

ccc equal employment opportunity policy

Giving Value - Being Valued

(Reference to the Local Government Amendment Act No. 2 1989 Section 119H)

Management Plan for Equal Employment Opportunities 2000/2001

The EEO Consultative Committee shall:

- 1.1 Review its Team Value Statement.
- 1.2 Pursue results as identified in its Team Value Statement.

Specific Actions:

1. EEO Consultative Committee Role, Structure, Membership, Term
 - 1.1 Monitor the Committee's role, structure, membership and term on an annual basis.
2. Recruitment and Selection
 - 2.1 Review Job Value Statements.
 - 2.2 Review by December 2000 brochure and additional information on Retirement after 1999.
3. Training and Development
 - 3.1 Continue to conduct EEO Workshops on EEO principles and the Christchurch City Council EEO Policy for all staff.
 - 3.2 Review in December 2000 the effectiveness of the EEO workshops.
4. Equal Employment Opportunities Review of the Organisation
 - 4.1 Update on the employment profile of the Council's staff from an EEO perspective.
 - 4.2 Invite staff from target groups to raise EEO issues and/or strategies related to their target group in focus groups or individually.
 - 4.3 Follow up with issues or recommendations from focus groups or individuals.
 - 4.4 Review and follow up results of EEO related questions in organisation climate survey with HR Advocates.
 - 4.5 Follow up with recommendation from results with HR Advocates.
 - 4.6 Work in partnership with other staff groups on Workforce Diversity and Work and Family initiatives.
5. Communication and Promotion
 - 5.1 Continue to review in May 2000 the strategy for the communication and promotion of EEO in Council.
 - 5.2 Review in December 2000 the brochure that outlines the steps involved when EEO representatives are contacted.

- 5.3 Facilitate Target Group Networks.

- Target group representatives to provide the opportunity for the development of networks.
- Target group representatives to report back quarterly to committee meetings and to the monthly working party meetings.

- 5.4 Facilitate HR best practices as identified in the EEO vision for the years 2003/5.

As identified in the EEO Consultative Committee Management Plan the following have been achieved:

- Committee's role, structure, membership and term have been reviewed.
- All target group networks have been established and are working through the organisation.
- The EEO Working Party met on a monthly basis and received feedback from target group representatives as necessary. Were also responsible for progressing identified EEO projects.
- The EEO Consultative Committee met quarterly. Target group representatives reported issues raised by their members.
- All Job Value Statements continued to be monitored to ensure alignment with the principles of EEO.
- EEO Review of Performance System and Practices were ongoing.
- EEO Workshops continued to be conducted quarterly on EEO principles and the Christchurch City Council EEO policy for all staff.
- The strategy for communication and promotion of EEO within the Christchurch City Council have been reviewed with the emphasis on the need to keep staff aware of EEO issues and initiatives being undertaken by the EEO Committee.
- EEO, Harassment, and Retirement After 1999 brochures have all been reviewed. Some changes will be made.
- Harassment Prevention Workshops have been attended by the majority of staff.
- Profile on Council's salaried women staff is ongoing.
- Profile Employment Statistics – full time and part time employees, older aged workers, team leaders.
- Workforce Diversity and Work and Life projects are ongoing.