Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday 30 July 2002 at 2.30pm in Room 303, Building 36.

Present
J Patterson, J Steele, B Webb, N Crittenden, R Weekes, D Iverson N Woods.

In Attendance M. Williams, P Knight

PART 1: PRELIMINARY BUSINESS

1.1 Apologies were received from S. Bell, D. Dee, and D Jolley. J Steele attended as substitute for D Rome. Apologies were accepted.

1.2 Minutes of the previous meeting were confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 EO Online
The Committee was given a demonstration of the EO Online training program. The Committee supported the proposed implementation plan. The Committee recommended that Supervisors, Managers, Personnel and staff involved in Personnel type decisions complete the program by end January 2003.

All staff are to be strongly encouraged to complete the program.

ACTION R. Weekes

2.2 Breastfeeding Policy
The Committee was asked to comment on the content and location of the proposed Breastfeeding policy. The Committee agreed, with one minor change, to append the Breastfeeding policy to UOW Children on Campus Policy, as Appendix 3. The change includes removal of the last sentence in dot point 3.

The Chair will confirm if this addition will require the policy going back to Administrative Committee.

ACTION John Patterson
Mandi Williams

2.3 EOWA Employer of Choice
The Committee was advised that the EOWA logo was not displayed in recruitment advertising, only the statement.

The Committee endorsed a commitment to EEO principles and practices as a criteria for selection of employment agencies managing recruitment of casual staff for the University.

ACTION John Steele
2.4 **GATE Aboriginal Traineeship & Indigenous Employment**

Paul Knight addressed the Committee on the success of indigenous employment having reached 2% in line with government regulations. This was achieved with the implementation of 13 Aboriginal trainees on campus under the GATE program. Paul provided a verbal report on current progress of group.

The University has provided training for the trainees on customer service and will be conducting job application and interview training in the future. Trainees are at present preparing for their involvement in the upcoming graduation ceremony.

Planning of an information day for year 12 students on employment and study options is currently taking place.

UOW jobs are to be added to a local Indigenous electronic employment network.

2.5 **Anti-bullying Policy**

NTEU confirmed their support for the existing document prior to the meeting. It was agreed that with some minor changes, the policy would be distributed across campus for broad consultation. The changes raised at this meeting will be circulated to the Committee prior to broader circulation.

**ACTION**       ROBYN WEEKES

**PART 3: NEW BUSINESS**

3.1 **Partnership Projects other NSW Universities & ODEOPE**

R. Weekes provided an outline to the committee of NSW EOPHEA partnerships in which UOW is participating. They include development of a model for an Aboriginal cadetship which meets the sector and funding body’s requirements and a review of career paths options for administrative staff, levels 3-5.

3.2 **Director, EEO Unit**

The Chair noted with the Committee, the Directors extended absence and the arrangements that have been put in place to manage the Unit.