University of Wollongong

EMPLOYMENT EQUITY & DIVERSITY COMMITTEE

Minutes November 2010

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 10 November 2010 at 2pm in Administration Room 305

Present: L Wright (Acting Chair), B Webb, A Frazer, N Crittenden, C Woodroffe, T Thongdang and P Crookes

In Attendance: J Wallis and L Cambridge

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from J Patterson, Y Kerr, J Steele, J Damcevski, P McFarlane and A McKnight.

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

1.2 Welcome
Leanne Cambridge, who will be relieving L Wright, with Michelle Harrison, in December 2010-January 2011, was welcomed to the meeting.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Gender Pay Equity Analysis
Discussion took place on this new tool supplied by EOWA (Equal Opportunity for Women in the Workplace Agency). It has proved challenging extracting the relevant information due to the variety of allowances attached to salaries. A suggestion was to use the statistical consulting service on campus to assist with interpreting the data.

In the meantime, a plan needs to be developed where current gaps exist.

ACTION

L WRIGHT

2.2 Disability Action Plan 2011-2014
L Wright advised she met with Y Kerr and P McGoldrick and discussed the structure of the new Disability Action Plan (DAP). Cathy Bale, who was the project officer for the initial DAP is available and has agreed to complete the update. C Woodroffe advised he is happy to be involved in the initial meetings.
A draft plan will be submitted to the February 2011 EED Committee meeting.

ACTION
C Bale
L Wright

2.3 EO Online Compulsory Requirement
This requirement has now been included on the probation application for academic staff. L Wright is meeting with D Reynolds and D Ruberu to discuss how to make EO Online completion compliant with Softscape.

Discussions were held, and it was agreed, that supervisors have the responsibility for their staff's completion although a tick box could be put in place on performance planners and reclassification documents for general staff. P Crookes advised he will raise this matter at the next Dean’s breakfast.

ACTION
L Wright

PART 3: REPORTS

3.1 Director’s Progress Report
The director’s report was noted. Discussion took place around the area of disabled access to buildings, in particular, the Faculty of Health & Behavioural Science building.
C Woodroffe will bring this to the attention of C Bale at a meeting in relation to the Disability Action Plan 2011-2014.

PART 4: NEW BUSINESS

4.1 Indigenous School based traineeship proposal
This proposal was written by J Damcevski, Indigenous Employment Officer and will attract funding from DEEWR. DEEWR are attending a meeting at UOW in late November to discuss the proposal. The Committee agreed the proposal was an excellent idea as it would encourage students to stay on at school and complete year 12.

J Damcevski and L Wright have met with UOW Library staff who are looking at a range of options for Indigenous employment. They may be willing to pilot one student under this new program to get it started for 2011.

Jo Damcevski will present the completed proposal at the first EED Committee meeting in 2011. In the meantime, Committee members are requested to provide any feedback to J Damcevski.

ACTION
J Damcevski
L Wright

J Wallis
Secretary
EED Committee