Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday, 22 February 2005 at 2.30 pm in Room 303, Building 36.

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

In Attendance: J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
An apology was received from Patrick Crookes.

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 and Deans. 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 further with Deans and bring additional information back to the committee.

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 for comment by Friday 25 February 2005. The policy is scheduled to go to Administration Committee meeting on Tuesday 8 March 2005 for approval.
2.3 **Campus Equity Education Consultative Committee**

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 was inserted in the student orientation booklet. It was suggested the first email a student receives should be a statement by the Vice Chancellor.

The integration of the values of tolerance, respect and acceptance into all aspects of organisational activities was raised at the University Planning Retreat. The Vice Chancellor endorsed the approach and invited Y Kerr and R Weekes to attend a Deans and Senior Executive meeting for discussion and development of an action plan.

R Weekes, in conjunction with UTS, Charles Sturt and Newcastle universities, has applied for a CASR Grant to fund Module 3 – EO Online for Students. It will be available on CD ROM for inclusion in induction kits and there will also be an online option.

**ACTION**

ROBYN WEEKES  
YVONNE KERR

2.4 **Linking Women Network**

The Linking Women Network website is nearing completion. This website will provide information of events to staff including staff at satellite campuses.

**ACTION**

ROBYN WEEKES

**PART 3: REPORTS**

3.1 **EEO/AA Business Plan**

R Weekes gave a brief outline on different areas of this extensive plan. The Plan is long term and not all outcomes will be achieved in 2005.

**PART 4: NEW BUSINESS**

4.1 **EOWA Award**

UOW was successful in being awarded ‘Employer of Choice for Women’ for 2004. The EOWA Employer of Choice logo will be included in all recruitment advertising.

4.2 **Indigenous Programs**

- **ACE (Aboriginal Careers & Employment)**
- **PAVE (Partnership in Aboriginal Vocational Education & Employment)**

Two separate grant applications have been prepared. Verbal confirmation has been received for DEWR subsidisation for the ACE program (five Indigenous positions).

The PAVE proposal includes a twelve month employment project for three Indigenous positions in Landscaping, B & G. The proposal includes a partnership with CDEP and funding is shared between the Elsa Dixon Foundation, CDEP and the University.

**ACTION**

TINA McGHIE
4.3 Equity Fellowships
This project has been funded by the Vice Chancellor for two years and will then be reviewed. These fellowships have been established to assist staff facing difficulties in completing their PhD program because of equity issues. They are targeted in the main at academic women and Indigenous Australians. Applications close on 11 March 2005. Seven fellowships will be offered each year at up to $10,000 per applicant. Priority will be given to staff close to completing their PhD.

ACTION
ROBYN WEEKES

4.4 EEO/AA Terms of Reference membership & Committee Name
The Chair has spoken to the Vice Chancellor who supports a change of committee name. ‘Employment Equity & Diversity’ is the preferred name. The Vice Chancellor will consider advice from the Committee on the name change in conjunction with a review of the Terms of Reference. R Weekes, C Hawksley and B Webb will meet and prepare a draft Terms of Reference for the next meeting.

ACTION
ROBYN WEEKES
CHARLES HAWKESLEY
BRIAN WEBB

Judy Wallis
Secretary
EEO/AA Committee