Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday, 19 August 2003 at 2.00pm in Room 303, Building 36.

Present: J.Patterson, R.Weekes, N.Critten den, S.Mathews, C.Hawksley, B.Webb

In Attendance: P.Knight, M.Williams

PART 1: PRELIMINARY BUSINESS

1.1 Apologies and Introductions
Apologies were received from Y.Kerr, D.Iverson, N.Woods, apologies were accepted. Sue Mathews attended for J Steele. The Chair welcomed C.Hawksley who replaces D.Jolley as the Senate representative on the EEO/AA Committee.

1.2 Confirm Minutes of Last Meeting
Minutes of the July 2003 meeting were confirmed and accepted.

1.3 Future Meeting Dates
Future meeting dates were noted.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Celebrate Cultural Diversity, 2003
R.Weekes provided details of the promotion of a Celebrate Diversity theme through the use of student profiles with the assistance of UniAdvice and the Media Unit. This promotion took place in the I.Q section of the Illawarra Mercury for International Week in August.

2.2 Policy Review Progress
Each of the following policies were reviewed by the EEO/Committee at the meeting.

- Respect for Cultural Diversity Policy
- Equal Opportunity & Affirmative Action Policy
- Sexual Assault Guidelines
- Sexual Harassment Policy

Potential changes to these policies were identified. The Committee undertook to provide a more considered response to R.Weekes by 12 September to allow her to provide polished documents at the October EEO/AA Committee meeting.

D.Jolley’s significant contribution to the Sexual Assault Guidelines was recognised as was her overall contribution to the Committee. The Chair will formally thank Di on behalf of the Committee for her full contribution during her membership term.

Action

Committee

R.Weekes
PART 3: REPORTS

3.1 Quarterly Report from Director EEO
The quarterly report was noted.

PART 4: NEW BUSINESS

4.1 Preview of Annual EEO Statistics (31.3.03)
P.Knight provided an overview of the EEO statistics being prepared for the Annual report to Office of Employment Equity and Diversity.

4.2 Working Party on Responsible Use of Alcohol
R. Weekes provided an overview of the policy requirements in relation to the formation of a joint working party to develop this policy. The working party will be comprehensive and have representation of key staff from across campus including both EEO/AA & OH&S committees, D.Iverson his willingness to participate. The draft policy will come back to both the EEO/AA and OH&S committees for confirmation before broader distribution for comment.

4.3 Parents Room Access Trial
Discussions with Nigel Pennington have resulted in a three month trial providing unrestricted access for child carers to the parents room from 8.00am-4pm daily. Staff from the UniCentre will monitor the Parents Room during these hours to ensure it is being used appropriately.

4.3 EOWA Business Achievement Award Application
The EEO Unit has submitted an application to EOWA for EO Online as an innovative practice to promote equity.

4.4 The committee was advised that M Williams has tendered her resignation. The chair of the committee thanked Mandi for her professionalism as committee secretary. Mandi has been a highly effective and valued staff member for both the EEO Unit and the University over the last five years.

Mandi Williams
Secretary
EEO/AA Committee