

Subject:	<b>Social Inclusion Committee</b>		
Present:	Barbara Webb (Acting Chair), Bonnie Chew, Drew Burns, Karen Mostert-Wiley, Ryan Hsu, Shirley Fraser, Vanessa Brady, Jacqueline Wilson, Artemis Munoz		
Date and time:	Monday 11 April, 11.00am – 12noon		
Venue:	DVC Meeting Room Mt Helen		
From:	Elizabeth Spark		
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## **Standing Items**

### **1. Welcome, Apologies and Preliminary Matters**

- Apologies: Darren Holland, Campbell Ackland
- Round table introductions. Particular welcome to Artemis Munoz, Student Senate nominee and Vanessa Brady, elected staff member.
- In absentia: one additional student nominee of Student Senate, to be advised.

### **2. Previous Minutes and Action Items**

#### *Paper 1 - Previous Minutes & Action Items*

- Racism. It Stops With Me: Proposed event not proceeding due to staff changes in Student Leadership. Remove from action list.
- Minimum tuition fee payment plans for FedCollege: Shirley Fraser reports that extended payment plans for VCAL students are now available as a 6 month plan instead of 12 weeks. Action complete.
- White Ribbon:
  - Staff survey results – Karen Mostert-Wiley will follow up on what happened to the results.
  - Graduate Certificate in Domestic Violence - Discussion on getting a working party together to put together a proposal. Defer to next meeting, after domestic violence training for senior staff has been conducted 12/4/16.
  - Barbara Webb reported that training has been organised for senior staff and other key staff, facilitated by CAFS and Women's Health Grampians. This is separate to the staff training that is planned as part of the White Ribbon accreditation.
- Provision of reasonable adjustments to students in prisons: Discussion on the complexities of provision of services to students in prisons. Disability Liaison Unit to consider in advance what action they will take if a student in prisons disclosed a disability requiring reasonable adjustments. Drew Burns to action outside of this Committee. No further action required by this Committee.
- WGEA update: The WGEA report is due end July, work in progress. Remove from action list.
- NHMRC: Barbara Webb reports that Darren Holland has met with Leigh Sullivan (DVC Research & Innovation) and NHMRC gender requirements are on his radar. A paper has been distributed with today's agenda for information.
- SIC newsletter: Planned for 2016. Retain on action list.
- Apologies and meeting attendance: Elizabeth Spark to include a reminder to emails when sending out agenda papers asking for a written update on action items/agenda items if unable to attend. Remove from action list.
- Terms of Reference:
  - Amended ToR distributed with agenda for approval. Remove from action list.
  - A meeting took place to review the membership composition. Action complete.

### 3. Reconciliation Action Plan

- As produced by the RAP Committee
- Bonnie Chew attended the RAP meeting in December 2015. Next meeting scheduled for next week.
- Geoff Lord is the new Chair, Reconciliation Action Plan Committee.
- The RAP is a list of actions and meetings are held to progress actions including:
  - Statement of Reconciliation – new Statement being made for FedUni which will include Gunaikurnai Traditional Owners
  - Cultural awareness training is slowly progressing, low attendance. Karen advises that HR business managers are continuing to encourage staff to attend. Barbara has suggested direct emails from HR to senior staff so they can make it a priority for their staff to attend.
  - Bonnie reiterated the importance of staff attending cultural awareness training as it was also part of FedUni responsibility under the Wurreker Strategy for Koorie Education in Victoria and University Australia's Indigenous Cultural Competency framework.

### 4. Care Leavers Update

*Paper – Care Leavers update*

- Jacqueline Wilson presented on the points listed in her written update.

### 5. Opportunities for Committee Advice and Action (Acting Chair)

- TAFE Scholarships: Shirley Fraser raised the discussion on the number of TAFE scholarships and the low number of applications for these few scholarships.
  - Barbara Webb reported that the FedUni Foundation selection panel have made recommendations for future rounds re having more TAFE scholarships and a more tailored application process.
  - Also in relation to the Foundation scholarships, Jacqueline Wilson reported that Pearl Goodwin-Burns (FedUni Care Leaver Coordinator) and Jacqueline are working on a process in relation to scholarships for Care Leavers, including providing assistance in the application process.
- The idea of a Vice-Chancellor's award for social inclusion was raised in the same vein as the Reconciliation award. **Action:** For further consideration at next meeting.

### General Business

#### 6. Review of the Terms of Reference

*Paper 2 – Terms of Reference*

- The amended Terms of Reference were agreed and accepted by the Committee.

#### 7. Committee Membership Composition

*Paper 3 – Nominee statements x2*

- Barbara Webb reported that Darren Holland took executive action as Chair to co-opt Jacqueline Wilson to the Committee for her work in relation to Care Leavers. This led to consideration of staff that may be interested in presenting to the Committee to help further the work of the Social Inclusion Committee. **Action:** Elizabeth Spark to invite the named staff members to present at a meeting in 2016.

#### 8. National Health and Medical Research Council (NHMRC) Gender Policy and Implications

*Paper 4 – Briefing paper to FedUni Research Committee*

- Briefing paper noted

#### 9. Updates

(a) HEPPP Committee (B Webb)

- Examples of FedUni projects that are funded in 2015 with Higher Education Participation and Partnership Program (HEPPP) include the Discovery Club; maths support, Student Futures, borrowable IT technology, Leadership and volunteering; Kickstart Scholarships, Bursaries and Grants; BA@community
- Discussion on scholarship eligibility for students studying through Partner Providers. Ryan Hsu reported that Scholarships, Bursaries and Grants Office are currently reviewing policies. **Action:** Ryan Hsu to pass on concerns expressed to Director SC for clarification and follow up.

- (b) Indigenous (B Chew)
  - Report attached to minutes.
  
- (c) E&EO (B Webb)
  - FedUni launched the *Respect Now Always* campaign during Orientation Week. This campaign was designed by Universities Australia in response to the Hunting Ground movie release in Australia. A small FedUni team worked on tailoring materials for FedUni purposes.
  - Barbara reviewing Children on Campus policy and procedure. Seeking input. The Committee agreed to be included in direct consultation process – in addition to wider consultation process on FedNews.
  
- (d) Student Connect (R Hsu)
  - Student Engagement is currently reviewing constitution to all our Clubs, Societies and Sports teams. This is to ensure that there are open access to clubs for all students and there is gender balance for executive positions.
  - Student Engagement, as part of the new clubs induction to introduce workshops which includes information on violence, safety and White Ribbon information. We will also have sessions about alcohol and its risks.
  - Scholarships, Bursaries and Grants are currently working on improving their policies, procedures and guidelines. This includes establishing criteria for which scholarships will be issued. Stakeholders may contact Kate Toner, Manager, Scholarships, Bursaries and Grants to provide feedback.
  
- (e) Human Resources (K Mostert-Wiley)
  - Report attached to minutes.

**10. Significant dates for noting**

*Paper 5 – Significant dates - Equity & Equal Opportunity*

- Noted

**11. Next Meeting:** Friday 10 June, 10.30-12.00

# Departmental Report

## Aboriginal Education Centre – Social Inclusion Committee

**Department: Aboriginal Education Centre (AEC) for Social Inclusion Committee**

**Meeting Date: 11 April 2016**

**Compiled by: Bonnie Chew**

### Item 1 – Data and reporting

Currently I'm collecting student data from the past 5 years. Collection of this data will track the progression of the AEC services and supports, as well as student numbers. This data will assist the strategic direction, of the AEC, into the future.

Our student numbers look as though they're booming, in higher education, compared to previous years. Although it is proving difficult to determine TAFE numbers as this time.

### Item 2 – Prison visits

Staff members of the AEC attended Hopkins Correctional Centre for a BBQ, hosted by Indigenous students, on Tuesday 5 April 2016. This opportunity was a great way for more staff trained in the prison setting ensuring prison students are fully supported.

### Item 3 - Some of FedUni Indigenous Plans

#### **Reconciliation Action Plan (University wide)**

This plan was endorsed by FedUni's council in 2015. The plan outlines FedUni's commitment to Indigenous matters.

<http://federation.edu.au/about-us/our-university/indigenous-matters/reconciliation-action-plan>

#### **Wurreker Implementation Plan (TAFE, Aboriginal Education Centre)**

This plan is implemented each year under guidelines set out by the state government. To ensure the AEC receives ongoing funding, this plan must be submitted with a financial acquittal.

The funding from Wurreker is utilised to support Indigenous TAFE students.

#### **Universities Australia Culturally Competent University (University wide)**

This plan is not widely known. The Vice Chancellor is the force behind this. Recently we've had to supply feedback via a survey in regard to how we think our university is progressing.

#### **Item 4 – Regional University Network**

<http://www.run.edu.au/>

I have been appointed as FedUni's Indigenous representative on the newly formed Indigenous RUN working group. Recently I March made my way to Canberra where I met with other senior Indigenous representatives of the universities part of the network to discuss similar issues faced by Indigenous students and staff across Australia. The working group report back to the main network committee.

## HR Update 13 April 2016

### 1. Cultural Awareness Training

In 2015 Human Resources implemented an interactive Aboriginal and Torres Strait Islander Cultural Awareness Program.

The program's purpose is to help increase the University community's knowledge and understanding in a workplace setting and beyond.

The program is tailored to employees in a university setting and focuses on the following:

- the fundamental awareness and cultural understanding of our Indigenous people in general;
- an understanding of our local Indigenous communities and their issues;
- the existing barriers due to the intergenerational effects of past policy and history;
- providing linkages to the relevant University policies and procedures including the Reconciliation Action Plan – which will assist in the building of a stronger aligned University community with Aboriginal and Torres Strait Islander people (staff and students); and
- providing strategies and tools to enable an increase in the employment and retention rates of Aboriginal and Torres Strait Islanders at the University.

Sessions are promoted to staff on FedUni News and through the Human Resources Business Partners requesting that staff attend the training.

To date, 151 staff and 5 Council Members have attended the training that commenced on 12/06/15.

Training Dates	Campus	Staff Trained	Council Members Trained
12/06/15	MTH	17	0
27/08/15	MTH	19	0
17/09/15	MTH	19	1
08/10/15	GIPPS	16	0
14/10/15	GIPPS	20	3
10/11/15	GIPPS	16	0
20/11/15	MTH	14	1
08/03/16	MTH	17	0
24/03/16	MTH	13	0
<b>Participants to date</b>		<b>151</b>	<b>5</b>

## 2. Policies and Procedures

### Recruitment and Merit Selection Policy and Procedure

Human Resources have recently reviewed the Recruitment and Merit Selection Policy and Procedure. These are currently available for comment until Tuesday, 19 April 2016.

Committee members are invited to provide their feedback.

### Aboriginal and Torres Strait Islander Policy and Procedure

Human Resources is currently reviewing these. It is envisaged that these will be made available for University wide comment by mid-year.

## 3. Other Initiatives

### Professional Development

Human Resources is currently in the process of finalising the Professional and Management Development Calendar for 2016. There will be professional development offered this year for management regarding managing mental health within the workplace.

### White Ribbon Accreditation

The White Ribbon Steering Committee are currently working through the requirements for accreditation. Training has commenced for senior staff on *Preventing violence against women – a workplace-based approach*. These sessions are being run by Women's Health Grampians. Further training sessions are planned for the near future. Online training for staff is also being investigated.

The committee is also in the process of developing a Family Violence Response Policy and Procedure. These documents will formalise the University's commitments to supporting staff and students who are experiencing family violence, and provide direction for managers when they receive reports of family violence on how best to provide support.

### Respect and Positive Workplace Behaviours

Human Resources is researching an initiative aimed at increasing respect and positive workplace behaviours. It is envisaged that this initiative will involve educating management and providing online training to all staff regarding respectful and positive workplace behaviours.

### WiL Mentoring Program for Women

The Vice-Chancellor and the Director, Human Resources have provided support for an initial mentoring program for women. This initiative was proposed by a working group from the Strengthening Women in Leadership program.

The program is currently been advertised on FedNews and expressions of interest will be called for mentors and mentees to participate. Julie Warnock will provide training to mentors and information sessions for mentees.