

EPHEA AGM Minutes

Friday 24 November 2023

1. AGM Welcome

- a. Acknowledgement of country
- b. Register of attendees

Kylie Austin (President and Chair), Shasha Ali, Jacinta Carruthers, Smoxi Chen, Jindri De Silva, Kumi de Silva, Stuart Dinmore, Amber Elliott, Kate Flynn, Adam Gowen, Sarah Hattam, Jimzeena LeCerf, Grant Lewis, Joe Llewellyn, Melissa Lowe, Darlene McLennan, Jim Micsko, Amanda Moors-Mailei, Carissa Perkins, Lara Rafferty, Lexi Rollins, Sophie Partridge, Cara Scobie, Sonal Singh, Ciaran Smyth, Shannon Vincent, Bronwyn Williams

In attendance: Katherine Munyard

- c. Noting of Apologies

Verity Firth, Victoria Drury, James Terry, Zain Warsi

2. 2022 EPHEA AGM Minutes

The 2022 EPHEA AGM minutes were accepted by Ciaran Smyth and seconded by Sonal Singh.

3. Business Arising from Minutes

- a. Conversation with the Australian government Department of Education has continued, through discussions with the Department of Education (DET), EPHEA representation on the National Centre for Student Equity in Higher Education (NCSEHE) and Australian Universities Accord forums and submissions.

Our relationship with NCSEHE has continued to grow. EPHEA has a number of representatives on the NCSEHE Advisory Board and funding bodies– Kylie Austin, Darlene McLennan and Sonal Singh.

We continued to meet with DET to provide feedback on the Australian Universities Accord and on equity matters more broadly. It has been a very active this year with the Accord process, including a number of submissions and hosting events.

- b. Investment in early career equity practitioners has advanced with the EPHEA Executive Committee Early Career Initiative working group recently launching the inaugural EPHEA Mentoring program.

Huge thank you to the Early Career Initiative working group for developing and implementing the inaugural mentoring program. There are 24 mentoring people involved, 12 mentors and 12 mentees. We are looking forward to future cohorts. There has been amazing feedback so far from the connections established. Feedback and more information will be shared at the November 2024 EPHEA conference.

- c. The EPHEA Executive Committee Building Capacity for equity practitioners working group is developing ways to grow equity expertise.

Webinars this year heavily focussed on the Accord and community of practice for Student Equity in Higher Education Evaluation Framework (SEHEEF). Key focus in 2024 will be surveying members to determine people's needs and then setting-up regular webinars.



We are co-hosting the Student Success Conference in July 2024 and hosting the EPHEA conference in November 2024. It will be a big year for professional development opportunities.

- d. The EPHEA Executive Committee Professional Development working group has drafted the [Professional Development Framework for Equity Practitioners](#) for endorsement at the 2023 AGM.

Sasha Peppinck and Sonal Singh have been leading the work in developing the proposed Professional Development Framework for Equity practitioners. The Framework identifies the types of professional development opportunities available, including webinars, conferences, etc, and enables clear oversight of development opportunities available to Equity Practitioners.

If endorsed, implementing the Framework will be a key deliverable in 2024.

Kylie thanked Sasha and Sonal for their work and moved that the Professional Development Framework for Equity Practitioners be endorsed.

Moved: Kylie Austin. Seconded: Amber Elliott. The members present also endorsed.

- e. A new early equity practitioner award will be included as part of the 2024 EPHEA Conference.

In addition to our lifetime member awards, we'll be establishing early career practice awards - more information will be released in 2024.

4. Chapter Convenor Vacancies (QLD; NT; Pacific)

Kylie thanked all Chapter convenors for their work in running their state/territory chapters.

In particular:

- the work of Nicola and Laurie in ensuring the NSW and ACT Chapters were consistently running
- Sasha and Nurul working collaboratively to run the WA Chapter
- Darlene for running the Tasmania Chapter
- Sarah Hattam and Stuart Dinmore in doing a great job bringing together the SA Equity Practitioners. It's been a little while since this network was active.
- Melissa Lowe in driving in the Vic Chapter.

There are some chapter convenor vacancies in Queensland, Northern Territory and the Pacific.

ACTION: If any EPHEA member is interested in being a Chapter Convenor for Queensland or Northern Territory, please let Kylie Austin know now or after the meeting.

5. Reports from office bearers and state chapters

- a. President's Report

In addition to the President's Report available with the agenda (and minutes), Kylie gave a huge thank you to staff on the Executive Committee, many of them staying up late at night sending advocacy papers, in their own time. It has been a huge commitment. Kylie is proud of what we've delivered this year, with new ideas and initiatives. Kylie also acknowledged that Verity Firth (UTS) has been instrumental in putting EPHEA on the map and advocating as part of the Accord process.

- b. Treasurer's Report



In addition to the Treasurer's Report available with the agenda (and minutes):

- \$15k for was spent on professional development
- \$12k was available for chapters
- \$20k seed funding for 2024 conference was provided to Waipapa Taumata Rau | University of Auckland.

Sonal advised that 2023 is her final year as EPHEA Treasurer. Sonal thanked Jimzeena le Cerf and Katherine Munyard for their hard work in streamlining the invoice process.

Sonal is looking forward to still being on the EPHEA Executive Committee in 2024 as Vice-President.

c. Secretary's Report

In addition to the Secretary's Report available with the agenda (and minutes):

- It has been a very busy year
- The EPHEA Executive has met 8 times in 2023, not including the January Planning Days
- With an average of 11 members present at meetings, this indicates the strong commitment we have in delivering on our Strategic Plan goals and ensuring Equity Practitioner engagement

d. Memberships Officer's Report

In addition to the Secretary's Report available with the agenda (and minutes):

- 1071 formally registered members across 40 institutions (an increase from 930 members in 2022)
- Membership invoices for 2024 will be sent out in December 2024
- Jimzeena advised that 2023 is her final year as EPHEA Membership Officer.

e. Chapters Reports 2023

The Chapter reports for 2023 are available with the agenda (and minutes). The Chapter reports will be taken as read. Thank you very much, they have been really useful.

6. EPHEA reflections

- a.** What's working? What's not working? What would we like to see for 2024? Specific input on how we can engage our Pacific colleagues.

Many of the ideas from the 2022 AGM have been brought to fruition in 2023. We'd really value ideas and feedback for 2024.

Ideas from EPHEA members:

- Really like to see more collaborations between universities and other tertiary institutions. One of my favourite parts of EPHEA is getting messages from people about different projects and sharing of ideas. Is there a repository somewhere to share ideas, things that have worked well or things that people need help with.
- How to engage with our Pacific colleagues. Engagement through the Paskifika Committee was identified to be a good place to start.
- Community of practice a really valuable opportunity to share information, would like to see them continue into 2024.

- Consider engaging with dialogue with content that is currently shared via email. LinkedIn platform might be a possibility and doesn't have security data/firewall issues. Could include threads to comment and engage in conversation and build on the community of practice and ideas.
- Evaluation work with NCSEHE – some form of national repository to inform tracking of student outcomes of student participants, including development, advocacy for, etc.
 - Kylie advised that both Kylie and Sonal have raised it with Professor Shomit Saggar and have since had a first meeting with the NCSEHE evaluation team. Will raise again in the new year. There is also likely to be a Community of Practice for SEHEEF and data, possibly in March, an email will be sent with further information.

7. EPHEA Executive Committee 2024, election of Office Bearers and Ordinary Executive Members

a. [EPHEA Executive Committee proposal](#)

- A proposal for endorsement has been submitted regarding the composition of the EPHEA Executive Committee from 2024. Currently, the structure is: President, Vice-President, Treasurer, Secretary, Membership Officer, Public Officer and Ordinary Members.
- The attached document outlines the proposed structure. This distributed leadership approach will ensure ongoing momentum in line with the EPHEA strategic plan. It also gives EPHEA members a leadership opportunity for their resume and supports their professional growth. Ordinary Member roles will still exist, and these could be particularly relevant for early Equity Practitioner members for a growth opportunity.

Moved: Ciaran Smyth. Seconded: Darlene McLennan. The members present also endorsed.

b. The Executive Committee has received the following resignations:

	Role	Member	Institution
1	Memberships Officer	Jimzeena le Cerf	Southern Cross University
2	Ordinary Member	Victoria Drury	Southern Cross University
3	Ordinary Member	Sam Feeney	University of Otago
4	Ordinary Member	Elicia Ford	University of Sydney
5	Ordinary Member	Chris Ronan	Country Universities Centre

c. The Executive Committee has received the following nominations (use of 'Executive Lead' and 'Executive' pending endorsement of Committee proposal).

	Role	Nominee	Institution
1	President	Kylie Austin	University of Wollongong
2	Vice-President	Sonal Singh	University of Technology Sydney
3	Secretary	Amber Elliott	Monash University
4	Treasurer	Nicola Cull	Australian Catholic University
5	Public Officer	Shannon Vincent	Australian Catholic University
6	Memberships Officer	Ciaran Smyth	Western Sydney University
7	Executive Lead (EPHEA Conference)	Shasha Ali	Waipapa Taumata Rau University of Auckland

8	Executive Lead (Mentoring)	Smoxi Chen	RMIT
9	Executive Lead (Mentoring)	Bronwyn Williams	Western Sydney University
10	Executive Lead (Professional Development)	Stuart Dinmore	University of South Australia
11	Executive Lead (Chapters)	Darlene McLennan	University of Tasmania
12	Executive Lead (Chapters and Advocacy)	Jindri De Silva	Macquarie Uni
13	Executive Lead (Chapters and Advocacy)	Kate Flynn	The University of Melbourne
14	Executive Lead (Pasifika)	Amanda Moors Mailei	University of Technology Sydney
15	Executive Lead (NZ)	Joseph (Joe) Llewellyn	University of Otago
16	Executive Lead (Advocacy)	Verity Firth	University of Technology Sydney
17	Executive Lead (Recognition)		
18	Ordinary Executive Member	Lara Rafferty	RMIT
19	Ordinary Executive Member	Erin Callaghan	Country Universities Centre
20	Ordinary Executive Member	James Terry	University of Wollongong
22	Ordinary Executive Member	Zain Warsi	University of Technology Sydney
23	Ordinary Executive Member	Sasha Peppinck	The University of Western Australia
24	Ordinary Executive Member	Rehana Lakhani	Griffith University*
25	Ordinary Executive Member	Melissa Keenan	RMIT
26	Ordinary Executive Member	Cara Scobie	Monash University*

*nominations received post AGM

- d. There was only one nomination for each of the office bearer roles, so according to the Constitution these nominated people will be taken to be elected.
- e. The 2024 EPHEA Executive Committee was endorsed. Remaining roles or Executive Committee members who would like to take on multiple roles, will be determined at the February 2024 EPHEA Executive Committee Planning Days.

8. Other Business

- a. Student Success conference - 1 - 3 July 2024, Melbourne, Australia
- b. EPHEA conference - November 2024, Auckland, New Zealand
- c. Ensure Waipapa Taumata Rau | University of Auckland name is used
- d. Kylie concluded the meeting, excited about continuing to come together as a community to share practices and working with new colleagues on EPHEA Executive Committee.

Attachments:

1. 2022 AGM Minutes
2. President's report
3. Treasurer's report
4. Secretary's report
5. Membership Officer's Report
6. Chapter reports
7. EPHEA Executive Committee proposal



EQUITY PRACTITIONERS
IN HIGHER EDUCATION
AUSTRALASIA

Close of AGM

UNCONFIRMED

AGM 2023 | Chair's Report

Kylie Austin, President, EPHEA

After demonstrating significant resilience in adapting to the pandemic, new challenges have emerged for Australian and New Zealand Universities in 2023. The cost-of-living crisis is impacting our student cohorts in ways never before seen in higher education, with a large proportion of our student population experiencing financial stress and poverty. In addition to this, with universities undergoing a series of restructures, a substantial amount of knowledge has been lost throughout the sector.

However, 2023 has brought significant optimism, especially in regard to the focus on equity in the Australian Higher Education landscape with the release of the draft recommendations from the Universities Accord. For the first time in the history of higher education in Australia, growth and improvements to the higher education sector are being viewed through a lens of student equity, as opposed to equity being a construct that sits on the side of the mainstream agenda.

EPHEA has welcomed the immediate actions taken by the Federal Government, including the expansion of the Regional University Centres and to consider similar models for metropolitan locations, the repeal of the 50% pass rate and the introduction of the Support for Students Policy. These key levers will make a substantial contribution in increasing access and completion of university of students from underrepresented backgrounds. We are looking forward with anticipation to the release of the final report from the University's Accord and how together, we will shape a more accessible and fairer higher education system.

Thank you to our EPHEA Executive this year for their ongoing commitment. The team for this year was as follows:

- Verity Firth, Vice-President, University of Technology Sydney, NSW
- Sonal Singh, Treasurer, University of Technology Sydney, NSW
- Amber Elliott, Secretary, Monash University, VIC
- Jimzeena LeCerf, Memberships Officer, Southern Cross University, QLD
- Bronwyn Williams, Public Officer, Western Sydney University, NSW
- Lara Rafferty, Ordinary member, RMIT, VIC
- Elicia Ford, Ordinary member, University of Sydney, NSW
- Joseph Llewellyn, Ordinary member, University of Otago, NZ
- Kate Flynn, Ordinary member, Queensland University of Technology, QLD
- Sam Feeney, Ordinary member, University of Otago, NZ
- Victoria Drury, Ordinary member, Southern Cross University, NSW
- Smoxi Chen, Ordinary member, RMIT, Victoria
- Chris Ronan, Ordinary member, Country University Centres, NSW
- Amanda Moors-Mailei, Ordinary member, University of Technology Sydney, NSW
- Sasha Peppinck, Ordinary member, The University of Western Australia, WA
- Ciaran Smyth, Ordinary member, Western Sydney University, NSW
- James Terry, Ordinary member, University of Wollongong, NSW
- Zain Warsi, Ordinary member, University of Technology Sydney, NSW

As always, a big thank you to Katherine Munyard our EPHEA Communications Coordinator for her ongoing commitment to EPHEA.

THE YEAR IN REVIEW

In 2023, the EPHEA Executive reviewed our strategic focus, launching our [2023-2025 EPHEA Strategic Plan](#), given the evolving needs of the sector and to reflect the reemergence from the COVID-19 pandemic.

Our new Strategic Plan, continued to focus on professional development and advocacy, however, will also place an increased focus on partnerships and recognition in future years. The following was achieved against our goals this year.

Goal One: Continue to build the capacity of equity practitioners as experts within their institutions

- EPHEA launched our Mentoring Program for Early Career Equity Practitioners. With 12 mentors and 12 mentees engaging in the program, we are committed to developing a legacy of equity practitioners who are experts in the field. A very big thank you to Bronwyn Williams and Smoxi Chen for leading this initiative.

Goal Two: To champion systemic change through our collective resources, ensuring that equity is positioned at the forefront of institutional practice and national tertiary education policy.

- EPHEA made five formal submissions to the University Accord process this year and undertook a number of follow up meetings and presentations with the Department of Education and University Accord Panel.
- In addition to this, EPHEA hosted two sector wide webinars and engagement sessions with equity practitioners across the sector to build their knowledge and awareness of the Accord and facilitate contributions to EPHEA submissions.
- EPHEA has also continued it's representation on the National Centre for Student Equity in Higher Education (NCSEHE) Advisory Board in 2023.

Goal Three: To work collaboratively and develop partnerships that empower action and change across the tertiary education sector.

- EPHEA has continued to develop partnerships with affiliated organisations in 2023, including the Society for the Provision of Education in Rural Australia (SPERA), NCSEHE and ADCET (Australian Disability Clearinghouse on Education and Training).
- EPHEA has also working towards enhancing it's relationships with our New Zealand colleagues, working closely with the University of Auckland on our upcoming 2024 conference.

Goal Four: To recognise and celebrate the work of equity practitioners across the sector.

- EPHEA has relaunched its Champions for Change initiative in 2023, with peer recognition of the ongoing work of Equity Practitioners across Australia and New Zealand.

In addition to this, the team has also:

- completed statutory reporting requirements to the NSW Office of Fair Trading (for Incorporation purposes).
- managed our banking and Paypal processes; and
- consolidated membership lists and managed inquiries and record-keeping.



LOOKING FORWARD TO 2024

Looking forward to 2024, we are excited about the following new initiatives:

- Partnering with colleagues from the Student Transition Achievement Retention and Success (STARS) team and the National Enabling Educators of Australia (NAEEA) to deliver the Student Success Conference in Melbourne from 1st – 3rd July.
- Future intakes of our Early Career Mentoring Program for Equity Practitioners.
- Delivering our 2024 EPHEA Conference in partnership with the University of Auckland in New Zealand.
- Expanding our Lifetime Member Awards to include awards for Early Career Practitioners.
- Continuing to strengthen the relationship between EPHEA and the Department of Education, Skills and Employment, as well as other key equity organisations.

I'd like to sincerely thank our EPHEA Executive for their ongoing commitment and dedication to supporting equity practitioners across the sector. Each of our EPHEA Executive undertake this work above and beyond their demanding roles within their institutions with the goal of elevating the voices of equity practitioners across the sector – a very big thank you!

I look forward to continuing working with the EPHEA Executive in 2024 and continuing to support the broader EPHEA membership.

Kylie Austin

November 2023

AGM 2023 | Secretary Report

As per the EPHEA Constitution, Part 4 clause 25.2 (a), the EPHEA Annual General Meeting 2023 is being held within six months after the close of the Association's financial year (30 June).

1. EPHEA Executive Committee meetings

The EPHEA Executive Committee planning days in January set the scene for a productive year. Thank you very much to Sonal Singh and the UTS Centre for Social Justice and Inclusion team for hosting.

The EPHEA Executive Committee met eight times in 2023. In accordance with the EPHEA Constitution clause 30.2, at each meeting there was a quorum of five members.

Meetings	Number of attendees
Meeting 1	11
Meeting 2	15
Meeting 3	9
Meeting 4	13
Meeting 5	12
Meeting 6	12
Meeting 7	8
Meeting 8	10

- In 2023, there were 19 EPHEA Executive Committee members.
- There was an average of 11 EPHEA Executive Committee members at each meeting.
- Individual Executive Committee member attendance varied from 1 meeting to 8 meetings.

EPHEA Executive Committee roles

Executive Committee roles are published on the [EPHEA Committee and Convenors webpage](#). In 2023, the following EPHEA members fulfilled these roles:

Kylie Austin, President

Verity Firth, Vice-President

Sonal Singh, Treasurer

Amber Elliott, Secretary

Bronwyn Williams, Public Officer

Jimzeena LeCerf, Membership Officer

Katherine Munyard, Communications Coordinator

Smoxi Chen, Ordinary member

Victoria Drury, Ordinary member

Sam Feeney, Ordinary member
Elicia Ford, Ordinary member
Kate Flynn, Ordinary member
Joseph Llewellyn, Ordinary member
Amanda Moors-Mailei, Ordinary member
Sasha Peppinck, Ordinary member
Lara Rafferty, Ordinary member
Chris Ronan, Ordinary member
Ciaran Smyth, Ordinary member
James Terry, Ordinary member
Zain Warsi, Ordinary member

Committee business

The EPHEA Executive Committee formed three working groups to action the EPHEA Implementation Plan 2023 – 2024. Gratitude and recognition go to:

- Early Career Initiative – Smoxi Chen, Bronwyn Williams, Lara Rafferty
- Building Capacity for Equity Practitioners – Lara Rafferty, Victoria Drury, Amanda Moors-Mailei, Ciaran Smyth, James Terry
- Professional Development Network – Sasha Peppinck and Sonal Singh

The Committee delivered significant foundational and forward looking plans and papers in 2023, including:

- Finalised EPHEA Strategic Plan 2023 – 2025
- Finalised Implementation Plan 2023 – 2024
- Formalised the [EPHEA Submission Process](#), outlining how EPHEA will consult with members on submissions to government and other peak bodies when advocating on behalf of EPHEA's members
- Submissions to reviews of government policy and funding arrangements, including:
 - Accord Discussion Paper
 - Accord Interim Report
 - Implementing Suburban University Study Hubs
 - Support to Students Policy

I thank all Committee members for their continued and sustained commitment to EPHEA, delivering terrific programs within their own institutions and across institutions.

Our President has continued to dedicate significant time in delivering EPHEA initiatives, for which I am very grateful. It is a privilege to be part of the EPHEA Executive Committee.

Amber Elliott
November 2023

Treasurer Report

EPHEA ANNUAL GENERAL MEETING 2023

I hereby present this year's Treasurer's Report. The financial performance of the EPHEA is a credit to the ongoing hard work of Katherine Munyard and Jimzeena LeCerf who have provided support with membership and chapter operations management. Well done to the team!

EPHEA Executive approved budget for 2023 EPHEA for the below activities for members:

- EPHEA Member professional development activities: \$15,000
- Chapter Funding: \$12,000
- Conference Seed Funding: \$20,000

Members are welcome to contact me with any questions regarding the accounts or for further information.

- Sonal Singh
(EPHEA Treasurer)

A. Account Summary as of 9th November 2023

Account name	Balance
# 082344134190524	27,675.28
Savings Account #5747 (84-647-5747)	5,434.55
Term Deposit #9963 (74-329-9963) 6 month @ 2.05% matures 8 Apr 2024	17,566.40
Term Deposit #2538 (28-848-2538) 12 months @ 2.00% matures 5 June 2024	22,243.76
Term Deposit #3580 (28-854-3580) 12 months @ 2.00% matures 5 June 2024	11,332.54
TOTAL BALANCE AT 09.11.2023	\$84,252.53

B. TRANSACTION LISTING LAST FINANCIAL YEAR # 082344134190524 (01.07.2022 – 30.06.2023)

#	01 Jul 2022 - 30 Jun 2023		
082344134190524	Amount	Transaction Details	Balance
20-Jun-23	-2635.28	INTERNET TRANSFER Salary	36217.7
20-Jun-23	-1323.43	INTERNET TRANSFER Salary and Reim	38852.98
16-Jun-23	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 10.470%	40176.41
13-Jun-23	450	243487 - Deakin Un Deakin Universit Equity Practitio	40176.41
25-May-23	34767.47	237702 Univ of Canberra EPHEA INC	39726.41
12-May-23	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 10.220%	4958.94
17-Mar-23	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 9.970%	4958.94
2-Mar-23	450	113395 University of Wo EQUITY PRACTITIO	4958.94
28-Feb-23	450	SWIN UNI-EQUAUS SWIN.UNI.CREDITO Equity Practitio	4508.94
17-Feb-23	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 9.720%	4058.94
13-Feb-23	-1594.51	INTERNET TRANSFER EPHEA PLAN	4058.94
13-Feb-23	-669.01	INTERNET TRANSFER EPHEA PLAN	5653.45
9-Feb-23	450	0269285UWA University of WA Equity Practitio	6322.46
24-Jan-23	-514.43	INTERNET TRANSFER Reimbursement Web	5872.46
24-Jan-23	-50.22	INTERNET TRANSFER Reimbursement AGM	6386.89
12-Jan-23	-1821.55	INTERNET TRANSFER Reimbursement	6437.11
12-Jan-23	-827	ONLINE X0636571673 REIMBURSEMENT NCRR EPHEA	8258.66
12-Jan-23	-100	INTERNET TRANSFER Reimbursement	9085.66
16-Dec-22	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 9.470%	9185.66
16-Dec-22	450	0000060721 ANU EFT 0170492 Equity Practitio	9185.66
16-Dec-22	450	206050 FEDERATION UNIVE EQUITY PRACTITIO	8735.66
15-Dec-22	-2247.68	INTERNET TRANSFER EPHEA	8285.66
15-Dec-22	450	UWS 551778 UNI WESTERN SYDN EQUITY PRACTITIO	10533.34
15-Dec-22	450	420260 CURTIN UNIVERSIT EQUITY PRACTITIO	10083.34
13-Dec-22	-1582.17	INTERNET BPAY DEFT INSURANCE 40677722617542	9633.34
30-Nov-22	450	217068 - Deakin Un Deakin Universit Equity Practitio	11215.51

15-Nov-22	-2392.5	INTERNET BPAY MONASH UNI DEBTORS 9970396390000625831	10765.51
14-Nov-22	-2099.67	INTERNET TRANSFER EPHEA	13158.01
14-Nov-22	-1251.28	INTERNET TRANSFER Reimbursement	15257.68
14-Nov-22	-887.95	INTERNET TRANSFER Melissa Keenan	16508.96
11-Nov-22	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 9.220%	17396.91
9-Nov-22	-3000	ONLINE N8494501476 NZ EPHEA PD N8494501476	17396.91
9-Nov-22	-1000	INTERNET TRANSFER SPERA Conference	20396.91
27-Oct-22	450	0263466UWA University of WA Equity Practitio	21396.91
14-Oct-22	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 8.970%	20946.91
10-Oct-22	-544.17	INTERNET TRANSFER EPHEA Sal- July	20946.91
10-Oct-22	-425.88	INTERNET TRANSFER EPHEA Sal- Aug	21491.08
29-Sep-22	450	131341 USQ Finance Equity Practitio	21916.96
26-Sep-22	-3000	INTERNET TRANSFER Grant 2020-2021 EP	21466.96
26-Sep-22	-794.86	ONLINE A7739140214 Reimbursement NCRR EPHEA	24466.96
26-Sep-22	-750	INTERNET TRANSFER Adam Gowen EPHEAPD	25261.82
26-Sep-22	-650	ONLINE Z7073538214 REIMBURSEMENT NCRR EPHEA	26011.82
16-Sep-22	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 8.720%	26661.82
12-Aug-22	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 8.220%	26661.82
29-Jul-22	450	SWIN UNI-EQUAUS SWIN.UNI.CREDITO Equity Practitio	26661.82
20-Jul-22	450	410448 CURTIN UNIVERSIT EQUITY PRACTITIO	26211.82
15-Jul-22	0	PLEASE NOTE FROM TODAY YOUR DR INTEREST RATE IS 7.720%	25761.82
14-Jul-22	450	UWS 541220 UNI WESTERN SYDN EQUITY PRACTITIO	25761.82
11-Jul-22	-1225.48	TT30X2048174 IB Ref J8735561644 WAHEN	25311.82
11-Jul-22	-709.8	INTERNET TRANSFER EPHEA Sal-June	26537.3
11-Jul-22	-544.17	INTERNET TRANSFER EPHEA Sal-May	27247.1
6-Jul-22	4000	1021056539077 PAYPAL AUSTRALIA EQUITY PRACTITIO	27791.27

C. TRANSACTION LISTING THIS FINANCIAL YEAR # 082344134190524 (01.07.2023 – 09.11.2023)

Date	Amount	Transaction Details	Balance
3-Nov-23	-1547.14	INTERNET TRANSFER Sept Timesheet	27675.28
1-Nov-23	-1437.45	INTERNET TRANSFER Mentoring Reimburs	29222.42
31-Oct-23	-2377.32	INTERNET TRANSFER June July Aug Sal	30659.87
19-Oct-23	450	/ AUS CATHOLIC UNI Equity Practitio	33037.19
9-Oct-23	-3530.51	ONLINE A3703037114 EPHEA Conf Reim EPHEA	32587.19
9-Oct-23	-550	INTERNET TRANSFER EPHEA NSW/ACT	36117.7
22-Aug-23	450	RTGS (BAL-003923) UNIVERSITY OF OTAGO NZ-DUNEDIN, DUNEDIN	36667.7

Membership Officer's Report 2023

For additional information contact Jimzeena LeCerf jimzeena.lecerf@scu.edu.au

Membership applications: All institutions with current membership were contacted in early 2023 and requested to update their membership lists. Considerable time and effort have gone into ensuring the membership master list is up-to-date.

Membership for 2023: The majority of EPHEA members are on institutional memberships. Currently, we have **1071** formally registered members across **40** institutions (an increase from 930 members in 2022). We also have **6** individual members.

Current list of financial institutional members for 2023

Australia

Australian Catholic University (new)
Australian National University
Canberra Institute of Technology
Central Queensland University
Charles Darwin University (new)
Children's University Adelaide
Country Universities Centre
Curtin University
Deakin University
Edith Cowan University
Federation University
Flinders University
Geraldton University Centre
Griffith University
James Cook University
La Trobe University
Macquarie University
Monash University
Murdoch University
Queensland University of Technology
RMIT University
Southern Cross University
Swinburne University of Technology
University of Adelaide
University of Canberra
University of Melbourne
University of New England
University of New South Wales
University of Newcastle
University of Notre Dame Australia
University of Queensland
University of South Australia
University of Southern Queensland

University of Sydney
University of Tasmania
University of Technology Sydney
University of the Sunshine Coast
University of Western Australia
University of Wollongong
Western Sydney University

New Zealand

University of Auckland
University of Otago
Victoria University of Wellington

Other

National Centre for Student Equity in Higher Education

Professional Development Framework for Equity Practitioners

Goal 1: Continue to build the capacity of equity practitioners as experts within their institutions.

In order to achieve this goal EPHEA will:

- 1.1 Develop or endorse an accredited qualification that institutions can embed into their staff induction and professional development programs.
- 1.2 Develop an early career initiative that advances the knowledge and skills of equity practitioners as experts in their institutions.
- 1.3 Convene an annual calendar of online and face-to-face professional development activities that are supported through state-based and country based networking opportunities.
- 1.4 Convene a bi-annual conference to contribute to the knowledge, research and practice of student and staff equity in higher education.
- 1.5 Continue with professional grants for EPHEA members to attend conferences and contribute to national conversations on staff and student equity.

Standards

Standards are the systems and processes that define an EPHEA Equity Practitioner. In defining and recognising the skills and knowledge required to be an EPHEA Equity Practitioner (EEP) this sets the minimum entry into the specialised field of equity in higher education.

All EEP's should:

- Complete an endorsed qualification embedded into institution staff induction and professional development programs.
- Participate in an early career initiative that advances the knowledge and skills of equity practitioners as experts in their institutions.
- Undertake regular professional learning opportunities to access current knowledge, research and best practice for staff and student equity in higher education.

Elements

Key elements of an EPHEA Equity Practitioner are:

- Membership of EPHEA
- Ethics
- Continuing Professional development

Membership of EPHEA

Current membership status with EPHEA is maintained - as an individual or within an institutional level of membership.

Ethics

Competency and Conduct	<ul style="list-style-type: none">● Conduct in accordance with EPHEA objectives and standards, constitution.● Undertake relevant professional development to remain current with best practice in equity sector.● Obtain any necessary qualifications.
Ethical Principles	<p>Inclusive Practices</p> <ul style="list-style-type: none">● Fostering authentic, meaningful, and reciprocal relationships.● Respect for those a practitioner interacts with, their dignity, feelings, and cultural customs.● Ensure service provided is culturally appropriate and relevant.● Use non-discriminatory, current, and accurate information within any communication mediums.● Inform and utilise culturally appropriate pedagogies in practise.● Co-design with staff and students with lived experience.● Students are partners in their learning and are engaged in the co-design of learning experiences that impact them. <p>Advocacy</p> <ul style="list-style-type: none">● Ensuring that those who don't have the loudest voices are heard.● Working towards eliminating social inequalities for our communities● Universally designing the student experience, acknowledging that our education system presents barriers and this needs to be addressed to make education accessible and inclusive to all people.● Communicating with our students in ways that are meaningful to them, including presenting multiple modes of information.● Increasing flexibility for our student cohorts to engage in teaching and learning, programs and services in ways at meet their needs.

	<ul style="list-style-type: none"> ● Designing services and programs in a way that do not impact students' capacity to financially support themselves. <p>Accountability</p> <ul style="list-style-type: none"> ● Delivering best practice and evidence-based outreach, learning and widening participation engagement, with a focus on continuously improving and adapting our approaches to meet the evolving needs of our students and communities. ● Students and communities have an equal voice in the co-design and delivery of equity initiatives. ● Delivering best practice and evidence-based teaching, outreach and widening participation engagement, with a focus on continuously improving and adapting our approaches to meet the evolving needs of our students. ● Continuous monitoring and tracking for process improvements in Equity initiatives.
Confidentiality and Disclosure	<ul style="list-style-type: none"> ● Preserve individual's right to privacy. ● Seek express consent before disclosure of any information. ● Avoid or disclose conflicts of interest. ● Inform that there are limitations to confidentiality in the event of a disclosure. ● Requirement to be current in knowledge of relevant policies for compliance.
Professional relationships	<ul style="list-style-type: none"> ● Advocate for equity groups. ● Avoid or disclose conflict of interest or biases. ● Respect and acknowledge contributions of other equity professionals. ● Cooperate with other professionals and/or colleagues with ethical practices and processes.
Grievance/Breach of standards?	Breaches of the Code of Ethics may be reported to the EPHEA Executive Committee, which will follow up appropriately (e.g., where appropriate through educative processes or cancellation of membership).

Continuing Professional Development

Professional development on a continuous basis is the participation in learning activities which contribute to the growth of professional excellence. It is to the benefit of the practitioner, their

clients and the broader community. A minimum of *15* hours (or *15* CPD points) of professional learning is considered standard for an Equity Practitioner annually.

EPHEA Executive Committee – Proposal

Purpose

The purpose of this paper is to propose a change to EPHEA’s constitution for the consideration of the EPHEA Executive and its members.

Proposal

It is proposed that EPHEA Executive roles are more clearly defined, in order to:

- Ensure shared workload across the EPHEA Executive;
- Establish clear expectations about roles and responsibilities in light of EPHEA’s current Strategic Plan and ongoing advocacy that will be needed around the consultation and implementation of the Accord;
- Provide clear professional development opportunities for staff in equity roles, with clear outcomes that can support career progression;
- Ensure that EPHEA is achieving impact in our approach.

Current EPHEA Executive Committee Structure

EPHEA’s current Executive Committee Structure is outlined below.

- President
- Vice-President
- Treasurer
- Secretary
- Memberships Officer
- Public Officer
- Ordinary Executive Members

Proposed EPHEA Committee Structure

It is proposed that the EPHEA Committee Structure is further refined for 2024, to include the following roles:

- President
- Vice-President
- Treasurer
- Secretary
- Memberships Officer
- Public Officer
- Executive Lead (EPHEA Conference)
- Executive Lead (Mentoring)
- Executive Lead (Professional Development)
- Executive Lead (Recognition)
- Executive Lead (Advocacy)
- Executive Lead (Chapters)
- Executive Lead (NZ)
- Ordinary Executive Member

Support will still be provided through the EPHEA Communications Coordinator.

It is proposed that this new structure would be presented at the 2023 AGM and come into effect in 2024.