



# University of Wollongong

## Employment Equity & Diversity Committee

### Minutes November 2013

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 13 November 2013 at 2pm in Building 36 Room 305

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**Present:** P Chandler (Chair), J Croft, J Damcevski, M O'Donnell, V McIlroy, S Thomas and A McKnight

**In Attendance:** J Wallis

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#### **PART 1: PRELIMINARY BUSINESS**

##### **1.1 Apologies**

Apologies were received from C Woodroffe, L Sheridan, G Williams, A Frazer, T Thongdang, P McFarlane and D Iverson.

##### **1.2 Confirm Minutes of previous meeting**

Minutes of the previous meeting were confirmed.

##### **1.3 Welcome**

A McKnight gave an Acknowledgment to Country. The Chair welcomed J Croft to the Committee in her new role as Acting Director EED.

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

##### **2.1 Indigenous Employment Strategy (IES)**

J Damcevski tabled a paper setting out progress to date. J Damcevski and J Croft will now meet with Faculty Executive Managers to discuss VCAG's decision that Indigenous KPIs be imbedded in faculty business plans and to continue to maintain momentum regarding the IES.

Paul Chandler noted the need to increase both Indigenous staff and student numbers to attain population parity.

Sue Thomas noted that HR would be mindful of Indigenous employment with further vacancies.

Paul Chandler noted the employment of AIME's 83<sup>rd</sup> employee.

ACTION

J Damcevski & J Croft

## **2.2 Workplace Gender Statistics**

J Croft advised females represent 8/15 (53%) of all Associate Deans, however, only 11% of research strength leaders are females. These strengths are currently under review. The Chair suggested that J Croft & S Thomas present this information to Professor Judy Raper, Deputy Vice-Chancellor (Research), for her information and where Industry benchmark data is available, draw relevant comparisons. As the Global Challenges data has recently been announced the gender balance information in this area should also be gathered.

ACTION

J Croft & S Thomas

## **2.3 Ally Network**

M O'Donnell reported on the progress of the steering committee. A call for expressions of interest to participate in the committee received a good response. In order to represent the University broadly, J Croft has been liaising with areas that don't yet have representation, these include HR, Faculty of Business and students. The first task of the steering committee will be to develop a 12 month strategy and to pursue a Pride & Diversity Award in 2014.

The Chair requested that reporting from the Ally Network Steering Committee become a standing item.

J Croft advised that Ally training sessions both at Shoalhaven campus and the main campus will take place by March 2014.

M O'Donnell advised he and Lynne Wright were successful in receiving a community grant to take Ally training into local schools.

ACTION

M O'Donnell & J Croft

## **PART 3: REPORTS**

### **3.1 Director's Progress Report**

J Croft discussed the EO Online non-completions, advising the recent email to individual staff from Director EED resulted in 351 further completions which is an effective result.

Further discussion took place on strategies to improve on-going completion rates including building checks into core systems such as performance and Career Development planners (CareerNet), accelerated progression, promotion etc.

To encouraged further completions, J Croft will draft an email for Executive Deans in Engineering & Information Systems and Executive Director AIIM to send to their staff to encourage completion. Email content may include mentioning that performance planning time is coming up, contribution to university culture and link to goal 4 of the strategic plan.

The committee raised the question of whether this indicator should be added to the management dashboard.

ACTION

J Croft

## **PART 4: NEW BUSINESS**

### **4.1 Reconciliation Action Plan**

J Croft distributed the most recent draft of the Reconciliation Action Plan 2012-2014 to committee members. The plan has progressed to the consultation stage. Members were acknowledged for their work to date. Expressions of interest will be called for a new Chair so the Action Plan can move forward.

Discussion took place on whether a part time person should be employed as a project manager as it was agreed the work load is high. J Croft and S Thomas will consult and look at available resources/funding.

P Chandler advised the Indigenous Education Strategy and Indigenous Employment Strategy should either be built into the plan or be referred to in the plan.

ACTION

J Croft & S Thomas

### **4.2 Disability Action Plan**

J Croft sought approval from the Committee to seek eight new roles from different areas of the university, to be part of the DAP Stakeholder Committee, which will increase the Committee's ability to action on all identified activities post restructure. The Committee agreed to this request.

ACTION

J Croft

## **Further Business**

### **1. EED Committee membership**

Discussions took place on the three areas of representation which have expired –

Senate

NTEU

Equity Group Staff Members (3)

It was agreed that J Croft send an all staff email seeking expressions of interest for Equity group representatives; ask Chair of Senate to nominate a Senate representative; and the NTEU branch president to nominate an NTEU representative. The Vice Chancellor then will select the relevant equity group representatives.

### **2. Terminology**

The Chair asked, to ensure that Aboriginal and Torres Strait Islander peoples are the focus of the EED and RAP committees and their respective plans, it should be noted that the terminology 'Aboriginal & Torres Strait Islander' should be used instead of 'Indigenous'.

**Meetings for 2014 to be advised.**

J Wallis  
Secretary  
EED Committee