Minutes for the Employment Equity & Diversity Committee meeting held on Tuesday, 17 April 2007 at 2 pm Administration Building R303

Present: J Patterson, L Wright, T Thongdang, J Booker, N Crittenden, Y Kerr, P MacFarlane & D Jolley

In Attendance: J. Wallis, C Sharpe

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from C Woodroffe, P Crookes, J Steele & B Webb.

1.2 Welcome
C Cathy was welcomed. Cathy will be employed by EED from 9th May 2007 for three – four months to develop and implement the Staff Disability Action Plan.

1.3 Confirm Minutes of Last Meeting
Minutes of the previous meeting were confirmed. J Patterson raised the membership of the Deans and will confirm for the next meeting.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Progress Reports – Disability Policy and Action Plan
A draft of the staff Disability Policy has been distributed for comments by Friday 27 April 2007. A committee for a student disability policy has been established to work on the student policy. C Sharpe will develop the Action Plan.

Feedback from Y Kerr re staff Disability Action Plan – include reference to accommodation for staff who are also students.

ACTION ALL COMMITTEE MEMBERS

2.2 Grievance & Complaints Policy
A report and guidelines has been received from the Ombudsman in relation to how universities should handle complaints. A working party has commenced looking at the University’s framework for complaints management. This will be taken to the senior executive for comment after the next meeting. There will be no major impact on UOW’s Grievance Policy.

ACTION L WRIGHT/Y KERR
PART 3: REPORTS

3.1 Director's Progress Report
K McIlwain will submit a report on Diversity Week at the next meeting. A good outcome was achieved from Job Access with the receipt of approx $7,000 to assist a staff member with disabilities.

PART 4: NEW BUSINESS

4.1 Indigenous Employment
STEP Contract - $49,500 has been received from DEWR for five positions. The first placement has commenced at Shoalhaven Campus.
Indigenous Employment Officer – J Kennedy will commence six months full time work experience with EED from June 2007 when he completes his cadetship.

4.2 ARC Research Project – Conflict Handling in Australian Universities
Hilary Astor from University of Sydney has received an ARC Research grant to look into conflict management in Australian universities. She required three universities to participate. The Vice Chancellor gave his approval for UOW to be involved. A comprehensive report with recommendations will be received upon her completion.

Judy Wallis
Secretary
EED Committee