

**QAAFI Diversity and Inclusion Committee  
MINUTES**

**DATE:** Tuesday 19<sup>th</sup> February, 2018

**TIME:** 2:00 – 3:00pm

**LOCATION:** **QAAFI Big Table Meeting Room** - Level 2 QBP

**ATTENDEES:** Neena Mitter, Alex Nilon, Tim Mahoney, Jordan Tredinnick, Louisa Parkinson, Megan Vance, Mary Fletcher, Carolyn Martin, RCN Rachaputi, Daniel Rodriguez, Pat Blackall, **one more**

**APOLOGIES:** Stephen Williams, Heather Smyth, Robert Henry, Deirdre Mikkelsen, Liz Eden, Louisa Parkinson

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**AGENDA items from this meeting:**

Agenda Item No	Description
1.	<p data-bbox="264 898 1007 927"><b>Review minutes and action items from the previous meeting</b></p> <ol style="list-style-type: none"><li data-bbox="312 969 1406 999"><b>1. QAAFI Diversity and Inclusion Committee Webpage, QAAFI Intranet and QAAFI Break</b><ul style="list-style-type: none"><li data-bbox="312 1041 1406 1106">• QDIC page is currently available on the QAAFI intranet, including the committee’s aims and links to the minutes of past meetings.</li><li data-bbox="312 1115 1334 1144">• Any necessary additions and edits can be made, should any members raise ideas.</li><li data-bbox="312 1153 1406 1218">• Should we include contacts for anyone interested in joining the committee or sitting in on a meeting?</li><li data-bbox="312 1227 1406 1292">• Short write-ups (~200 words) can be submitted towards blogs, such as attended events and conferences.</li><li data-bbox="312 1301 1406 1366">• URL still needs to be changed from <a href="https://qaafi.uq.edu.au/gender-equity-diversity">https://qaafi.uq.edu.au/gender-equity-diversity</a> to last meeting’s suggestion of <a href="https://qaafi.uq.edu.au/diversity-inclusion">https://qaafi.uq.edu.au/diversity-inclusion</a>.</li></ul></li><li data-bbox="312 1408 839 1438"><b>2. QAAFI Break notices for the committee</b><ul style="list-style-type: none"><li data-bbox="312 1480 432 1509">• Done.</li></ul></li><li data-bbox="312 1552 1334 1617"><b>3. Regarding Aboriginal and Torres Strait Islander employment in professional and academic roles at QAAFI.</b><ul style="list-style-type: none"><li data-bbox="312 1626 1334 1691">• This is currently in progress. 90 applications received, 36 currently shortlisted, 10 positions are available. One of these will be at QAAFI.</li></ul></li><li data-bbox="312 1733 539 1762"><b>4. Diversity goals</b><ul style="list-style-type: none"><li data-bbox="312 1771 1230 1800">• Still waiting on input from UQ on an action plans towards diversity goals.</li></ul></li><li data-bbox="312 1843 632 1872"><b>5. SAGE survey response</b><ul style="list-style-type: none"><li data-bbox="312 1881 751 1910">• Need Robert’s input for this one.</li></ul></li><li data-bbox="312 1953 1018 1982"><b>6. Role of each minute-taker for continuity and planning</b><ul style="list-style-type: none"><li data-bbox="312 1991 1382 2085">• Consensus seems to be continuing to rotate task of minute-taking around the committee rather than relying on any specific individual from admin. This role should alternate gender where possible.</li></ul></li></ol>

2.	<p><b>Update from UQ's Diversity and Inclusion Unit</b></p> <ul style="list-style-type: none"> <li>• Submission for Athena SWAN coming up soon, currently going through editing and approval process. <ul style="list-style-type: none"> <li>○ Following submission, the report will be made public. Will also go up on intranet in advance of this, following VC approval.</li> <li>○ Submission is on 29<sup>th</sup> of March, won't be announced/released until December.</li> <li>○ Previous cohort reports will be available on the SAGE website.</li> </ul> </li> <li>• Numerous events leading up to International Women's Day on March 8<sup>th</sup>. This year's theme is "Balance for Better". <ul style="list-style-type: none"> <li>○ UQ is hosting an event on the 5<sup>th</sup> at the QBI auditorium, including a presentation from author and commentator Catherine Fox and a Q&amp;A panel discussion, including Neena from the committee. This will be recorded and livestreamed.</li> <li>○ There will be a combined QAAFI and QBI event on the 6<sup>th</sup> at the QBI seminar room. This will include an intersectional panel on desirable leadership traits and a keynote speech from Raynuha Sinnathamby. There will be a related write-up for QAAFI Break and the committee webpage, including profiles on associated female CIs.</li> </ul> </li> <li>• Recruitment for Aboriginal and Torres Strait Islander graduate program <ul style="list-style-type: none"> <li>○ Notable interest in academic careers.</li> <li>○ 4 positions available for a shortlist of 10.</li> </ul> </li> <li>• For disability engagement, currently cooperating with Vision Australia for a work placement program. <ul style="list-style-type: none"> <li>○ Staff With Disability inclusion workshop is upcoming.</li> </ul> </li> <li>• LGBTIQ inclusion <ul style="list-style-type: none"> <li>○ Working on equality index for benchmarking and purposes of reflection. Due on 8<sup>th</sup> of March, submission being finalised.</li> <li>○ Email on AWEI survey for staff has been sent out.</li> </ul> </li> <li>• International Transgender Day of Visibility is upcoming on the 31<sup>st</sup> of March.</li> <li>• Cultural/Linguistic Diversity <ul style="list-style-type: none"> <li>○ Harmony Day is coming up on March 21<sup>st</sup>, will be announcing the Warm Welcome initiative.</li> </ul> </li> </ul>
3.	<p><b>Role of each minute-taker for continuity and planning</b></p> <ul style="list-style-type: none"> <li>• Consensus seems to be continuing to try rotate task of minute-taking around the committee rather than relying on any specific individual from admin. This role should alternate gender where possible.</li> </ul>
4.	<p><b>'Round table' updates on inclusion/other events at different QAAFI sites</b></p> <ul style="list-style-type: none"> <li>• Daniel reported on the upcoming 2020 Agronomy conference, having achieved an equal gender split on the committee.</li> </ul>
5.	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Women in STEM prize nominations for Louisa Parkinson and Jayeni Hiti-Bandaralage within QAAFI, which included STEM Prize communications training. <ul style="list-style-type: none"> <li>○ Next Innovations in Agriculture newsletter to include video on the nominee's work.</li> </ul> </li> </ul>

**ACTION items from this meeting:**

#	Action Item	Responsible	By date
<i>Relating to committee webpage</i>			
1	Need to make sure that profiles for CIs for International Women's Day are up to date, including photos and a brief blurb about themselves, to facilitate webpage profiles. To be passed on to Comms team. Also, review if there is anyone who should be added to this list.	Megan and Louisa	By March 1 <sup>st</sup> .
2	Webpage needs to be updated to reflect inclusivity and diversity aspects beyond women, such as indigenous training opportunities.	Comms team	By next meeting

3	Change public webpage URL to <a href="https://qaafi.uq.edu.au/diversity-inclusion">https://qaafi.uq.edu.au/diversity-inclusion</a> reflect committee name.	Comms team	By next meeting
4	Intranet page should include direct links to QAAFI Break newsletter and upcoming diversity events (refer to Jordan's provided calendar). Should also seek out recommendations from collaborators on intranet and public page design and content creation.	Comms team	By next meeting
<i>Women in STEM prize</i>			
5	Encourage voting for people's choice award in an upcoming QAAFI Break newsletter. May need to be sent around separate to the newsletter as voting closes relatively soon.	Comms team	ASAP, voting closes March 13
<i>Meeting minutes</i>			
6	Minor corrections need to be made to previous meeting minutes.	Alex	By next meeting
7	Collect Agenda items for the next meeting.	Patrick	Prior to next meeting
8	Need a woman to nominate for minute taking next meeting	All members	Prior to next meeting
<i>International Women's Day events</i>			
9	Send out reminder for livestream/recording of UQ event on the 5 <sup>th</sup>	Liz	Prior to 5 <sup>th</sup> March

**Next Meeting:** in 2 months (16 April, 2:30pm), QAAFI Big Table Meeting Room

## Appendix 1: Diversity Events 2019

<b>FEBRUARY</b>	
5 February	Chinese New Year
11 February	International Day of Women and Girls in Science
13 February	National Apology Day
<b>MARCH</b>	
8 March	International Women's Day
21 March	Harmony Day
21 March	National Close the Gap Day
31 March	International Transgender Day of Visibility
<b>MAY</b>	
6 May	Ramadan starts
17 May	IDAHOBT Day
20 May	World Refugee Day
26 May	National Sorry Day
27 May to 3 June	National Reconciliation Week
<b>JUNE</b>	
3 June	Mabo Day
17 June	World Refugee Week
20 June	World Refugee Day
<b>JULY</b>	
1 July	Coming of the Light
5 July	Pride in STEM day
7 - 14 July	NAIDOC week starts
<b>AUGUST</b>	
4 August	National Aboriginal and Torres Strait Islander Children's Day
9 August	International Day of the World's Indigenous People
12 August	Eid al Fitr (end of Ramadan)
26 August	Wear it Purple Day
<b>SEPTEMBER</b>	
September	Brisbane Pride
23 September	Bisexuality Day
TBC	Equal Pay Day (dependent on the national pay gap but generally in Sept)
<b>OCTOBER</b>	
11 October	National Coming Out Day
11 October	International Day of the Girl
22 October – 28 October	Asexual Awareness Week
26 October	Intersex Awareness Day
27 October	Diwali
<b>NOVEMBER</b>	
8 November	Intersex Day of Solidarity
19 November	International Men's Day
20 November	Transgender Day of Remembrance
Week of 20 November	Transgender Awareness Week
25 November	White Ribbon Day
<b>DECEMBER</b>	
1 December	World Aids Day
3 December	International Day for Persons with Disability

## Appendix 2: 2019 Staff Development Calendar

<b>FEBRUARY</b>	
13 February	Discrimination & Harassment Contact Officer Training - UEDDHC
<b>MARCH</b>	
7 March	Managers Guide to Flexible Working (new)- UEMGFW
13 March	Staff Disability Inclusion Workshop- UESDIW
20 March	Managing a Diverse Team- LMMADT
<b>APRIL</b>	
9 April	UQ Ally Workshop
<b>MAY</b>	
8 May	UQ Ally Workshop
16 May	Cognicity unconscious bias train-the-trainer w/shop
15 May	DHCO Refresher Training- UEDDH1
22 May	Managers Guide to Flexible Working (new)- UEMGFW
<b>JUNE</b>	
4 June	Staff Disability Inclusion Workshop- UESDIW
6 June	Managing a Diverse Team- LMMADT
27 June	UQ Ally Workshop
<b>JULY</b>	
23 July	Discrimination & Harassment Contact Officer Training - UEDDHC
<b>AUGUST</b>	
8 August	UQ Ally Workshop
21 August	Managers Guide to Flexible Working (new)- UEMGFW
<b>SEPTEMBER</b>	
4 September	UQ Ally Workshop
10 September	Managing a Diverse Team- LMMADT
20 September	Staff Disability Inclusion Workshop
<b>OCTOBER</b>	
10 October	UQ Ally Workshop
29 October	DHCO Refresher Training- UEDDH1
<b>NOVEMBER</b>	
6 November	Staff Disability Inclusion Workshop- UESDIW
11 November	Managers Guide to Flexible Working (new)- UEMGFW
13 November	UQ Ally Workshop
28 November	Managing a Diverse Team- LMMADT
29 November	UQ Ally Workshop
<b>DECEMBER</b>	