University of Wollongong
Employment Equity & Diversity Committee
Minutes July 2012

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 11 July 2012 at 2pm in Administration Room 303

Present: J Patterson (Chair), L Wright, Y Kerr, B Webb, J Steele, A McKnight, and J Damcevski

In Attendance: J Wallis, M Harrison, V McIlroy and M Owen

PART 1: PRELIMINARY BUSINESS

1.1 Welcome
L Wright introduced her mentee from the LUCY Program, Melissa Owen.

B Webb advised this would be his last meeting and introduced Viv McIlroy who would be taking over as CPSU representative on the committee. The Chair sincerely thanked Brian and wished him well. He commented Brian was an outstanding member of the committee who always spoke his mind which was appreciated. Viv was welcomed to the committee.

1.2 Apologies
Apologies were received from C Woodroffe, T Thongdang, P Crookes, L Sheridan, A Frazer and P McFarlane.

1.3 Confirm Minutes of previous meeting
Minutes of the previous meeting were confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Reconciliation Action Plan
In A Frazer’s absence, L Wright advised the RAP working party had met again and the next step in the way forward was to seek community consultation. The Chair advised A Frazer had recently met with the Vice Chancellor and had received positive feedback.

ACTION A Frazer
2.2 **Industry to Academia Report**
L Wright reported she had met with Lorraine Denny in relation to the PODS agenda. Discussions took place about the implementation of a checklist at faculty level to increase the attendance of staff at induction. The Commerce faculty have a plan in place and they will be approached with the idea of sharing their plan.

L Wright will seek an opportunity to meet with the Deans to discuss recommendations from the report.

**ACTION**
L Wright

2.3 **Disability Action Plan**
L Wright tabled a summary of the DAP with updates from the last meeting. Not all areas have made progress as some actions are long term projects.
V McIlroy questioned the minutes from the previous meeting regarding statistics on students who access the Student Support Advisors. Y Kerr advised there is an IT system in development to record academic consideration, without personal information being revealed.

**ACTION**
L Wright

**PART 3: REPORTS**

3.1 **Director's Progress Report**
L Wright thanked M Harrison for her excellent work whilst in the position as Acting Director EED while Lynne was on leave. Michelle handled significant issues, one of which is ongoing. The Chair agreed that Michelle is the consummate professional.

L Wright commented on the $85,000 raised for the EO Online refresh project and advised Katie Singh will be employed as a casual to assist with other priorities whilst Lynne is engaged with the EO Online project.

Melissa Owen, L Wright's mentee, for her placement project will undertake a revision of the Respect for Diversity Policy.

**PART 4: NEW BUSINESS**

4.1 **Equal Opportunity for Women in the Workplace Agency (EOWA)**
L Wright advised the EOWA Act is under revision. As a result, the Agency has decided not to call for applications for the Employer of Choice for Women Citation in 2012/2013.

4.2 **Pregnancy & Work Survey**
M Harrison discussed statistics in relation to the 2012 survey. The high response rate was acknowledged. General staff at level 3 / 4 take longer maternity leave and this
has a potential impact on the workplace. Michelle put forward and discussed the recommendations as set out in her report.

The recommendation to update the Work/Life Balance pages on the EED website is already underway.

B Webb commented on the workload issues for part-time workers, particularly when returning to work after maternity leave. L Wright to suggest that staff seek coaching through L Denny and PODs. A suggestion was made that there be a mechanism to alert staff to this option prior to their return to work.

Michelle was thanked for her comprehensive report.

**ACTION**

**L Wright**

### 4.3 EED Committee membership

L Wright tabled draft recommendations and sought the Committee’s advice. Discussions were held on the process of electing a new Grievance Officer to replace N Crittenden who was also an equity representative. The Grievance Policy will be bought to the next meeting for discussion before the new member is sought.

It was agreed the Indigenous Employment Officer should be a standing member and also to add a new equity position from a gay, lesbian, bisexual or transgender staff member.

**RESOLUTION**

That the recommendations proposed be submitted to the Vice Chancellor for his approval.

The resolution was supported by the Committee.

J Patterson suggested that L Wright meet with the Vice Chancellor and discuss the recommendations prior to seeking his approval.

**ACTION**

**L Wright**

### Further Business

A McKnight discussed the formality of Acknowledgement and Welcome to Country at University formal meetings and events. It was agreed non-Aboriginal people can give the Acknowledgment. There is not a set protocol for when Acknowledgments and Welcomes are performed. ARD will be approached in relation to the procedure for graduation. This matter will be bought back to the next meeting.

**ACTION**

L Wright/ A McKnight

**Next Meeting - Wednesday 12 September 2012 at 2pm, 36.305.**
J Wallis
Secretary
EED Committee