



University of Wollongong

EMPLOYMENT EQUITY & DIVERSITY COMMITTEE

Minutes September 2009

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 23 September 2009 at 2 pm in Administration Room 303

Present: J Patterson, L Wright, J Steele, Y Kerr, B Webb, P Crookes, A Frazer and N Crittenden

In Attendance: J. Wallis, J Kennedy and E Robb

PART 1: PRELIMINARY BUSINESS

1.1 Apologies

Apologies were received from P McFarlane, C Woodroffe, A McKnight and T Thongdang.

1.2 Confirm Minutes of Last Meeting

Minutes of the previous meeting were confirmed.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Workplace Adjustment Management Plan, Procedures for Staff Members with a Disability, Request for Workplace Adjustment

The three documents were put on the University's website for comment by the wider campus community. The comments made have been actioned. A Frazer, who was absent at the previous meeting, has further comments and will meet with the Director, EED to discuss. The EED Director stated she intended to test the viability with a current staff member.

It was recommended the documents be brought back to the next meeting for approval and implementation.

ACTION

L WRIGHT

2.2 Bullying Prevention Policy

The first draft, for comment, was tabled at the meeting. The Director EED, D Smith OH & S and D Riordan ARD are responsible for the initial document. This policy will be required to go through formal channels for approval.

Discussions were held regarding the responsibility of staff in relation to prevention of bullying and the fact the policy needs to be more informative about who to contact in the first instance, when a person cannot resolve the matter themselves.

ACTION

L WRIGHT

2.3 Reconciliation Statement working group

The Chair advised he had so far received an excellent response to his email calling for expressions of interest to form a working group. Discussions were held whether all who replied should have the opportunity to be involved. It was decided A Frazer would be Chair and L Wright and J Kennedy will be the core writing group with other interested staff invited to provide input into the statement and ongoing consultation. It was agreed that this is a University of Wollongong Reconciliation Statement. However, the Indigenous community will be approached to comment on the final draft.

It was recommended NAIDOC Week in July 2010 would be an appropriate launch date for the Reconciliation Statement. The Chair of the EED Committee will advise the Vice Chancellor of this decision.

ACTION

J PATTERSON and
CORE MEMBERS

2.4 EO Online as a Probationary requirement

It was unanimously agreed that EO Online should be made a requirement for probation and a check box be added to the necessary documentation. The Chair will seek the Deans' comments at their next meeting. It was discussed that the completion of EO Online should be added to a new staff member's letter of offer.

ACTION

J PATTERSON
L WRIGHT

PART 3: REPORTS

3.1 Director's Progress Report

Director's report was noted.

3.2 Indigenous Employment update

J Kennedy advised that in addition to the update in the Director's report he will be conducting Cultural Awareness training in the workplace during October. L Wright and the two Indigenous trainees, L Davies and T Lawson, will attend the Diversity@Work Award night in Melbourne on Thursday 15 October 2009. Both trainees have achieved accelerated completion of Certificate 2 within six months and have now commenced Certificate 3.

PART 4: NEW BUSINESS

N/a

Judy Wallis
Secretary
EED Committee