Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on
Monday, 20 October 2003 at 2.00pm in Room 305, Building 36.

Present: J.Patterson, R.Weekes, N.Crittenden, S. Stanton, J. Steele

In Attendance: P.Knight, J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from P. McFarlane, Y.Kerr, C.Hawksley, D.Iverson, N.Woods,
B. Webb. Apologies were accepted. A quorum was not reached. The meeting proceeded on
the basis of no formal resolutions being made.

R.Weekes will write to the Vice-Chancellor for confirmation of new VC nominated members.

1.2 Confirm Minutes of Last Meeting
Minutes of the August 2003 meeting were moved to be accurate but will be held over to the
next meeting for a resolution of confirmation.

1.3 Future Meeting Date
Next meeting is scheduled for 25 November 2003.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Policy Review Progress
Committee comments on the draft policies, Sexual Assault Protocol, Sexual Harassment and
EEO/AA Policy have been incorporated and will be forwarded to committee members who
have been asked to provide any final comments by Friday 7 November 2003. These policies
will be finalised at the next meeting.

Action Committee
R Weekes advised there have been two Working Party meetings in relation to the Alcohol
Policy and Guidelines on Responsible Consumption. A draft will be provided to the committee
for consideration at the next meeting

Action

R.Weekes

PART 3: REPORTS

3.1 EO Online Update
R Weekes advised completion rates were improving but still low. Pro Vice-Chancellor
(Operations) undertook to discuss the lower rates with appropriate Deans. Further reminders
will be sent from mid to the end of November being a quieter period in the academic calendar.

Action

J Patterson
The link of EO Online to a staff member’s training record on Concept has been developed and tested. Existing records will be moved in early November with the new process to be commenced in late November.

3.2 Statistical Reporting

P.Knight provided an overview of the EEO statistics being prepared for the Annual report to the Office of Employment Equity and Diversity. The existing programming is outdated since Concept upgrades. As a result numerous problems have arisen requiring an extension to end October 2003. The matter has been given priority by ITS and Personnel.

**Action**

P Knight

PART 4: NEW BUSINESS

4.1 Mentoring Program

There is a retention issue for Indigenous staff. A mentoring program for Indigenous cadets has been set up in conjunction with a program organised by the Career Development Unit for Management cadets to assist retention. Both Indigenous and non-Indigenous mentors have been identified.

Advertising will take place in 2004 for two additional Indigenous cadets for ITC and Faculty of Commerce- Marketing.

4.2 Diversity Manager position

This position has now been approved. The Diversity Manager will work half time and will have responsibility for Indigenous employment. The new structure will include the use of Project Officers for designated projects.

4.3 Academic Women Networks

A series of “Meet and Greet” meetings have been set up with academic women across campus hosted by Robyn Weekes and Margaret Sheil. The meetings provide women with an opportunity to talk about their research activity and raise any faculty based equity concerns.

4.4 Cultural Harmony Working Party

R Weekes has attended four meetings set up by Lindsay Oades to discuss current practices on how students adjust to living in Australia. The Working Party looked at ensuring all resident activities and practices are culturally inclusive.

4.5 Deaf Friendly University

The idea of promoting a ‘Deaf Friendly’ University was raised and discussed. There were some concerns that current cochlear implant research may conflict with this direction.

Judy Wallis
Secretary
EEO/AA Committee