Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday 24 September 2002 at 2.30pm in Room 303, Building 36.

Present  
J Patterson, J Steele, D Dumpleton, N Crittenden, R Weekes, D Iverson,  
S Bell, N Timbery, N Woods, D Jolley.

In Attendance  
M. Williams

PART 1: PRELIMINARY BUSINESS

1.1 Apologies were received from, D.Dee and B Webb. D Dumpleton attended as substitute for B Webb. 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 satisfied with implementation progress. Dates for EO Online presentations across campus have been organised.

2.2 Anti-bullying Guidelines  
The draft document was circulated to all staff by email. Six responses to the all staff email were submitted to the Committee for comment as well as document provided by D.Dumpleton on behalf of the CPSU. Each of the comments was discussed and some amendments made. It was agreed that the policy, with these minor changes, proceed for formal approval.

ACTION  
R.WEEKES

PART 3: NEW BUSINESS

3.1 Liaison with Campus Muslim Society  
A meeting with the president of the Muslim Society on campus was organised following the anniversary of September 11. R Weekes was assured no racist repercussions had been experienced by the Muslim Society members either on campus or in the broader Illawarra community.

The meeting did highlight other issues relating to increased pedestrian traffic through the area used for washing prior to prayers at the campus Muslim Prayer Centre. Mr Chris Hewitt from Buildings and Grounds was available to discuss this matter and other maintenance issues.

ACTION  
C.HEWITT  
R.WEEKES
3.2 ODEOPE Report
The 2001 annual report, prepared by the EEO Unit, was distributed to Committee members. Two specific issues arising from the report were listed on the agenda for discussion.

3.2.1 Declining recruitment rate for academic women and rising separation rates for women generally.
The Committee noted that while promotion outcomes are positive, appointment of senior women declined and resignation rates for women generally rose in 2001. Current exit data is not comprehensive enough to provide an insight as the reasons for the change. There is no active recruitment process for women other than the encouragement clause in advertising. A project officer will be appointed to explore these matters, develop strategies and provide an action plan to the committee.

3.2.2 Impact of broad banding with particular reference to staff at levels 3-4 & 5
A research brief will be prepared to take this matter forward. The University Librarian will be consulted as to successful strategies used in the Library to achieve a balanced staff profile and the impact on career paths. The brief will be prepared for the next meeting.

ACTION R.WEEKES

PART 4: OTHER BUSINESS

4.1 Female Representation on Key University Committees.
The committee discussed the percentage of female membership on key University committees. Based on data on p.6 of ODEOPE report, the Committee was particularly concerned about the Administrative and OH&S Committees. The particular membership requirement of each committee was discussed. The Chair undertook to take the Administrative Committee concerns to the Senior Executive. A letter will be forward to the Chair of the OH&S Committee raising this issue but recognising the level of women attending this meeting in ex officio roles.

ACTION J.PATTERSON
M.WILLIAMS

4.2 Promotion/Probation
The Chair advised the Committee the EEO Unit was working with Personnel and applicants for Promotion/probation to resolve any EEO or conflict of interest issues prior to consideration of applications.

Mandi Williams
Secretary
EEO/AA Committee