Enrolled Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registered / Community Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designated Senior Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurse Practitioners	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible Kaiāwhina	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide the information below for your Eligible Workers, **for the pay period immediately preceding 31 March 2023** - the pay period immediately before you received Pay Disparity funding.

Note: Base pay excludes any payment for penal rates and overtime. Please make sure you enter a valid number in all cells, and enter 0 in cells where you do not have anyone employed in this position.

	Headcount	Number of hours paid in period	Total base pay paid in period
Enrolled Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registered / Community Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designated Senior Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurse Practitioners	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible Kaiāwhina	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide the information below for your Eligible Workers, **for the pay period immediately preceding 30 June 2023** - the pay period immediately preceding any other funding increases from 1 July.

Note: Base pay excludes any payment for penal rates and overtime. Please make sure you enter a valid number in all cells, and enter 0 in cells where you do not have anyone employed in this position.

	Headcount	Number of hours paid in period	Total base pay paid in period
Enrolled Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registered / Community Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designated Senior Nurses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurse Practitioners	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible Kaiāwhina	<input type="text"/>	<input type="text"/>	<input type="text"/>

What is the length of the pay periods you are reporting on?

- Monthly
- Fortnightly
- Weekly

Other (please specify)

Confirmation

Thank you for completing the required reporting information. Please confirm each of the below before clicking Next to submit your reporting information.

- You are authorised to provide the information in this form on behalf of the organisation.
- To the best of your knowledge, the information provided in this form is true, complete and correct.
- You have read and accept the privacy statement and other information contained in the reporting form.