



# University of Wollongong

## EMPLOYMENT EQUITY & DIVERSITY COMMITTEE

### Minutes February 2008

Minutes for the Employment Equity & Diversity Committee meeting held on Tuesday, 12 February 2008 at 2 pm Administration Building R303

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**Present:** Y Kerr(Acting Chair), L Wright, J Steel, T Thongdang, N Crittenden, A Frazer & B Webb

**In Attendance:** J. Wallis, J Kennedy & K Mutimer

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#### **PART 1: PRELIMINARY BUSINESS**

##### **1.1 Apologies**

Apologies received from J Patterson, C Woodroffe, P Crookes and J Booker.

##### **1.2 Confirm Minutes of Last Meeting**

Y Kerr asked that the October 2007 Minutes, Item 2.1 last sentence, be amended to read 'A set of guidelines will be developed in 2008 that will support the Policy'. Other items of the October meeting were confirmed.

#### **PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **2.1 Student EO Online Progress Report & Presentation**

The first completed scenario was shown to the committee. Discussions were held in relation to the wording, clothing and skin colour of the characters. It was agreed the use of cartoon characters looked too simplistic. It was acknowledged that Module 3 for students was a challenging task which had to show the reality of what is happening on university campuses and therefore the scenarios could be confronting. It was suggested a disclaimer be posted at the beginning and end of the module indicating that this is a representation only of real life events and can be viewed through different perspectives using the reflection and feedback sections of the module.

ACTION

L WRIGHT  
K MUTIMER

#### **PART 3: REPORTS**

##### **3.1 Director's Progress Report**

2008 has started out to be busy with Diversity Week and Indigenous Employment being major items. It was requested that Hilary Astor, in addition to her presentation to Deans and Senior Executive on 6 August 2008, be asked to hold a session on her ARC research outcomes about complaints management to staff she interviewed and other interested parties.

It was requested the new grievance procedure advisory sessions by Director EED, be extended to include all units within faculties.

L Wright was commended on her high productivity across a wide area.

ACTION

L WRIGHT

### **3.2 Indigenous Employment Report**

After an initial poor response all three advertised positions have been filled with the addition of an extra management cadetship which was supported by the Faculty of Commerce. The positions are - Administrative trainee, Faculty of Education, for a period of 1 year, 4 year apprenticeship, SECTE, Faculty of Informatics and 2 cadetships, both in Faculty of Commerce for 5 and 6 years respectively. J Kennedy was congratulated on his extensive work to come up with a strong pool of applicants.

A working party will be convened and meet as soon as possible with J Kennedy as chair and L Wright as support, to revise the existing Aboriginal Employment Strategy which is outdated. The name will be changed to Indigenous Employment Strategy. B Webb and N Crittenden both volunteered to be involved.

ACTION

L WRIGHT  
J KENNEDY

## **PART 4: NEW BUSINESS**

### **4.1 Staff EO Online**

Completion of EO Online by staff has been transferred to Web kiosk under training history. A message has been posted to Web kiosk for staff to check their records are correct. Discussions were held on how to make completion mandatory for all staff. Possibilities were making completion a performance indicator for supervisors that all their staff had completed and also making completion a requirement of a new staff member's probation.

### **4.2 UOW Employment Network for People with Disabilities (Diversity Champions)**

L Wright reiterated the adhoc way in which people with disabilities are presently placed at the University of Wollongong. After much discussion with a range of ideas and options being raised, it was decided a more formal process would be put in place with a commitment from the wider university. Seeking more opportunities for people with disabilities across the University should be supported.

L Wright will ask to attend a faculty officers meeting to give an outline of the new proposed process and seek support. L Wright will take this to a Directors meeting to discuss. J Patterson will be asked to raise the matter at a future Deans meeting.

ACTION

L WRIGHT  
J PATTERSON

### **Further Business**

EED grievance and consultation statistics for 2006 & 2007 were tabled for comparison. A proactive approach in regards to training has resulted in a decline in the number of consultations.

Responses to the recent staff survey in relation to EED and diversity will be presented at the next meeting.

ACTION

J STEELE

Judy Wallis  
Secretary  
EED Committee