

# EQUITY AND ACCESS COMMITTEE

## AGENDA

Meeting No. [2/06](#)

To be held on Wednesday 26 April 2006

At 9:00am

**\*\*Video Conference Room  
Building 75 (STRIP) Room G24,  
Clayton Campus**

***\*\*Note: Change of Venue***

**FACULTY OF EDUCATION**  
**EQUITY AND ACCESS COMMITTEE**

Meeting No 2/06 of the Equity and Access Committee to be held on Wednesday 26 April 2006, in the Video Conferencing Room, \*\*Building 75 (STRIP, opposite Microbiology building), Room G24, Clayton.

**\*\*[Note: Change of venue]**

For those who wish to use the Video Conference facility from another campus, the locations are:

**Peninsula** — Building A, Room 237 at Peninsula and

**Gippsland** — Building 2W, Room 263 Gippsland.

Apologies are to be forwarded to Ms Pearl Rischin on ext 52867 or email  
Pearl.Rischin@Education.monash.edu.au.

Ms Pearl Rischir  
Executive Office

***Committee members are reminded to send a replacement person if they are  
unable to attend committee meetings***

**AGENDA**

Members having a direct commercial or financial interest in any item before this meeting must declare that interest to the Chair via the Executive Officer prior to consideration of the item, and must not take part in a vote on any matter concerning it.
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**1. ATTENDANCE**

**ACTION**

**1.1. Present**

**1.2. In Attendance**

Barbara Dalton — Equity & Diversity Centre, Ms Pearl Rischin (Executive Officer)

**1.3. Apologies**

Jill Brown, Maree Mayne, Jil Robbins, Rui Yang

**1.4. On Leave**

**2. MINUTES**

**2.1. Meeting No 1/06**

The minutes of Meeting No. 1/06 of the Equity and Access Committee held on Wednesday, 1 March, 2006, to be confirmed as an accurate record, after considering amendments below:

**Amendments to the Minutes**

- 3.2.1. "Team Leader" to be replaced by "Coordinator"
- 4.1. "Placement Officer" to be replaced by "Professional Placements and Partnership Manager".
- 4.7. After Faculty Board "rejected" deleted and replaced by "asked for more information"
- 4.8. Practicum – issues for staff & students, add the following wording "Gaell Hildebrand to be also invited."

**3. MEMBERSHIP**

**3.1. Welcome to Barbara Dalton, (Equity & Diversity Committee) and other guests.**

Barbara Dalton, Coordinator, Women's Leadership and Advancement Scheme, and other guests to be welcomed.

**3.2. Student representatives**

**3.2.1. Clarification of number of student representatives**

Committee membership allows for one student member from each

campus but observers are welcome - so other interested students are able to attend meetings.

### **3.2.2. Welcome to new student representative members**

## **4. MATTERS ARISING FROM PREVIOUS MINUTES**

### **4.1. Work-related equity issues for staff**

Jenny Miller, Chair of Occupational Health & Safety Committee is also interested in a survey of staff work-related issues. A joint survey will be prepared for presentation at the next committee meeting.

### **4.2. Equal Opportunity Training at Monash in 2006**

A notice has been placed in Ednews to all staff regarding Equal Opportunity Training at Monash in 2006.

**2-E&A 01/06**

### **4.3. Documents from Leah Zaks — Policy Statements**

Two documents from Leah Zaks, Equity and Diversity Centre:

**2-E&A 02/06 &  
2-E&A 03/06**

- Equal Opportunity Policy Statement — general
- Equal Opportunity Policy statement — practicum students

These documents will be placed in Ednews as well as being distributed to all Equity & Access Committee members.

### **4.4. Documents for all Faculty Equity & Access Notice Boards**

The attached documents from the Equity and Diversity Centre on discrimination and harassment are to be placed on Faculty Equity & Access notice boards at each campus.

### **4.5. Workload points for Faculty trained link person (Barb Clarke)**

Barbara Clarke, as Associate Dean (Staff), will report on her findings on workload points for Faculty trained link person for the Equity & Diversity Centre.

## **5. OTHER MATTERS ARISING FROM PREVIOUS MINUTES**

### **5.1.**

## **6. CAMPUS REPORTS**

### **6.1. Clayton**

### **6.2. Peninsula**

### **6.3. Gippsland**

## **7. OTHER BUSINESS**

### **7.1. Practicum and placement issues**

### **7.2. Barbara Dalton, (Equity & Diversity Committee)**

Barbara Dalton, Coordinator, Women's Leadership and Advancement Scheme, to discuss with committee women's issues.

### **7.3. Representatives from Equity & Diversity Centre at future meetings**

The Equity & Diversity Centre will be sending a representative from their centre at the following Faculty of Education Equity & Access meetings:

Wed 23 August 2006 — Amber Collings, Senior Disability Liaison Officer

Wed 25 October 2006 — Kay Gardner, Director, Equity & Diversity Centre

## **8. NEXT MEETING**

The next meeting of the Equity and Access Committee is scheduled for:

Wednesday 23 August 2006 (9am—11am)

To be located at:

Video Conferencing Room, Monash Research Graduate Centre, Building 3E (next to Monash Club) Level 1, Room 114 Clayton.

**Membership**

Dr Jill Brown (Chair)

Ms Margaret Armstrong — Gippsland

Mr Steve Burns (student representative) — Gippsland

Associate Professor Barbara Clarke — Clayton

Ms Amanda Crichton — Clayton

Dr Marie-Therese Jensen — Clayton

Ms Tanya Kantanis (University Transition program) — Clayton

Dr Evan Kritikakos — Clayton

Ms Maree Mayne — Peninsula

Dr Monique Osborn — Gippsland

Dr Janette Ryan — Clayton

Ms Jill Robbins — Peninsula

Ms Rosemary Viète — Clayton

Ms Sue Webb — Clayton

Dr Rui Yang — Clayton

**Other distribution:**

Mr Peter Lawford — Clayton

Professor Sue Willis — Clayton

Ms Leah Zaks – Equity & Diversity Centre

***All staff are encouraged to read the following document carefully and to complete the appropriate on-line training***

## **EQUAL OPPORTUNITY TRAINING AT MONASH IN 2006**

### **Information for Managers and Supervisors**

Managers and supervisors are responsible for ensuring that all equity related matters are handled under the correct university procedures. Equal opportunity conflicts are often highly complex and potentially litigious while appropriate early intervention can lead to satisfactory outcomes for everyone.

All managers and supervisors at Monash should:

- Understand Australian federal and state anti-discrimination legislation;
- Know the University's equal opportunity policies and procedures;
- Ensure all their staff (including casual and sessional staff) complete EO Online training to become aware of their rights and responsibilities;
- Support their staff to undertake further equal opportunity training if they are interested, and
- Ensure their own knowledge and skills are regularly updated through online and appropriate face to face training.

EO Online training is available at:

<http://adm.monash.edu/sss/equity-diversity/equal-opportunity/online-training/>

Staff require Authcate access to undertake the quizzes for successful completion of the training.

### **Information for All Monash Staff**

Staff at Monash are responsible for creating and maintaining an environment for students and colleagues that is free from unlawful discrimination and sexual harassment.

All staff at Monash should:

- Know their rights and understand their responsibilities under Australian federal and state anti-discrimination legislation;
- Familiarise themselves with the University equal opportunity policies and procedures, and
- Undertake the University's EO Online training every few years to maintain up to date information.

EO Online training is available at:

<http://adm.monash.edu/sss/equity-diversity/equal-opportunity/online-training/>

Staff require Authcate access to undertake the quizzes for successful completion of the training.

Further information about EO training at Monash can be found at:

<http://www.adm.monash.edu.au/sss/equity-diversity/equal-opportunity/training/>

EO Online training is a prerequisite for these advanced workshops

## EQUITY AND DIVERSITY CENTRE

Students and staff have a right to learn and work in an environment free from harassment and discrimination and have a responsibility to become familiar with the University's relevant policies and guidelines. Unlawful discrimination and harassment is unacceptable at Monash University.

### WHAT IS UNLAWFUL DISCRIMINATION?

**Direct discrimination** is treating or proposing to treat a person less favourably than another person in the same or similar circumstances.

**Indirect discrimination** is when a requirement, condition or practice is imposed which has a disproportionately negative impact on a particular group on grounds such as race or sex and the requirement, condition or practice is not reasonable.

All forms of direct and indirect discrimination on the following grounds constitute unlawful discrimination:

race, colour, national or ethnic origin, nationality sex or gender, sexual preference, lawful sexual activity, marital status, pregnancy or potential pregnancy, breastfeeding, status as a parent or a carer, religious or political belief or activity, industrial activity, age, physical features, disability, medical record, personal association with a person who is identified by reference to any of the listed attributes.

### WHAT IS SEXUAL HARASSMENT?

All sexual conduct whether verbal physical or electronically communicated may constitute sexual harassment if it is **UNWELCOME** and could reasonably be expected to make someone else feel offended, humiliated or intimidated.

**Sexual Harassment** can include:

- leering, patting, pinching, touching;
- persistent invitations for sexual favours or outings;
- displays of offensive pictures, posters and graffiti;
- dirty jokes, derogatory comments,
- offensive written messages or telephone calls;
- groups of people ridiculing, leering, wolf whistling or making sexual comments at a person or group of people.

## WHAT IS VILIFICATION?

Conduct which incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or class of persons on the grounds of their **race** or **religion**.

### What can you do if you are being discriminated against, sexually harassed or vilified?

- **SPEAK UP** If you feel comfortable tell the person concerned that you object to the behaviour and do not want it repeated.
- **SEEK SUPPORT IN SOLVING THE PROBLEM** Discuss the situation with an Adviser who has been trained and selected specifically for this purpose. **All consultations with Advisers are strictly confidential**

For a list of Advisers on your campus, or see <http://adm.monash.edu/sss/equity-diversity/equal-opportunity/contact.html>

**Discrimination and Sexual Harassment Grievance Procedures** have been established to help staff and students deal with any of these issues and can be viewed at:

<http://adm.monash.edu/sss/equity-diversity/equal-opportunity/discrim-procedures.html>

### Is your behaviour likely to cause offence?

Discrimination, and sexual harassment is often unintended. If you are not sure about your behaviour you can:

- check it out by asking if it is offensive or inappropriate;
- stop it;
- apologise;
- talk it over with an Adviser (all consultations are confidential) or someone who has an understanding of the issues.

### Equity and Diversity Centre

<http://www.adm.monash.edu.au/sss/equity-diversity/>

General inquiries can be directed to: [eo@adm.monash.edu.au](mailto:eo@adm.monash.edu.au)

Phone (03) 9905 6923 Fax (03) 9905 6925

### Disability Liaison Services

The Disability Liaison Unit (DLU) is available to students who have a disability or long term medical condition. The DLU provides advice about and assistance with the University's policies and processes for supporting students to achieve their full potential at Monash.

<http://www.adm.monash.edu.au/sss/equity-diversity/disability-liaison/>

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Students on placement as part of their course are covered by the policies of the organizations with which they are placed. In the event of a discrimination or sexual harassment matter arising while on placement, the University, as part of its duty of care towards its students will liaise with the organization to ensure that the matter is dealt with promptly using the most appropriate procedures, and will emphasize the organisation's obligation to ensure protection against discrimination, sexual harassment, vilification and victimization.

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