



# University of Wollongong

## EMPLOYMENT EQUITY & DIVERSITY COMMITTEE

### Minutes August 2009

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 5 August 2009 at 2 pm in the Vice Chancellor's meeting room

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**Present:** J Patterson, L Wright, J Steele, B Webb, C Woodroffe, P Crookes, N Crittenden and A McKnight

**In Attendance:** J. Wallis

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

**1.1 Apologies**

Apologies were received from A Frazer, P McFarlane, T Thongdang and Y Kerr.

**1.2 Welcome New Member**

Anthony McKnight was welcomed to the committee.

**1.3 Confirm Minutes of Last Meeting**

Minutes of the previous meeting were confirmed.

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

**2.1 Mediation - Training**

N Crittenden gave a detailed report on the intensive training program she attended. An 80% plus exam result was required for completion of the course to gain official recognition. Nadia was congratulated on her successful completion.

**2.2 Workplace Adjustment Management Plan and Procedures for Staff Members with a Disability**

Discussions were held on the draft forms. Minor changes were suggested: inclusion of the Enterprise Agreement link and inclusion of the Union/Staff representation where applicable was recommended. An application process is to be developed. A time line with a review date is to be included in the Management Plan. After updating the plan and procedures they will be put on the university's website for comment by the wider campus community.

ACTION

L WRIGHT

#### **PART 3: REPORTS**

**3.1 Director's Progress Report**

Director's report was noted.

**3.2 Indigenous Employment update**

L Wright advised a new contract has been signed with the Department of Education, Employment and Workplace Relations (DEEWR). Jane Noel-Strang has commenced with the Faculty of Commerce as a three year trainee. Committee member, Anthony McKnight, was congratulated on his affirmative action appointment in the Faculty of Education.

## **PART 4: NEW BUSINESS**

### **4.1 New Working Parties**

#### **Anti-Bullying Policy Review**

The existing policy is a staff policy. Students also require a policy.

After lengthy discussions the following was decided –

- An overarching University policy statement applicable to both staff and students, with separate procedures for staff and students.
- Behavioural definitions will need to be addressed;
- The new procedures to be linked to the Code of Conduct which is currently being reviewed;
- L Wright and D Smith (O H & S) to work on the policy and staff procedures;
- refer the student procedures to ARD;

ACTION

L WRIGHT  
COMMITTEE MEMBERS

#### **Reconciliation Statement**

The Reconciliation Statement needs updating to reflect the shift of attitudes in response to the Government's 'Sorry' statement. The Vice Chancellor will be asked to send an email to all staff asking for volunteers to join a working party, at present consisting of L Wright, J Kennedy and A Frazer, to update the statement.

ACTION

L WRIGHT

### **4.2 EED Statistics**

Discussions were held about statistics supplied. The Committee was satisfied with the content of the tables and recommended that additional tables be provided to show trends in academic and general staff by levels over a three year period.

The Committee suggested that completion of EO Online Modules 1 and 2 be made an essential part of the probation process and linked to staff in leadership positions. L Wright to have discussions with relevant stakeholders and provide feedback and recommendations to the next EED Committee meeting.

ACTION

L WRIGHT

### **NEXT MEETING**

The next meeting is scheduled to be held on Wednesday 23 September 2009 in Building 36 Room 303.

Judy Wallis  
Secretary  
EED Committee