Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 22 June 2011 at 2pm in Administration Room 305

Present: J Patterson (Chair), L Wright, Y Kerr, P Crookes, J Steele and B Webb

In Attendance: J Wallis, J Damcevski and A Smith

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from A Frazer, C Woodroffe, N Crittenden, T Thongdang, A McKnight and P McFarlane.

1.2 Confirm Minutes of Last Meeting
As a quorum was not reached Minutes of the previous meeting were not able to be confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Children on Campus Policy review
The policy has been renamed ‘Children in the Workplace and Study Environment Policy’.
The draft policy was tabled with suggested changes from the UOW community.
L Wright advised she felt feedback received was taking away from the original intent of the policy.

Committee members suggested two minor changes-

Section 10, point 4 to now read - ‘Children are not permitted to enter or observe anatomy laboratories whilst in operation’;

Section 11, point 1 to now read - ‘Children who are contagious should not be brought onto Campus to prevent exposure of health risks to others’.

The updated policy will be recirculated to staff members who gave feedback and then brought back to EED Committee for final approval.
2.2 Disability Action Plan update
The second Disability Action Plan Stakeholder meeting has taken place. These meetings have proved successful as staff are more focused on their responsibilities. The meetings have highlighted the need for a more collaborative approach to some of the actions. Alex Smith, who is on work experience in EED, is working on an Excel template for the Action Plan. This will make it easier for the DAP stakeholders to contribute their feedback following their meetings. This document will be tabled at the next meeting.

ACTION

L Wright

PART 3: REPORTS

3.1 Director’s Progress Report
The Director’s report was noted.

PART 4: NEW BUSINESS

4.1 NAIDOC Week
J Damcevski gave an outline of events for NAIDOC Week, 4-11 July 2011. Wednesday 6 July from 11am-1pm at Woolyungah is the main UOW event with bush tucker, art and craft and dream time stories. Jo advised funding had been received from the EED Unit, Faculties of Law and Education and Woolyungah Indigenous Centre. Posters will be distributed across campus and an email invitation will be sent to UOW staff and local Aboriginal community members to attend the activities on the day.

4.2 Sexual Harassment Policy review
Lengthy discussions were held regarding harassment via social networking mediums. This is a growing area of concern. Any form of sexual harassment in any medium, where there is a link back to university relationships, should be addressed according to UOW policies and procedures. Where the matter involves UOW staff or students and there is no connection to the university, individuals will be required to take their own action outside the university.
It was suggested to change point 8 of the definitions of sexual harassment to read – ‘sexually offensive communication that denigrates or humiliates fellow colleagues or students. This includes images, written, telephone or digital communication such as social networking mediums including email, face book and twitter’.
This policy will be brought back to the next meeting for approval.

ACTION

L Wright

4.3 Review and Membership of EED Committee
The Vice Chancellor’s memo to the Chair, requesting a review of the committee’s membership and Terms of Reference was tabled. Following committee discussion it
was agreed that L Wright, with the assistance of B Webb, draft new and up to date Terms of Reference and to include all four points as outlined in the Vice Chancellor’s memo. The draft membership and Terms of Reference will be brought back to the Committee for further discussion. The Vice Chancellor’s approval will then be sort before final approval at the Administrative Committee. A letter will be sent to The President, NTEU, requesting a new representative be nominated to the EED Committee.

ACTION

B Webb
L Wright

Next meeting Wednesday 17 August 2011 at 2pm in 36.304.

J Wallis
Secretary
EED Committee