QAAFI Diversity and Inclusion Committee
Terms of Reference

1. Purpose

The Committee will:

- Make recommendations to the QAAFI Director and Management Team on issues relating to gender equity and diversity for staff and students at QAAFI, considering inclusion related to disability, members of the lesbian, gay, bisexual, trans, questioning/queer, intersex, and asexual, + (LGBTQIA+) community, culturally and linguistically diverse (CALD) individuals, Aboriginal and Torres Strait Islander peoples, carer responsibilities and career progression.

- Develop and implement a strategic action plan to develop and maintain an equitable, diverse and inclusive culture for staff and students in QAAFI, ensuring that this plan also addresses relevant focus areas outlined in UQ's Strategic Plan, and other relevant University diversity and inclusion strategy and action plans, including applying the principles of the SAGE Athena SWAN program in all aspects of the work of the Committee. The Committee will lead QAAFI in adopting these principles within their policies, practices, action plans and culture. The Committee will monitor the ongoing success of these initiatives and identify impediments to progress and develop appropriate strategies to overcome these.

- Launch their own initiatives to improve diversity.

- Provide a forum for broad discussion and consultation around gender equity and diversity at QAAFI.

- Contribute to the communication and reinforcement of shared values around gender equity and diversity at QAAFI to support a culture of inclusiveness in which diversity at every level of the organisation is the expected norm.

- Raise awareness for issues pertaining to gender equity and diversity via an overall communication strategy.

- Work in partnership with other gender equity and diversity support groups across the University to share best practice, and ensure alignment with University-wide initiatives.

2. Membership

Members will be QAAFI staff and students who are advocates for diversity and inclusion, with the capability to deliver on QDIC decisions.

Nominated membership of the QAAFI Diversity and Inclusion Committee (QDIC) will be determined following an annual open call for expressions of interest, or recommendations by the group. A call for expressions of interest for nominated positions will be made in November/December through respective forums (Centre Directors for Senior Research staff,

QDIC – Terms of Reference

QAAFI's EMCR Association and QAAFI's Student Association), for confirmation at the first meeting of the QDIC the following year.

When considering expressions of interest for nominated positions, QDIC will strive to achieve inclusiveness and balance across the QAAFI staff and student community, mindful of gender equity, seniority balance, and representation from professional and academic staff, diversity of employment type, demographics and geographical site.

Nominated members will serve a maximum period of two years, with the option to renew in the absence of further expressions of interest.

Members of the Committee:

- Institute Director
- 6 staff comprised of senior researchers and professional staff
- Early to Mid-Career Researchers (2-4 nominated by QAAFI EMCR Association)
- Higher Degree Research Students (2-4 nominated by the QAAFI Student Association)
- Operations Manager
- HR Business Partner
- UQ Workplace Diversity and Inclusion Representative
- Secretary

3. Positions and Roles

The Chair will be a member of the QDIC committee nominated by QDIC, and confirmed by the QAAFI Director. The Chair will hold the position for a period of two years.

The Secretary, in consultation with the Chair, will provide necessary administrative support, including preparation of meeting agendas and papers and distributing these to Members at least ten working days prior to the meeting. They will record minutes and action items and distribute these to Members no later than ten working days following the meeting.

Members must provide the Committee Secretary with documents for consideration of, or noting by, QDIC in sufficient time for inclusion in the agenda papers circulated ten working days prior to the meeting.

Members are expected to read all agenda papers prior to each meeting, contribute to discussions of agenda items, inform other members of relevant issues, and provide feedback where required.

Members may also be asked to gather feedback on a particular issue from staff within their unit and report back to the Committee. A key role for Committee members is to disseminate, where appropriate, the discussions and decisions of the Committee. One Committee member from each Centre will be expected to communicate back to that Centre.

Members will apply the principles of privacy and confidentiality, respecting the sensitive nature of the data being analysed.

4. Governance and Reporting

The QDIC will make recommendations to the QAAFI Management Team, and will have oversight of the implementation and monitoring of success towards supported initiatives.

Quorum at QDIC meetings is 50% of QDIC members.

The QDIC will meet four to six times per calendar year, via Zoom only. The Chair may call additional meetings periodically to discuss special issues. These will also be conducted via Zoom only.

The QDIC will provide regular communication to QAAFI staff and students on issues relevant to diversity and inclusion, and progress updates on the achievements and initiatives undertaken.

5. References

- UQ Equity and Diversity: https://staff.uq.edu.au/information-and-services/human-resources/diversity
- The SAGE Athena SWAN Program: https://about.uq.edu.au/initiatives/sage-athena-swan
- Diversity and Inclusion at QAAFI: https://qaafi.uq.edu.au/diversity-and-inclusion
- QAAFI Women in agricultural research: https://qaafi.uq.edu.au/IWD
- QAAFI Women in Science Podcast: https://qaafi.uq.edu.au/blog/2020/08/women-science-podcast

6. Further details

Custodian: QAAFI Diversity and Inclusion Committee
Contact: qdic@uq.edu.au
Approved by: QAAFI Management Team Committee
Date: 17th January 2021