

MINUTES

Equity & Diversity Committee

11:00am 20 March 2015



Attendance

Present

Charlie Viska (CV) (Chair)
Elizabeth O'Shea (EO'S)
Emma Boogaardt (EB)
Ellen Cohen (EC)
Jenny Ophel (JO)
Tony Goodman (TG) – in attendance for part of meeting

Apologies

Ruby Blakeway (RB)

1. Welcome and Opening

CV welcomed all in attendance and acknowledged that UWA is situated on Nyoongar land. He paid his respects to Nyoongar elders past and present, and acknowledged that the Nyoongar people remain the spiritual and cultural custodians of their land.

2. Confirmation of Previous Minutes

Nil for 2015

3. Business Completed Via Circular

Nil

4. Committee Business

- 4.1. Future Focus of the E&D Committee for 2015 – CV reiterated that the purpose of the preliminary meeting in 2015 was to agree on a focus for the Committee in 2015. CV put forward that it would be worthwhile for the Committee to include cultural diversity and disability in the 2015 plan. All agreed.

EO'S will check with Uni Access as to the appropriate terminology regarding students with disabilities.

Motion: Charlie Viska moved that an Ethnic Cultural Representative from the Women of Colour Collective (Laura Mwiragua) be co-opted onto the Equity & Diversity Committee.

Seconded by: Elizabeth O'Shea

Passed unanimously

- 4.2. EO'S would like to include in the review of the Regulations that a collective exists and is acknowledged as long as it is not an elected position. EO'S asked if the Queer Department would like a vote at Council. EC advised that it did not fit in with the Department's need to maintain autonomy and to ensure it did not become politically focused.

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EB informed the Committee that the Women's Department is trying to include a variety of collectives to ensure the Department is diverse and has strong representation throughout UWA

- 4.3. EO'S would like to introduce themed meetings for E&D Committee and to bring in guest speakers as appropriate

Action: Committee members to send to CV ideas of items they would like to address throughout 2015 (eg: Mental Health)

- 4.4. E&D Guidelines - in 2014 the Committee drafted guidelines that could be used to assist Clubs in addressing appropriate behaviour and providing a guide in selecting a theme for events. The 2015 Committee agreed to continue with this initiative.

Action: JO to circulate 2014 Draft Guidelines to current Committee members

- 4.5. Committee agreed that training is a main focus for 2015 and have identified the following training for Student Representatives and Club Presidents:

- Assault – including what to do if you have been assaulted or an assault has been reported to you (tabled by EB)
- Courageous Conversations – facilitated by Malcolm Fialho (tabled by TG)
- ALLY (tabled by TG)

EO'S acknowledged that training for Student Representatives had improved but there is a need for further improvement.

Action: EO'S to discuss training needs with Chloe Jackson

5. Other Business

- 5.1. EO'S acknowledged the request to change the name of ATSI to WASAC. EO'S advised that now one person will represent the Guild and WASAC instead of 2 individual representatives.

6. Next Meeting

TBA – proposed 3rd Tuesday of each month at 10am

Meeting closed at 11:35am

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Equity & Diversity Committee

10:00am 21 April 2015



Attendance

Present

Charlie Viska (CV) (Chair)
Elizabeth O'Shea (EO'S)
Emma Boogaerdt (EB)
Ellen Cohen (EC)
Sean Matjeraie (SM)
Tara Hill (TH)
Callista Goh (CG)
Tony Goodman (TG)
Jenny Ophel (JO)

Apologies

Ruby Blakeway (RB)
Vik Selvaraja (VS)
Laura Mwiragua (LM) – to be added to circulation list

1. Welcome and Opening

CV acknowledged that UWA is situated on Nyoongar land. He paid his respects to Nyoongar elders past, present and future.
CV welcomed new Committee members Tara and Callista.
EB advised Laura had not received notice of the meeting and was therefore unable to attend. JO will ensure email group is updated to include LM.

2. Confirmation of Previous Minutes

CV moved to confirm Minutes of 20 March 2015
Seconded by EB
Passed unanimously

3. Business Completed Via Circular

Nil

4. Committee Business

- 4.1. CV circulated copies of the Clubs Guidelines that were drafted by the 2014 Equity & Diversity Committee (E&DC). The aim of the guidelines is provide Clubs with guidance as to "good practices" when planning and executing events on or around Campus.

EB would like to look at what other Guilds are doing and will approach each Guild for feedback. EO'S advised UQ Women's Collective had a "How To" Guide for Clubs which was quite comprehensive. A similar publication would complement the Guidelines at the UWA Guild. EC agreed that having a Guide and a readily available set of Guidelines would provide Clubs with boundaries and ensure the Clubs are proactive, not reactive, when planning their events.

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TG advised it would be appropriate to involve the Events team in the monitoring of the Guidelines and therefore the team's feedback will be sought once the Committee members have provided information on inclusions for the Guidelines. TG also advised that the Events team will attend ALLY training to ensure they are equipped with the required knowledge to address inappropriate themes and behaviour when Clubs are planning events.

EC raised the issue that Residential College event themes were not necessarily appropriate and need to be more aligned with the Guild's processes. Colleges, if holding an event on campus, are required to complete an EMP through the Guild, however off-campus this is not a requirement and the Guild does not have any control over the event or the theme.

It has been requested by TG that EO'S table this concern at the next Residential Colleges Meeting.

Action: Committee members are requested to provide feedback on inclusions or amendments to the Guidelines to CV by next meeting (19 May 2015).

Action: JO to book the Events team into ALLY training.

Action: EO'S to table "off-campus events" concern raised above at the next Residential Colleges Meeting.

- 4.2. Themed meetings: EO'S suggested that the next E&DC Meeting should focus on where there are "gaps" in the representation on the Committee and on Campus (eg: Disability Collective).

EO'S has requested that Rida be informally invited to attend the E&DC meetings as her knowledge of groups on Campus will be invaluable.

Action: Committee members to determine gaps in the Committee representation and provide feedback at next meeting.

Action: CV to approach Rida to ascertain if she would be interested in attending meetings.

- 4.3. Training: Committee agreed that more training around Courageous Conversations and ALLY would be beneficial to Colleges as well as Student Representatives, especially with the expectation that the International Students population in Colleges and on Campus will increase significantly in the next few years.

TG feels the Courageous Conversations course conducted by Malcolm at UWA Equity & Diversity is not as effective for bigger groups and suggests the Events team attend a "Train the Trainer" session with Malcolm with a view to the Events team then running the Courageous Conversations training for the Colleges. This will need to be discussed and agreed with the College Presidents.

TG confirmed that all Guild staff will attend Courageous Conversations training with Malcolm in the near future. CV has requested that the staff session and Student Rep session of this training remain separate.

Action: EO'S and CV to arrange a meeting with Malcolm to discuss training including the possibility of creating a "Train the Trainer" module for the Guild. EO'S and CV to also discuss ALLY training for all staff and Student Reps with Malcolm.

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5. Other Business

- 5.1. EC advised the Queer Collaboration Conference will be held in Canberra from 7-12 July. EC will provide more details as they come to hand but if anyone is interested in attending to please let EC know.
- 5.2. SM raised a concern that with the expected influx of International Students accommodation at the Colleges will be an issue given the majority of the College accommodation is allocated to local students.
Action: EO'S to raise with the Vice Chancellor

6. Next Meeting

10:00am, Tuesday 19 May 2015

Meeting closed at 10:43am

DRAFT

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Equity & Diversity Committee



10:00am 19 May 2015

Attendance

Present

Charlie Viska (CV) (Chair)
Elizabeth O'Shea (EO'S)
Laura Mwiragua (LM)
Ellen Cohen (EC)
Tara Hill (TH)
Callista Goh (CG)
Tony Goodman (TG)
Jenny Ophel (JO)
Rida Malik (RM)

Apologies

Ruby Blakeway (RB)
Emma Boogaardt (EB)
Vik Selvaraja (VS)

1. Welcome and Opening

CV acknowledged that UWA is situated on Nyoongar land. He paid his respects to Nyoongar elders past, present and future.
CV welcomed Laura Mwiragua and Rida Malik to their first Committee meeting.

2. Confirmation of Previous Minutes

CV moved to confirm Minutes of 21 April 2015
Seconded by EC
Passed unanimously

3. Business Completed Via Circular

Nil

4. Committee Business

4.1. CV put forward a motion to co-opt RM onto the E&D Committee.
Seconded by TH
Passed unanimously

4.2. Feedback on proposed Club Guidelines: CV suggests the Guidelines include a preamble as to the purpose of the Guidelines and highlight the importance of the Clubs adhering to them. CV has approached groups/Clubs to obtain further feedback.

Action: CV to provide draft Guidelines at next meeting. JO to re-circulate previous Guidelines in the meantime.

4.3. ALLY and Courageous Conversations Training: JO advised that JO, CV and Lucy Moyle would be meeting with Malcolm Fialho from UWA E&D on Monday 25 May

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10:00am 19 May 2015

to discuss the possibility of running Courageous Conversations and ALLY training for students and Guild staff.

Action: CV and JO to provide feedback from the meeting with Malcolm at next meeting.

- 4.4. Off Campus Events: EO'S advised she has not yet been able to meet with the Residential Colleges to discuss off campus events, however, she will be meeting with Club Presidents to discuss how to run events when they are not "Guild" events.

Action: EO'S to provide update at next meeting

- 4.5. Gaps in Representation (on Committee and Campus groups): LM advised she was speaking with different groups on campus to get the word out about collectives on campus relating to students of colour and women's groups. CV asked if extra resources were required and LM advised that at this stage they were okay, however, if numbers increase extra resources may be required in Semester 2.

EO'S advised she had not had much progress on identifying disability groups on campus. EC advised the Queer Department may have interested parties and if there was enough interest the Committee could push for a Collective. CG is a representative from Uni Access so can be called upon to take relevant information from the E&D Committee to Uni Access.

5. Other Business

- 5.1. Closed discussion on Medical Centre.

6. Next Meeting

10:00am, Tuesday 16 June 2015

Meeting closed at 10:26am

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Equity & Diversity Committee



10:00am 21 July 2015

Attendance

Present

Charlie Viska (CV) (Chair)
Elizabeth O'Shea (EO'S)
Emma Boogaerdt (EB)
Tara Hill (TH)
Tony Goodman (TG)
Jenny Ophel (JO)

Apologies

Laura Mwiragua (LM)
Callista Goh (CG)

1. Welcome and Opening

CV acknowledged that UWA is situated on Nyoongar land. He paid his respects to Nyoongar elders past, present and future.

2. Confirmation of Previous Minutes

CV moved to confirm Minutes of 19 May 2015
Passed unanimously

3. Business Completed Via Circular

Nil

4. Committee Business

- 4.1. Training: CV provided an update on the meeting with Malcolm Fialho from UWA E&D regarding training for student representatives and the Colleges. Malcolm advised the Courageous Conversations training is best suited to smaller groups and has therefore suggested that the "Diversity Dialogue" training would be more appropriate.

Malcolm has requested the Committee provide options for training dates and times. JO requested that a sub-Committee be formed to focus on the training initiative to ensure all groups are given the opportunity to attend the training. The Committee is therefore seeking expressions of interest from Committee members to sit on the sub-Committee. It has also been suggested to extend the expressions of interest to Kelly (Colleges), Nevin (SOC) and Tom (ED).

Action: Committee members to submit expression of interest to sit on the training sub-committee to JO by Friday 31 July.

- 4.2. Proposed Club Guidelines: A lengthy discussion took place on whether the Committee should be focused on providing guidelines to Clubs or a handbook. It was acknowledged that the process of compiling a handbook was time intensive

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and the Committee agreed to proceed with guidelines with the view of providing a more in-depth workbook/manual (with working examples) at a later date.

Action: CV to liaise with the Events Department to ensure Guidelines align to current processes and procedures.

5. Other Business

- 5.1. EB tabled the Women's Department Safer Spaces policy and requested the document be circulated to the E&D Committee for endorsement. TG advised there is a need to raise more awareness of the safer spaces in the Guild. Ideas on how best to do this are welcomed.

Action: JO to circulate Safer Spaces policy to Committee for endorsement.

6. Next Meeting

10:00am, Tuesday 18 August 2015

Meeting closed at 10:28am

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Equity & Diversity Committee



10:00am 18 August 2015

Attendance

Present

Charlie Viska (CV) (Chair)
Elizabeth O'Shea (EO'S)
Emma Boogaerdt (EB)
Sean Matjeraie (SM)
Tara Hill (TH)
Callista Goh (CG)
Rida Malik (RM)
Jenny Ophel (JO)

Apologies

Laura Mwiragua (LM)
Tony Goodman (TG)

1. Welcome and Opening

CV acknowledged that UWA is situated on Nyoongar land. He paid his respects to Nyoongar elders past, present and future.

2. Confirmation of Previous Minutes

CV moved to confirm Minutes of 21 July 2015
Passed unanimously

3. Business Completed Via Circular

Nil

4. Committee Business

- 4.1. Training: JO advised there was no response to the call for interested parties to form a sub-committee for E&D training for Student Representatives and Colleges and whilst JO would be happy to assist coordinate the training, the initiative itself needs to be driven by the Committee. A number of Student Representatives were identified as possible interested parties.

Action: JO to approach those Student Representatives to ascertain their interest in working on the E&D training sub-committee.

- 4.2. Proposed Club Guidelines: CV ran through the contents of the Guidelines and the Committee proposed the inclusion of topics such as need for food to be served where alcohol is present and a "useful tips" page. More focus to be given on Naming, ie: suggest Clubs focus on what the theme is and cater to that theme (example: serve Tacos at Mexicana).

Committee also suggested a Resource list be included and "Welcome to Country" guidelines for Club Committee meetings.

Action: CV to update the Guidelines and send to JO for circulation to Committee.

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10:00am 18 August 2015

- 4.3. Women's Department Safer Spaces Policy:
EB moved to formally endorse policy
Passed unanimously

5. **Other Business**

- 5.1. Closed discussion on Medical Centre. Not to be included in Minutes.

6. **Next Meeting**

- TBA – proposed early October

Meeting closed at 10:28am

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Equity & Diversity Committee

10:00am 20th October 2015



Attendance

Present

Charlie Viska (CV) (Chair)
Elizabeth O'Shea (EO'S)
Emma Boogaerd (EB)
Sean Matjeraie (SM)
Tara Hill (TH)
Callista Goh (CG)
Rida Malik (RM)
Laura Mwiragua (LM)
Tony Goodman (TG)

Apologies

Jenny Ophel (JO)

1. Welcome and Opening

CV acknowledged that UWA is situated on Nyoongar land. He paid his respects to Nyoongar elders past, present and future.

2. Confirmation of Previous Minutes

CV moved to confirm Minutes of 18 August 2015
Passed unanimously

3. Business Completed Via Circular

Nil

4. Committee Business

4.1 The committee discussed the new Club Handbook guidelines. It was agreed the policy book would be aimed to be endorsed on November 25th Guild Council. E&D Chair would send the final version to the committee for approval via circular. CV has recorded feedback notes during the meeting.

5. Other Business

- 5.1. Chair called for ideas on how the meetings can be structured in the future – Committee encouraged to send ideas to CV directly so CV can hand over to incoming chair.
- 5.2. Halal food – EO'S outlined the proposed training for catering staff in Halal food preparation and how the Guild can achieve certification. Committee very pleased with idea of training staff.
- 5.3. EO'S updated committee on Reid Library ground floor and improved access for students.
- 5.4. Social Science rooms needs wheelchair access – EO'S advised to contact UniAccess to make them aware of the situation.

6. Next Meeting

No other meetings planned due to Exams. Any business will be completed via circular.
Meeting closed at 11.12am.