Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday, 7 December 2004 at 2 pm in Room 303, Building 36.

Present: J Patterson, R. Weekes, J. Steele, P. Crookes, N. Crittenden, P. McFarlane, Y. Kerr, B. Webb, J. Bern

In Attendance: J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from Charles Hawksley and Neil Woods.

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
Discussions have taken place in relation to this item with the Chair of the Committee, Director EEO and CPSU representative. At present composition of faculty executive committees and their operation varies from faculty to faculty. The Chair will explore existence of university wide policy in the area and consult with Deans. Dean of Health & Behavioural Science indicated their Faculty Executive Officer had completed some work in this area.

ACTION John Patterson

2.2 Policy Progress update Alcohol Policy & Reconciliation Statement

**Policy on Alcohol and Drugs in Employment and Guidelines on the Use and Management of Alcohol at University Events** - The previous draft policy has been broken into two policy documents. Drafts of both will be provided to this committee and OH&S Committee before distribution for broader comment. B. Webb indicated there were issues with the no tolerance position.

**Reconciliation Statement** will go to the first Administrative Committee for approval in 2005.
2.3 **Campus Equity Education Consultative Committee**

The initial meeting was very useful and well attended with external representation from NSW Police Operations Support (Gay & Lesbian & Transgender Issues), ACON (Anti Violence Group) and Ex President Anti Discrimination Board. The terms of reference were clarified.

Two working parties will be established and will report to EEO/AA Committee. One working party will look at organisation processes and the other will look after promotional activities and materials. A values statement will be developed for inclusion at the UOW Planning Retreat in February 2005.

**ACTION**

ROBYN WEEKES

YVONNE KERR

CHARLES HAWKSLEY

2.4 **Women’s networks – Linking Women & WIC Research Platform**

The launch of Linking Women network on 4 November was very successful with 85 attendees. Pru Goward, Federal Sex Discrimination Commissioner, spoke on ‘Career and Family – Making it Work’. Three further events will take place in 2005 with high profile guest speakers.

The first meeting of WIC was also very successful with 30 people attending. Two staff profile their research at each meeting with feedback from the group. The Dean of Commerce is providing financial support.

EEO Unit is developing a website.

**ACTION**

ROBYN WEEKES

2.5 **New Name for EEO/AA Committee**

On checking with other universities, ‘Equity and Diversity’ is commonly used. Preferred name should include employment ie Employment Equity and Diversity. The Chair will discuss with the Vice Chancellor and others and report back to the Committee. It was noted the Terms of Reference should be reviewed for consistency.

**ACTION**

JOHN PATTERSON

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**PART 3: NEW BUSINESS**

3.1 **New Parental Leave provisions**

New provisions are groundbreaking in sector. They provide a win for staff and the unions. The feedback has been very positive. Access to the new provisions for staff currently on maternity leave was raised. These comments were noted and acknowledged.

3.2 **Disability Working Party**

Consideration of re-establishing Disability Working Party. R.Weekes indicated a committee of this nature would be required to review the Disability Policy in 2005. Membership of a staff representative with a disability will also need to be pursued in 2005.

**ACTION**

JUDY WALLIS

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Judy Wallis
Secretary
EEO/AA Committee