

QAAFI - Support for Primary Care Giver Framework

Org Unit	Queensland Alliance for Agriculture and Food Innovation
Approved by:	Robert Henry, Director QAAFI
Date Approved:	20 th August 2019
Date Effective:	20 th August 2019
Next Review Date:	1 st August 2020
Contact for Assistance:	HR Business Partner QAAFI – gaafi_hr@uq.edu.au
Purpose and Objectives:	<p>This framework has been implemented as an initiative of the QAAFI Diversity and Equity Committee to mitigate known barriers and challenges that those with caring responsibilities face in attempts to progress their career.</p> <p>Applicants who have primary caregiving responsibilities can apply for up to \$1000 per annum (calendar year) to assist with their caring responsibilities whilst they pursue strategic opportunities that will directly benefit their career progression. Some examples of how funds might be used include, but are not limited to:</p> <ul style="list-style-type: none"> • the contribution towards the cost of a carer whilst attending a conference or training course; • the contribution towards the airfare of a dependent child to support attendance of a conference or other development activity;
Scope/Coverage:	This framework applies to all full-time or part-time, fixed-term, continuing and research (contingent funded) staff of QAAFI who have primary caring responsibilities (not limited to children).
Process:	<ol style="list-style-type: none"> 1. Applicant to discuss their request with their Supervisor and seek support. 2. Applicant to email their request to Supervisor with the following details: <ul style="list-style-type: none"> - What is the activity being undertaken that requires additional support - How much is being requested (maximum \$1000 per annum) - What will the funds be used for - If possible provide a quote i.e. cost of flight - Justification as to how this activity will assist with their career progression and how the financial support will mitigate any barriers to undertaking the activity - Reasonable evidence to support the claim may be requested i.e. statement of primary caregiver responsibilities. 3. Supervisor to send onto relevant Centre Director and HR Business Partner 4. For equity and transparency reasons, Centre Director to table the request at the QAAFI Management Team Meeting (QMTM) for assessment against the principles of this framework. 5. QMTM to provide recommendation for support/non-support to the Institute Director for final approval. 6. If approved, applicant to liaise with QAAFI Finance for processing. 7. Applicants can seek further advise from QAAFI HR should they not be satisfied with the outcome.

Principles:	<p>The following principles apply to this framework:</p> <ul style="list-style-type: none"> • UQ and QAAFI’s commitment to diversity and inclusion, including supporting the career progression of people with caring responsibilities. • That the activity is confirmed and there is sufficient funding to support the staff member to undertake the career development activity e.g. staff member has been accepted to present at conference and their travel, registration and accommodation can be paid for outside of this program. • There are no other reasonable alternative care arrangements that could be arranged by the staff member independent of this program. • It is evident that the activity for which support is being sought will contribute to the applicant’s career progression. • The request is reasonable, defined by: <ul style="list-style-type: none"> ○ Receipt of the financial support would mitigate barriers that might have prevented the applicant from attending ○ No undue hardship to QAAFI or the University ○ Request is within UQ policy and procedure including the Finance practices manual (i.e. funds are likely to be subject to Fringe Benefits Tax). • Successful outcomes will be subject to budget availability.
Budget Commitment	<p>The budget commitment for this program will be from QAAFI operating budget and a total amount will be identified and approved by the Institute Director each year. Once budget has been reached for the year the program is closed until the next financial year.</p>
Review	<p>This program will be reviewed by the QAAFI HR team regularly in the first 12 months and then annually to ensure:</p> <ul style="list-style-type: none"> • compliance with the framework principles. • the program is effective and relevant. • any deficiencies are identified and addressed promptly.
Recording and Reporting	<p>A summary of approved and unapproved applications will be provided to the QAAFI Equity, Diversity and Inclusion Committee by QAAFI HR for review and analysis. Identities of applicants will be redacted for confidentiality reasons.</p>