Gender Steering Committee

Terms of Reference

Establishment of the Committee

The Gender Steering Committee was established in September 2019 to oversee the implementation of the SAGE Athena SWAN Action Plan and, more broadly, the UQ Gender Equality Strategy.

Roles and Responsibilities of the Committee

- Provide oversight of and strategic direction to UQ's commitment to gender equality, including in response to national initiatives, such as SAGE Athena SWAN.

- Monitor and provide regular reports on UQ's current state and progress towards achievement of strategic initiatives to support gender equality, including gender pay parity.

- Build awareness and engagement with the broader UQ community through the implementation of an effective communication strategy.

- Identify and provide guidance to resolve issues and risks.

- Play a governance advisory role to the Vice-Chancellor through the EDI Management Committee.

Gender equality

Gender equality means people have equal rights, responsibilities and opportunities, regardless of gender. [This committee] will have a strong focus on women and girls, as the group that disproportionately experience the negative impacts of gender inequality, however gender equality benefits all people.

Gender inequality can be exacerbated by other forms of exclusion and disadvantage including those related to age, First Nations heritage, cultural and linguistic background, migration status, disability, gender identity and sexuality, as well as socio-economic status. [1]

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[1] National Strategy to Achieve Gender Equality – Discussion Paper is available at https://www.pmc.gov.au/resources/national-strategy-achieve-gender-equality-discussion-paper

Structure and Composition of the Gender Steering Committee

Membership Category	Role	Name
Chair	Deputy Provost	Pauline Ford
Deputy Chair	Associate Professor, UQ Business School	Terry Fitzsimmons
Ex officio	Professor Indigenous Education, DVCIE Office	Anne Pattel-Gray
Ex officio	Associate Director, Workplace Diversity and Inclusion	Lou Johansson
Ex officio	Associate Director, Attraction, Reward and Mobility or nominee	Adam Campbell
Ex officio	Director, Student Support and Wellbeing Services or nominee	Bethany Mackay
Ex officio	Executive Dean EAIT or Science or nominee	Melissa Brown
Appointed	Central Diversity Committee representative	Remi Ayoko
Appointed	Faculty representative (academic or professional)	David Mayocchi
Appointed	Institute representative (academic or professional)	Jess Mar
Appointed	Teaching focused academic representative	Gwen Lawrie
Appointed	Industry representative	Rebecca Munn (Group Executive People & Culture, Qld Rail)
Appointed	SAGE Athena SWAN program lead	Dawn Osborne
Secretary	Principal Project Officer, Office of the Provost	Amy Thams

Acting Chair

If the designated Chair is not available, the Deputy Chair will be responsible for convening and conducting that meeting. The Deputy Chair is responsible for informing the Chair as to the matters raised or agreed to.

Observers

Observers may attend as required at the discretion of the Chair.

Proxies

Members of the committee can send proxies to meetings with approval of the Chair. Proxy members have full authority on matters of decision required by the committee for meetings they are in attendance for. Committee members are requested to inform the Chair as soon as possible if they intend to send a proxy to a meeting.

Responsibilities of all Members

Committee members (including the Chair) are responsible for the following:

- Ensure that the Committee is effective, given its roles and responsibilities.

- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other committee documents.

- Actively contribute to the work of the Committee in achieving its objectives including through participation on any established time limited working groups.

- Ensure that issues, risks and opportunities are identified in a timely way, by providing agenda items to the Secretary in advance of meetings.

- Support open discussion and debate and encouraging fellow Committee members to voice their insights and views.

- Apply and champion the principles of the SAGE Athena SWAN commitment, particularly within their respective areas of the University (Appendix A).

- Liaise with HR functions at Faculty/Institute level and respective Executive Leadership Teams on GSC initiatives within the Faculty/Institute/Unit towards furthering UQ's commitment to SAGE Athena SWAN accreditation and broader Gender Equality in the University.

- Report upon any barriers to the implementation of GSC actions and initiatives within the Faculty/Institute/Unit towards furthering UQ's commitment to SAGE Athena SWAN accreditation and broader Gender Equality in the University.

Operation of the Committee

- The Committee will meet quarterly, with meetings held in person.

- The agenda and papers should be distributed at least one week prior to the meeting.

- The quorum for meetings is 50 per cent of formal members.

- The Terms of Reference of the Committee and the functioning of the Committee should be subject to regular review by the Vice-Chancellor, including self-assessment by the Committee every two years, to ensure it is operating effectively and fulfilling its functions.

- The Committee may establish time limited working groups to achieve defined objectives. Working groups will be led by a committee member and may include individuals outside the committee to draw on required expertise.

Membership appointment

- Vice-Chancellor appoints the Chair of the Committee and Committee members.

- The Committee can co-opt external members with appropriate expertise.

- Only members have voting rights.

Term of appointment

The term of appointment of an Ex Officio Member is up to four years and may be renewed. Appointed members serve a 2 year term, and may be re-appointed for up to 2 consecutive terms. Appointment terms should be staggered to ensure continuity of membership.

Measures of Success of the Committee

The UQ Gender Equality Action Plan outlines the concrete and measurable steps UQ will take to progress gender equality. Over the next two years, the committee will lead work to achieve the following outcomes.

- UQ has achieved the remaining SAGE Athena SWAN Cygnets awards on the pathway to a Silver award.

- UQ's SAGE Athena SWAN Silver award application including the new Gender Equality Action Plan has been developed and submitted.

- Pay equity reporting (internal and WGEA) is undertaken annually and results are monitored and communicated appropriately to stakeholders for action.

- An intersectional lens is actively applied to gender equality initiatives.

- Gender implications of Annual UQ Pulse Survey results are analysed and used to inform the Gender Equality Action Plan.

- A set of gender equality metrics in line with leading practice Employer of Choice for Gender Equality [2] is established to enable targeted, sustainable reporting within UQ and to enable our external reporting requirements.

- The UQ community is engaged and empowered in achieving the objectives of the UQ Gender Equality Action Plan.

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[2] Fitzsimmons, T.W., Yates, M.S. & Callan, V.J. (2020). *Employer of Choice for Gender Equality: Leading practices in strategy, policy and implementation.* Brisbane: AIBE Centre for Gender Equality in the Workplace. Available at https://www.wgea.gov.au/publications/EOCGE-leading-practices-report

Appendix A: SAGE Athena Swan Commitment

When an institution becomes a SAGE subscriber, its senior leaders must make a commitment to:

1. Ensure that gender equity, diversity and inclusion work is **appropriately resourced, distributed, recognised, and rewarded.**

2. Undertake **transparent and rigorous self-assessment** processes, analysing institutional structures, systems, and cultures to identify the barriers to attraction, retention and progression for staff and students, and thus to gender equity, diversity and inclusion.

3. **Design initiatives based on institutional data**, and national and global evidence of best practice.

4. **Monitor, evaluate, and publicly report** on progress made, challenges experienced, and impact achieved, to inform continuous improvement.

5. **Actively incorporate Indigenous knowledges and perspectives** to address the specific inequities and injustices experienced by Aboriginal and/or Torres Strait Islander staff and students.

6. **Consciously consider all genders**, recognising that gender is not binary, and that trans and gender diverse people face specific inequities because of their gender identities.

7. **Take an intersectional approach** to advancing gender equity, diversity and inclusion, recognising that people of any particular identity are not a homogeneous group.

8. **Engage with those most impacted** by inequitable practice to proactively redesign and reshape structures, systems and culture.

9. **Increase the safety and wellbeing of staff and students** by proactively and transparently preventing and responding to bullying, harassment, sexual harassment, gender-based violence and discrimination.

10. **Embed change in institutional governance and accountability structures**; actively and visibly champion and promote gender equity, diversity and inclusion in our Institutions, the Athena Swan community, and across the sector; and hold ourselves and other senior leaders accountable for driving sustainable transformational change.

SAGE pathway to Athena Swan | SAGE (sciencegenderequity.org.au)