University of Wollongong

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION COMMITTEE

Minutes July 04

Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday, 13 July 2004 at 10.30 am in Room 304, Building 36.

Present: J Patterson, R. Weekes, J. Steele, C Hawksley, P Crookes, N Crittenden, Y Kerr, J Bern

In Attendance: C. Aspinall, J. Wallis

NEXT MEETING is Tuesday 24 August 2004 at 2 pm

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from Neil Woods, Penney McFarlane and Brian Webb.

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

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Policy Review Progress
Sexual Harassment Policy received minor comments and is moving forward. The Alcohol Policy has received a large range of comments and it is felt a new direction needs to be taken with the possibility of different groups looking at separate sections. A working party of Robyn Weekes, John Steele and Cathy Sharpe will look at where the policy is heading and advise at the next EEO/AA meeting of a way to move the policy forward.

ACTION

R WEEKES
J STEELE
C SHARPE

2.2 Faculty Based EEO Programs
Three faculties have completed their programs. EEO Director is in the process of talking to Deans from other faculties to finalise their programs. These will be tabled when finalised.

ACTION

R WEEKES

2.3 Re Launch – EO Online
EO Online was re launched on 17 May 2004. There were 86 new completions by 30 June 2004. As an incentive 40 staff members were given a choice of either a $10 voucher from the UniCentre Bookshop or a neck and shoulder massage from URAC. The Library was the overall winner and they will receive a $200 pizza voucher. Faculty of Arts was the most improved faculty and they will also receive a prize, to be determined. Deans will receive a list of staff from their faculty who have completed EO Online.

ACTION

J WALLIS
PART 3: REPORTS

3.1 Grievance Statistics
Figures presented to the committee were a combination of grievances and consultations including repeat consultations. Future reporting will also include a breakup by actual number of matters. Over the past few years figures have decreased in relation to formal complaints and matters referred to outside agencies.

3.2 EEO Business Plan
The committee accepted the amended document.

3.3 Progress Project Officers
EOWA report – Ruth Jost has been employed to prepare the waiver application for 2004-2007. The application is on track for the 31 July deadline at EOWA.
Brochures – Sexual harassment brochure is being graphically designed. Surfing Diversity brochure is near completion and is due for release at International Week 7 August 2004.
IT Reporting – Kristie Tiernan has been employed to rewrite the EEO statistical reports for OEEP.
Indigenous employment – Craig Aspinall outlined his progress in encouraging Indigenous employment at UOW. Craig has been targeting departments where there has been no commitment in the past. The Chair of the Committee thanked Craig for his input to date. It was noted the Academic Indigenous internship program would be revisited in next 12 months.

PART 4: NEW BUSINESS

4.1 Work Life Balance and Enterprise Bargaining
A proposal was put forward after completion of the work life survey. The proposal was presented and accepted favourably by the NTEU at the last Academic staff enterprise bargaining meeting. The same proposal will be presented at the next General staff enterprise bargaining meeting.

ACTION

R WEEK

4.2 General Staff Representation – Faculty Executive – Working Party
The Chair suggested the committee establish the current status of faculty executive membership before proceeding further. He has asked Deans for this information which will be considered by the committee at the next meeting.

ACTION

J PATTERSON

4.3 International Benchmarking Study
UOW has been approached to participate in an international best practice study. An interview and assessment was conducted with the Director EEO and a staff focus group conducted. A copy of the final report will be circulated upon receipt.

ACTION

R WEEKES

4.4 Indigenous Achievement – Helen Coomb
Helen Coomb is a landscape apprentice who was employed through the WOW Project. She is about to finish her apprenticeship. She has received an academic achievement award from TAFE. A letter will be sent from the Committee thanking Helen for her contribution and achievements. Campus publicity will also be arranged.

ACTION

R WEEKES

Judy Wallis
Secretary
EEO/AA Committee