Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday, 12 April 2005 at 2.00 pm in Room 303, Building 36.

Present: J Patterson, R. Weekes, J. Steele, N Crittenden, P McFarlane, Y Kerr, F McMillan, C Woodroffe, P Crookes

In Attendance: J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from Charles Hawksley and Brian Webb.

1.2 Confirm Minutes of Last Meeting
Minutes of the previous meeting were confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 General Staff Representation – Faculty Executive
The Chair tabled a paper listing Faculties and the general staff status on their Faculty Executive Committee. One third of faculties have elected general staff members. The Chair indicated that this Committee could only suggest to the faculty that they consider electing general staff members in the future.

2.2 EEO/AA Terms of Reference and Committee Name
The Chair advised the Vice Chancellor is comfortable with the new name ‘Employment Equity and Diversity’ for the Unit and also the Committee. The Terms of Reference Membership has dropped the member from the LMHWU and increased the number of Vice Chancellor nominations to four. The new terms of reference will be forwarded to the Administrative Committee for approval.

ACTION

ROBYN WEEKES

PART 3: REPORTS

3.1 Director’s progress report
The report was received by the committee with congratulations on the progress being made with Indigenous employment.
The Committee recommended Diversity week be scheduled after the last date for enrolment to pick up students who have arrived late and missed orientation.
PART 4: NEW BUSINESS

4.1 EOWA Compliance and Sexual Harassment
R Weekes reported there is a debate taking place in equity circles. EOWA, who EEO report to annually has lifted the bar on best practice compliance in a national survey conducted in 2004 by HREOC, 28% of women and 14% of males have experienced sexual harassment in the workplace. In response to this outcome, EOWA will require that for best practice status, employers will achieve 100% of staff trained in relation to sexual harassment with refresher training every two years and a statement signed that the training content is understood. R. Weekes will be involved in discussion with EOWA and NSW EOPHEA members next week around the practicalities and application of the new level of compliance.

4.2 Systems Development 2005
A Personnel staff member has been allocated to EEO reporting. In the future completion of EO Online will be electronically recorded on employment records. Online harassment incident reporting is in the process of development in conjunction with OH&S incident reporting. The expected completion date is July 2005.

4.3 After school child care- Campus East
This initiative is on target and will commence in July.

4.4 AUQA Committee
AUQA have requested statistics on formal grievances and matters taken to external agencies. A table for the past three years has been provided and was tabled for the committee.

Judy Wallis
Secretary
EEO/AA Committee