



University of Wollongong

EMPLOYMENT EQUITY & DIVERSITY COMMITTEE

Minutes December 2009

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 16 December 2009 at 2 pm in Administration Room 303

Present: J Patterson, L Wright, J Steele, Y Kerr, B Webb, P Crookes, A Frazer, N Crittenden, P McFarlane

In Attendance: J. Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies

Apologies were received from C Woodroffe, A McKnight and T Thongdang.

1.2 Confirm Minutes of Last Meeting

Minutes of the previous meeting were confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Workplace Adjustment Management Plan, Procedures for Staff Members with a Disability, Request for Workplace Adjustment

Minor changes have been incorporated into the documents by L Wright in consultation with A Frazer. The final documentation was approved by the Committee. The final version will now be uploaded onto the EED web page and other relevant university web pages.

ACTION

J WALLIS

2.2 Bullying Prevention Policy

This policy will be placed on the Policy Directory web page for wider university consultation at the end of January 2010 for a one month period. Comments will be brought back to the committee's first meeting in 2010.

ACTION

L WRIGHT

2.3 Reconciliation Statement working group

A Frazer advised the working group comprises 15 members with a good cross section of membership from Indigenous and non Indigenous staff members. Three meetings have been held with a high level of input by members.

Working party members have agreed that the current statement is inadequate and needs replacing.

A decision was made to update the current statement to be in the form of a Vision Statement with a desire to move towards the development of a Reconciliation Action Plan. The first draft of the Vision Statement was tabled at the meeting. This draft was met with strong support.

Committee members are invited to send any suggested changes over and above those suggested at the meeting to A Frazer.

L Wright mentioned she has had discussions with Reconciliation Australia who have advised that the development of a Reconciliation Action Plan requires a high level of acceptance by the Senior Executive of the University and University Council.

A Frazer moved a motion that the Chair and L Wright take a draft Vision Statement forward to the Vice Chancellor in January with the indication that the EED Committee strongly recommends moving forward with a Reconciliation Action Plan. This motion was unanimously agreed to by the members.

ACTION

ALL COMMITTEE MEMBERS

2.4 EO Online as a Probationary requirement

L Wright met with J Steel and L Ucles to discuss this requirement for new staff members. John and Lisa will now put this process in place. J Croft will attend to the requirement for academic probations and promotions. Discussions took place on an electronic checklist being implemented at a future date.

PART 3: REPORTS

3.1 Director's Progress Report

Director's report was noted.

3.2 Indigenous Employment update

L Wright advised Jade Kennedy was finishing his contract with EED to commence further studies in the New Year. Jade, who was not present at the meeting, is to be thanked for his contribution to the committee and wished well in his new endeavours.

The Chair advised the Vice Chancellor passes on his best wishes for a healthy and happy New Year and he also expressed his thanks to the Committee for their work throughout the year. A special thanks was given to L Wright for her guidance.

Judy Wallis
Secretary
EED Committee