

Meeting Minutes

QAAFI Diversity and Inclusion Committee

Date	21 August 2019	Chairperson	Prof Robert Henry
Duration	1.5 hours	Notetaker	Dr Louisa Parkinson
Venue	QBP Boardroom, St Lucia campus		

Attendees: Robert Henry, Tanya Lutvey, Stephen Williams, Corey Worcester, Yasmina Sultanbawa, Deirdre Mikkelsen, Bruce Topp, Louisa Parkinson, Alexander Nilon, Barbara George-Jaeggli, Tim Mahony, Pat Blackall, Emily Mantilla Valdivieso, Carolyn Martin, Liz Eden.

Apologies: Dee Gibbon, Ian Godwin, Neena Mitter, Cathy Baynham, Mary Fletcher, Olufemi Akinsanmi, Lilia Costa Carvalhais, RCN Rachaputi, Heather Smyth.

Item	Description
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1. **Administrative Matters: Apologies, membership and confirmation of minutes**

Welcoming of new committee members:

- Corey Worcester (Operations Manager, QAAFI)
- UQ Diversity and Inclusion Unit representative: Dr Dee Gibbon (Associate Director, UQ Workplace Diversity and Inclusion, Human Resources Services)
- UQ Diversity and Inclusion Unit representative for today's meeting (as Dee is away): Tanya Lutvey (Senior Manager, UQ Workplace Diversity and Inclusion).

Resignation from the committee:

- Professor Ala Tabor (Professorial Research Fellow, QAAFI Centre for Animal Science)
- Associate Professor Daniel Rodriguez (Principal Research Fellow, QAAFI Centre for Crop Science)

The committee thanks the two resigning members for their contributions, particularly Ala Tabor who has been a driving force in the establishment of this committee and its terms of reference.

2. **Business arising out of the 19 June 2019 minutes**

Action 1 QDIC Secretary to follow up with UQ Diversity and Inclusion Unit for an update on their representative for the QDIC meeting on the 21 August 2019. **(ACTION COMPLETE)**

- UQ Diversity and Inclusion Unit representatives: Dr Dee Gibbon and Tanya Lutvey

Action 2 Content for posting on the QAAFI blog page is to be emailed to QAAFI Comms for uploading. **(ACTION COMPLETE)**

Action 3 Review [UQ Reconciliation Action Plan](#). In preparation for the next QDIC meeting, members are to consider strategies that align with the Plan and that could be employed by QAAFI. **(ACTION COMPLETE)**

New Action Item 1: Stephen Williams to share the UQ Reconciliation Action Plan and the plans being implemented by the other institutes.

Strategies currently adopted by Yasmina Sultanbawa's team which could be implemented QAAFI-wide

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Providing training for Aboriginal and Torres Strait Islander graduates and school-aged students at UQ.

- Creating pathways to academia through science experience engagement programs at QAAFI laboratories.
- School visits by QAAFI staff.

Training for QAAFI staff in providing acknowledgement of traditional owners of the land.

- Training by an elder
- Encouragement of staff and students to acknowledge traditional owners of the land before the start of presentations and seminars. All seminar events should begin with this. A prompt card with the appropriate phrasing should be available at the lectern or included in the seminar room multimedia kit.

New Action Item 2: Yasmina to share the guidelines for acknowledging traditional owners of the land.

Suggestions from Barbara George-Jaeggli (text from email communication to QDIC on 14/08/2019)

- Deliverable: develop and implement engagement plan to work with South East Queensland local Traditional Custodians, Aboriginal and Torres Strait Islander communities, organisations and industry partners, as well as to engage staff and students in relationship-building activities.
- Hermitage Research Facility which is DAF-owned but affiliated with UQ will be celebrating its 125-year anniversary and that there might be opportunities to implement some of those UQ reconciliation actions as part of a joint DAF-UQ initiative where we engage a local artist to create an interactive space that highlights Aboriginal and Torres Strait people's contribution to agriculture and food production and their relationship with the land. That space could be opened during the 125-year celebration at Hermitage. Barbara is happy to take this suggestion to the Hermitage leadership and report back to this committee, before further exploring funding opportunities etc if UQ/QAAFI/QDIC was supportive of the idea.

Please note, suggestions reference UQ Reconciliation Action Plan:

- Incorporate Aboriginal and Torres Strait Islander values and spaces in the physical and built environment.
- Engage an artist, preferably local where possible, to create a reconciliation feature on each campus that is interactive, informative and a space for conversations.
- Investigate creation of a space that celebrates the achievements of Aboriginal and Torres Strait Islander peoples with features on academic areas, architecture, medicine, plants/food, relationships with land, water and skies.

New Action Item 3: Barbara to report back on funding and engagement opportunities with DAF.

Plans to include each school holding an event such as morning tea; with a quarterly program of events being coordinated across schools to avoid overburdening of community was discussed.

Action 4 Workshop opportunities that could facilitate QAAFI Director and staff communication. This could include developing staff inclusive preparatory logistics to events such as QRM, Forums and Workshops. **(ACTION ON-GOING)**

- Suggestion brought forward for a QAAFI Retreat in mid-2020.
- SCMB retreat to be used as an example for QAAFI retreat planning.
- Open forum events or retreats proposed for QAAFI centres to facilitate staff & student engagement with centre directors.
- Information on progress/outcomes from the retreats to be made accessible to staff and students.

New Action Item 4: QAAFI management to arrange workshop opportunities that could facilitate QAAFI Director and staff communication (in mid-2020).

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Action 5 Consider how QAAFI staff could be engaged and consulted during preliminary and subsequent preparations for the DAF Review. **(ACTION COMPLETE)**

- Submission of the UQ review of QAAFI is complete. The DAF review will follow a similar format. Diverse representative members of staff (current and former) to be interviewed by an independent reviewer.

New Action Item 5: QAAFI management to arrange a callout for staff input in the DAF review of QAAFI.

Action 6 Workshop opportunities that could facilitate QAAFI and DAF general communication. **(ACTION COMPLETE)**

- DAF and QAAFI had a workshop recently ([What was it?? Please write it here](#)).

Action 7 Review [UQ Disability Action Plan \(2018-21\)](#); [UQ Aboriginal and Torres Strait Islander Employment Strategy \(2019 – 22\)](#); [UQ Mental Health Strategy \(2018-20\)](#). In preparation for the next QDIC meeting, members are to prepare strategies that could align with both UQ's priorities and be embraced by QAAFI.

- QAAFI currently aligns with these. Updates and suggestions below:

UQ Disability Action Plan (2018–2021)

- UQ and QAAFI has a responsibility to report on disability of staff.
- Staff are covered for disability through HR but students are not unless they declare it on enrolment. QAAFI needs to encourage students with disability to declare to be covered. QAAFI will create a safe and supportive environment for staff and students with disability. Suggestions to implement this include providing information and encouragement as part of a welcome pack email or during welcoming events, to maximise student awareness.

New Action Item 6: Corey to implement encouragement of students to declare disability. Information to be provided for welcome pack emails and PowerPoint slides for use in welcome events such as the QAAFI Student Association welcome event.

Suggestions from Barbara George-Jaeggli (text from email communication to QDIC on 14/08/2019)

- Physical accessibility maps for QAAFI buildings.
- Improve digital infrastructure to comply with the Web content accessibility Guidelines 2.1
- Training programs.
- Ensure disability inclusive language and images in QAAFI media.
- Promote existence and implementation of the DAP to QAAFI staff.
- Monitor building accessibility maps for QAAFI buildings.
- Have a feedback mechanism for physical accessibility.
- Identify points of contact for students and staff with a disability seeking IT support.
- Implement the UQ Mental Health Strategy.
- Promote the option for staff to identify their disability in the Human Resources Enterprise System.
- Include disability inclusion information in induction programs.
- Continue to consult with students, and other relevant stakeholders as to what improvements can be made.
- Ensure that Higher Degree Research students with disability have access to appropriate support and that the available support is appropriately communicated to HDR students.

UQ Aboriginal and Torres Strait Islander Employment Strategy (2019–2022)

- Issue raised: Position title of staff should not include or highlight race.
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New Action Item 7: UQ Aboriginal and Torres Strait Islander Employment Strategy: Tanya to check and confirm that including race in the position title of a staff member is not practiced in QAAFI employment.

- Suggestion: follow-up potential employment opportunities should be given to unsuccessful applicants to retain and increase employment of Aboriginal and Torres Strait Islander staff at UQ.
- QAAFI has an annual call for employment of trainees and this will continue. The aim is to progress trainees to become members of academic or administrative staff.
- Yasmina's program could contribute to QAAFI's employment strategy.

Suggestions from Barbara George-Jaeggli (text from email communication to QDIC on 14/08/2019)

- Strengthen internal and external, local and national, networks and partnerships to attract more Aboriginal and Torres Strait Islander applicants.
- Link to UQ online information resources about working at UQ to target potential applicants internal and external to the University.
- Promote UQ leadership pathway programs for academic and professional staff to provide culturally appropriate leadership development opportunities at all levels.
- Promote cultural grounding training among QAAFI staff.
- Distribute the UQ guide for working with and supporting Indigenous staff at UQ among QAAFI staff.
- Promote the UQ Aboriginal and Torres Strait Islander Fellowship program for early career academics and students to QAAFI staff and students.

UQ Mental Health Strategy (2018–2020)

- Issue raised: QAAFI students want access to mental health support.
- Suggestion: QAAFI could provide student workshops to discuss managing mental health and becoming comfortable with failure.

New Action Item 8: Management to consider organising a mental health workshop for QAAFI students.

- "R U Okay" morning tea on 12 September 2019 is well advertised in QAAFI. Staff & students are encouraged to wear yellow.

New Action Item 9: Liz Eden to distribute the Mental Health Staff First Aid Development course and information about how to recognise mental health and how to be supportive to individuals who have expressed that they are 'not okay.' Information to go in QAAFI Break and to QAAFI supervisors.

Suggestions from Barbara George-Jaeggli (text from email communication to QDIC on 14/08/2019)

- Promote training to improve skills and knowledge required to identify and respond to those with psychological distress and early signs of mental illness.
- Promote mental health awareness and self-care among QAAFI staff and students.

Action 8 Review the [UQ Action Plans UQ Institute Working Document](#) drafted by Institutes/EAIT Professional Services Team. The Document is an aid to align Action Plan Strategies across all UQ Institutes. **(ACTION ON-GOING)**

New Action Item 10: Cathy to finalise the draft UQ Action Plans QAAFI Institute Working Document.

Action 9 Review draft [Primary Caregiver Support Framework](#) and provide comments to Cathy Baynham (c.baynham@uq.edu.au) and Serena Leeke (s.leeke@uq.edu.au) directly. **(ACTION COMPLETE)**

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Action 10 Draft webpage content to be circulated to the QDIC. Members are to review draft webpage content and provide feedback to the Sub-committee members ((Femi, Mary, Barbara) before next QDIC meeting. **(ACTION COMPLETE)**

Action 11 QDIC sub-committee will provide a webpage progress update at the next QDIC Committee meeting. **(ACTION COMPLETE)**

New Action Item 11: Liz Eden to set up the QDIC webpage following the content generated by the QDIC webpage sub-committee (Barbara, Femi and Mary).

Action 12 QDIC sub-committee will provide a webpage progress update at the next QDIC Committee meeting. **(ACTION COMPLETE)**

- Decision on QAAFI student event at TropAg: potentially a breakfast event and a lunchtime networking social with the invited keynote speakers.
- Invitations via email instead of advertising via the TropAg program.

Update from the UQ Diversity and Inclusion Unit

- The first meeting of the new Gender Steering Committee will be held on 26 September 2019. The Gender Steering Committee has been formed with members of all levels from across the university and is responsible for the implementation of UQs SAGE Athena SWAN Action Plan.
- The results of the Bronze SAGE Athena SWAN submission come out in late September.
- WD&I is looking into hosting a *Train the Trainers* workshop for a new batch of facilitators for the UQ Ally workshops.
- Warm Welcome Program and Unconscious Bias Program are both still progressing, and are being included as quarterly sessions in next year's staff development plan, along with: *Managing a Diverse Workplace, Ally Workshops, Staff Disability Inclusion Masterclass*, and the *Discrimination and Harassment Contact Officers* workshop and refreshers.
- Deb has returned from secondment and taken over as coordinator of the ATSI employment portfolio. Taylor will manage the grad program and Deb will lead general employment and traineeship. Information about the grad program and traineeship will be shared in the next few months, prior to budgets in September for staff planning in 2020.
- UQ has reached **100** Aboriginal and Torres Strait Islander staff and **92.8** FTE. UQ has numerical targets of **100** professional staff FTE and **25** academic staff FTE by June 2020 as per the enterprise agreement. UQ is currently sitting at **81** Professional and **11.8** Academic staff FTE. QAAFI to improve staff numbers as all Aboriginal and Torres Strait Islander staff have since left QAAFI.

Events

- *Wear it Purple* day is on Friday 30 August 2019, with an event on Thursday the 29th. Staff are encouraged to wear purple in solidarity and support of young members of the LGBTQIA+ community.
- Event details: Research showcase, networking and nibbles at the [St Lucia](#) and [Herston](#) campuses from 2pm-4pm, 29 August 2019. Afternoon tea will be provided and all staff and students are invited (<https://www.eventbrite.com.au/e/uq-wear-it-purple-day-st-lucia-tickets-69261158991>).
- UQ will be marching as part of Brisbane Pride on Saturday 21 September 2019.

QAAFI HR & QAAFI Policy on financial support for primary care givers, update by HR Services

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Action Item: Provide Cathy Baynham with the feedback from the committee regarding the Primary Caregivers Support Framework. Cathy will update and implement the program (**ACTION COMPLETE**).

- Feedback: the Primary Caregivers Support framework was endorsed by the committee subject to Barbara's input.
- An updated framework is now implemented by Robert Henry.
- The past framework was implemented on an *ad hoc* basis and was for female staff members.
- The new framework now includes all individuals in a carer role.
- It was discussed that UQ still needs to improve its policy, however QAAFI will implement their own.
- The potential for fellowships or grants for researchers returning from maternity leave was brought forward in discussion.

QDIC Webpage, update by QAAFI Marketing and Communications

Since the June QDIC meeting the QDIC Webpage Sub-Committee has met and are working on individual components of webpage content.

Outcomes include some updates to the webpage and a blog post on diversity and inclusion.

Roundtable updates on inclusion/other events at different QAAFI sites, update by QDIC Members

- ESP: nothing to report.
- Hermitage: nothing to report.
- Coopers Plains: an indigenous communities event will be held in November after TropAg (c/o Yasmina Sultanbawa).
- Nambour: 'Qld Multicultural Month' multicultural lunch held at the Nambour research station on 21 August 2019. Photos sent to QAAFI Comms (c/o Bruce Topp).
- St Lucia: 'R U Okay' day – morning tea on 12 September 2019. Monthly Friday social drinks is still on.

Other business

Your Voice Survey Results

QAAFI's responses to the survey were found to be different to the responses of the other organisational units across the university.

- QAAFI had a high level of job satisfaction in staff compared to the other units.
- QAAFI staff were also found to be overwhelmed by the workload compared to the rest of the university.
- Ways to improve staff well-being was discussed and some potential solutions include flexible working hours and workplace arrangements (i.e. working from home).

The findings of the survey across UQ is similar to all Group of Eight universities.

New Recruitment

- Appointment of a female professor in the Centre for Crop Science was announced. Professor Anna Koltunow is leading a Gates Foundation project.

UQ Umbrella Committee for Diversity and Inclusion

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- Representatives of each Diversity & Inclusion unit across UQ will be part of UQ umbrella committee to report on diversity and inclusion activities across the units.
- Corey Worcester was nominated and endorsed as the representative for QAAFI.

QAAFI Student Association at TropAg2019

- Emily Mantilla Valdivieso is the president of the student association.
- A morning breakfast during the TropAg conference week was agreed. All students (not exclusive to QAAFI students) attending TropAg are invited to attend.

New Action Item 12: Student association to decide on a date for student breakfast event at TropAg. Would the students like to have a speaker at the breakfast to talk about “*secrets to success*” for students? TropAg Management to consider inviting the keynote speakers for a networking lunch event with the students.

- QAAFI will ensure funding for all QAAFI students to register and attend the conference.
- QAAFI is considering funding the student association.

New Action Item 13: QAAFI Student Association to make a budget for funding the organisation, for management to approve.

Next meeting

Tuesday 15/10/2019 2:00pm – 3:30pm

New Action Item 14: Volunteer from committee to draft agenda and minutes for the 15 October QDIC meeting.

Table of Actions

Action	Description	Responsibility
1.	Stephen Williams to share the UQ Reconciliation Action Plan and the plans being implemented by the other institutes.	Stephen
2.	Yasmina Sultanbawa to share the guidelines for acknowledging traditional owners of the land.	Yasmina
3.	Barbara George-Jaeggli to report back on funding and engagement opportunities with DAF.	Barbara
4.	QAAFI management to arrange workshop opportunities that could facilitate QAAFI Director and staff communication (in mid-2020).	QAAFI Management
5.	QAAFI management to arrange a callout for staff input in the DAF review of QAAFI.	QAAFI Management
6.	<u>UQ Disability Action Plan</u> : Corey Worcester to implement encouragement of students to declare disability. Information to be provided for welcome pack emails and PowerPoint slides for use in welcome events such as the QAAFI Student Association welcome event.	Corey
7.	<u>UQ Aboriginal and Torres Strait Islander Employment Strategy</u> : Tanya Lutvey to check and confirm that including race in the position title of a staff member is not practiced in QAAFI employment.	Tanya
8.	<u>UQ Mental Health Strategy</u> : Management to consider organising a mental health workshop for QAAFI students.	QAAFI Management
9.	<u>UQ Mental Health Strategy</u> : Liz Eden to distribute the Mental Health Staff First Aid Development course and information about how to recognise mental health and how to be supportive to individuals who have expressed that they are 'not okay.' Information to go in QAAFI Break and to QAAFI supervisors.	Liz Eden, QAAFI Comms
10.	Review the UQ Action Plans UQ Institute Working Document drafted by Institutes/EAIT Professional Services Team. The Document is an aid to align Action Plan Strategies across all UQ Institutes. Cathy Baynham to finalise the draft UQ Action Plans QAAFI Institute Working Document.	Cathy
11.	Liz Eden to set up the QDIC webpage following the content generated by the QDIC webpage sub-committee (Barbara George-Jaeggli, Femi Akinsanmi and Mary Fletcher).	Liz Eden
12.	Student association (Emily Mantilla Valdivieso) to decide on a date for student breakfast event at TropAg. Would the students like to have a speaker at the breakfast to talk about "secrets to success" for students? TropAg/QAAFI Management to consider inviting the keynote speakers for a networking lunch event with the students.	Emily, QAAFI Management
13.	QAAFI Student Association to make a budget for funding the organisation, for management to approve.	Emily
14.	Volunteer from committee to draft agenda and minutes for the 15 October QDIC meeting.	All QDIC members