University of Wollongong

EMPLOYMENT EQUITY & DIVERSITY COMMITTEE

Notes from Meeting held on 10 July 2007

Notes recorded at the Employment Equity & Diversity Committee meeting held on Tuesday, 10 July 2007 at 2 pm Administration Building R303

Present: J Patterson, L Wright, N Crittenden, C Woodroffe & J Steele

In Attendance: J. Wallis, J Kennedy

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from P Crookes, B Webb, T Thongdang, D Jolley, Y Kerr, P McFarlane & J Booker.

1.2 Welcome
J Kennedy was welcomed. Jade has been employed by the EED Unit from 12th June 2007 as Indigenous Employment Officer.

1.3 Confirm Minutes of Last Meeting
As a quorum was not reached Minutes of the previous meeting were not able to be confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Progress Reports – Disability Policy and Action Plan
Committee members in attendance supported the current draft of the Disability Policy. The Policy will now go to the next Administrative Committee meeting on 24 July 2007 for approval.

C Sharpe is currently developing the Disability Action Plan. Extensive research has been undertaken. A working party has been established and will meet late July 2007. Over 20 staff have been interviewed to date and have provided valuable input.

ACTION L WRIGHT

Grievance Policy & Procedures
Feedback was received from Senate resulting in minor changes. An appendix will be added to the procedures to define N Crittenden’s role as University Grievance Advisor. Committee members in attendance supported the Policy and Procedures with the Appendix and recommended they proceed to the next Administrative Committee on 24 July 2007 for approval.

ACTION L WRIGHT
Update on Complaints Handling Framework
The completed paper will be forwarded to the Senior Executive for comment by Policy and Governance.

2.2 Indigenous Employment Officer
J Kennedy outlined that his role as Indigenous Employment Officer is to generate Indigenous traineeships and cadetships. The Committee commented they were committed to Indigenous employment within the University and will support any initiatives.

PART 3: REPORTS

3.1 Director’s Progress Report
Indigenous employment was noted. L Wright has taken over as facilitator of WISENet and plans to commence regular meetings. The Chair requested a copy of the report be forwarded to the Vice Chancellor for his information.
L Wright advised UOW has been shortlisted for the Prime Minister’s Employer of the Year Awards recognising excellence in the employment of people with a disability. The winner will be announced at an event at Parliament House on 9 August 2007. Four UOW staff members will attend this function.

PART 4: NEW BUSINESS

4.1 Ethnic Affairs Priority Statement
L Wright will approach various staff members including R Perrin, R Whelan, A Wells and C Sharpe for their input into an up to date priority statement.

ACTION L WRIGHT

Tabled at Meeting
The Diversity Week report by K McIlwain was tabled at the meeting. The Committee were impressed with the various events held. The Chair requested a copy be forwarded to the Vice Chancellor for his information.

Judy Wallis
Secretary
EED Committee