Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 16 March 2011 at 2pm in Administration Room 303

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

In Attendance: J Wallis, C Bale and J Damcevski

**PART 1: PRELIMINARY BUSINESS**

1.1 **Apologies**
Apologies were received from Y Kerr, A McKnight, P McFarlane & J Steele.

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

1.3 **Welcome**
Committee members were welcomed to the first meeting for 2011.

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

2.1 **Employment & Gender Analysis and Pay Equity Issue**
L Wright advised this issue came from applying for the Employment of Choice for Women Citation which UOW were awarded on 6 March 2011. There is no apparent gender pay equity gap across levels at UOW. L Wright indicated that the results show a pay equity gap when assessed against age of male and females. This may be in part due to career breaks for women and promotion opportunities which is a different matter. After discussion it was agreed this was a complex matter which required digging deeper in some areas. The analysis will be discussed further with the Vice Chancellor.

**ACTION**
L Wright

2.2 **Disability Action Plan 2011-2014**
The draft Disability Action Plan was tabled by C Bale. Feedback by members would be appreciated by Friday 1 April 2011.
C Bale advised she initially met with various staff and these meetings resulted in the current draft document. Cathy talked through the findings of the plan. Lengthy discussion took place in regards to reporting requirements and changes to legislation about health care professionals and mental health issues. It was suggested AHPRA be contacted to ask their requirements. A priority for the University regards informing prospective students of the inherent requirements of a course and their decision to undertake the course knowing the legislative reporting requirements. L Wright advised that the actions are owned by the various faculties and units whilst the Disability Action Plan Stakeholder Committee is responsible for ensuring the actions are completed and reported.

**ACTION**

All Members
L Wright

### 2.3 Indigenous School based traineeship proposal

The EED Committee agreed to support this scheme and trial the traineeship with one school student, Corey Field. Corey has completed 24 days with a previous employer so is required to complete a further 76 days with UOW. This will go towards his HSC results. Corey is based in the EED Unit until another department is able to accommodate him.

**ACTION**

L Wright

### PART 3: REPORTS

#### 3.1 Director’s Progress Report

The report was noted. L Wright mentioned she is increasingly being asked to present a guest lecture on equity and diversity to students. This is taking her away from her core business. It was suggested this training could be taken over by PODS or alternatively L Wright could prepare a training video for student classes.

### PART 4: NEW BUSINESS

#### 4.1 Children on Campus Policy review

L Wright advised a review of the policy was overdue. Lengthy discussion took place in regards to the issue of children being left alone on campus and UOW’s duty of care. A Frazer was asked to review this from the perspective of the University’s legal responsibility in cases where children were using the Library.

A Frazer and L Wright will liaise about the wording and will bring the revised policy back to the next meeting.

**ACTION**

L Wright/A Frazer

#### 4.2 Bullying Prevention Policy-Draft

L Wright advised that J Steele and herself attended a tele-conference with Maddocks, Lawyers, who provide legal advice on policy matters such as this. Maddocks advised the policy meets UOW’s needs in relation to both staff and students and is better
placed with the EED Unit.
Maddocks recommended the self assessment checklists be removed from the website and only used as a teaching tool for managers.

Minor word changes were recommended to 7.3k –
- ‘deliberately harmful’ replaces the crossed out ‘unreasonable and’

Subject to J Steele’s approval of the word changes the Committee members agreed to the following recommendations:

As the scope of this policy covers both staff and students:

1. The Bullying Prevention Policy remains a policy of the Employment Equity and Diversity (EED) Unit with the understanding that EED work with OH & S and the Academic Registrar’s Division where matters are considered serious;

2. Accept the changes as noted in the draft policy.

L Wright will consult with Policy and Governance about the consultation and approval process.

ACTION

L Wright

4.3 EED Consultancy Statistics

This item was noted.

4.4 Indigenous Perspectives & Reconciliation Website

Discussion took place on making this web page a ‘one stop shop’ with links to a range of information and educational resources. The site will be linked back to the Strategic Plan.
Corey Field, EED’s Indigenous school based trainee, in conjunction with Jo Damcevski, Indigenous Employment Officer, is working on the new website.

A draft map of the proposed web site will be presented to the next meeting.

ACTION

J Damcevski

Next meeting Wednesday 4 May 2011, 2pm, R305.

J Wallis
Secretary
EED Committee