Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on
Monday, 24 November 2003 at 2.00pm in Room 303, Building 36.

Present: J.Patterson, R.Weekes, N.Crittenden, S. Stanton, J. Steele, Y Kerr, B
Webb, D Iverson, C Hawkesley

In Attendance: P.Knight, J. Wallis

The Chair introduced Associate Professor Sue Stanton, Head, Aboriginal Education Centre to
the Committee.

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
No apologies were received.

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
The Committee moved the following actions.

Alcohol Policy and Guidelines on Responsible Consumption – This policy is in
early stage and further consultation will be undertaken. A few changes are to be
made and then it will be circulated for comment by the Deans, Senior Executive and
SRC. The policy will be on the agenda for the February 2004 meeting.
Sexual Assault Guidelines – These guidelines are now at a stage to be moved
through approval channels. Awareness training will be incorporated into the
implementation process.
Sexual Harassment Policy – The policy is at a stage to proceed through the
appropriate approval channels with a few minor changes.
EEO/AA Policy – Y Kerr will provide student based information for this policy
including the flowchart. This policy will be reviewed when the Student Equity Policy is
developed in 2004. The policy is at a stage to proceed through the appropriate
approval channels with the addition of student information.

ACTION
Y.Kerr
EEO Unit

PART 3: REPORTS

3.1 Statistical Reporting 2002
An overview was given in relation to statistical reporting. Staff will be resurveyed in
2004.

ACTION
EEO Unit
3.2 **Academic Promotions**
An equal number of men and women were promoted to Associate Professor. Workshops held over the past few years are coming to fruition in regards to the higher levels.

**PART 4: NEW BUSINESS**

4.1 **Nomination for National Awards**
UOW was nominated by Essential Personnel Pty Ltd for the Prime Minister’s Employer of the Year Award (Disability). It was noted our statistics were higher than the actual winner in the higher education section however we have no current disability programs in place. UOW was a finalist for the EOWA Business Achievement Awards. UOW and UNSW were the only two universities to reach finalist status in these national awards.

4.2 **Secondment Project Officer**
R. Weekes will be on leave for December- January. A staff member will be seconded for this period and provided with support from PVC (Operations) and other senior staff.

4.3 The Committee was advised that Paul Knight had tendered his resignation. The Chair of the Committee thanked Paul for his contribution to the Committee, the EEO Unit and for his professionalism in all his activities. The Committee wished Paul well in the future.

4.4 The Chair of the Committee thanked members for their contribution over the past year and wished everyone a Merry Christmas.

Judy Wallis
Secretary
EEO/AA Committee