

# EQUITY AND ACCESS COMMITTEE

## AGENDA

Meeting No. [1/07](#)

To be held on Wednesday 28 February, 2007

At 9:00am

Room 421 (4<sup>th</sup> floor)

Education Building No. 6

Clayton Campus

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

Meeting No 1/07 of the Equity and Access Committee to be held on Wednesday 23 August 2006, at 9:00am in Room 421 (4<sup>th</sup> floor) Education Building No.6, Clayton.

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.

**1. ATTENDANCE**

**ACTION**

**1.1. Present**

**1.2. In Attendance**

Ms Pearl Rischin (Executive Officer)

**1.3. Apologies**

Ms Marie Mayne, Mr Roby Marlina

**1.4. On Leave**

Dr Jill Brown, Dr Janette Ryan

**2. MINUTES**

**2.1. Meeting No 4/06**

The minutes of Meeting No. 4/06 of the Equity and Access Committee held on Wednesday, 25 October, 2006, to be confirmed as an accurate record

**3. MEMBERSHIP**

**3.1. Absence of Chair for period January — March 2007**

Ms Jill Robbins will be “acting” chair for next meeting of the Equity & Access Committee.

**3.2. Welcome to New Members**

The following new members to be welcomed to the Committee:

Mr Gerard Schnabl — Manager, Admissions & Student Services (Clay), and  
Dr Zofia Pawleczeek — “Acting” member to replace Dr Monique Osborn (Gippsland)

### **3.3. Resignation of Committee Members**

The following members of the Equity & Access committee have resigned:

Ms Margaret Armstrong — Team Leader, Student Services (Gippsland)

Dr Rui Yang — Member nominated by the Dean for their expertise

Mr Steve Burns — Student representative (Gippsland)

### **3.4. Membership vacancies**

#### **3.4.1. Vacancies for student representatives**

There are currently 2 vacancies for Student representatives for the Gippsland & Peninsula campuses.

Committee allows for one student member from each campus but observers are welcome to attend meetings.

#### **3.4.2. Vacancies for Academic & General representatives**

The following Equity & Access membership positions are vacant:

- One Faculty elected Academic staff member (Gippsland)
- One Faculty elected General staff member (any campus)
- One member nominated by the Dean for their expertise.
- Team Leader – Student Services (Gippsland), and
- A representative of the University Transition Program (any campus)

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

### **4.1. Equity & Indigenous Bursaries 2007 (Gerard Schnabl)**

### **4.2. Equity Report 2006 (Jill Robbins)**

“Draft” Equity and Diversity Progress report for 2006, to be tabled at the meeting.

### **4.3. Discrimination & Harassment Grievance Advisor**

At the last meeting of Equity & Access Committee, it was discussed the need for the Faculty of Education to have Discrimination & Harassment Grievance Adviser(s) which is an officially recognised position by the University’s Deputy Vice-Chancellor and is open to either Academic or General staff members.

Jill Robbins (from Peninsula campus) expressed interest in becoming a Discrimination & Harassment Grievance Advisor to represent their campus, and two general staff members located at Clayton campus, expressed interest in becoming a Discrimination & Harassment Grievance Adviser (i.e. Ms Anne Savige and Ms Pam Harrison). However, since that meeting, Ms Anne Savige decided not to proceed, due to being seconded to another position till at least June/July of 2007.

## **5. NEW BUSINESS**

### **5.1. Priorities for 2007**

Priorities for 2007 need to be discussed.

The following priorities listed for 2006, may be used as a guideline for committee to work from:

- Work-related equity issues for staff
- Practicum issues for staff and students
- Indigenous issues - staff/students
- Services & facilities for off-shore students/staff

- Work-related issues for workload formula.

## 5.2. Training sessions in Equity and Access

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.

## 6. CAMPUS REPORTS

### 6.1. Clayton

### 6.2. Peninsula

### 6.3. Gippsland

## 7. OTHER BUSINESS

### 7.1. Representatives from Equity & Diversity Centre at next meeting

## 8. MEETINGS FOR 2007

Equity and Access Committee Meetings for 2007 are scheduled for:

**Wed 28 February:** 9:00am — 11:00am

**Wed 18 April:** 9:00am — 11:00am

**Wed 22 August:** 9:00am — 11:00am

**Wed 24 October:** 9:00am — 11:00am

Location of the meetings, depend on whether "Video Conferencing" is required or not by other campuses.

If Video Conference not required then meetings will be located at:

Room 421 (4<sup>th</sup> Floor), Education building 6, Clayton campus.

### Membership

Dr Jill Brown (Chair)

Associate Professor Barbara Clarke — Clayton

Dr Marie-Therese Jensen — Clayton

Dr Evan Kritikakos (Acting Manager Student Services) — Clayton

Ms Maree Mayne — Peninsula

Mr Roby Marlina (student representative) — Clayton

Dr Monique Osborn (*Leave till 2008*) — Gippsland

Dr Zofia Pawlaczek (*Acting member*) — Gippsland

Dr Janette Ryan — Clayton

Ms Jill Robbins — Peninsula

Ms Rosemary Viète — Clayton

Mr Gerard Schnabl — Clayton

### Other distribution:

Mr Peter Lawford — Clayton

Professor Sue Willis — Clayton

Ms Leah Zaks — Equity & Diversity Centre