University of Wollongong
Employment Equity & Diversity Committee

Minutes September 2013

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 4 September 2013 at 2pm in Administration Room 305

Present: P Chandler (Chair), L Wright, J Damcevski, T Thongdang, C Woodroffe, M O'Donnell, V McIlroy, P McFarlane, S Thomas, D Iverson and G Williams (Acting Dean of Students)

In Attendance: J Wallis, J Patterson, D O'Neill and L Surch (Pride in Diversity)

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from L Sheridan, A Frazer and A McKnight.

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

1.3 Welcome & Goodbye
Sue Thomas-Director Human Resources and Don Iverson-Dean’s representative were welcomed as new members to the committee. Pride in Diversity representatives Daniel O’Neill and Lin Surch were welcomed to the meeting.

Lynne Wright, Director Employment Equity and Diversity who is retiring from the university on 4 October 2013 was thanked by P Chandler for her outstanding input into the Committee over the past seven years and setting up a solid foundation of diversity initiatives for the future. He wished Lynne a wonderful retirement. All committee members agreed with this sentiment and wished Lynne well.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Indigenous Employment Strategy-Briefing Note to Vice Chancellor’s Advisory Group (VCAG)
J Damcevski advised the briefing note was presented to VCAG on 2 September 2013. VCAG discussed the ambitious Indigenous KPIs and targets, and wholeheartedly supported the document and asked what the next stage would be. A lunchtime forum with Directors and Faculty Executives will be organised for late September 2013. The Chair thanked J Damcevski and L Wright for their quick expedition of this matter.
2.2 **Workplace Gender Equality Agency (WGEA) Report**

2013 is the first year universities reported under the new Workplace Gender Equality Act 2012. There are new requirements regarding communication to staff, access requirements and reporting. An email has been sent to all EED Committee members with a special note to the Union delegates to distribute to their members.

The WGEA Report with a covering memo was presented at the 30 August 2013 Council meeting.

From 2014 the reporting process will increase in requirements. There will be six criteria to report on with universities. The Award process will change where organisations will be rated in each category across 3 rating scales and will be awarded accordingly.

Committee members were interested to know, beyond the statistics required by the WGEA, the number of:

- female staff in an Associate Dean position, out of the total of 15;
- female staff who lead one of UOW’s recognised research strengths, out of the total of 18.

This information may not be recorded in the HR system, but can easily be manually sought. L Wright will discuss with S Thomas.

**ACTION**

L Wright

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**PART 3: REPORTS**

3.1 **Director’s Progress Report**

The Director’s report was noted. L Wright reiterated the need for completion of EO Online to be mandated for new staff with the possibility of completion being accountable through a manager’s KPIs. An email will be sent out, to all staff who have not completed EO Online, from the Director EED’s email account over the next month.

**ACTION**

L Wright

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**PART 4: NEW BUSINESS**

4.1 **Pride In Diversity Representatives – Daniel O’Neill and Lin Surch**

Daniel O’Neill, Workplace Education and Services Manager and his colleague, Lin Surch from Pride in Diversity gave an overview of Pride in Diversity’s activities. Pride in Diversity is Australia's first and only not-for-profit workplace program designed specifically to assist Australian employers with the inclusion of lesbian, gay, bisexual, transgender and intersex (LGBTI) employees.

Discussions were held on the need to formalise UOW’s Ally Network with a Steering Committee to report to the EED Committee.
Further Business

NIL

Next Meeting is Wednesday 13 November 2013, Building 36.305.

J Wallis
Secretary
EED Committee