

QAAFI Gender Equity and Diversity Committee
(QAAFI Diversity and Inclusion Committee)

Minutes – Meeting 12th April

Present:- Ala Tabor, Cathy Baynham, Pat Blackall, Mary Fletcher, Barbara George-Jaeggli, Robert Henry, Tim Mahony, Kat Payne, Kinnari Shelat (phone), Yasmina Sultanbawa (phone), Jordan Tredinnick, Steve Williams.

Apologies:- Glenn Fox, Daniel Rodriguez, Heather Smyth.

Buisness:-

- 1) Overview by Jordan Tredinnick. Jordan explained her role (Senior Manager) within Staff Diversity and Inclusion section. Jordan then presented the vision of this group (Empowering and Educating all in University in Diversity and Inclusivity). Jordan confirmed a strong commitment from her unit to work with local/Institute committees. While Jordan and her group have a key role at the strategic level, the group is keen to work with local committees to help ensure local implementation of the UQ Strategic Plan.

In discussion that followed, the following points were made

- a) The QAAFI committee can contribute at three levels (QAAFI, University wide, external to University) due to the unique, external facing nature of QAAFI research.
 - b) Recommendation from Jordan for a local (QAAFI level) Strategic Plan
 - c) QAAFI needs a visible commitment to diversity and inclusivity. Suggestions include a Web page, specific posters that can be prominent in workplaces. Ala will discuss with Margaret Puls and others as necessary the possibility of a Diversity and Inclusion Web page.
 - d) As part of the first step to a visible commitment, it was resolved to change the change of this Committee to the QAAFI Diversity and Inclusion Committee.
 - e) The visible commitment should also include (as recommended by Jordan) a clear Reporting Plan/Pathway.
- 2) Committee Structure and Co-ordination. Resolved that the Minute taking role would rotate around the Committee. Ala Tabor volunteered to take on the role of co-ordinating agenda. Resolved that the Committee membership term stay as per current arrangements (12 month term plus additional 12 month extension if member agreeable). To help encourage active participation, a three strike and out rule will be imposed (missing three meetings without apologies will result in loss of membership). Agreed that Ala will contact all current Committee members with details of the agreed membership terms.
Currently, the Committee has only one student member (Alex Nilon). Kat will take on the role of obtaining student representatives and to confirm Alex's on-going commitment.

Committee will meet every two months. Kat will organise to try and lock in meeting dates for the rest of the year that suit the diary of Robert Henry and that of Steve Williams.

Jordan confirmed that some-one from her group will attend all meetings of the Committee.

- 3) IDEAL Committee. Ala and Jordan provided an update on the IDEAL committee (Inclusion, Diversity, Equity, Action, Leadership). This Committee meets every 6 weeks and has a membership representative of the broad University. Some current issues/items from IDEAL:-
 - a. Possible Buddy system to support new staff (meet staff at airport, help new staff with orientation to University and city; welcome dinners). Concept still being developed – will be centrally funded.
 - b. Unconscious bias. While the “Train the Trainer” workshops have been completed, full roll out is not possible yet. Waiting on refinements that will allow 3 on-line modules and 1 follow workshop to be rolled out across the University. Final roll out schedule not yet clear. QAAFI staff who were involved in the early workshops (Ala, Neena, Kat) were all highly impressed with the concept.
 - c. Australian Workplace Equality Index – a support program for LGBTI staff. UQ currently at Bronze level.
 - d. Ala Tabor will provide future feedback to all QAAFI staff via QAAFI newsletter and the new (if possible) QAAFI Diversity and Inclusion Webpage.
- 4) Athena Swan Update. QAAFI finished in fourth place in terms of survey responses. Ala, Mary and Yasmina provided updates on their respective Working parties. In general, the data from the survey is yet to be fully analysed. While awaiting the survey results, Cathy agreed to obtain available diversity data on QAAFI staff from Aurion.
- 5) Kinnari reported that the international lunches at Coopers Plains have been very successful – Mary Fletcher also supported the success of this activity. This could be a model to be considered at other sites to encourage staff inclusion. Agreed that if these types of activities are undertaken at Coopers Plains or other sites, it would help promote the issue, if these activities were formally flagged as QAAFI Diversity and Inclusion Activities.
- 6) Jordan reported that the central group will shortly be producing a Days of Significance Calendar that lists key days. The emphasis will initially be on indigenous cultural days but will expand to include other cultures.
- 7) Resolved that seek to use QAAFI Newsletter to advertise social, inclusive activities (e.g. International Lunches) and to link to the Days of Significance Calendar would be an effective communication tool. Ala will raise these issues with Margaret Puls.
- 8) Next Meeting. Plan to hold next meeting in the week of the 11th June. Time and date will depend upon availability of Robert and Steve.

Action Points

- Committee to adopt new name – QAAFI Diversity and Inclusion Committee.

- Ala Tabor will discuss with Margaret Puls and others as necessary the possibility of a QAAFI Diversity and Inclusion Web page.
- Committee members to rotate role of minute taking
- Ala Tabor to take on role of agenda co-ordination for the Committee.
- Ala Tabor to contact all current Committee members informing that renewal for a second 12 month term is possible. As well, all members will be informed of the 3 strikes and out rule.
- Kat Payne will take on the role of obtaining student representatives for the Committee.
- Kat Payne will organise to try and lock in meeting dates for the rest of the year that suit the dairy of Robert Henry and that of Steve Williams.
- Ala Tabor will provide future feedback on IDEAL to all QAAFI staff via QAAFI newsletter and the new (if possible) QAAFI Diversity and Inclusion Webpage.
- Cathy Baynham to obtain available diversity data on QAAFI staff from Aurion.
- Ala Tabor to raise the issue of using QAAFI Newsletter to promote activities such as International Lunches and links with the Days of significance Calendar with Margaret Puls.