



University of Wollongong

Employment Equity & Diversity Committee

Minutes November 2012

Minutes for the Employment Equity & Diversity Committee meeting held on Wednesday, 28 November 2012 at 2pm in Administration Room 303

Present: J Patterson, L Wright, Y Kerr, C Woodroffe, P McFarlane, V McIlroy, L Sheridan, J Damcevski, M O'Donnell, T Thongdang and A McKnight

In Attendance: J Wallis, Adeline Ong, Chelsea Murray

PART 1: PRELIMINARY BUSINESS

1.1 Apologies

Apologies were received from P Crookes, A Frazer and J Steele.

1.2 Confirm Minutes of previous meeting

Minutes of the previous meeting were confirmed.

1.3 Welcome and Goodbye

Marcus O'Donnell, the new equity member, and Chelsea Murray, HR Cadet, were welcomed to the meeting.

Y Kerr advised this was her last meeting before her retirement in January 2013. The Chair expressed his thanks on behalf of the Committee for Yvonne's extraordinary passion and commitment to diversity. Yvonne responded that it had been an absolute pleasure.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Ally Network

L Wright advised the Chair had approved funding of \$6,000 for this project to go ahead, without a proposal being submitted to the EED Committee. Malcolm Fialho, Snr Diversity Officer, University of Western Australia presented the first Ally training program and attended the launch of the Ally Network. He commented on the commitment of UOW staff and students who attended the training, which was over-subscribed and a second session already locked in. Chris Grange, Vice Principal (Administration) spoke at the official launch at the completion of the training.

M O'Donnell, Katrina Robinson (PODS), Hannah Baral (Faculty of H&BS) and L Wright will facilitate the second training session on 11 December 2012 which is also over-subscribed. M O'Donnell was thanked for his contribution to this program.

ACTION

L Wright

2.2 EED Consultancy Statistics

This is proving to be a challenging task in how to present EED statistics. L Wright advised the EED Unit is the only unit to gather statistics.

After discussion it was agreed:

- Discuss the gathering of complaints data with other stakeholders
- Provide a verbal report to explain the statistics when they are presented
- Manager HR and Manager Recruitment to provide some trend data on complaints

ACTION

L Wright

PART 3: REPORTS

3.1 Director's Progress Report

Discussions were held on the outstanding issue of whether RRR Online should be made compulsory for students. There has been an impact of the ITPAC budget on a number of projects, RRR Online being one of them. This matter should be discussed with the DVC (Education), look at the potential for integrating into Moodle, and could be taken back to the UEC in 2013 for further consultation.

ACTION

L Wright

PART 4: NEW BUSINESS

4.1 Exit Questionnaire

Chelsea Murray, Management Cadet with HR, advised that after the QA Audit it was noted the exit questionnaire needed improvement and she was assigned this as a project. The new exit questionnaire is paperless and completed online. It will be rolled out in 2013. Analysis of data will be simplified by using the graphing capability of the software. The committee suggested the first sentence of the final email to a departing staff member mention the offer of an exit interview with the Director EED as this is an important process for gathering more in-depth information.

Chelsea was thanked for her professionalism and work on this project.

ACTION

C Murray

**4.2 Employment Equity and Workforce Diversity Policy
Employment Equity and Diversity Management Strategy**

L Wright advised Katie Singh has been working with HR, Recruitment and EED to develop a draft of these policies. They replace the Affirmative Action Policy and the EEO Policy. The first draft of the policy and strategy were provided to the Committee for their feedback by mid-December 2012.

M O'Donnell highlighted the GLBTI gap in the equity groups. L Wright said that the equity groups were those which we are required to report against to the government. However, for the purposes of the policies the definition could be inclusive of GLBTI people.

ACTION

L Wright

4.3 Workplace Gender Equality Act 2012

L Wright advised the media release on the Workplace Gender Equality Act 2012 outlined the revised reporting requirement and the implications of non-compliance. Reports are submitted online and it is unclear if there is an Award process beyond the compliance aspect. The waiving of reports for future years is no longer an option, reporting is required every year.

The criteria is stronger in regards to gender balance on committees. Non-compliant employers may not be eligible to tender for contracts under the Commonwealth and some state procurement frameworks and may not be eligible for some Commonwealth grants or other financial assistance.

ACTION

L Wright

Further Business

The Chair asked the Committee to consider the possibility of the new DVC (Education) Professor Eeva Leinonen becoming a member of the EED Committee in 2013.

The Chair wished the Committee a Merry Christmas and expressed thanks for all contributions throughout 2012.

Next Meeting is Wednesday 30 January 2013 at 2pm, 36.305.

J Wallis
Secretary
EED Committee