University of Wollongong

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION COMMITTEE

Minutes 0205

Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday 7 May 2002 at 2.30pm in Room 304, Building 36.

Present C. Hayward, Y.Kerr, P.McFarlane, J. Patterson, P Stewart, N.Woods

In Attendance R.Weekes

PART 1: PRELIMINARY BUSINESS

1.1 Apologies were received from S.Bell, N.Crittenden, D.Dee, D.Rome, N.Timbery and B.Webb. Paul Steward attended as substitute for David Rome. Y.Kerr attended as temporary Senate Representative. Apologies were accepted.

1.2 Minutes of the previous meeting were confirmed.

1.3 Meeting time and dates for 2002 were confirmed as 2.30pm on 16 July, 24 September and 5 November.

ACTION ALL MEMBERS TO DIARIZE

1.4 A number of membership matters were resolved.

- Senate will provide the name of their nominee after an election at the next Senate meeting.
- D. Iverson was elected as the second representative from the Deans group.
- P.Stewart attended his last meeting. A vote of thanks was made to Paul by both J Patterson and C.Hayward for his generous contribution to the EEO/AA Committee and the work of the EEO unit more generally.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Grievance/Consultation Statistics

The statistics were provided for 200-2001. The most significant areas were identified as career development, recruitment matters, bullying/harassment and sex/sexual harassment. An overview was provided on the general nature of issues included in each category. The increase in numbers was noted as well as the impact of public litigation for other members of the campus community. Processes in place to address systemic problems for the volume areas of career development and recruitment were identified (ie training modules and the reviews of selection techniques training and recruitment policy).

Discussion on recruitment led to the observation that the EOWA Employer of Choice for Women logo was not being utilised in recruitment advertising. P.Stewart undertook to investigate this matter.

ACTION P.STEWART

2.2 Anti-bullying Guidelines

An overview on the development of these guidelines was provided with the latest developments detailed as:

- a presentation by J.Deep in October 2001;
- verbal agreement from NTEU (Ron Perrin) to modify requirements in draft document;
- change in NTEU executive on campus has made written confirmation of this agreement difficult;
- development of Bullying Training kit by NTEU national office. A copy has been ordered by the EEO Unit;
- legislative movement in the area in Queensland, Victoria and NSW; and
- significant work concluded as Griffith University. The Griffith model of multiple incidents required to constitute bullying was rejected as a definition of bullying.

The committee agreed this matter requires conclusion, particularly in light of grievance statistics. The following actions were identified.

- P.McFarlane undertook to take the matter back to the NTEU executive for confirmation of their position.
- EEO Unit will compare current document with NTEU training kit for inconsistencies.
- J.Patterson identified the draft document should be placed on the agenda of the NTEU/Management Consultative Committee for that committee to provide EEO/AA Committee with comment.

ACTION P.MCFARLANE
R.WEEKES
J.PATTERSON

2.3 EO Online

The project has been completed with the sign off from partner universities received this week. Implementation will be based on extended discussion by EEO/AA Committee in November 2001. General philosophy is carrot rather than stick approach. R.Weekes will drive implementation on her return from leave in late June.

ACTION R.WEEKES

2.4 Finding the Balance Information Kit

The kit is a recommendation of the Pregnancy and Work Survey conducted with staff. It provides a consolidated source of information for staff and supervisors on work practices and policies, which support a flexible workplace. Fiona Krautil, Director of EOWA, launched the kit on 2 May at the opening of the Parents Room in the UniCentre.

PART 3: NEW BUSINESS

3.1 Academic Promotions/Confirmation Training

The Committee was briefed on work in progress to streamline workshops for staff working towards academic confirmation/promotion.

3.2 GATE Aboriginal Trainees

Although the introduction of Aboriginal traineeships has been on the agenda previously, the committee had not met since the GATE program had been finalised and commenced. A summary of progress was provided. Various support mechanisms

for trainees had been included in the planning of the program, however the level of support required has been underestimated. Significant resources from the EEO Unit have been directed at maintaining this program.

3.3 Parents' Room and Use of Parents' Room Guidelines

The EEO Unit, in collaboration, with UniCentre have established a Parents Room on campus. The room is situated on the ground floor of UniCentre, adjacent to the University Hall. It was launched on 2 May 2002. Guidelines for use of the room were presented to the committee for information and endorsement.

3.4 Breastfeeding Policy

Introduction of the Carers' Responsibility Amendment to NSW Anti-discrimination Act, best practice criteria and establishment of the Parents' Room have all given rise to an awareness of a policy gap on breastfeeding. The policy will need to address the issue for both staff and students. There is an OH& S dimension. Consultation will need to include these interest groups in the development of this policy.

ACTION R.WEEKES

3.5 LHMWU Representation on EEO/AA Committee

There has been some difficulty in the past in maintaining a LHMWU representative on the EEO/AA Committee. Without this representation the views of a whole body of staff are excluded from the work of the committee. A motion of thanks was made to Neil Woods for his participation and record of attendance since his nomination to the committee. A letter to this effect will be prepared for Neil with copies to his supervisor and Director in Buildings and Grounds.

ACTION R.WEEKES

Robyn Weekes
Secretary
EEO/AA Committee