Minutes for the Employment Equity & Diversity Committee meeting held on Tuesday, 10 June 2008 at 2 pm Administration Building R303

Present: J Patterson, L Wright, J Steel, P Crookes, P McFarlane, N Crittenden, A Frazer & T Thongdang

In Attendance: J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies received from C Woodroffe, Y Kerr, J Kennedy and J Booker.

1.2 Confirm Minutes of Last Meeting
Minutes of the previous meeting were confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Sexual Harassment Policy update
This policy is in the process of being rewritten following the Human Rights and Equal Opportunity Commission’s (HREOC) guidelines. It will be circulated to all Committee members for comment via email prior to the August EED meeting. The Sexual Assault Guidelines are too lengthy and it is suggested that they be replaced with a quick reference card.

ACTION
L Wright

2.2 Indigenous Employment Strategy (IES)
The IES was circulated for comment to all staff with no changes being made. Discussions took place on the status of the IES. It is not a policy, it is similar to a business plan with annual strategies incorporated into the EED Unit’s annual business plan.

Recommendation: forward the IES to the Vice Chancellor for approval before forwarding to the Administrative Committee of Council on July 15th. The recommendation was approved.

ACTION
L Wright

PART 3: REPORTS

3.1 Director’s Progress Report
L Wright mentioned that she and Dr Melissa Thompson, Faculty of Science, as part of the Linking Women network, were responsible for editing the 77th edition of WISENet (Women in Science Enquiry Network). As part of the LUCY program L Wright will be mentoring a student who will be given the task of assembling a package for people with disabilities.
PART 4: NEW BUSINESS

4.1 Disability Action Plan (DAP)
The DAP has been circulated for comment with a few actions needing clarification. All actions will be sent to the relevant Directors for insertion into their business plans. The Strategic Planning Unit will be requested to forward outcomes of these actions on an annual basis, to the EED Unit to monitor the progress of the DAP.

ACTION

L Wright

4.2 EED Reporting Requirements
The annual EED reporting requirements to the NSW Premier’s Department have been reduced to two statistical tables (from 10 tables) to be reported in the University’s Annual Report with major achievements and goals for the coming year. The EED business plan is still required to be submitted to the NSW Premier’s Department each year. As this report was an excellent reference tool, L Wright is to determine which extra data would be useful in retaining. The Deans will be approached to identify additional data they require.

ACTION

L Wright

4.3 Queer Collective Posters
Professional posters are in the process of being developed by a volunteer student, the Allsorts president and a graphic artist. L Wright is working with Buildings and Grounds to determine the appropriate location for the posters.

ACTION

L Wright

4.4 EED Unit – Leave Arrangements
L Wright will be on leave 23 June – 15 July 2008. J Wallis will be taking long service leave 27 July – 28 September 2008 and will be replaced by Natalie Allen.

4.5 Web Site Launch – Work/Life Balance
L Wright outlined the new site which will be launched to all staff on 13 June 2008. ITS will be asked if it is possible to provide the number of hits to the site. J Wallis and Tenille Hoppo, Academic Registrar’s Division, were congratulated for their work on this web site.

A postcard promoting the web site was developed by Anthony Petre, Printery, which will be included in all induction packs.

ACTION

L Wright

Judy Wallis
Secretary
EED Committee