Minutes for the Employment Equity & Diversity Committee meeting held on Tuesday, 14 June 2005 at 2.00 pm in Room 303, Building 36.

Present: J Patterson, R. Weekes, J. Steele, Y Kerr, C Woodroffe, P Crookes, B Webb, C Hawksley & T Thongdang

In Attendance: J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from Faye McMillan, Nadia Crittenden and Penney McFarlane.

1.2 Welcome
Ms Thidarat Thongdang was welcomed as the new equity group staff member appointed by the Vice Chancellor.

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

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 EEO/AA Terms of Reference and Committee Name
The new name ‘Employment Equity and Diversity’ has been approved by the Administrative Committee and was endorsed by Council on 17 June 2005. An email announcement will be issued by the Vice Chancellor. A web search will be undertaken to locate name changes.

ACTION JUDY WALLIS

2.2 Demonstration Online Incident Reporting
Darren Smith demonstrated the new OH & S online incident reporting system. Significant customisation is required to adapt this system to harassment incident reporting. Alternative options will be explored and be brought back to the committee.

ACTION ROBYN WEEKES
2.3 **EOWA Compliance and sexual harassment**
After further discussions and feedback EOWA now require 90% of staff (down from 100%) who are employed for six months of the year, to be trained in relation to sexual harassment with refresher training every two years. UOW have 18 months to achieve this outcome. EO Online was cited by EOWA as an example of best practice. As a result a further seven universities have made enquiries about purchasing EO Online.

2.4 **Campus Equity Education Consultative Committee**
This committee is active with two working parties. The first working party will focus on the development of and integration of inclusive organisational values “Respect, Tolerance and Acceptance” into organisational processes. Y. Kerr and R. Weekes will support faculties in conducting a self appraisal of current processes. At enrolment in Spring session some new processes will be piloted.

The second working party is responsible for education and awareness initiatives which will take place in Diversity Week in Spring session this year. There will be a focus on personal safety on campus. In 2006 Diversity Week will be in week 4.

**ACTION**

ROBYN WEEKES

YVONNE KERR

**PART 3: REPORTS**

3.1 **Director’s progress report**
General discussions were held in relation to the report. The Committee will look to the strategic planning progress reports for feedback from faculties.

It was reported $50,000 has been received through the Elsa Dixon Grant to employ three Indigenous trainees in horticulture at Buildings and Grounds.

**ACTION**

JUDY WALLIS

**PART 4: NEW BUSINESS**

4.1 **Policy Reviews**
- People with Disability
- Respect for Cultural Diversity
The above policies are out of date. Expressions of interest will be sought to assist in updating the two policies both from the Committee and the wider university community. A student working party is being formed who will also have input. Colin Woodroffe offered to join the working party on the disability policy and Nadia Crittenden and Thidarat Thongdang will join the cultural diversity working party.

**ACTION**

ROBYN WEEKES

4.2 **Evaluation of EO Online**
A good response has been received from a recent survey to staff in relation to the effectiveness of the EO Online program. Focus groups will be set up with senior and middle managers in relation to module 2.

**ACTION**

ROBYN WEEKES
4.3 Initiation of Staff Equity Awards
R. Weekes asked the committee to consider the establishment of a staff equity award. Discussions took place on the nature of the award and the target group. Committee members are encouraged to put forward their ideas to EED Unit before the next meeting.

ACTION

ALL MEMBERS

4.4 Recruitment Indigenous Employment Project Officer
Four applications have been received with two strong candidates. Interviews will take place late June. The successful person will be responsible for Indigenous employment under the STEP and PAVE funding programs and also provide mentoring to Indigenous employees.

Judy Wallis
Secretary
EED Committee