University of Wollongong  
Employment Equity & Diversity Committee  
Minutes January 2013

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 30 January 2013 at 2pm in Administration Room 303

Present: P Chandler (Chair), L Wright, C Woodroffe, V McIlroy, L Sheridan, J Damcevski, M O'Donnell, A McKnight, A Frazer, G Williams (Acting Dean of Students) and L Ucles (Acting Director Staff Services)

In Attendance: J Wallis

PART 1: PRELIMINARY BUSINESS

1.1 Apologies  
Apologies were received from J Patterson, P Crookes, T Thongdang and P McFarlane.

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

1.3 Welcome  
L Wright welcomed Paul Chandler, in his new capacity as Pro Vice Chancellor (Inclusion & Outreach) as the new Chair of the EED Committee. J Patterson, who is currently in Dubai, is stepping down as Chair, but will attend the next meeting to provide a more formal handover.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Employment Equity & Diversity Policies  
Disability Policy – C Woodroffe requested the language at item 5.2 Roles and Responsibilities, be softened. Colin will suggest suitable wording. Items 5.1 and 5.3, which refer to EO Online, will be moved to follow each other. Any further feedback by committee members should be forwarded to L Wright by Friday 15 February 2013.

Employment Equity and Diversity Management Strategy - New  
Employment Equity and Workforce Diversity Policy - New
Recruitment and Selection Policy
These three policies replace the Equal Employment Opportunity and Affirmative Action Policy. This has been a more complex process which now reflects the move of the Indigenous Employment Officer to the Recruitment team. These policies will go out to wider community consultation in February 2013.

Protocols and Guidelines for Welcome to Country, Acknowledgement of Country and Aboriginal Cultural Performances
L Wright, Michelle Rush, Jessica Bulger and Katie Singh have bought this document to draft stage. Discussions took place on the idea of a register of Elders and interested local Indigenous people in performing Welcomes being administered by Woolyungah. L Wright advised the registration form attached to the Protocols has received positive feedback. Consistency and methods of payment to individuals is an area to be looked at further. P Chandler recommended Woolyungah consult with the Illawarra Aboriginal Corporation and AECG, not the Illawarra Community Based Working Group as indicated on the draft briefing note to go to VCAG. The Protocols will go to VCAG for comment in February 2013.

Complaints Resolution Policy
This over-arching policy covers –

- Complaints about Staff Behaviour Procedure;
- Coursework Student Academic Review and Academic Complaints Procedure; and
- HDR Student Academic Complaints Procedure.

L Wright advised that Maddocks, Lawyers, Sydney had provided very good feedback in relation to the Complaints Resolution Policy and Complaints about Staff Behaviour Procedures. The policy and procedures will be distributed for comment by the UOW community in March 2013, once the remaining procedures are ready to be distributed by ARD.

ACTION
All Committee Members
L Wright

2.2 Workplace Gender Equality Act 2012
The Director EED provided a copy of the EPHEA’s (Equity Practitioners in Higher Education Australasia) concerns regarding the suggested measures and benchmarks to be included in the new Workplace Gender Equality Act 2012. The submission was sent to Ms Julie Collins MP, as the Higher Education Sector’s contribution to the discussions surrounding the reporting requirements for the future.

The Act, which was discussed at VCAG in January 2013, has immediate implications. Gender equality on Council was flagged at VCAG. L Wright will attend training with the Agency in March 2013. L Wright advised there may be a requirement to embed gender equity KPI’s at unit level. Reporting requirements to the Workplace Gender Agency will increase when the measures and benchmarks are introduced.

ACTION
L Wright
PART 3: REPORTS

3.1 Director's Progress Report
The Director's report was noted. L Wright reiterated the promotion success of women over men in the November 2012 round – 18 women to 17 men.

PART 4: NEW BUSINESS

4.1 EED Committee membership
Discussion took place in regards to membership of the EED Committee when the new faculty structures come into effect from July 2013. It was suggested representation by the current two Deans be replaced by one Dean and one Senior Executive Manager which will result in both general and academic staff being properly represented. This matter will need to be discussed in relation to committee membership more broadly across the University.

ACTION All Committee Members

Further Business
Nil

Next Meeting is Wednesday 17 April 2013, Building 36.305.

J Wallis
Secretary
EED Committee