

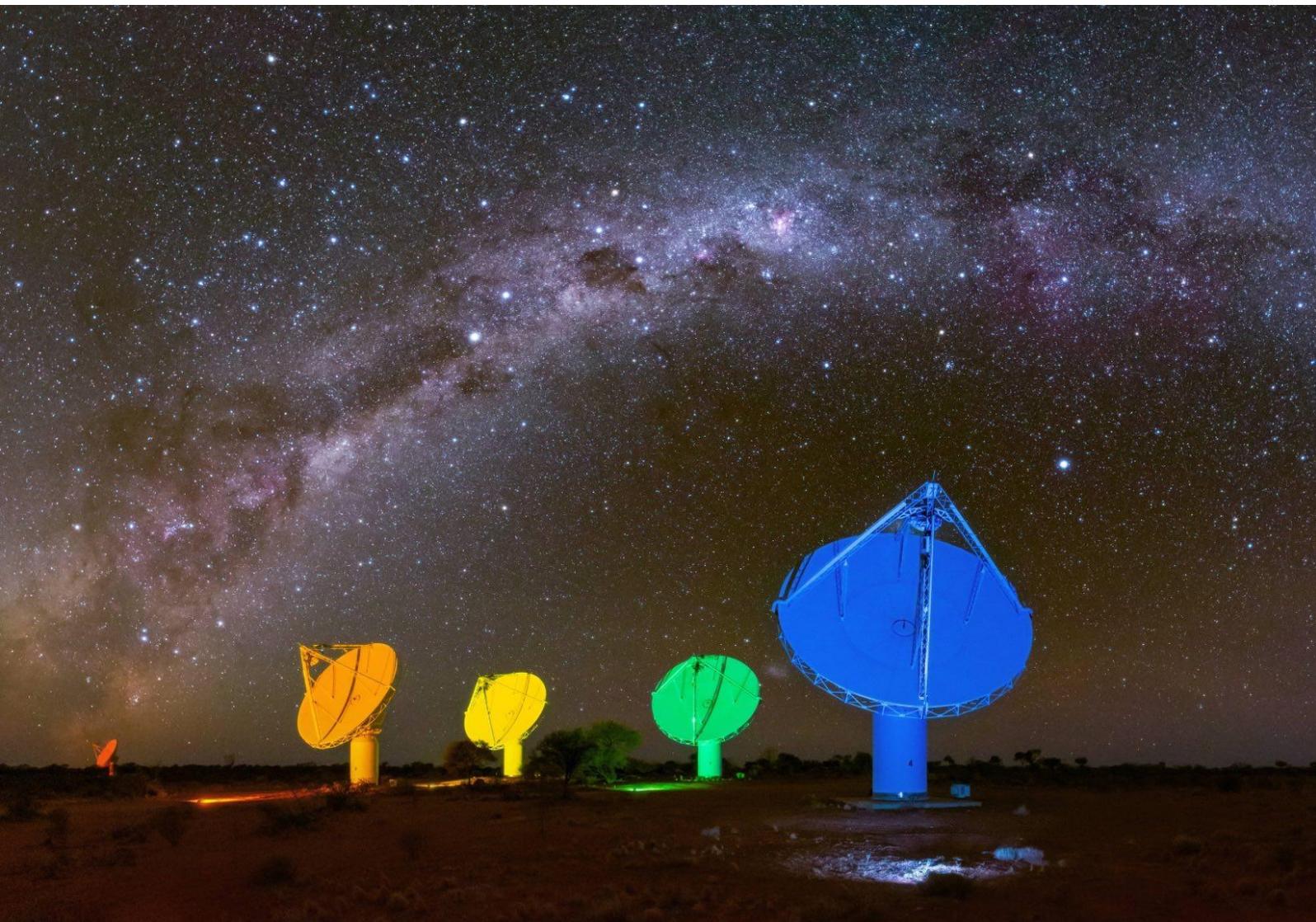


Australia's National
Science Agency

CASS Diversity & Inclusion Committee Annual Report

2019 - 2020

Kevin Ferguson on behalf of the CASS Diversity and Inclusion Committee



CSIRO Astronomy and Space Science

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Foreword

The CASS Diversity and Inclusion (D&I) Committee was established in 2014 and from its inception has progressively identified and implemented several changes and improvements within CASS to make it a more equitable, diverse and inclusive workplace. During late-2019, after five years, it was appropriate to identify what was working and what improvements could be made to the CASS D&I Committee. I requested a review of the CASS D&I Committee to reflect on its purpose, its scope, its goals, as well as the roles and responsibilities of its members. The primary recommendations from the review were to have more structure and increase engagement in order to take more action on important diversity, inclusion and equity initiatives. These recommendations have been the keystone of activities conducted throughout this Annual Report period.

This year also saw a change in CASS Diversity Champion, with Jane Kaczmarek leaving CSIRO in January to relocate to Canada for a new position, and then in April the appointment of Kevin Ferguson as the new CASS Diversity Champion. On behalf of CSIRO and the CASS D&I Committee I acknowledge Jane's leadership and thank her for the positive change conducted throughout her two-year period as the CASS Diversity Champion.

Alongside new CASS D&I Committee Terms of Reference, the CASS D&I Committee has been significantly refreshed this year. I express my sincere thanks and gratitude to the outgoing committee for their commitment and hard work over the years. I'd like to welcome the new committee who are already hard at work producing the CASS D&I Annual Action Plan. I am now formally the Sponsor of the Committee. The FY2020-21 Action Plan consists of more than 30 actions and includes 10 SMART targets to be achieved over a set timeframe.

The CASS Diversity Champion is the link between the D&I Committee and the CASS Executive, and the CASS D&I Committee continues to interact with many of CSIRO's diversity programs, such as CSIRO's Science in Australia Gender Equity (SAGE). The CASS D&I Committee has also recommended to the CASS Executive that CASS should consider an application be submitted for the 2020 Bronze Pleiades Award; another indication of the improvements to our workplace culture being planned and implemented across CASS. I endorse this Annual Report of the CASS Diversity and Inclusion Committee and look forward to working with the Committee on its activities this year.

Douglas Bock
Director

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Acknowledgments

CSIRO acknowledges the Traditional Owners of the lands that we live and work on across Australia and pays its respect to Elders past, present and emerging. The following table reflects the many working locations of our CASS staff.

State or Territory	CSIRO Site	Traditional Owners
ACT	Black Mountain	Ngunnawal & Ngambri people
	Tidbinbilla	Ngunnawal & Ngambri people
NSW	Parkes	Wiradjuri people
	Lindfield	Terramerragal people of the Eora Nation
	Marsfield	Wallumattagal people of the Eora Nation
	North Ryde	Wallumattagal people of the Eora Nation
	Mopra	Gamilaroi people
	Narrabri	Gomeri people
	Newcastle	Awabakal people
QLD	Dutton Park	Turrbal and Jagera (or Yugara) people
SA	Adelaide	Kurna people
VIC	Clayton	General Acknowledgement to TO's conducted due to unknown legal status of the Bunurong, Boon Wurrung and Wurundjeri people.
WA	Kensington	Whadjuk people of the Noongar Nation
	New Norcia	Yued people of the Noongar Nation
	Geraldton	Wilunyu people
	Murchison	Wajarri people

1 Executive summary

During the 2019 - 2020 Financial Year, the CASS Diversity and Inclusion (D&I) Committee continued its efforts on promoting diversity, inclusion and equity in the workplace. In late 2019, a comprehensive review of the CASS D&I Committee and Diversity Champion role was carried out. The review sought to understand the purpose of the committee, its scope, its goals as well as the roles and responsibilities of its members. The review identified what was working and what improvements could be made to the CASS D&I Committee and Diversity Champion role.

Dr Jane Kaczmarek was the CASS Diversity Champion for approximately 2 years and led the CASS D&I Committee from November 2017 until she left CSIRO to relocate to Canada for a new position in January 2020. The current CASS Diversity Champion (Kevin Ferguson), the CASS D&I Committee and the CASS Executive acknowledge Jane's leadership and the positive change and engagements conducted throughout the period as the CASS Diversity Champion.

During the first half of 2020 Kevin Ferguson was appointed as the CASS Diversity Champion and Chair of the CASS D&I Committee. Also during this period, the CASS D&I Committee was refreshed through an Expression of Interest process with members committing to serving a two-year term on the committee. There are 17 active volunteer members in the CASS D&I Committee which comprises 53% female/47% male and diverse with respect to age, ethnicity, education, marital status, sexual orientation and geographic location.

The CASS D&I Committee has developed a Terms of Reference approved by the CASS Executive, and the CASS D&I Committee, through the Diversity Champion, reports to the CASS Executive. At the time of writing the CASS D&I Committee has produced an FY2020-21 Annual Action Plan consisting of over 30 actions and includes 10 SMART targets to be achieved over a set timeframe. The committee also have a 12-month calendar of pre-scheduled D&I committee meetings set and diarized.

More structure and more action were two of the three key recommendations from the 2019 Review.

Several members of the committee have undertaken relevant diversity training, including Code of Conduct (mandated), Equity Contact Officer (ECO) (4 committee members), Domestic Family Violence and Abuse (DFVA) (4 committee members) and all members will continue to undertake both formal and informal diversity training, including participating in the regular webinars provided by the CSIRO Pride Network, Diversity Council of Australia, Science and Technology Australia and The Women in STEM Ambassador resources, among others.

Increased communications between the D&I Committee and the CASS community continues to be a focus and is being implemented through updates in the fortnightly CASS newsletter, the availability of an anonymous suggestion box, opportunities to present at various forums and meetings, including the Australian Telescope Users Committee (ATUC), the ATNF Steering Committee, and various CASS ATNF meetings.

More engagement was the third and final key recommendation from the 2019 review.

2 Our Committee Purpose

The CASS Diversity and Inclusion (D&I) Committee is formed by volunteers who are passionate about fostering an environment of diversity, inclusion and equity within CASS.

The CASS Diversity and Inclusion Committee's primary objective is to facilitate the creation of an inclusive culture within CASS. The committee will perform an essential role in identifying the key challenges to creating such a culture and will develop a strategic and action-based approach to addressing these challenges in the form of a CASS Diversity and Inclusion Annual Action Plan.

The Diversity and Inclusion Committee's collective responsibility is to:

1. identify areas in which CASS has scope to improve diversity and inclusion;
2. understand the barriers to furthering diversity and inclusion in these areas
3. recommend and support the implementation of targeted actions to help remove barriers to inclusion and to create an inclusive workplace.

2.1 D&I Committee Review

In late 2019, the CASS Director requested the CASS Chief Operating Officer conduct a review of the CASS D&I Committee.

Approach

Fifteen one-on-one interviews were conducted within CASS, CSIRO and external organisations. Internal interviews included members of the CASS D&I Committee, the Diversity Champion, members of the CASS Executive (Director, Deputy Director, Chief Scientist, HR Manager), CASS staff members, CSIRO SAGE team members, Diversity Champions and leaders in other Business Units (Agriculture and Food, Energy, Manufacturing, Land and Water). External interviews were conducted with the founder of the D&I Committee of VMware and the Head of HR at Coldwell Banker Richard Ellis (CBRE, Australia's largest commercial real estate services company).

The interviews sought to understand the purpose of the committee, its scope, its goals as well as the roles and responsibilities of its members. Importantly people were asked to share what they thought was working and what improvements could be made to the CASS D&I Committee.

Recommendations

The primary recommendations of the review were to have more structure and increase engagement in order to take more action on important diversity, inclusion and equity initiatives.

More Structure

- A 12-month calendar of pre-scheduled D&I Committee meetings to be set and diarised.
- Terms of Reference to be produced and approved by the CASS Exec.
- The D&I Committee to develop an Annual D&I Plan. The annual plan will be supported by a communications plan. The monthly meeting will track progress against the annual plan. This plan to be endorsed by the CASS Executive team.
- The D&I Committee will report to the CASS Executive. The Diversity Champion to provide a quarterly progress report against the D&I Annual Plan and to be tabled at the CASS Executive meetings.

More Engagement

Leadership

- The CASS Director to be the sponsor of the D&I Committee and attend meetings by invitation.
- The Chief Operating Officer to be a member of the D&I Committee.
- At least one Program Director to be a member of the D&I Committee and if unable to attend, another Program Director attends in their absence.

Committee Members

- A refresh of the D&I Committee members is recommended.
- Expressions of Interest (EOI) for D&I Committee members to be communicated along with a clear articulation of expectations of the role.
- D&I Committee members to discuss their responsibilities with their manager and document it in their APAs.
- Selection of a refreshed D&I Committee is diverse and inclusive – location, age, experience, abilities, ethnicity, gender and seniority.

Implementation

By the end of 19/20 financial year, the following actions had been completed:

- ✓ A new Diversity Champion appointed through an EOI process with a formal allocation of 0.2FTE.
- ✓ A 12-month calendar of pre-scheduled D&I Committee meetings set and diarised.
- ✓ Terms of Reference produced and approved by the CASS Executive.
- ✓ D&I Committee reports to the CASS Executive. The Diversity Champion is a member of the CASS Executive.
- ✓ A refresh of the D&I Committee was conducted via an EOI process with a diverse committee of 17 people appointed from across multiple CASS sites.
- ✓ D&I Committee members have included their responsibilities in their APAs.
- ✓ The CASS Director is the sponsor of the D&I Committee and attends meeting by invitation.
- ✓ The Chief Operating Officer is a member of the D&I Committee.
- ✓ A Program Director is a member of the D&I Committee.

The refreshed D&I Committee will develop an Annual D&I Plan to be reviewed and endorsed by the CASS Executive by December 2020. The annual plan will be supported by a communications plan. The D&I Committee monthly meeting will track progress against the plan. The Diversity Champion will report progress against the plan to the CASS Executive on a quarterly basis.

2.2 CASS Diversity Champion

Jane Kaczmarek was appointed as the inaugural CASS Diversity Champion from Nov 2017 to Jan 2020. Jane significantly raised the profile of diversity and inclusion in CASS for which CASS are both grateful and appreciative of the effort involved. Jane left CSIRO to further her career in Canada.

Kevin Ferguson was appointed as the CASS Diversity Champion through an EOI process in April 2020. Kevin leads the D&I Committee and chairs the meetings. Kevin ensures the D&I Committee are engaged and progress is being made against our action plan. Kevin is the link between CASS and the wider CSIRO D&I initiatives, including SAGE, as well as the link between the D&I Committee and the CASS Executive. He fosters relationships with other BU Diversity Champions.

2.3 CASS Diversity and Inclusion Committee

The D&I Committee is formed by volunteers who are passionate about fostering an environment of diversity and inclusion within CASS.

In addition to leading initiatives within CASS, our committee representatives have broad involvement in equity and diversity within the Australian astronomical community. D&I committee members serve as steering committee members on the Inclusion, Diversity, and Equity in Astronomy (IDEA) and Early Career Researchers (ECR) chapters within the Astronomical Society of Australia (ASA), as well as astronomy Diversity and Equity committees of the ARC Centre of Excellence.

In June 2020 an Expression of Interest (EOI) was conducted to enable a refresh of the CASS D&I Committee. The new CASS D&I committee members will commence during July 2020 and are identified in Table 2 below.

A huge thank you to those past Committee members identified in Table 1 below, some of whom have contributed to the committee for over six years.

Table 1: D&I committee membership for 2014 - 2020

Member	Team	Location	Membership Period
Danica Chandra	Human Resources	Marsfield	Feb 2019 – July 2020
Kate Chow	CASS SKA Planning	Marsfield	Feb 2016 – July 2020
Rochelle Desmond	Operations	Geraldton	Apr 2019 - current
Vicki Drazenovic	Operations	Marsfield	July 2015 – July 2020
Kerry Fereday	CDSCC	Tidbinbilla	Dec 2016 - July 2020
Jimi Green (past-chair)	ATNF Science	Kensington	Dec 2016 - current
Gulay Gurkan Uygun	ATNF Science	Kensington	Sep 2016 - July 2020
Minh Huynh	ATNF Science	Kensington	Dec 2016 - current
Suzy Jackson	Operations	New Norcia	Nov 2014 - July 2020
Jane Kaczmarek (chair)	ATNF Science	Parkes	Nov 2017 – Jan 2020
Lesley Kliska	Human Resources	Clayton	Nov 2017 - Feb 2020
Ed Kruzins	CDSCC Director	Tidbinbilla	Aug 2016 - July 2020

Sarah Pearce	Senior Management	Marsfield	Jan 2014 – July 2020
Michelle Storey (past-chair)	CASS SKA Planning	Remote	May 2014 – Jul 2015; Nov 2016 – July 2020
Tasso Tzioumis	Technologies	Marsfield	May 2014 - July 2020
Carol Wilson	Technologies	Marsfield	Sep 2015 – Jan 2019
Andrew Wright	Human Resources	Marsfield	July 2015 – Aug 2017; Feb 2020 – current

Table 2: D&I committee membership 2020

Member	Team	Location	Membership Period
Mia Baquiran	Technologies	Marsfield	July 2020 - current
Kate Callaghan	Senior Management	Marsfield	July 2020 - current
Nick Carter	Technologies	Marsfield	July 2020 - current
Beth Cloake (Admin support)	Operations	Kensington	May 2020 - current
Rochelle Desmond	Operations	Geraldton	July 2020 - current
Phil Edwards	Program Director	Marsfield	July 2020 - current
Kevin Ferguson (Chair)	Operations	Kensington	April 2020 - current
Jimi Green (past-chair)	ATNF Science	Kensington	July 2020 - current
Steve Hathway	Technologies	Geraldton	July 2020 - current
George Heald	ATNF Science	Kensington	July 2020 - current
Minh Huynh	ATNF Science	Kensington	July 2020 - current
Katie Jameson	ATNF Science	Kensington	July 2020 - current
James Leung	Student	Marsfield	July 2020 - current
Korinne McDonnell	Education/CDSCC	Tidbinbilla	July 2020 - current
Gabby Russell	Communications	Marsfield	July 2020 - current
Liz Tearall (Admin support)	Management/Admin	Marsfield	May 2020 - current
Andrew Wright	Human Resources	Marsfield	July 2020 – current

3 Current Demographics

At the end of financial year 2020 CASS comprised 266 staff members across two major entities, Australia Telescope National Facility (ATNF) and Canberra Deep Space Communication Complex (CDSCC), as well as two (currently smaller) entities, the CASS SKA Planning Centre and Space Strategy Program. This number does not include CASS affiliates, Fellows, students, nor ATNF users, a cohort of over 600 individuals.

3.1 Gender breakdown within CASS

Gender is one of the key measures for diversity and equity in the workplace. Gender equity is the focus of the CSIRO’s Science in Australia Gender Equity (SAGE) commitment. Due to low number statistics of non-binary gendered people at CASS, we limit this section to comparing and contrasting male and female genders.

CASS is an active supporter of the CSIRO SAGE action plan which targets gender equity in the workplace. It is worth noting that while there was a net gain of 17 staff between 2018 and 2019, staffing levels dropped back to the 2018 level by the end of financial year 2020. These staffing losses were mainly from the Operations group and were partially impacted by CSIRO’s requirement to meet its Average Staffing Levels (ASL).

This is also identified in the male/female staffing level ratios (seen in Figure 1) which reflects the percentage of female staff in 2020 as 21%, down from 23% the previous year. While some of this can be attributed to natural attrition, the change in staff numbers were also affected by the Average Staffing Level cap (ASL).

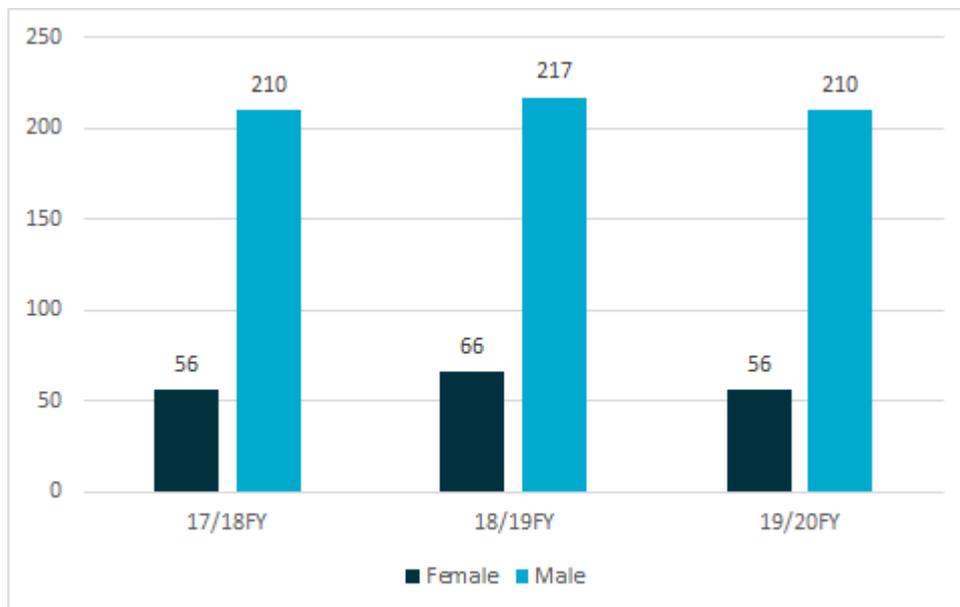


Figure 1: Gender breakdown over the past 3 financial years within CASS.

3.1.1 Gender across CASS programs

Figure 2 shows the gender breakdown per CASS program for 2020. The most significant gender imbalances exist at CDSCC and the Technologies and Operations Programs. Note that 'assigned to BU' (Business Unit) includes the Director and anyone who sits in the Business Unit level organisation unit such as the EA/EO and one RD.

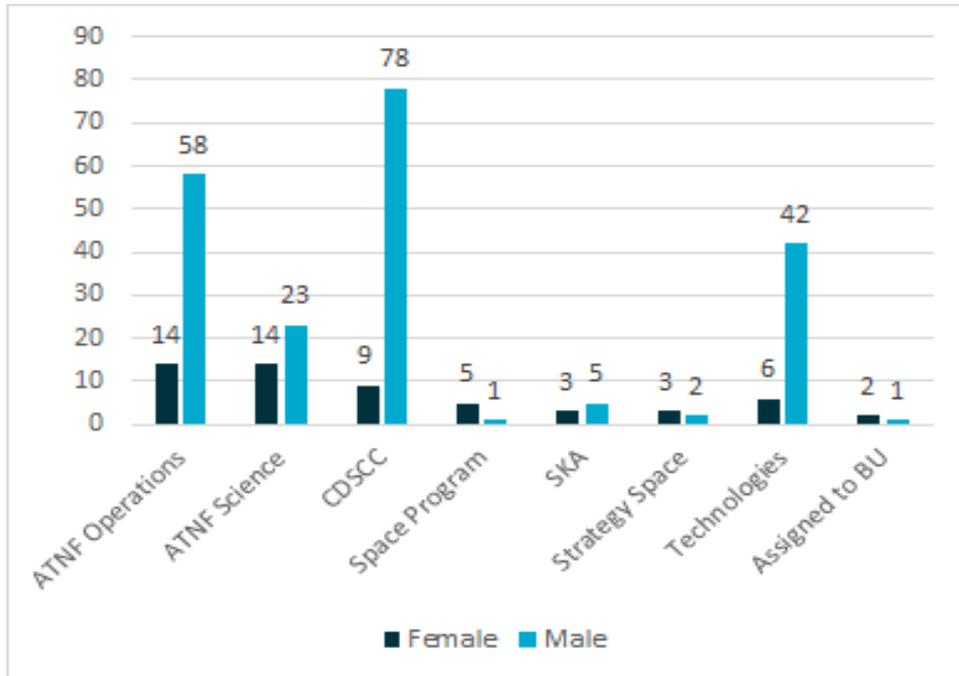


Figure 2: Gender breakdown within CASS programs for 19/20

Figure 3 provides a comparison of percentage of female employees in each of the CASS programs over the past three years. The number of female staff has increased by 11.5% in ATNF Science, while both the SKA and Strategy Space programs have seen female staff numbers increase to 38% and 60% respectively by FY19/20.

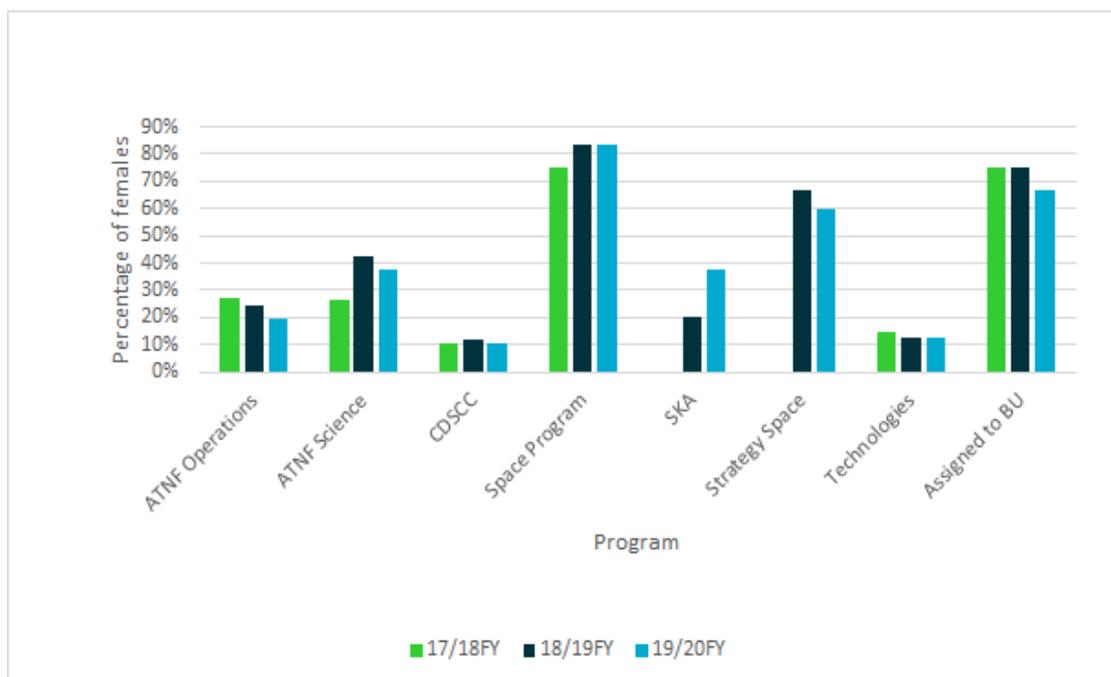


Figure 3: Percentage of female staff within CASS programs over the past three financial years

The overall change in female staffing levels since 2018, across all CASS programs where reporting is possible, can be seen in Figure 4 below. We note while the CASS SKA Planning Centre group did exist in 2018, reporting on this demographic was mixed with other specialty areas and we are unable to confidently report on the overall change within this specific group. Similarly, the Strategy Space-related program did not yet exist within CASS during the time of reporting in 2018.

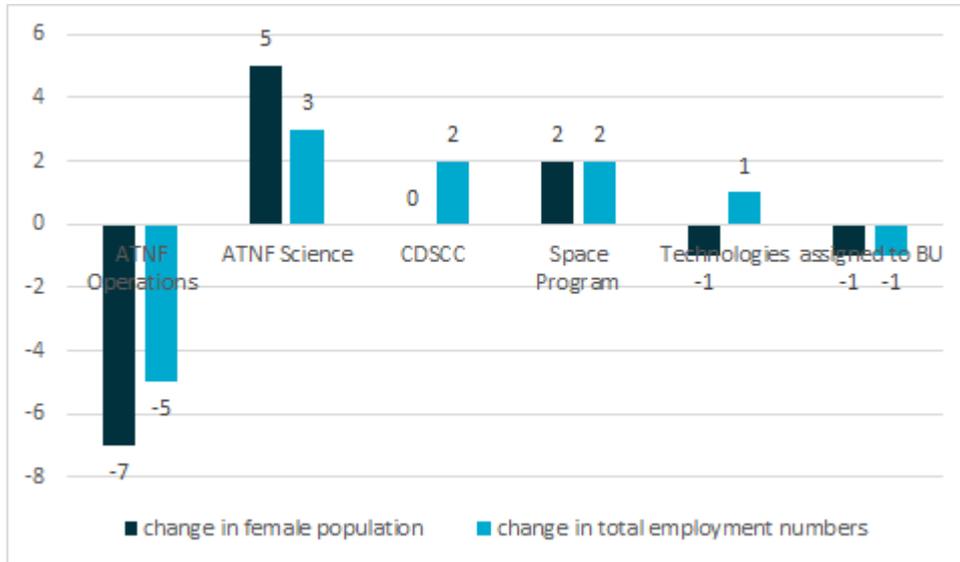


Figure 4: Net change in CASS staffing levels level from 2018 - 2020 per CASS program.

Figure 4 depicts the total change per program shown in light blue and the net change in female employment shown in dark blue. For example, Technologies now has one more employee than in 2018, but one less female staff member.

3.1.2 Gender across CASS sites

CASS has employees located at numerous sites across Australia. The following graph shows the breakdown of male and female employees at each site for the 2019-2020 financial year. It should be noted that some Geraldton staff are listed as Murchison for SAP purposes. The 'other' category includes six sites with one CASS staff member each: Black Mountain, Dutton Park, Linfield, Clayton, Hobart and Waite Campus. As can be seen below, both the Marsfield and Tidbinbilla sites show a significant difference in the ratio of female to male staff. This is also reflected in Figure 6, which compares the percentage of female staff across the sites over a period of three years.

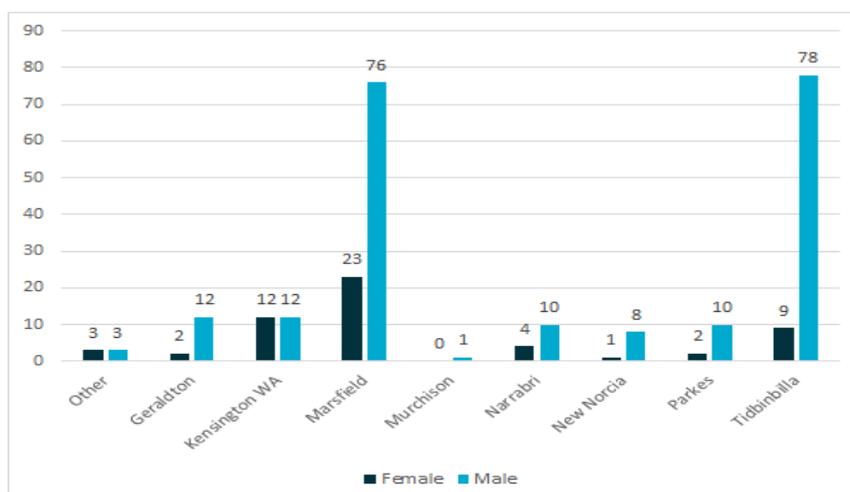


Figure 5: Breakdown of female and male staff by site for the 2019-2020 financial year.

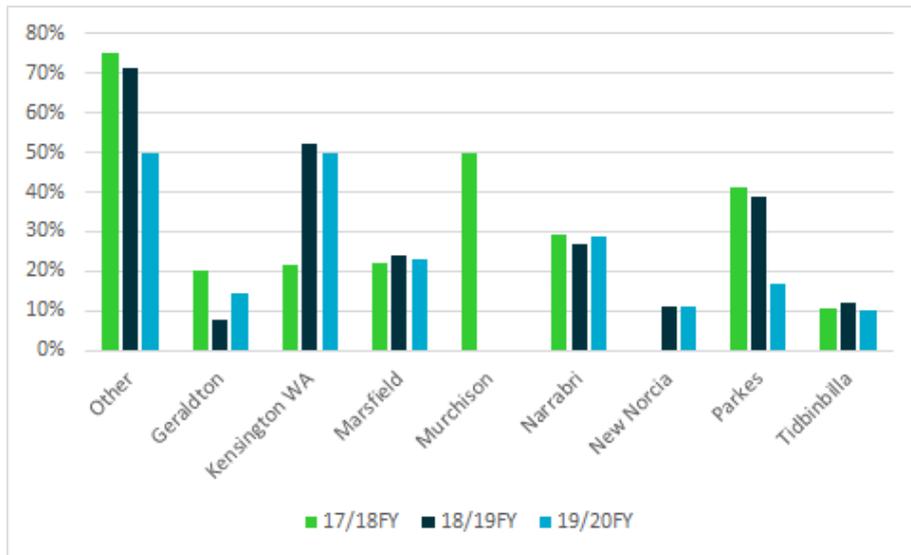


Figure 6: Percentage of female staff within CASS sites over the past three financial years

For the FY2019-20, of the sites that have more than 10 employees, Kensington has the highest percentage of female staff (50%); whereas Tidbinbilla has the lowest percentage (10%). It should be noted that the New Norcia site opened in 2019 and is led by a female site leader who transferred from the Geraldton site resulting in a reduced presence in Geraldton but an increase at New Norcia. The reduced female staffing at Murchison is the direct result of a local resident from the Pia Aboriginal Community no longer being available to work as a Casual at Boolardy. The ‘other’ category, as per the previous explanation, also shows a higher percentage of female staff over the three years.

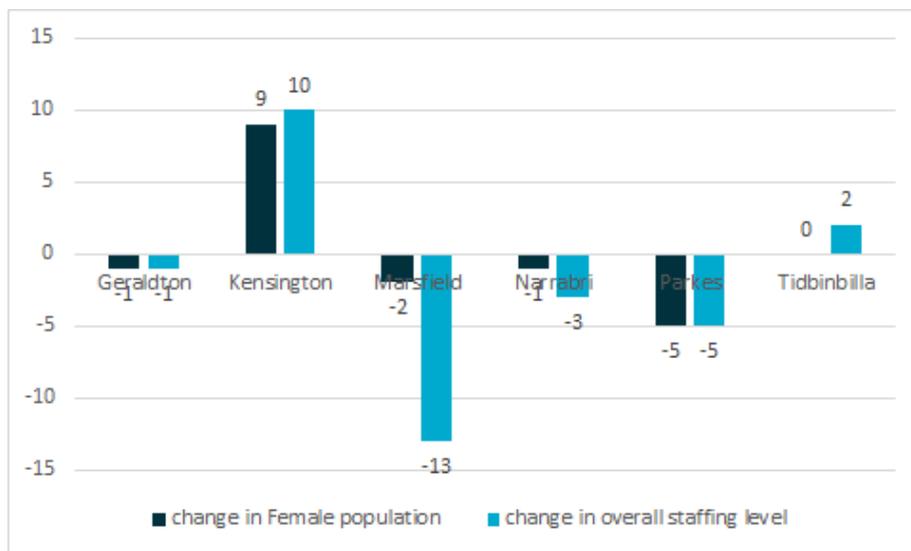


Figure 7: Change in total and female population by site from 2018-2020

As can be seen in Figure 7, the change in staffing from 2018 to 2020 is significant. All sites besides Kensington and Tidbinbilla suffered losses in staffing, as well as a loss in female employees. New Norcia was not included in this graph as it was not an official site in 2018 and the staffing levels have remained static during its two years of operation. The ‘other’ category was also not included because of the small number of staff at each site.

3.1.3 Gender and employment type

Figure 8 shows the breakdown of gender versus employment level and reflects the disproportionate numbers across the CSOF levels. This is an area for improvement and is identified in both the CSIRO SAGE Action Plan and the CASS D&I Action Plan.

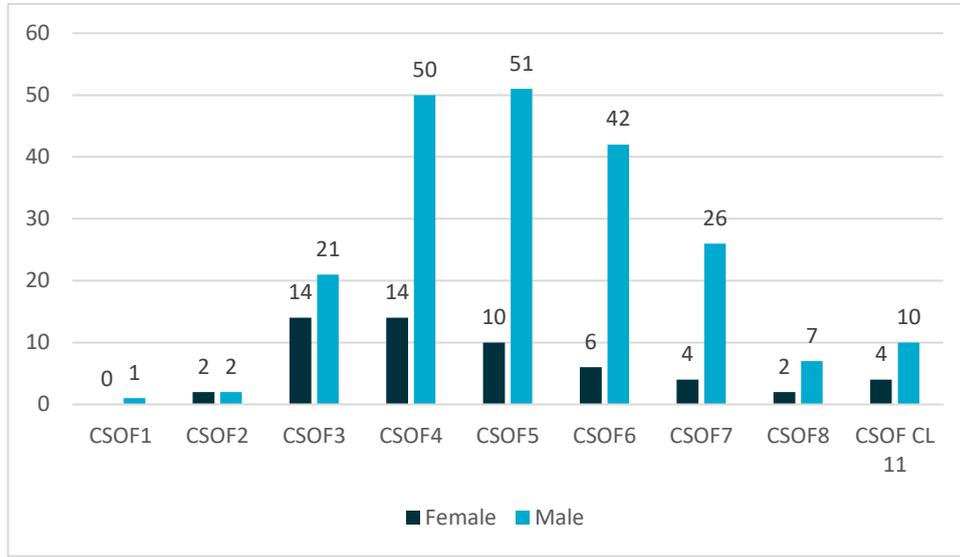


Figure 8: Gender balance by CSOF level as at end June 2020

Figure 9 below reflects the percentages of females at the higher CSOF levels has been consistently lower than those in the CSOF2 and CSOF3 levels for the past three years.

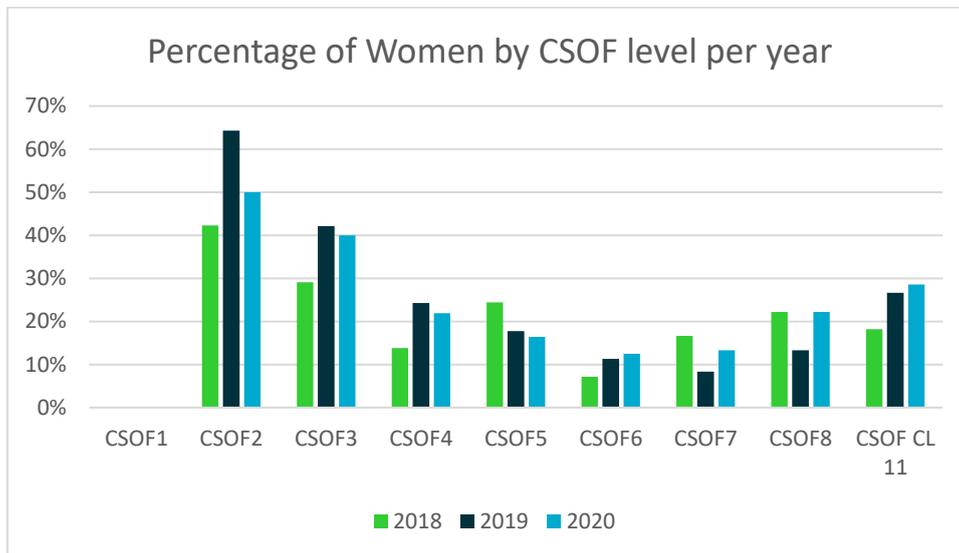


Figure 9: Percentage females over CSOF levels over three years.

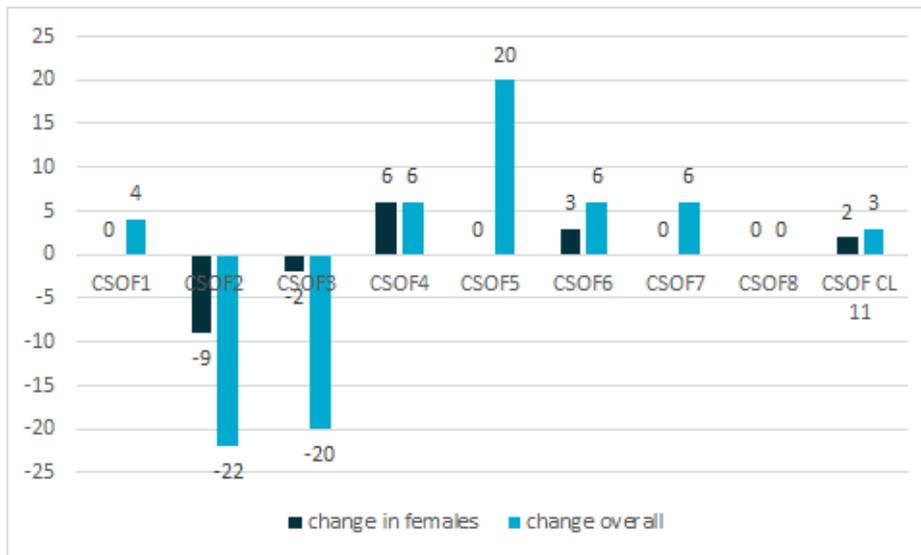


Figure 10: Change in female and overall staffing levels from 2018-2020.

Figure 10 above shows a small increase in female staff at CSOF levels 4, 6 and Clause 11. It also shows that female staff numbers have remained the same at CSOF levels 5, 7 and 8. The greatest change has been at CSOF levels 2 and 3, with nine women and two women leaving these levels respectively. This is anticipated to be a result of the ASL impact during 2019. Also significant is that while the overall change in CSOF5 staffing has been positive in number, with twenty more staff at this level in 2020 than in 2018 as a result of the European Space Agency (ESA) New Norcia Deep Space Tracking Station being added to CASS Operations and the Canberra Deep Space Communications Complex (CDSCCC) having several staff correctly identified in the CSIRO SAP system, there was unfortunately no change in the female population at this CSOF level.

We continue to explore employment type by looking at a gender versus staff role as either manager or staff. Figure 11 below compares the gender of managers and employees as at the end of financial year 2020. Overall, fewer females are employed in managerial roles. Furthermore, the number of female managers has not changed since 2018, remaining at eight out of a total of 55 managers. The overall female employee numbers increased by ten during 2019, but returned to 2018 numbers during 2020.



Figure 11: Comparison of employee and manager gender as at end of financial year 2020.

We further examine gender and employment type by looking at contract type: Figure 12 shows the breakdown of gender for indefinite, term and casual employees. We see the largest deviation from gender equality for those with indefinite contracts. There were 41 female employees with indefinite contracts in 2019, increasing to 42 female employees in 2020. This is a 1.2% increase of female staff members on indefinite contracts from 2018 – 2020. Compared to 2019, there has been a decrease in females amongst casual staff which can be attributed to the staff employed at the NSW observatories moved to external contracts due to the ASL cap.

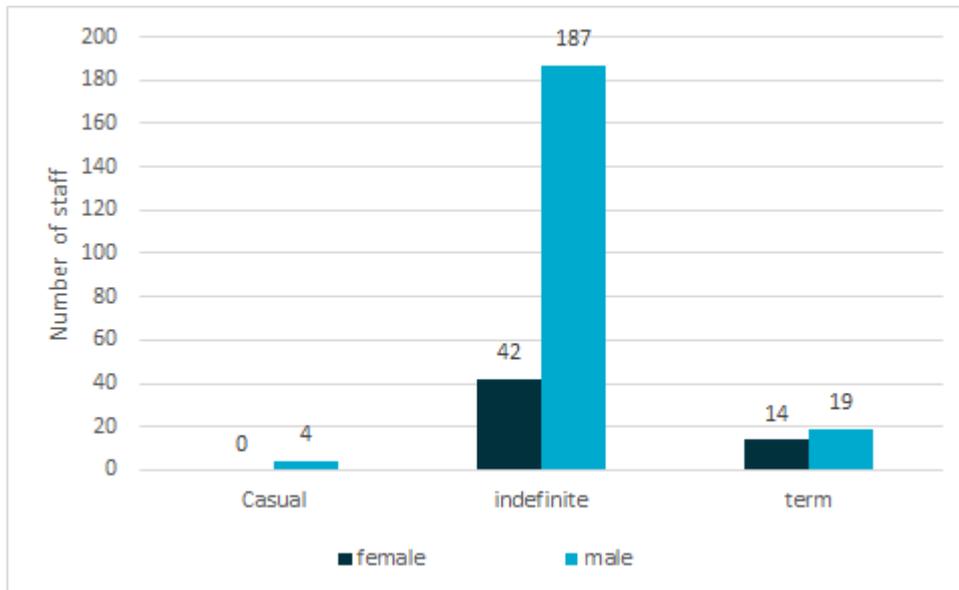


Figure 12: comparison of female and male staff by employment type in 2020.

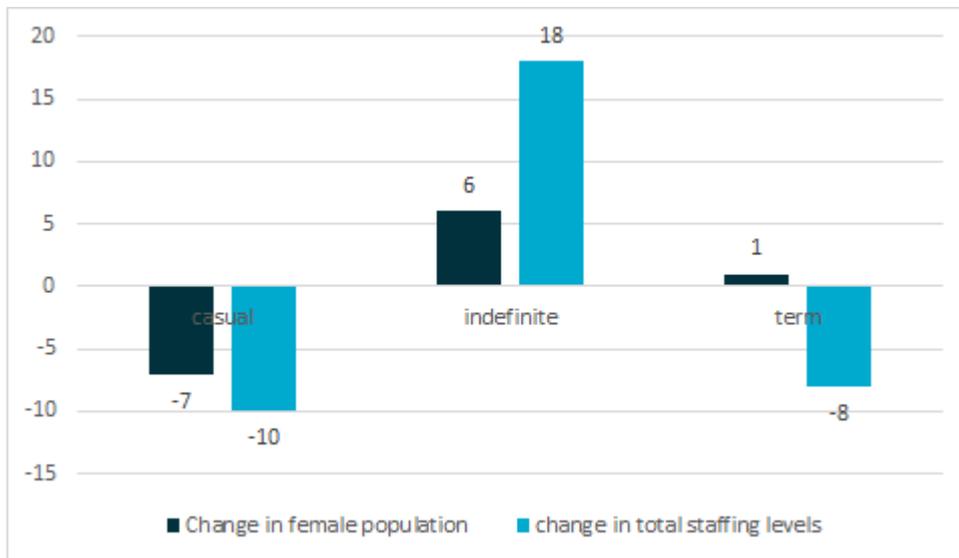


Figure 13: changes in female population by employment type from 2018-2020.

From 2018 to 2020 casual employment terms for female staff has reduced to 0 (from 8 in 2019); a direct result of the ASL cap. Male casual employment also dropped from nine staff in 2019 to four this year.

3.1.4 Gender and age

Figures 14 and 15 show the breakdown by age and gender. While the percentage of females in the 25-34 age range has increased over the last three financial years, most of the other age ranges have remained stable. There is a significant drop in female representation for 2020 occurring after the age range of 25 - 34 years of age (where females represent 40%), to accounting for only 22.5% of the staff who are ranged 35-44 years of age. This number then hovers below 20% through to the eldest age bracket. As can be seen from the 2020 numbers in Figure 14, there are significantly less women than men in most of the age brackets. Figure 15 also shows that no females were employed by CASS under the age of 24 and over the age of 65 during FY19/20.

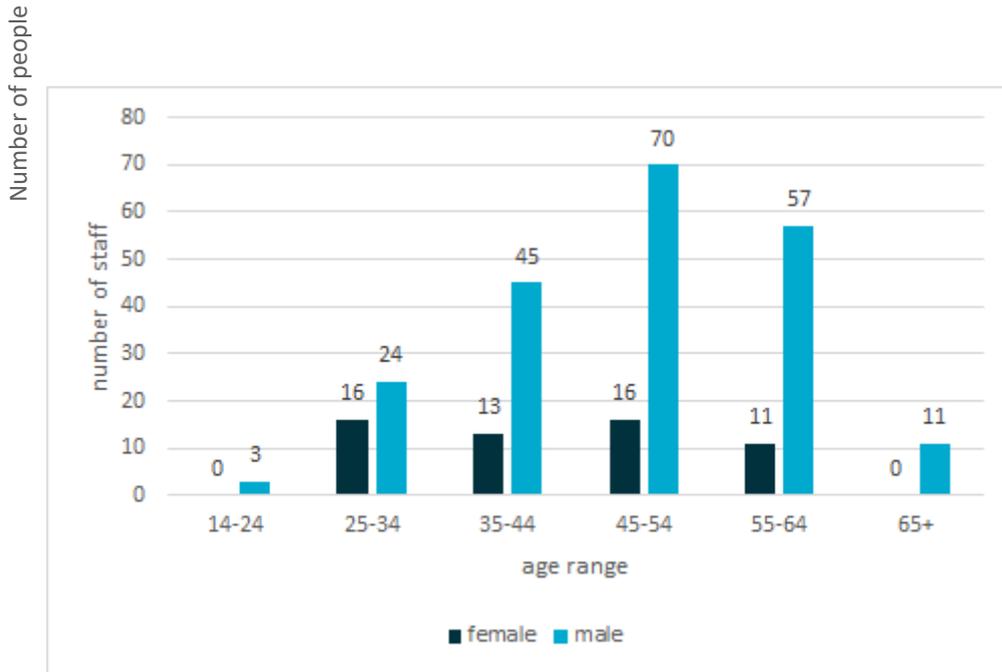


Figure 14: staff headcount by age 2020.

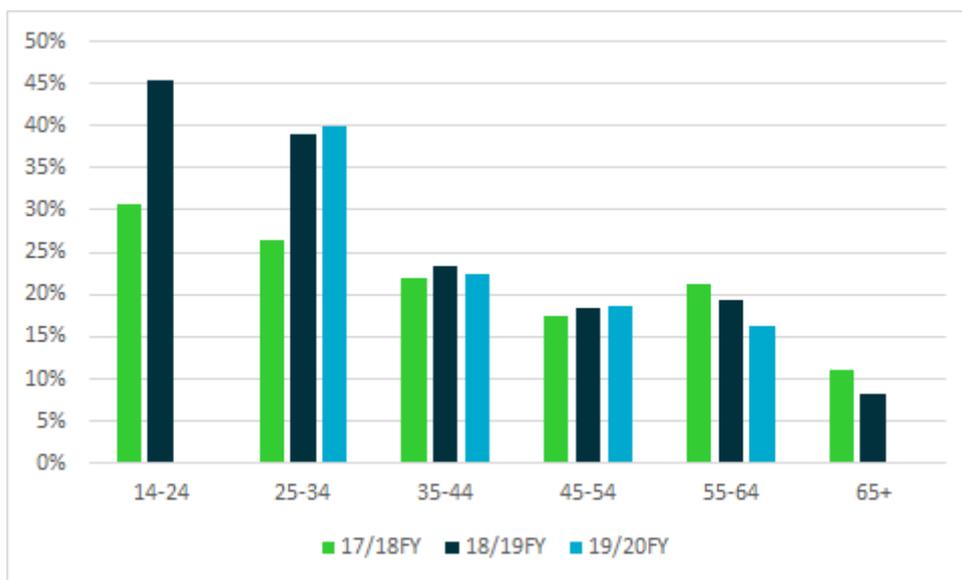


Figure 15: percentage of females in each age range over three years.

3.1.5 CASS Students

As of June 2020, there are 37 CASS co-supervised students. Of these, 30 are male and 7 (19%) are female. In addition to the co-supervision of students, CASS hosts a summer vacation student program. Under this program, undergraduate students spend 10 weeks at a CASS site working on a small project. In FY2019-20 CASS hosted 14 students: 11 male and 3 females (21%). The gender imbalance in this year's cohort arose from several factors and more care will be taken in future years to mitigate this.

3.2 Speaker demographics

3.2.1 CASS astrophysics colloquium series speakership

Prior to the impact of COVID, the CASS colloquium was held most weeks throughout the year, usually at the Marsfield lecture theatre (occasionally hosted in Perth). Speakers include CASS staff as well as both national and international visiting astronomers and engineers. We actively encourage visiting observers (when travel restrictions allow), newly hired staff and CASS co-supervised PhD students to give colloquia.

In 2016, the D&I Committee identified an under-representation of women among CASS-invited speakers and placed an action to increase female representation. CASS has maintained improved female representation amongst its invited speakers since this action was first introduced.

3.2.2 Co-learnium and journal club talk series

In March 2018, a series of short presentations known as "Co-learniums" began. Where possible, the series runs weekly. The goal of the co-learniums is to enable the engineering, science, operations, outreach and computing staff within CASS to get together and share their knowledge on a particular topic of interest.

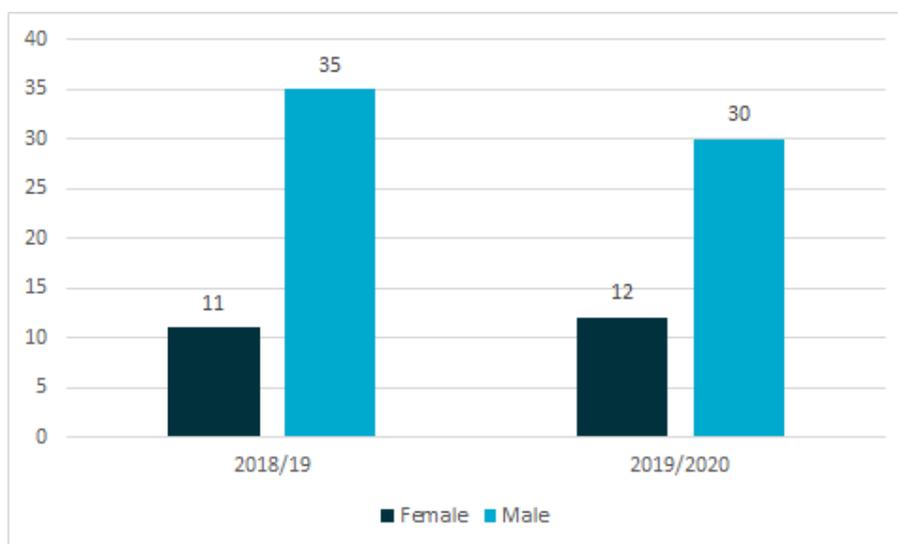


Figure 16: Breakdown of female and male speakers for the 2018/19 FY and 2019/2020FY.

Co-learniums have been spearheaded by George Hobbs and Georgios Bekiaris of CASS in Marsfield. These talks have received positive feedback from all areas of CASS and other CSIRO Business Units. The talks were opened to all CSIRO employees at the Kensington ARRC building in June 2019.

We note that due to the breadth of topics and backgrounds, co-learniums open new avenues for achieving diversity amongst speakers. This talk series has received numerous speakers from outside astrophysics, such as engineering and operations. It has also hosted speakers from CSIRO- corporate and CSIRO-communication teams. Furthermore, due to the nature of the talks, the audience is often a diverse mix of CSIRO staff and affiliates.

3.3 Other diversity metrics

We recognise there are many metrics by which a workplace can measure their diversity. In the following sections, we provide statistics on the indigenous identity, disabled status and age demographic of staff.

3.3.1 Indigenous staff

Seven CASS employees identify as Aboriginal and/or Torres Strait Islander. There have been significant efforts by CASS and the broader CSIRO to attract and retain Indigenous staff such as the CSIRO Aboriginal and Torres Strait Islander Postgraduate Scholarships.

This year CASS co-supervised a female student whom is now the first Indigenous person to graduate with a Masters of Astronomy and Astrophysics Advanced from ANU.

3.3.2 Disability

There is a total of fifteen CASS employees that identify as having a disability which corresponds to 6% of the entire CASS workforce.

3.3.3 Age

CASS data identifies an aging demographic, shown in Figure 17, with the highest number of indefinite positions for ages 45-54 followed by 55-64 years of age. Women represent around 17% of staff within these age brackets.

CASS overall has most staff in these age brackets, with the 45-54 bracket having 86 staff, and 68 staff in the 55-64 bracket. Currently, CASS has eleven staff aged 65+ and only three aged between 14-24. The remaining brackets of 25-34 and 35-44 have 40 and 58 staff respectively.

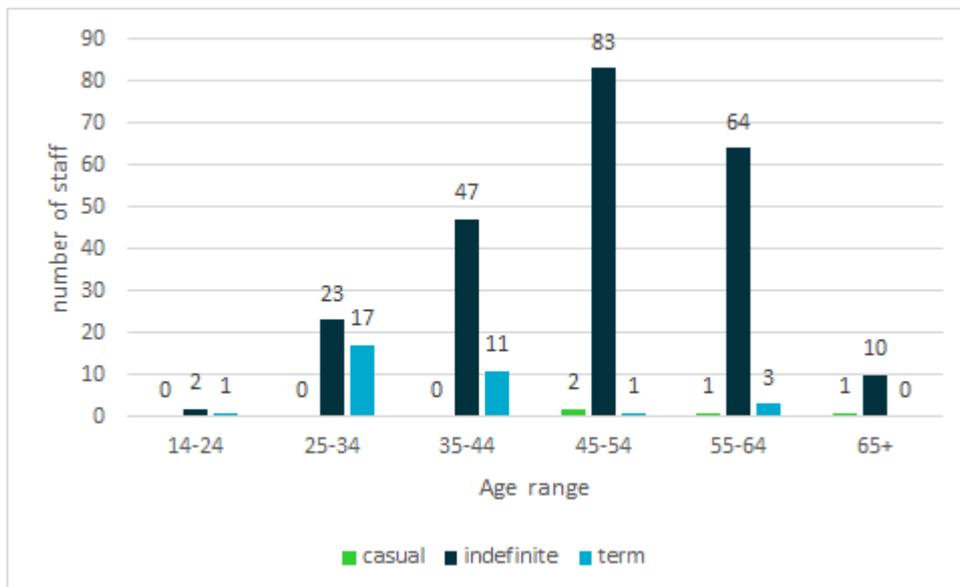


Figure 17: staff number by age and employment type.

As can be seen in Figure 18 the percentage of female staff compared to male staff in 2020 is highest within ages 25-34.

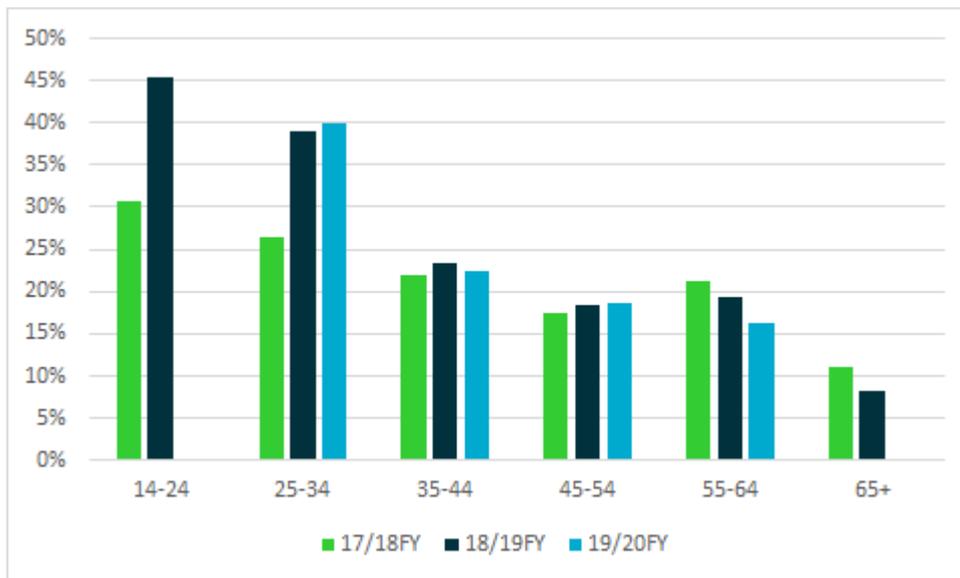


Figure 18: Percentage of females by age range over the last three financial years.

3.3.4 Languages

Within CASS, 85% of staff list their first language as English in SAP and that figure has remained static over the past three financial years. Other languages spoken within CASS include:

Table 3: Languages spoken within CASS

Tagalog (Filipino)	Dutch/Netherlandic	Vietnamese
Spanish	Hindi	Korean
Telugu	Hungarian	Croatian
Italian	Greek	Polish
Bengali/Bangla	Tamil	Turkish
Urdu	Russian	Khmer
French	Mandarin	African Languages (Other)
German	Cantonese	Armenian

4 Responses to 2019 Survey recommendations

4.1 2019 CASS Culture Survey

During August 2019 the CASS Diversity and Inclusion (D&I) Committee welcomed Dr Paula Brough from Griffith University to present the results of the recent CASS Culture Survey. In total, 134 from 272 staff (49.3%, at the time of survey) responded, and the overall survey results were positive.

Majority of respondents indicated:

- Good relationships with colleagues
 - LGBTIQ respondents most likely to agree
- Felt valued at work
 - Female respondents most likely to agree
- Believe people are treated respectfully and fairly
 - Caregivers most likely to agree
- Believe culture and diversity is supported in CASS
 - Majority (63%) had not experienced any negative interactions at work.

Most respondents had not experienced any negative interactions at work such as incidents of inappropriate behaviour, offensive comments or jokes, or any negative impacts of diversity/equity.

The results were stable over time with one exception: the respondents perceive CASS workers are slightly less likely to be treated fairly and equally now, as compared to 2016.

The results were also stable over different respondent groups, with a few exceptions most noticeably for younger & LGBTIQ workers.

4.2 Raising the D&I profile within CASS

This year the D&I Committee has made it a priority to increase communication with the broader CASS community. In order to do this all relevant committee and/or diversity-related updates are summarised in the fortnightly CASS newsletters.

To facilitate access to information regarding the Committee, we have created a [CASS D&I Confluence page](#), accessible to all CSIRO staff. Staff can access meeting minutes and annual reports, track on-going initiatives and find an up-to-date list of committee members. Similarly, CASS has created a single-page public [CASS D&I website](#) that is accessible through the ATNF homepage. Here anyone can find resources relating to diversity, inclusion and equity within CASS.

At the corporate level, members of the committee regularly engage with the larger CSIRO Diversity and Inclusion Community of Practice (D&I CoP) through regular meetings and web-hosted events, including also representing CASS at the inaugural CSIRO D&I day (where there were four Committee members in attendance and a poster presented). Furthermore, the CASS D&I committee has relayed all relevant information pertaining to our actions, meetings and goals to the broader CSIRO SAGE Self-Assessment Team.

While communication from and within the CASS D&I committee was frequent during 2019, due to the impacts of COVID-19 and a refresh of the committee mid-2020, updating via communication channels has been reduced. This is an action item for the new committee to address in 2020.

5 Highlights of –2019 - 2020 activities

5.1 CASS specific initiatives and activities

5.1.1 Buddy and mentoring programs

One of the major actions of the Committee this year has been the establishment of a 'buddy' program for all new starters. Having a 'buddy' at work can make a huge difference to the speed at which new starters manage to settle into their role, the Business Unit and CSIRO.

The program is managed by CASS Human Resources, who work with Program Directors to select buddies, running reports to keep up to date with new starters, providing one-on-one training to the buddies (if required).

Similarly, but as a separate endeavour, the Committee also established a mentoring and mentee program available to all staff members. The program identifies mentors and mentees, makes appropriate matches and trains all those participating. The program is available to all staff across CASS to participate as mentees. Mentors are encouraged from within CASS as well as supporting departments, other business units and from our honorary fellows and visiting scientists.

5.1.2 Female engineering initiatives

Since 2016, CASS has had an engineering visitors' program focusing on supporting female engineers. One of our Committee members is dedicated to creating multiple pathways to inspire, educate, recruit and maintain women engineers. They spearheaded this effort, as well as others, together with Macquarie University. During May 2020 CASS welcomed the first CASS-Macquarie University Women in Engineering undergraduate scholar. The scheme is open to undergraduate female students going into the second year of an engineering degree at Macquarie.

The Digital, National Facilities and Collections (DNFC) awards program recognises achievements amongst teams and individuals to celebrate success within 11 categories. One female CASS staff member received The Women in Science Career Award for her leadership and instrumental role in establishing CASS's NovaSAR Facility.

5.1.3 Multi-function and parenting rooms

The CASS D&I Committee is pleased to announce the availability of a new parenting room at our Marsfield site starting in January 2020, see Figure 19. The room offers parents and carers a clean, private and quiet space to express and/or breastfeed and care for children. Additional cases where the room might be used for children over the age of two include last-minute changes to normal childcare arrangements and care for a child recovering from non-contagious illness, when alternative arrangements could not be made. Discussions on the creation of a similar room at the Kensington WA site are in initial phases.



Figure 19: Parenting Room at Marsfield

A small prayer/multi-purpose room is also located at Marsfield, see Figure 20.

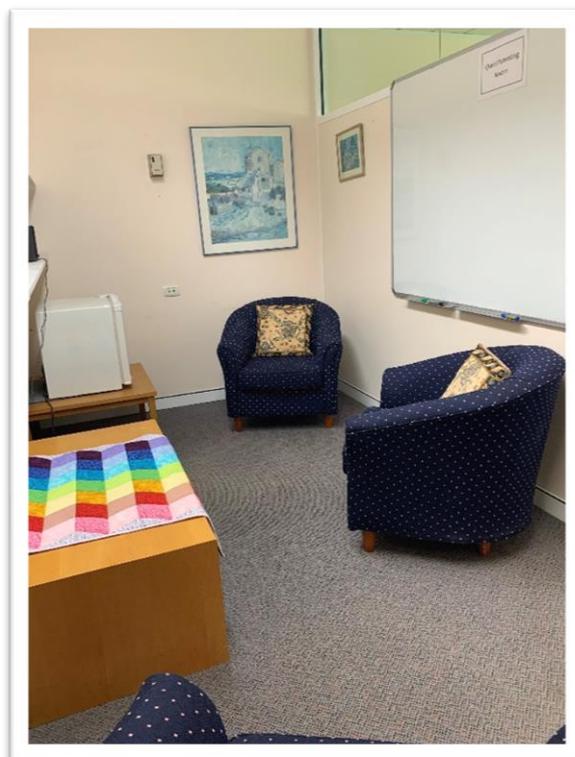


Figure 20: Marsfield prayer/Multi-purpose room

Figure 21 identifies the current location of a Prayer room that has also been provided at the ARRC building in Kensington WA. Noting the ARRC building has long term plans for refurbishment, this room is temporary and the location may change as work progresses throughout the building.



Figure 21: Location of Prayer room in ARRC Kensington.

5.1.4 Continuing family-friendly hours

It is the aim that all essential staff meetings within CASS are held between the hours of 9:30am - 4pm daily. This goes for all our sites and as we are a regionally diverse business unit, we also take into consideration time differences for joint-site meetings that still adhere to this policy. If a meeting must be held outside of these core hours, it has the support of the persons that are disadvantaged. For example, there may be an exception to this policy when attendance to a workshop or offsite meeting requires same-day travel, lending itself towards a later finish time.

Whenever possible, CASS tries not to schedule multi-day meetings to begin on Mondays in order to discourage the need to travel on weekends. When this option is not feasible, meetings start late on Mondays in order to accommodate same-day travel.

5.1.5 New feedback platforms

For the CASS community to build a better census of our visitors and their experiences while at CASS, we have introduced an anonymous optional survey which is presented to each visitor at the end of their time at CASS. Responses and feedback are collected every six months for consideration.

Additionally, CASS has implemented Exit interviews which we now offer staff across CASS. This is a proactive way of listening to and responding to concerns from staff on cessation.

5.1.6 Awards and recognition

- Sarah Pearce was named a finalist in the Telstra Businesswoman of the Year award and NSW 'Public Sector & Academia' category.
- Sarah Pearce was named a finalist in the Australian Space Awards under the 'Executive of the year' category.
- Kimberley Clayfield was named a finalist in the Australian Space Awards under the 'Innovator of the year – individual category.
- Amy Parker was named a finalist in the Australian Space Awards under the 'Rising star of the year' category.

5.2 CASS within the broader CSIRO D&I space

Due to COVID-19 regulations many D&I activities in the second half of the financial year (from March 2020) have been postponed.

5.2.1 IAU Symposium: Astronomy for Equity, Diversity and Inclusion

The first ever International Astronomical Union (IAU) Symposium that wasn't focused on pure science was held in Japan in November 2019 – the 358th symposium: Astronomy for Equity, Diversity and Inclusion. The meeting was opened by IAU President, Ewine van Dishoeck, and featured talks, panel discussions and workshop sessions. There was a strong focus on inclusive logistics, with real-time text conversion of the presentations, sign language interpreters, several talks presented remotely from diverse locations, such as Trinidad and Tobago, and provision in the venue for those with accessibility needs. Also, attendees could identify on their name badge their preferred pronoun and their sociability (green square for approachable, yellow star for people who preferred communicating with those they know and a red dot for not be disturbed).

The talks covered an incredible range of engaging topics, including gender-diversity, neuro-diversity, LGBTIQ+, racism, accessibility for blind and vision impaired (including how to translate data to sound), and how astronomy is being used to bring a positive focus to refugees in conflict affected areas. CASS supported the meeting as 'Golden' sponsors, and CASS scientist Dr Jimi Green attended and presented on CASS and CSIRO activities, as well as on Parkes/PULSE@Parkes specific initiatives, and had an active role in many of the discussion sessions (including facilitating). On behalf of the CASS D&I Committee Jimi contributed to the production of actions for the IAU to support the 2020-2030 strategic plan to increase equity, diversity and inclusion in astronomy. Following the meeting, the information was communicated back to the broader CASS group via the CASS News (#55) and a dedicated co-learnium in January 2020.

5.2.2 Impacts of COVID-19

The committee was proactive in recognising the impact of COVID on the APA cycle assessment, producing a statement which CASS Director, Douglas Bock, endorsed and presented to central CSIRO for distribution. The statement was:

“COVID has impacted us all differently, with some having been able to increase their productivity during the home-based working / lockdown period (with no office distractions), but others, particularly those with caring responsibilities, have struggled to maintain productivity (trying to home school etc). This needs to be taken into account both in the short and long terms. For the short term, the APA appraisals need to allow for the reduction in productivity, and not penalise employees for it (still enabling increments etc). This could be done by allowing all to include a statement of the COVID impact in their self-assessment for example (either simply a statement of productivity ‘operating at ½ my usual capacity’ or similar, or specific ‘I was unable to attend this invited talk due to the travel restrictions’). It also needs to be taken into account longer term for how this will impact careers – for example with future promotion opportunities, job opportunities, awards, those that have been impacted will have lower metrics (both the obvious publications, talks, etc but also the more subtle/subconscious perception of work output/productivity) - so the assessment has to be made relative to opportunity. We have the potential to take this into account with our own promotions/awards and our own recruitments (For context it has been shown from past studies that it can impact, particularly with regard to caring responsibilities, how a career progresses through the system, if breaks/hindrances to productivity aren't taken into account, and it is believed to be a factor in the gender pay divide that is seen in some workplaces)”

5.2.3 CSIRO DFVA training

Jimi Green and Rochelle Desmond underwent CSIRO Domestic Family Violence and Abuse First Responder training in Kensington in 2019. The training, run by UNSW Gendered Violence Research Network representatives Marion Brown and Charity Danquah, covered awareness, intersecting factors, prevalence, its affect in and on the workplace, how to support issues and how to access further support.

5.2.4 AAS and SAGE

The Australian Academy of Science, in collaboration with Science in Australia Gender Equity (SAGE), held the Catalysing Gender Equity 2020, a two-day outcome-driven conference guided by the Women in STEM Decadal Plan. The meeting, held in Adelaide in February 2020, included a combination of seminars and workshops and involved several members of CSIRO's Diversity Community of Practice, including Jimi Green representing CASS.

5.2.5 CSIRO and the Sydney Gay and Lesbian Mardi Gras parade

CSIRO again marched in the Sydney Mardi Gras, held 29 February. While CASS did not have any marchers in the parade this year, Nic Svenson helped with the set-up of the evening event.

5.2.6 CASS Wellbeing initiatives

In February 2019, CASS undertook a well-being survey of its workforce, which has resulted in the creation of numerous CASS wellbeing initiatives that aim to address eight different dimensions of wellbeing in the workplace. One of the highlights of the Wellbeing Survey was the ageing workforce within CASS. Members of the Committee have teamed up with CSIRO to support existing staff and establish transition pathways for congruity of site-based knowledge and skills.

This year CASS had 49 staff members in 7 teams join the Global Challenge. The Global Challenge is a part of the 'Let's Move Together' initiative of Thrive to help us all stay connect and support each other's wellbeing. The challenge recorded members daily physical activities for 100 days as they travelled virtually around the world. Together CASS walked 33,628km which is equivalent to walking around Australia two-and-a-bit-times.

More than half of CASS staff (54%) exceeded 10,000 steps a day, compared to 23% before the Global Challenge. 73% concentrate better and feel more productive with 59% reporting feeling less stressed.

5.2.7 Indigenous Engagement

Due to COVID-19, NAIDOC week for 2020 was postponed to 8-15 November. During the postponed week a number of online events with the theme of "Always was, Always will be" were featured and celebrated Aboriginal and Torres Strait Islander peoples as Australia's first explorers, first navigators, first engineers, first farmers, first botanists, first scientists, first diplomats, first astronomers and first artists.

CASS congratulates Karlie Noon who became the first indigenous student to obtain a Masters of Astronomy and Astrophysics Advanced from the Australian National University. As a CASS co-supervised student, Karlie received supervision from ANU and CASS staff while she worked on her project, studying the 3-D velocity vectors of high velocity clouds. Karlie was also a finalist in the 2019 3M Eureka Prize for Emerging Leaders in Science.

CASS has supervised and supported an Indigenous cadet within the Technologies program. The cadet has been retained for 4 years, resulting in further paid work experience in addition of the cadetship during their studies, as well as conducting their honours project within CASS.

6 Future Work

The CASS D&I Committee has a continued commitment to the SAGE action items and will support and respond to any calls for action to help CSIRO reach their promised targets. The Committee also recognises the continued interest by staff for training against unconscious bias.

The CASS D&I Annual Action Plan FY20-21 is to be progressed and approved. This will ensure the CASS D&I committee can measure progress against the identified action items and can report to CASS Exec on this progress.

The CASS D&I Committee will also submit an application for the Pleiades Bronze Award at end-2020.

Appendices

A.1 CASS Diversity Champion role description

The following text appeared with an email from the CASS Director Douglas Bock calling for Expressions of Interest for the CASS Diversity Champion role.

Overview

The aim of the CASS Diversity Champion is to plan, implement and deliver actions aimed at improving diversity and inclusion in CASS.

Role Description

It is expected that the person will undertake the following duties and activities –

- Chair the CASS Diversity Committee, managing committee meetings, tracking and enabling actions and initiatives.
- Work with the members of the CASS Diversity Committee, CASS Deputy Director and the Human Resources Manager, to develop a CASS Diversity Plan.
- Lead the implementation of the agreed plan, working with the Diversity Committee and reporting to the CASS Executive on progress.
- Lead CASS's response to SAGE recommendations and initiatives.
- Lead CASS's submissions to the ASA Pleiades award.
- Provide inputs and insights to the CASS Executive on diversity and inclusion issues directly relevant to CASS.
- Provide a perspective from a diversity and inclusion position on aspects of CASS strategy development and management.
- Ensure that there is strong representation for CASS in cross-Business Unit interactions and CSIRO Corporate activities relevant to diversity and inclusion.
- Provide leadership that enables a change process around diversity and inclusion in CASS.
- Monitor implementation of the CASS Culture Project recommendations.

Selection Criteria

- CASS or CASS-Affiliated staff member.
- Proven interest and experience in diversity and inclusion issues relevant to CASS.
- Proven ability in collaborative teamwork, and strong organisational and people management skills.
- Capacity to think strategically and lead planning and practical implementation of activities relevant to the Diversity Committee.
- An ability to work and communicate effectively with, and influence, staff and managers on diversity and inclusion issues, both within CASS and the broader CSIRO teams.
- Strong integrity and ability to manage sensitive and confidential issues.
- Demonstrated leadership potential.

A.2 CASS Diversity and Inclusion Committee Expression of Interest

Register your interest by submitting your letter addressing the selection criteria to CASS HR Manager, Andrew Wright by 1 July 2020.

Overview

The Diversity and Inclusion (D&I) committee's primary objective is to facilitate the creation of an inclusive culture within CASS. It is their mission to identify, implement and monitor issues and initiatives around Diversity and Equity within CASS to ensure that all staff are treated fairly and equitably within the workplace regardless of gender, age, ethnicity, culture, sexual orientation, religion, family responsibility or physical/mental impairment.

Role Description - Duties

- Be an active contributor to the CASS Diversity and Inclusion Committee, attending committee meetings, making progress on actions and initiatives.
- Work with other members of the CASS Diversity and Inclusion Committee, CSIRO SAGE team members, members of the CASS Executive team and other relevant stakeholder to contribute to the development of the annual CASS Diversity and Inclusion Plan.
- Contribute to the implementation of the agreed plan.
- Contribute to CASS's response to SAGE recommendations and initiatives.
- Contribute to CASS's submissions to relevant awards and programs, e.g. Pleiades award.
- Provide inputs and insights to the CASS Diversity and Inclusion Committee on diversity and inclusion issues directly relevant to CASS.
- When called upon, be a representative for CASS in cross-Business Unit interactions and CSIRO Corporate activities relevant to diversity and inclusion.
- Be a role model that enables a change process around diversity and inclusion in CASS.
- Contribute to the implementation of the CASS Culture Project recommendations.

Selection Criteria

- CASS or CASS-Affiliated staff members including ESS, joint appointees and secondments.
- Demonstrated experience and interest, and/or a strong desire to deliver change in diversity and inclusion issues relevant to CASS.
- Demonstrated ability in collaborative teamwork, and strong organisational and people management skills.
- Capacity to think strategically and lead planning and practical implementation of activities relevant to the Diversity Committee.
- An ability to work and communicate effectively with, and influence, staff and managers on diversity and inclusion issues, both within CASS and the broader CSIRO teams.
- Strong integrity and ability to manage sensitive and confidential issues.

Those selected will sit on the team for a minimum period of 2 years.

A.3 CASS Diversity and Inclusion Committee Terms of Reference

Purpose

The CASS Diversity and Inclusion (D&I) Committee is formed by volunteers who are passionate about fostering an environment of diversity and inclusion within CASS.

The CASS Diversity and Inclusion Committee's primary objective is to facilitate the creation of an inclusive culture within CASS. The team will perform an essential role in identifying the key challenges to creating such a culture and will develop a strategic and action-based approach to addressing these challenges in the form of a CASS Diversity and Inclusion Annual Plan.

The Diversity and Inclusion Committee's collective responsibility is to:

- identify areas in which CASS has scope to improve diversity and inclusion;
- understand the barriers to furthering diversity and inclusion in these areas (e.g. availability of candidates in minority groups);
- recommend and support the implementation of targeted actions to help remove barriers to inclusion and to create an inclusive workplace.

The team will be the driver to implementing the Diversity & Inclusion Plan, in which it will be supported by the CASS Executive.

Specific functions of the Diversity and Inclusion Committee:

- To develop and implement the Diversity & Inclusion Plan and activities within CASS;
- To make recommendations to the CASS Executive on investments in diversity and inclusion;
- To provide a forum for staff and affiliates to contribute to and drive the diversity and inclusion initiatives within CASS;
- To allow CASS Executive and staff representatives to consult and discuss openly diversity & inclusion matters affecting CASS;
- To facilitate the exchange of information and assist in developing a common understanding of issues facing CASS;
- To attempt to find effective solutions that all can accept.

Scope and authority of the Diversity and Inclusion Committee:

- The Diversity and Inclusion Annual Plan and its implementation. The CASS Director may also give the team decision-making authority for actions connected with implementing the Diversity and Inclusion Plan.
- All initiatives proposed by the team must be within the delegation of the CASS Director, or issues for which the CASS Director may have avenue for comment.
- Where alternative mechanisms exist for action, these avenues should be used (e.g. CSIRO's Enterprise Diversity & Inclusion Plan).
- All initiatives proposed by the Diversity and Inclusion Committee must comply with any relevant state and national legislative requirements e.g. Privacy Act 1988. Any research involving human participation must comply with CSIRO's Ethical Conduct in Human Research Policy.

Committee Composition

A diverse composition of the Diversity and Inclusion Committee is essential to gain a thorough understanding of each groups challenges and perspectives and thus be in the position to facilitate lasting change in CASS.

The core Diversity and Inclusion Committee will comprise a broad range of individuals with the following key representation and skills:

- Chaired by the CASS Diversity Champion and supported by an administration role;
- Business Unit Senior leader – e.g. Research Director or above;
- HR representative
- Communications representative
- Staff representatives - the Diversity and Inclusion Committee will have membership drawn from across the Business Unit functions and sites, including (but not limited to):
 - Professional & science staff (of various levels)
 - Gender diversity
 - A broad age range of staff – including those under 35 years of age
 - Students
 - Culturally and linguistically diverse which may include staff from a non-English speaking background and aboriginal and Torres Strait islander decent.

Membership on the Diversity and Inclusion Committee will be constructed through an Expression of Interest (EOI) process and those selected will sit on the team for a minimum period of 2 years.

The Diversity and Inclusion Committee may also invite additional individuals to team meetings, for example, support functions and where particular groups may not be represented effectively e.g. indigenous employees, LGBTI employees, etc.

Current membership for the Diversity and Inclusion Team can be found in the CASS Diversity and Inclusion Confluence page:

<https://confluence.csiro.au/pages/viewpage.action?pageId=917636982>

Chair

The Diversity and Inclusion Committee is chaired by the CASS Diversity Champion. The Chair will nominate a delegate in their absence.

Meeting Frequency

The CASS Diversity and Inclusion Committee will meet on a monthly basis. An annual face to face planning meeting will also take place.

Governance

The sponsor of the CASS Diversity and Inclusion Committee is the CASS Director. The Committee reports to the CASS Executive and provides a formal report on a quarterly basis.

Administration

The Diversity and Inclusion Coordinators will administrator the CASS Diversity and Inclusion Committee, including scheduling meetings, booking meetings rooms and WebEx, coordinating off site meeting, compiling the agenda and relevant papers/presentation, coordinating guest speakers, taking minutes, keeping records, updating the Confluence page etc.

Terms of Reference Review

The CASS Diversity and Inclusion Committee Terms of Reference are to be reviewed annually and updated as necessary.

Glossary

ANU	Australian National University
ASKAP	Australia Square Kilometre Array Pathfinder
ASL	Average Staffing Level
ATNF	Australia Telescope National Facility
CASS	CSIRO Astronomy and Space Science
CDSCC	Canberra Deep Space Communications Complex
CSIRO	Commonwealth Scientific and Industrial Research Organisation
D&I	Diversity and inclusion
EA/EO	Executive Assistant/Executive Officer
ECR	Early career researcher
EOI	Expression of Interest
FY	Financial year
IAU	International Astronomical Union
IDEA	Inclusivity, diversity and equity in astronomy
RD	Research Director
SAGE	Science in Australia Gender Equity
SAP	Systems, Applications and Products (in Data Processing)
SKA	Square Kilometre Array
SMART	Specific, Measurable, Achievable, Relevant and Timebound
STEM	Science, Technology, Engineering and Mathematics

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w www.atnf.csiro.au/resources/diversity.html

AT CSIRO WE SHAPE THE FUTURE

We do this by using science to solve real issues. Our research makes a difference to industry, people and the planet.

As Australia's national science agency we've been pushing the edge of what's possible for over 85 years. Today we have more than 5,000 talented people working out of 50-plus centres in Australia and internationally. Our people work closely with industry and communities to leave a lasting legacy. Collectively, our innovation and excellence places us in the top ten applied research agencies in the world.

WE ASK, WE SEEK AND WE SOLVE