



EQUITY PRACTITIONERS  
IN HIGHER EDUCATION  
AUSTRALASIA

## **2014 AGM Agenda & Minutes**

**Monday 17 November 2014**

12:00 – 1.00 pm (AEDT) Building E11A Function Room  
North Ryde Campus, Macquarie University, Sydney, Australia

AGM Opened: 12:00 pm (AEDT)  
AGM Closed: 1:00 pm (AEDT)

### **1. WELCOME**

Chair, Acting Vice President, Gabrielle O'Brien acknowledged Macquarie (MQ) University colleagues for hosting our AGM.

#### **1.1 Noting of Attendees and Apologies**

<b>In person</b>	<b>Teleconference</b>	<b>Apologies</b>
Gabrielle O'Brien, QUT	Danelle Dobinson, AUT	Judith Cooke, Victoria
Ruth Tregale, MQ	Carissa Perkins, Charles Sturt	Sybillie Frank, UTS
Lisa O'Neill, Flinders	Shannon Kerrigan, La Trobe	Ali Rasheed, AUT, NZ
Lara Rafferty, RMIT	Roman Ruzbacy, Deakin	Kate Flynn, QUT
Nerilee Flint, Dr. ANU	Luke Webster, Curtin	Belinda Munn, UoN
Juliet Nanai, AUT, NZ ( <i>Minute taker</i> )	Vivienne Lee, Uni. Of Melbourne	
Juliet Harrison, ANU	Stephen Manson, Flinders	
Susan Horsley, Uni. Of Sydney		
Penelope Pitcairn, Uni. Of Sydney		
Joanna Leonard, UTS		
Arif Ongu, UTS		
Svetlana Martynovich, MQ		
Kate Wilson, MQ		

### **2. 2013 EPHEA AGM MINUTES**

#### **2.1 Acceptance of AGM Minutes Thursday 28 November 2013 (Penelope Pitcairn)**

***Motion that the minutes be accepted.***

Moved: Lisa O'Neill      Seconded: Lara Rafferty      CARRIED

## 2.2 Matters/Business Arising

Action	Status
2.2.1 State-based EPHEA Chapters	See Chapter Reports 3.6 - A number of State Convenors have sent reports which have been included in Item 3.6. Not all Chapters are currently active though so some state reports are missing. - There were suggestions that Convenors be Ordinary members on the Committee to avoid working in isolation. - It was noted that these reports also depend on how often the state chapters hold regular meetings or not. - The Committee has <b>resolved to identify strategies to improve communication of chapter issues through to the Committee and to support chapters. Further investigation into this matter is required.</b>
2.2.2 Request DIISTRE to host a bi annual forum on student equity policy and programs	Now potentially replaced by National Priority Pool application by ACU/NCSEHE and EPHEA Submitted October 2014. EPHEA will update membership on progress of application when known.
2.2.3 Affiliations with Complementary Associations <i>Special Resolution 3 from 2013 AGM: EPHEA members give in-principle support to the Committee to establish affiliation arrangements with complementary associations after consultation with members.</i>	Some discussion with ATEND but no further progress to date. <b>Further investigation required to consider the viability of affiliations.</b>

## 3. REPORTS

Six reports were tabled.

### 3.1 President's Report (Inge Saris)

In addition to the information contained in the President's report the Chair noted that the President has been ill during this year but should be acknowledged for her contribution in 2014. Due to her expertise in staff equity, she will continue as an Ordinary Member of the EPHEA Committee for 2015.

### 3.2 Vice President's Report (Gabrielle O'Brien, Acting President)

The Chair acknowledged the work of Vice-President Milly Fels during 2014. Due to a role change at RMIT, Milly stepped down from her position as Vice President. Again the Committee acknowledged her valuable contribution to student equity matters in this role. In addition, the Chair acknowledged that Louise Pollard would be standing in for EPHEA on the NCSEHE Advisory Board in 2015.

### 3.3 Treasurer's Report (Gabrielle O'Brien)

**Current holdings to a total of \$34,251.52 as at 17 November 2014 are as follows:**

Account name	Amount
General account holdings	\$2,251.52
EPHEA funds (currently in term deposit)	\$15,000.00
Seed funding for EPHEA Conference (currently in term deposits)	\$17,000.00

### 3.4 Secretary's Report (Juliet Nanai)

In summary, despite the vast distance that separates the members, the committee met through five teleconferences. The members were actively advocating from the political level with issues regarding funding and resource use.

### 3.5 New Zealand Report (Ali Rasheed)

There were two main issues highlighted. First, that since equity issues may differ, it was posited that the New Zealand chapter should not be subjected to the same membership fees as Australian members. Second, NZ members need to increase membership and to opt for institutional fees rather than individual ones, as this would be more economical for them.

### 3.6 State Chapters Report (Victoria University attached report)

In relation to State Chapters it was noted by the Chair that one of EPHEA's resolutions for 2015 is to ensure that across Australia everyone gets a chance to feed issues up to the Committee via State Chapters and that the State Chapters are supported to be places which actively work on local issues and provide a forum for practitioners to share information and best practice. Some states and territories have very active chapters while some need to regroup, as some Convenors are stepping down.

It was noted that there are also many existing informal networking activities conducted.

The Chair acknowledged with an apology the omission of NSW from reporting.

***Motion: that ALL the Reports be accepted.***

*Moved: Lisa O'Neill      Seconded: Penelope Pitcairn      CARRIED*

## 4. 2015 EPHEA ACTIVITIES

### 4.1 EPHEA Strategic Priorities for 2015

2015 STRATEGIC PRIORITIES: a brief discussion of these was held following the AGM. It was noted that the key focus for EPHEA are two-fold:

Firstly, EPHEA will continue to provide strong leadership on behalf of equity practitioners around areas where they can and should provide influence around policy and legislation as it impacts on staff and students in higher education. Building on the activity held this year will be most important such as representation on the NCSEHE Advisory Board, submissions to various legislators or bodies such as WGEA etc.

Secondly, it is important to facilitate collaboration between members to solve some of the aforementioned issues and topics, share best practice and support each other (especially when many are working in isolation). That means support for State Chapters, support for the EPHEA conference, and continuation of debate on the EdEquity and EPHEA email lists.

### 4.2 NPP [National Priority Pool] Bid (Attachment 7)

EPHEA has agreed to be part of a NPP bid which will facilitate equity practitioners in student equity to be included in a national research project which looks at best practice. ACU is leading the bid and EPHEA felt this was a perfect opportunity to allow members to participate in a national project of such significance.

The Chair, speaking as a representative of QUT also brought up a second NPP bid which was currently being written. QUT was seeking to be the leading university on the NPP Social Marketing project which would see a national social marketing campaign being developed aimed at widening participation. As part of the bid, QUT was seeking the support of EPHEA. The Committee suggested that this was an opportunity for equity practitioners to be involved in developing a universal social marketing campaign.

### 4.3 NCSEHE Advisory Board membership to continue.

Louise Pollard was noted as EPHEA's representative on this Board.

### 4.4 2015 EPHEA Conference (see Item 6)

## 5. 2015 EPHEA ELECTION OF OFFICE BEARERS AND ORDINARY MEMBERS

### 5.1 Continuing members

Position	Names	University
Secretary	Juliet Nanai	AUT, NZ
NZ Representative	Ali Rasheed	AUT, NZ
Ordinary Member	Lara Rafferty	RMIT
Ordinary Member	Nerilee Flint	ANU
Ordinary Member	Louise Pollard	UWA

### 5.2 The Committee acknowledges the following vacancies:

- 5.2.1 President – the Committee acknowledged Inge Saris for her contribution
- 5.2.2 Vice-President – the Committee acknowledged Milly Fels for her contribution
- 5.2.3 Treasurer – the Committee acknowledged Gabrielle O'Brien for her contribution
- 5.2.4 Ordinary member – the Committee acknowledged Lisa O'Neill for her contribution.

Position	Nominees	Nominated by	Seconded by	Statement	University
President	Gabrielle O'Brien	Ruth Tregale	Lara Rafferty	Staff equity	QUT
Vice President	Lisa O'Neill	Gabrielle O'Brien	Juliet Nanai	Staff Diversity, equal opportunity	Flinders
Treasurer	Ruth Tregale	Lisa O'Neill	Gabrielle O'Brien	Widening participation	RMIT
Ordinary Member	Stephen Manson	Lisa O'Neill	Peter Torjul	Disability	UniSA
Ordinary Member	Inge Saris	Ruth Tregale	Gabrielle O'Brien	Staff/Student equity	ANU
Ordinary Member	Arif Ongu	Lisa O'Neill	Nerilee Flint	Disability, staff & student	UTS

*It was noted that four members have changed positions: Gabrielle O'Brien, President; Lisa O'Neill, Vice President; Ruth Tregale, Treasurer; Inge Saris, Ordinary Member.*

### **Motion: that ALL Nominations for the 2015 Committee be accepted.**

Moved: Nerilee Flint      Seconded: Kate Wilson      CARRIED

The **NEW OFFICE BEARERS** for the 2015 EPHEA Committee are:

- Gabrielle O'Brien      President
- Lisa O'Neill      Vice-President
- Juliet Nanai      Secretary
- Ruth Tregale      Treasurer and Public Officer
- Ali Rasheed      NZ Rep
- Nerilee Flint      Ordinary member
- Louise Pollard      Ordinary member
- Lara Rafferty      Ordinary member
- Inge Saris      Ordinary member
- Arif Ongu      Ordinary member
- Stephen Manson      Ordinary member

## **6. ANY OTHER BUSINESS**

### **6.1 2015 EPHEA Conference** (Roman Ruzbacky, Deakin University, Geelong)

Date: **9-11 November 2015** (Monday to Wednesday)  
Starting time: 1pm on Monday 9 November  
Finishing time: 5pm on Wednesday 11 November  
Venue: Waterfront Campus Geelong, Deakin University  
Themes: Currently being finalized. Broad themes are:

- Widening Participation
- Access and Equity
- Human Rights
- Genders
- Diversity Management and Resilience

Special interest groups will be held on Thursday 12 November from 9am to 1pm

Members suggested the inclusion of:

- Disability Themes especially Staff with a Disability
- Women in STEM

### **6.2 Open Letter re Barry Spurr**

A member inquired as to how individual institutions were handling issues such as this. It was recommended that this could be a discussion point on EPHEA or EdEquity email list

### **6.3 Inter-institutional statistics**

It was noted that these statistics were now available. The Chair acknowledged the work of Kate Wilson in requesting UA to take of the role of production of these statistics which are now available on the UA website

### **6.4 EPHEA feedback to WGEA**

As yet EPHEA has not received any follow up from WGEA on feedback provided on the 2014 reporting.

7. The Chair thanked members for their time and closed the meeting. EPHEA members physically present were asked to participate in further discussion on strategic priorities for 2015 based on survey responses from members.

## **8. CLOSE of AGM: 1:00 pm (AEDT)**

### **Attachments:**

1. President's report
2. Vice President's report
3. Treasurer's report
4. Secretary's report
5. NZ Representative's report
6. Nominees statement
7. NPP Bid

## **Items for discussion**

**Following the AGM some discussion was had about the topics below as posed by EPHEA members via online survey.**

### **EPHEA Committee has resolved to focus as follows:**

- Firstly, EPHEA will continue to provide strong leadership on behalf of equity practitioners around areas where they can and should provide influence around policy and legislation as it impacts on staff and students in higher education. Building on the activity undertaken this year will be most important such as representation on the NCSEHE Advisory Board, submissions to various legislators or bodies such as Department of Education, UA and WGEA etc.
- Secondly, it is important to facilitate collaboration between members to solve some of the issues and topics below, share best practice and support each other (especially when many are working in isolation). That means support for State Chapters, support for the EPHEA conference, and continuation of debate on the EdEquity and EPHEA email lists

### **EPHEA issues**

- To learn more about EPHEA and find opportunities for involvement
- To learn more about what EPHEA does.
- survival of equity and diversity practitioners
- rekindle state chapters especially NSW, ongoing excellent role in political arena, representation on policy, women in STEM - staff and student
  - raising public profile of EPHEA
  - the "new" higher EdEquity practitioner - who are we, where do we work and what roles do we have across the University sector

### **Institutional issues for staff and student equity**

- equity group targets
- how to market equity strategically
- embedding equity and diversity in core business

### **Policy and Legislation which may impact staff and student equity**

- responding to government initiatives /budgets
- equity in the face of changing government policy
- Equity group priorities in Higher Education

### **Disability – staff and student**

- Defining disability - language, culture, interpretation
- disability employment
- accessibility/universal design
- best practice support mechanisms for staff with disabilities

### **Staff Equity**

- Diversity at senior levels: gender/cultural/Indigenous
- WGEA and EOC
- ways to increase employment of people with disabilities at Universities
- gender pay equity and how to shift in organisations

### **Student Equity**

- government reforms
- student finances and link to student equity outcomes

## **Attachment 1 – President’s report**

The EPHEA Executive Committee has been very busy this year. I would like to outline some of the key activities undertaken in both staff and student equity areas:

### **EPHEA ADMINISTRATION**

- This year had been a consolidation of EPHEA as an incorporated body which has included new members to the Executive Committee undertaking new roles, the design and launch of the new EPHEA website and taking over management of administration of the EdEquity and EPHEA email lists. Thanks to Jane Hawkeswood for her continued assistance with managing the email lists.
- We have also been on a membership drive this year which has included an online membership form and a new membership fee structure to ensure that EPHEA can effectively manage core activities and strengthen our position in the sector. The current membership stands at around 190 members

### **STAFF EQUITY**

- In the area of staff equity we have been liaising with Universities Australia to take on the process of analysing inter-institutional gender statistics for the sector and we hope to see them released soon
- We realise that many of our members and institutions have struggled with the new reporting requirements under WGEA (Workplace Gender Equality Agency) so as a response to this we provided a submission to WGEA on behalf of members as part of their Workplace gender reporting public consultation
- We were also concerned about the potential changes to the Racial Discrimination Act that were proposed by the Attorney-General – especially to 18C. As a result we also submitted a submission to the AG’s office expressing concerns. Our submission was one of over 5000 submitted and it is good to see that the Government has now backed down on potential changes.

### **STUDENT EQUITY**

- Potential changes to the Higher Education system including HEPPP and deregulation have dominated our work this year
- EPHEA Executive members meet and talk regularly with various associated bodies such as the Department of Education and the National Centre for Student Equity in Higher Education (NCSEHE). We are grateful to the NCSEHE for providing this important opportunity and look forward to continuing this in 2015.
- EPHEA also talks regularly with the Department of Education’s General Manager of the Access and Participation Branch in the Higher Education Division of the Australian Government Department of Education Craig Ritchie a number of times this year to alert his department to concerns about the proposed higher education reforms and changes to HEPPP. Again it will be important to foster this relationship in 2015.
- Milly Fels, Vice-President has been instrumental in the relationships with the NCSEHE and the Department of Education but has now moved into another position and stepped down from her role as Vice-President. I would like to acknowledge her important contribution to EPHEA.
- Additional work in the student equity space will be covered in the Vice-President’s report.

Due to personal circumstances I have decided to step down as President and continue as an Ordinary member.

**Inge Saris, President**

## Attachment 2 – Vice-President’s report (Gabrielle O’Brien – Acting on behalf of Milly Fels)

### KEY AREAS OF REPRESENTATION

With the main focus on Student Equity Milly Fels has been instrumental in ensuring EPHEA has had representation in a number of fora. EPHEA has a representative on the National Centre for Student Equity in Higher Education and Milly has been able to discuss a range of issues of concern in the student equity space including:

1. EPHEA was represented on the *Access and participation in higher education working group*, headed by the Department of Education. The working group had a preliminary meeting in early 2014, and is anticipated to resume in 2015. EPHEA is represented on this working group along with ATEND, UA, NCSEHE and ACER.

*The Working Group will provide advice to the Department on possible future approaches to fostering opportunity and success in higher education. The expertise of the Working Group will inform the Department’s thinking and policy advice to government about possible changes that could be considered when shaping future policy and programs.*

*In undertaking its work the Working Group will assist the Department to take account of and understand changes and developments in the higher education sector that have affected access and participation in Australian higher education since the release of A Fair Chance for All in 1990. (Terms of Reference)*

2. EPHEA was also represented on the Equity Performance Measurement Framework Steering Group; the body of work being managed by the NCSEHE to develop longitudinal and sector wide measures of outcome, and, eventually, inform program focus and delivery.

*The primary purpose of the Framework is to provide a mechanism to identify relevant data and statistics for analysis by which student equity in the higher education system can be monitored. The Framework is not intended to be a higher education reporting and accountability mechanism. Following its implementation the Framework is expected to:*

- o Provide a set of indicators that will allow the measurement of achievement against the Government’s commitments, targets and goals in relation to equity;
  - o Inform policy through the provision of relevant information to support the development of evidence based policy;
  - o Foster informed debate through the provision of key information;
  - o Provide a platform which will guide evaluation of programs by government and activities by institutions; and
  - o Inform practice within, and support equity in, the higher education system.
- (Terms of Reference)

The Department of Education working group and the performance measurement project had some overlap; the former was commencing an assessment of the policy framework for equity in Australian higher education, informed by the Martin indicators and responsive to expansion of providers and provider categories, and increased participation, as well as assessing currency of categories. It’s a very relevant group for EPHEA to be represented on The Working Group appeared to slow as the Department sought to address and manage various change agendas. It was a relief to hear public commitment to the Martin indicators during the HEPP consultation workshop in Canberra in July.

3. Milly has met with Craig Ritchie, Branch Manager, Access and Participation, Department of Education on a number of occasions. Some issues raised include:
  - Guidelines and formulas for future HEPPP funding including appropriate ‘success’ measures

- Concerns of EPHEA members around potential changes proposed in Budget papers
- Commonwealth Scholarships and fee de-regulation
- Streamlining reporting and evaluation
- Milly has now moved into another position and stepped down from her role as Vice-President. I would like to acknowledge her important contribution to EPHEA.

We have been very fortunate to have someone of Milly's calibre in these positions and I would like to take this opportunity to thank her for her contribution to EPHEA.

Milly moved to a different position within RMIT in September and Louise Pollard (UWA) took over the role on the NCSEHE board in her place and I am acting in the Vice-President role until a new VP can be nominated.

In addition to the work Milly has undertaken there are other areas of representation the EPHEA Committee have undertaken.

## **ADVOCACY**

Several Executive members provided representation at Higher Education and Research Reform Amendment Bill 2014 Information sessions (WA, NSW and QLD) to express concerns about potential amendments.

EPHEA wrote a number of submissions to the Government around proposed Higher Education reforms and associated bills.

1. Submission to the *Select Committee into the Abbott Government's Budget Cuts*
2. Submission to the *Senate Committee on Education and Employment* regarding Higher Education Reforms.

Copies of this submission were also sent to relevant senators and cross-benchers on higher education reforms.

The latter submission received some coverage in The Australian, see <http://m.theaustralian.com.au/higher-education/scholarship-costs-are-being-shifted-from-govt-onto-students/story-e6frgcjx-1227066905408>

## **NATIONAL PRIORITIES POOL**

The Department of Education have now released funds under the National Priorities Pool and EPHEA, in partnership with ACU and the NCSEHE have put in a bid for \$553k which 'seeks to capture and encode the insights of practitioners across Australia in the domain of outreach, and to provide advice to policy-makers and others about future strategies.'

This national approach includes ACU as lead institution and is supported by the key professional body — EPHEA — and will be assisted by the NCSEHE. EPHEA believes this project will be an ideal way for equity practitioners in the student space to have genuine consultation, collaboration and sharing of best practice. EPHEA's contribution is to be part of a steering committee.

Where appropriate EPHEA will ensure inclusion in any similar NPP proposals.

**Gabrielle O'Brien (Vice-President – Acting)**

### Attachment 3 – Treasurer’s report (Gabrielle O’Brien)

#### Banking

EPHEA now has an ABN (83 569 274 192) and a Tax File Number. A further application will be made to ensure we have the appropriate tax exemptions.

EPHEA has two accounts

- a) NAB Community Fee Saver – no account fees but not interest bearing.
- b) NAB Business Cash Maximiser – which is interest bearing

**Current holdings as at 17 November 2014 are as follows:**

Account name	Amount
General account holdings	\$2,251.52
EPHEA funds (currently in term deposit)	\$15,000.00
Seed funding for EPHEA Conference (currently in term deposits)	\$17,000.00
<b>TOTAL</b>	<b>\$34,251.52</b>

The flexibility of the two accounts will be useful when income is generated and to provide interest on savings.

Currently the bulk of EPHEA’s funds (\$15,000) are in a 6 month term deposit (which will earn \$261.79) and the seed money for EPHEA Conferences (\$17,000) is also in a term deposit (which will earn \$269.69). Interest from these accounts will be reinvested in supporting the next conference in 2015. Total seed funding is estimated at \$17,500. Any other interest earned is retained by EPHEA.

Other undertakings this year as part of my job as treasurer have been to seek advice on our tax obligations, apply for an ABN, and set up paypal to facilitate ease of banking and payment collection.

**Expenses for 2014 include:**

Expense	Amount
Incorporation Fee	\$180
EPHEA 2013 Conference AGM catering	\$1046.50
Web domain purchase /Web subscription	\$135.85
Costs for EPHEA AGM 2014	TBA

#### Membership fee structure

As you know, EPHEA has been incorporated since 2012 and at the 2013 AGM it was decided that it was necessary to implement more formal membership and fee structures to continue the ongoing activities of EPHEA. Based on feedback from 87 members the following fee structures and benefits have been decided upon.

- a) **EPHEA membership in 2014 is free to all members currently on our membership list. This was to enable all members to be eligible to vote in the upcoming AGM.**
- b) An introductory rate for 2015 will be charged – you can choose to pay this before the end of 2014 or in 2015 as convenient to your own internal funding arrangements. Invoices will be issued before December and final payment date will be 27 March, 2015.
- c) A full rate will be charged in 2016 with invoices to be issued in advance of the 2015 Conference and AGM

Full details of prices and benefits are on the [EPHEA website](#). We have set up Paypal and direct bank deposit as options for payment.

<b>Membership level</b>	<b>Intro rate 2015 (pa)</b>	<b>Full rate 2016 (pa)</b>
Institutional membership	\$350	\$450
Full Member (full-time) – current HE Equity Practitioners	\$75	\$100
Full Member (part-time) – current HE Equity Practitioners	\$50	\$75
Associate Member – academics, adjuncts, retired HE Equity Practitioners, consultants etc	\$50	\$75
Students – especially those working in relevant fields	\$10	\$25

**Gabrielle O'Brien (Treasurer)**

## **Attachment 4 – Secretary’s report (Juliet Nanai)**

There are many developments both within the structure, operation and administration of EPHEA as well as external ones. Within, there are many action points that have been achieved, with membership, newsletters, executive committee member changes and many reports as well as advocacy on the political/national front.

### **MEMBERSHIP**

- Currently we have 190 memberships.
- The new online membership form is now active.
- The committee has decided that all current memberships are free. For 2015, effective membership types and fees will be invoiced. We encourage more people to apply and to participate in local chapter activities.

### **NEWSLETTER**

Acting Vice-President, Gabrielle O’Brien has been instrumental in setting up not only Membership Online Form but also in getting out the first newsletter for this year to inform members of various advocacy work and to introduce membership fees, structures and to obtain feedback on these changes through surveys.

### **EXECUTIVE COMMITTEE MEETINGS**

So far, the Committee has had five meetings via teleconferencing. Three hosted by AUT, New Zealand while two within Australia. Although a challenge with technology, this medium of contact has been successful.

Two members have resigned. This opens up opportunities for others to make a contribution. Nominations have been sent through.

### **ADVOCACY WORK**

Apart from the newsletter to members, the Committee has made a ‘voice’ through the media on legislative and policies concerning sustainability of universities from an equity viewpoint.

**Juliet Nanai (Secretary)**

## **Attachment 5 – NZ Representative's report (Ali Rasheed)**

### **Events**

In the recent audit carried out by Rainbow Tick, AUT University were found to be lacking in delivering Rainbow training to non-rainbow community staff – to raise awareness of diversity and inclusion issues to facilitate the creation of an inclusive and welcoming workplace. Once AUT University complete the training, AUT University will be the first University in New Zealand to get the rainbow tick. Rainbow tick is awarded to workplaces that embraces diversity inclusive practices and uphold those values and welcomes sexual and gender diversity

### **Discussions**

Members of the EPHEA chapter in New Zealand had a meeting to discuss about implications of introducing a membership structure and fee. Following are concerns that a fee structure can have on New Zealand chapter:

- New Zealand has been a member of EOPHEA, then and now EPHEA since 1996
- During this time existing members have worked to increase the membership of the New Zealand tertiary sector
- Would like further clarification of reasons to introduce a membership fee and how that money will be spent

Australian institutions do benefit from EPHEA in terms of pursuing policies, practices, and legislation that are common, however New Zealand has a complete different systems, processes and legislation. While we follow Australian initiatives with great interest, many will not be applicable to our local circumstances. This can make it difficult to convince our colleagues of the financial benefit of paid membership.

- There are many dedicated individuals in tertiary institutions but in the last decade formal equity structures with budgets have dwindled. It may be possible for New Zealand representatives to secure membership fee for one year, however it will be difficult to sustain it.
- So it was decided to table this motion from New Zealand chapter in November
- That the New Zealand chapter is not subject to the same membership fees as Australian members?

For more information contact Ali Rasheed  
Ph +64 275500111  
Email [arasheed@aut.ac.nz](mailto:arasheed@aut.ac.nz)

## Attachment 6 – State Chapters Report

In each state or territory there is a local chapter a local chapter where equity practitioners in each state/territory can discuss local issues and network formally or informally. New Zealand also had its own network for New Zealand and Pacific region practitioners. For contacts for local chapters visit <http://www.ephea.org/#!convenors/c21ua>

Local chapters are especially important for equity practitioners working on isolation and to facilitate local networking opportunities between the biennial conference. Issues relevant to all members can then be conveyed to the EPHEA Committee for action as appropriate. Here are reports from some Chapters:

### Victoria

The Victoria EPHEA group (which includes Tasmania) meets on the first Thursday of the month. Here are the key activities they have covered and well cover for the remainder of 2014.

Date	Theme
<b>6 February (14)</b>	<ul style="list-style-type: none"> <li>Nomination of Victorian Convenors               <ul style="list-style-type: none"> <li>Schedule for 2014</li> <li>2015 National EPHEA Conference</li> <li>Gender Equality Agency compliance reporting</li> <li>Courageous Conversations about Race</li> <li>HEPPP</li> </ul> </li> </ul>
<b>6 March (7) + (4)</b>	<ul style="list-style-type: none"> <li>WGEA Compliance reporting</li> <li>Australian Human Rights Commission Anti-Racism Strategy</li> <li>Courageous Conversations about Race</li> <li>HEPPP (separate room for student practitioners)</li> </ul>
<b>3 April (8)</b>	<ul style="list-style-type: none"> <li>What's in your space?</li> <li>Courageous Conversations about Race</li> <li>Australian Human Rights Commission Anti-Racism Campaign</li> <li>Diversity Surveys (methodology/learnings)</li> <li>WGEA reporting update</li> </ul>
<b>1 May (7)</b>	<ul style="list-style-type: none"> <li>ALLY Programs</li> <li>IDHAOT Day</li> <li>AWEI Index</li> </ul>
<b>5 June (9)</b>	<ul style="list-style-type: none"> <li>Eliminating Violence Against Women</li> <li>Policy/Practice/Domestic or Family Violence Leave/White Ribbon Accreditation</li> <li>Professor Bob Pease, Deakin Uni (Men taking a stand to prevent violence against women)</li> </ul>
<b>3 July (9)</b>	<ul style="list-style-type: none"> <li>HEPPP feedback from Canberra meeting</li> <li>Australian Human Rights Commission Anti-Racism Campaign</li> <li>CCAR feedback from Deakin and Monash</li> <li>2015 EPHEA conference</li> </ul>
<b>7 August (4)</b>	<ul style="list-style-type: none"> <li>Complaints Handling</li> </ul>
<b>4 September</b>	<ul style="list-style-type: none"> <li>Evaluation (Evidence of Impact) - Student Focus</li> </ul>
<b>2 October</b>	<ul style="list-style-type: none"> <li>2015 EPHEA Conference</li> <li>Diversity Surveys (methodology/learnings)</li> </ul>
<b>6 November</b>	<ul style="list-style-type: none"> <li>Open for discussion</li> </ul>
<b>4 December</b>	<ul style="list-style-type: none"> <li>Review of the year and lunch</li> </ul>

### Northern Territory

Janis Shaw is the convenor for NT and has ask her NT colleagues to get in touch to consider meetings. She has also asked us to note is that the Anti-Discrimination Commission is establishing NT Human Rights Awards and the inaugural winners will be announced in December. There will be several categories including a Youth award. Charles Darwin University has been working closely with the ADC to provide support and sponsorship. The activities recognised by the Awards will include:

- Promoting human rights and peace through education, practical activities and/or advocacy

- Promoting equal opportunity and non-discriminatory attitudes and practices
- Increasing community understanding of human rights for the promotion of greater respect, diversity, inclusion and harmony
- Challenging human rights barriers and/or breaches

### **Western Australia**

Luke Webster from Curtin University is the new convenor for WA and the WA state chapter has only formed this year. They have had two meetings already on 24 July and 21 October. There has been a great level of interest with 15 practitioners attending. Each meeting is hosted by a different university and will be held quarterly with the NCSEHE a very supportive partner. Key issues being discussed/raised at this meeting included:

- Opportunities for inter-university collaboration, sharing 'best practice', professional development and working closely with the National Centre for Student Equity in Higher Education (NCSEHE)
- The impact of deregulation of the sector
- Changes to the HEPP model
- The importance of promoting good news stories and the work we do (in collaboration with the NCSEHE)

Some examples of HEPP funded projects run by the four WA universities include:

- Aspire UWA,
- Curtin AHEAD,
- Edith Cowan "Old Ways, New Ways" Project,
- Murdoch Aspirations and Pathways for University Project.

The next meeting will be held in February 2015.

### **ACT**

ACT members were invited to meet at ACU on Friday 20 June. Key items for discussion were updating each other on student eEquity in each institution represented (ANU and ACU); HEPP funding; and possibilities for collaboration with Rural/Regional student events. ACT members are encouraged to contact Nerilee Flint for details of the next meeting at [Nerilee.Flint@anu.edu.au](mailto:Nerilee.Flint@anu.edu.au)

### **SOUTH AUSTRALIA**

In South Australia, members have met according to their areas of focus (i.e. Staff focus around WGEA reporting, Disability and/or Student focus). This will continue in the coming year, but a larger group meeting bringing together all focus areas is planned for 2015.

### **Contact**

If you would like further information or would like to contribute please contact us via the [EPHEA website's contact page](#).

## Attachment 7 – NPP Bid



## Australian Government Department of Education

### 2014 National Priorities Pool Expression of Interest – New Project Proposals

Please use this form to propose a project for funding through the National Priorities Pool. Please refer to the *National Priorities Pool: Guide for Applicants* for assistance in completing this form. Use one form per project proposed.  
Applicant Details

Applicant Name	Australian Catholic University
Contact Officer Name	Catherine O'Donnell
Position	National Manager Equity Pathways
Telephone	03 9953 3429
Email	Catherine.O'Donnell@acu.edu.au

#### Proposal Summary

Name of Proposal	Pooling and synthesising practitioner knowledge across Australia
Summary of Proposal	The proposal seeks to capture and encode the insights of practitioners across Australia in the domain of outreach, and to provide advice to policy-makers and others about future strategies.  (This national approach is supported by the key professional body – EPHEA- and will be assisted by the NCSEHE.)
Priority Funding Area	<input type="radio"/> Building the evidence base <input type="radio"/> Fostering innovation <input checked="" type="radio"/> More effective programme implementation
Proposal Duration	Start date: January 1, 2015.  End date: January 31, 2016.

#### Funding

Total Funding Sought	\$553k
Any In Kind Contribution	\$100k

## Assessment Criteria

**Project Description** -Describe the project objective, project approach and why the approach will be effective.

The project **objective** is to capture and synthesize the burgeoning knowledge base around the outreach element of Widening Participation (WP) from a practitioner perspective; and to provide advice and ideas to policy-makers and practitioners for the future.

The project **approach** involves a series of local think-tanks bringing practitioners together for structured reflection and consensus-building; encoding the pooled intelligence in a number of position papers; undertaking one (or two) national forums focused on major themes and looking forward to the sector's future public policy settings; and providing recommendations, advice, and ideas for both policy and practice in a complex future environment.

The approach will be **effective** because:

- Practitioners have successfully undertaken similar tasks in the past through national biennial conferences such as EPHEA (Equity Practitioners in Higher Education Australasia), and Government-sponsored forums such as the 2013 forum on evaluation.
- The perspective of practitioners is crucial for both policy-makers and researchers, whose work must be informed by those implementing programs at the grass-roots level. This project will, thus, be effective because it adds value to the national discourse and knowledge base.
- The last four years of outreach work has been on a larger scale and more coordinated than in the past, and new insights and findings have emerged. Not all practitioners have had the benefit of being in a community of practice via consortia. The timing is right to pool this new knowledge in an organised way, and obviate the risk of it being lost.
- Practitioners from all universities have been consulted and are enthusiastic about the proposal. Widespread participation is anticipated.
- The design of the think tanks, and the provision of travel and accommodation costs, will ensure there are no barriers to participation from practitioners, and that all ideas and knowledge are democratically included.
- The national partner organisations will ensure a national focus is maintained, and will assist with

conceptual frameworks and quality. EPHEA has a unique and extensive practitioner membership base and will have Executive members on the steering committee, and may provide key personnel at state/territory level. NCSEHE will provide the services of a Research Assistant who is skilled in policy and synthesis of ideas to assist with the achievement of the project outcomes.

- The lead university, ACU, has a multi-state footprint and is familiar with working across state/territory borders, and is committed to managing this project inclusively and in partnership with all universities.

- Both breadth and depth of knowledge will be accommodated: the local think tanks, of about 30 people each, will ensure complete national coverage of practitioners so that all ideas are captured; the one or two national forums will focus more deeply on key emerging themes, as well as looking forward to future sector public policy settings.

- The timing is right to anticipate and provide advice for both policy-makers and practitioners, on how WP might continue to effective in a changed (possibly deregulated) future environment.

- The emerging themes and findings will be shared and discussed with relevant national professional bodies apart from EPHEA, such as NAEAA (National Association of Enabling Educators of Australia) and FABENZ (Foundation and Bridging Education New Zealand); CDAA (Career Development Association of Australia); and ATEM (Association for Tertiary Education Management) by way of presentations at national conferences or other dialogues.

- The advice and findings will be of immediate practical use, and will be made freely available to all those with an interest in WP.

**Project Plan**- Briefly outline key milestones and performance criteria. You may wish to separately attach a project plan and risk management strategy.

Timeframe- 2015	Key Milestones	Performance Criteria
January – April	<p><b>Planning and design:</b></p> <ol style="list-style-type: none"> <li>1. Establish Steering Committee including members of the EPHEA executive, and the NCSEHE.</li> <li>2. Recruit project staff</li> <li>3. Organise the locations, programs and logistics for the local think-tanks. Advertise the full schedule so that practitioners can plan their attendance.</li> <li>4. Draft conceptual and consultation frameworks and discussion papers for use at the think-tanks</li> </ol>	<p>A Steering Committee is established, and a detailed project plan developed.</p> <p>The planning for the local think-tanks is complete; the program and discussion papers are available; and dates/location advertised.</p>
May - October	<p><b>Looking back:</b></p> <ol style="list-style-type: none"> <li>5. Four or five think-tanks undertaken in locations across Australia, so that practitioners from all parts of the country can attend and mix with other practitioners from different locations (about 30 per event). The Steering Committee may vary the number and locations depending on demand.</li> <li>6. Record, summarise and synthesise thematically the outcomes of the think-tanks and produce position papers or discussion papers arising</li> </ol>	<p>Local think-tanks held in the May to September period.</p> <p>Position papers and outcomes of the think-tanks developed and distributed.</p>

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**Looking forward:**

November-  
January 31,  
2016

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Hold one theme-based national forum about key issues/problems arising from the think-tanks that need a deeper discussion, and ensure that a futures perspective is included. Involve interested practitioners (about 40) and produce a position paper on the theme/s.                                                             | National theme-based forum held in late October/early November, and material about the themes considered is developed and distributed.                                                                                                                           |
| 8. Hold a one-day national forum immediately prior to the EPHEA biennial conference (late 2015).<br>Use the synthesized knowledge from the think-tanks and the national forum, but focus on the new public policy settings facing the sector, and develop advice, ideas and recommendations for policy-makers and for practitioners. | A national futures-based forum is held in late 2015 adjacent to the EPHEA national conference.<br><br>Advice, ideas, and recommendations for policy-makers and practitioners, taking into account any new public policy settings, are finalized and distributed. |
| 9. Present key findings and issues to the conferences of related national professional bodies such as those representing enabling pathways providers (FABENZ Dec 4/5; NAAEA 25-27 November); careers advisers (CDAA); tertiary administrators (ATEM); and student service providers (ANZSSA).                                        | Presentations to related national bodies are made, and any useful insights included in the final report.                                                                                                                                                         |
| 10. A final report is drafted, circulated by the Steering Committee to practitioners, and the feedback incorporated prior to providing the report to the Department of Education after January 2016.                                                                                                                                 | Final report produced for the Dept of Education, as per contract.                                                                                                                                                                                                |



**Budget**

<b>Item</b>	<b>Description</b>	<b>Cost</b>
Project leadership	Leadership from ACU personnel; from Steering Committee, and from EPHEA personnel at state/territory level.  One day a week research assistant from NCSEHE	In-kind - \$70,000  In-kind - \$30,000
Project management  (Note: all paid staff costed using ACU rates)	Level 7 to manage day-to-day coordination, including relationship management with EPHEA and practitioners in all universities and in consortia; and with the NCSEHE. Attend all local think-tanks and national forums. Provide advice to Steering Committee. Manage budget and HR processes. Assist researcher/writer to synthesise material.  12-month contract.	\$110,000
Research and writing	Human resources equivalent to a level B academic for 12 months. Could be job-shared.  Tasks include preparing discussion papers and frameworks to guide the think-tanks and national forums; attending all think-tanks and national forums; recording, transcribing and synthesizing the material arising. Drafting final position papers, advice and recommendations of the Project, and the final report. Provide advice to the Steering Cmte..	\$116,000
Administration	Human resources equivalent to a level 6 administration officer for 12months. Could be job-shared.  Tasks include event management including travel and accommodation arrangements;	\$92,000

	<p>assisting the project coordinator with budget and HR matters; fielding enquiries; maintaining files of all materials and providing advice as to their eventual location; providing high-level secretarial assistance to the Steering Committee.</p>	
<p>Venue hire (if needed), catering for think-tanks and national forums</p>	<p>Notional amount for venue hire (universities are likely to provide this free); catering for lunch and morning/afternoon teas for full-day workshops/forums. 4/5 think-tanks plus 2 national events @ \$2,000 per event.</p>	<p>\$14,000</p>
<p>Travel and accommodation of participants and project staff, including for meetings of the Steering Committee</p>	<p>4/5 think-tanks with approx. 30 participants each @ an average cost of \$600 per person.</p> <p>Two national forums with approx 50 participants each at an average cost of \$800.</p> <p>5 meetings of the Steering Committee (6 members) and travel to various forums for project staff.</p>	<p>\$198,000</p>
<p>Dissemination strategy with national associations</p>	<p>Travel, accommodation and registration fees for members of the Steering Committee and project personnel to present at a number of national events/conferences.</p> <p>Publications and website-suitable materials arising from the project- casual communications staff @ approx 60 hrs labour at level6.</p>	<p>\$20,000</p> <p>\$3,000</p>
<p><b>TOTAL</b></p>		<p><b>\$553,000</b></p>

Potential Risks	Mitigation Strategies
<i>Please describe the pertinent risks faced by the initiative.</i>	<i>Please detail appropriate mitigation strategies to minimise the risks to the initiative</i>
Project duration is too short	The employment of a dedicated project manager whose role is relationship management, and keeping the Steering Committee small and focussed, should maximise the efficiency of the decision-making and implementation.
Low level of participation from practitioners due to lack of institutional support, distance issues, or workloads arising from public policy changes	Provision of travel and accommodation funding will remove barriers to participation, and locations will be spread to maximise attendance. Communication with university leaders will engender their support for the project.
Lack of coherence in the synthesis of the findings due to the variety of views and evidence	The research/writing staff, with assistance from the NCSEHE, will be able to spend the necessary time on this task, to craft and shape the outcomes into useful documents.
The national focus makes the project too complex and cumbersome	Using the professional body- EPHEA- and the NCSEHE to provide a national focus will streamline operations.

**I declare that:**

- I am authorised to sign this form on behalf of the applicant organisation;
- To the best of my knowledge, the information that I have provided in this form is true, correct and accurate in all material particulars;
- I have read and noted the *Other Grants Guidelines (Education) 2012*, the *National Priorities Pool Guide for Applicants* document and the *National Priorities Pool Investment Plan- 2014*.

**I understand that:**

- The provision of false or misleading information or the making of false or misleading statements to the Commonwealth is an offence under the *Criminal Code*;
- If any actual or potential conflict of interest arises, I will notify the Commonwealth immediately in writing of the facts giving rise to the actual or potential conflict of interest and to such steps as the Commonwealth may require to resolve or otherwise deal with any conflict of interest that may arise; and
- I understand that the HEPPP Guidelines apply to this EOI and, if successful, to the project itself.

<b>Name</b>	<b>Professor Anne Cummins</b>
<b>Position</b>	<b>Deputy Vice-Chancellor (Students, Learning and Teaching)</b>
<b>University</b>	<b>Australian Catholic University</b>
<b>Signature</b>	
<b>Date</b>	<i>16 October 2014</i>

**Privacy Information**

The information on this form is collected by the department and will be used only for the purpose of assessing expressions of interest for funding through the National Priorities Pool. The department will not disclose personal information collected without consent, except where authorised or required by law.

In assessing your application, the information may be shared with other agencies, organisations or stakeholders you have identified in the application to substantiate any claims or statements that you make, to verify the capacity of your organisation to manage Commonwealth funds and for general comments on the viability of your proposed project.