



2016 EPHEA AGM Agenda

Tuesday 29 November 2016

Time: 1.00 – 3.00 pm AEDST

Rydges Capital Hill, 17 Canberra Ave, Forrest ACT 2603

Or by teleconference

(02) 6232 0378 (from Australia)

612 6232 0378 (from outside Australia)

Location	Local time
Canberra, NSW, Victoria	1.00 – 3.00 pm
Brisbane	12.00 – 2.00 pm
Adelaide	12.30 – 2.30 pm
Perth	10.00am – 12.00 am
Darwin	11.30 am – 1.30 pm
Auckland, Christchurch, Dunedin	3.00 pm – 5.00 pm

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1. AGM Welcome

1. Acknowledgement of country and of Elders
2. Register of attendees
3. Noting of Apologies
4. Starring of items: Any member may nominate an unstarred item for discussion. All remaining items will be taken as noted or adopted as appropriate.

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2. 2015 EPHEA AGM Minutes

1. Acceptance of Minutes

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3. Business Arising from Minutes

1. Post-meeting actions from 2015 AGM: Outcomes to be advised at the AGM

Item	Details of 2105 AGM item from Unconfirmed Minutes
4.1.1	There were discussions as to the rationale of having a preamble rather than just updating the association's objectives. This matter required further discussion.
4.1.5 (b)	Changes in financial arrangements – one signatory; change from financial year to calendar year for memberships. The President and Treasurer are physically located in different regions and it is impossible to make payments. Members wanted a safeguard clause. There was also a suggestion to seek auditor's view. Unresolved.
7.	The President reported that she is continuing her efforts to secure a host for the 2017 conference.



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4. Constitutional amendments

4.1 List of motions related to Constitutional amendments including the rationale for each change.

1. The Committee proposes that the Association adopt the revised Constitution in its entirety, which includes amendments required by law in NSW that came into effect on 1 September 2016, and also includes amendments passed at the 2015 AGM (see attached). Amendments have been highlighted in the draft Constitution circulated to members.

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5. Reports

Reports will be taken as read; members are invited to ask questions or raise issues.

1. President's Report
2. Vice President's Report
3. Treasurer's Report
4. Secretary's Report
5. Memberships Officer's Report, including Chapters Report
6. New Zealand Report
7. Report from EPHEA representative on the NCSEHE Advisory Board

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6. Election of Office Bearers and Ordinary Members, EPHEA 2017

1. The Committee has the following resignations and vacancies

Lisa O'Neill (Vice-President) and Arif Ongu (Memberships Officer) have resigned.

2. Nominations received and election of office bearers

The following nominations have been received. Additional nominations for vacant positions are sought as below.

Position	Nominee	University
President	Gabrielle O'Brien	Griffith University
Vice-President	VACANT	
Treasurer	Ruth Tregale	Macquarie University
Secretary	Lara Rafferty	RMIT University
Membership Officer	VACANT	
NZ Rep & Ordinary Member	Cathie Walsh	University of Auckland
Ordinary Member	Louise Pollard	University of Western Australia

7. 2017 EPHEA Activities

1. 2017 EPHEA Conference
2. EPHEA Strategic Priorities for 2016-7

8. Other Business

Close of AGM



EQUITY PRACTITIONERS
IN HIGHER EDUCATION
AUSTRALASIA

Attachments:

1. 2015 AGM Minutes
2. Constitutional amendments and rationale
3. President's report
4. Vice-President's report
5. Treasurer's report
6. Secretary's report
7. Memberships Officer's Report, including Chapters report
8. NZ Representative's report
9. Report from EPHEA representative on the NCSEHE Advisory Board



2015 AGM Agenda & Minutes

Tuesday 10 November 2015

**5:00– 6.00 pm (AEDT) John Hay Building Room D2.193
Deakin University, Geelong Waterfront Campus, Melbourne, Australia**

AGM Opened: 5:00 pm (AEDT)
AGM Closed: 6:00 pm (AEDT)

1. WELCOME

The Chair and President, Gabrielle O’Brien welcomed and thanked everyone for their attendance. She acknowledged the Wathaurong people of the Kulin nation, the traditional owners of the lands where the conference attendees were gathered. She paid respect to the elders, past, present and emerging and acknowledged the important role Aboriginal Torres Strait Islander people play within the community and across Australia in the various institutions. She acknowledged the EPHEA conference organising committee and Deakin University colleagues for hosting a collegial conference and providing the venue for the AGM.

The executive committee were also introduced and acknowledged. It was noted that five teleconferences were held with endless discussion in between on various matters arising in due course of this annual general meeting. About forty (40) members attended.

1.1 Noting of Attendees and Apologies

ATTENDEES	
Gabrielle O’Brien, QUT, (<i>Chair</i>)	Andrea Brown, RMIT
Ruth Tregale, MQ	Tracie Conroy, UTS
Lisa O’Neill, Flinders	Marian Cronin, VU
Lara Rafferty, RMIT	Julie Dlaskova, Otago Uni, NZ
Louise Pollard, UWA	Pania Elliot, The University of Auckland, NZ
Juliet Nanai, AUT, NZ (<i>Minute taker</i>)	Malcolm Fialho, UWA
Semra Tastan, Macquarie University	Kate Flynn, QUT
Nadine Zacharias, Deakin University	Al Fricker, RMIT
Penelope Pitcairn, Uni. Of Sydney	Anthony Gartner, Swinburne University of Technology
Cathie Walsh, The University of Auckland, NZ	Shannon Kerrigan, La Trobe
Barbara Webb, Federation University	Erica Lewin, Murdoch
Ilena Young, Charles Sturt University	Darlene McLennan, University of Tasmania
Kate Wilson, MQ	Rob Miller, RMIT
Alisha Ryans-Taylor, RMIT	Belinda Munn, University of Newcastle

Sonal Singh, Macquarie University	Carissa Perkins, Charles Sturt University
Vicki Smith, RMIT	Ali Rasheed, Auckland University of Technology, NZ
Elizabeth Spark, Federation University	Tui O'Sullivan, Auckland University of Technology, NZ
Juliana Ryan, Deakin University	Chris Jenkin, Auckland University of Technology, NZ

2. 2014 EPHEA AGM MINUTES

2.1 Acceptance of AGM Minutes Thursday 28 November 2014 (Juliet Nanai)

Motion that the minutes be accepted WITH AMENDMENTS

"ADD NZ ATTENDEES via teleconference: Tui O'Sullivan, Chris Jenkin, Ali Rasheed AUT, NZ"

Moved: Ali Rasheed

Seconded: Ruth Tregale CARRIED

3. Business Arising from Minutes

3.1 Post-meeting actions from 2015

Item	Details	Outcome
State-based EPHEA Chapters	Development of support for Chapters and networks	See Chapters Report (6f)
Potential Biennial forum on student equity policy and programs (in opposite year to EPHEA Conference)	Request for DIISTRE to host a bi annual forum on student equity policy and programs	Restructure in Department has meant that this item has not been discussed. However, the NCSEHE has held a number of useful events around these topics.
Feedback on ACU/NCSEHE/ NPP submissions	EPHEA will update membership on progress of application when known.	This submission was unsuccessful.
Affiliations with Complementary Associations	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.	After discussions with ATEND it was decided that the complexity of organising complementary associations would not result in sufficient benefits.

Some points of summary discussions to note:

- There was a discussion about a forum in between the EPHEA conference which are ongoing in regards with scholarship and evaluation forums. These take place as topics come up. There were suggestions to set up video conferences and/or webinars as some universities have small travel budgets. These discussions will continue as these modes pose limitations.
- There were discussions on who want memberships and in what capacity. Some like those involved in ATEND tend to have much more focus on disability. Some have become individual EPHEA members while some opted for institutional memberships.
- Some of the way the incorporated operational activities have not worked with the current constitution. There were propositions to amendments. The constitution was good but it was posed as only a template but in undertaking work around memberships and financial arrangements have not entirely worked. It was imperative to obtain votes and agreement for the suggestions posed by the Executive Committee for these amendments to proceed.

4. CONSTITUTIONAL AMENDMENTS

4.1 List of motions related to Constitutional amendments. The rationale for each change is included. It is four years since EPHEA adopted its Constitution, and amendments are warranted.

- 1) Addition of a preamble. For example:
“a professional incorporated association, university and TAFE equity practitioners who work in Australia, New Zealand and the Pacific region. TAFE aims to strengthen and support equal opportunity and affirmative action programs for students and staff in higher education by ... providing a collegial network for sharing professional knowledge among equity practitioners and their representative bodies, convening biennial conferences to contribute to knowledge, research and practice of equal opportunity in higher education, and initiating and contributing to discussion of equal opportunity and affirmative action issues in national forums. Making policy recommendations to decision making bodies including government and the higher education sector and developing links with organisations that have similar professional aims.”
There were discussions as to the rationale of having a preamble rather than just updating the association’s objectives. This matter required further discussions.
Unresolved
- 2) Changes to membership – To add “Associate Members” but with “no voting rights”
- 3) Changes to Executive Committee by way of new office bearer – Membership Officer.
- 4) Changes to application and resignation processes for members with *Membership Officer* taking over duties of Secretary (**For 2, 3, and 4**)...
For example: to add “*Membership Officer*” complements the changes to the application and resignation processes. Because in add this specific office bearer, we have to change who you talk to when you resign or make an application. Therefore, instead of making an application or resignation to the secretary, you make it to the membership officer. It is imperative to include a membership officer because there are over 460 members now. This is a too arduous a task for one person to do. So the membership officer, the Treasurer and the secretary will work in unison to manage those elements of membership.
- 5) a) Change in membership for financial year.
Membership is for the calendar year from 1 January to 31st of December, but the financial reporting to the Office of Fair Trading in New South Wales requires EPHEA to report against the financial year. This would require a change in the constitution to cater for the obligations of an ‘incorporated association’.
b) Changes in financial arrangements – one signatory; change from financial year to calendar year for memberships. The President and Treasurer are physically located in different regions and is impossible to make payments. Members wanted a safeguard clause. There was also a suggestions to seek auditor’s view.
Unresolved.
- 6) Adjust membership form in Constitution in line with web-based form

The President and Treasurer noted the changes in the way EPHEA has grown since its inception as an Incorporated. Therefore some amendments were imperative to cater for these changes as set here in Items 1) to 5) above.

Motion: that Items 2, 3, 4, 5(a), and 6 be APPROVED and that 1 and 5(b) are pending.
Unanimously CARRIED

5. REPORTS

5.1 President's Report

Briefly, the President talked to her report as attached to the AGM Agenda 2015. These included the institutional statistics who have just talked to the Universities Australia people and this data will soon come out. EPHEA have also been monitoring the EPHEA or SAGE activity. Vice President has been closely linked to the ATHENA SWAN groups (Lisa O'Neil). The President congratulated those who made it through the process and got their employer of choice. This year, EPHEA did lots of submissions -- continuing on from last year into this year around New Zealand citizens, rural and remote, the HERRA bills which now we see are shelved. She acknowledged good liaison with UA, the Department of Education and the National Centre. Louise Pollard is our representative on the National Centre Advisory Board. EPHEA is actually on two national projects at the moment. Critical Interventions II which is led by the University of Newcastle and the Social Marketing WP which is led by QUT. I have had dual hats -- the project team and the representative from EPHEA.

The President reported on the EPHEA administrative, Staff and Student Equity matters. She acknowledged the unique skills and expertise of the Executive Committee members in committing to the objectives of EPHEA whilst adding value to the robust activities that have taken place this year. The notable work were manifested in:

- a) The administrative obligations with regards to the Statutory reporting requirements to the NSW Office of Fair Trading as EPHEA being a legal Incorporation entity for a year now. The President recognized the work of the Treasurer in her commitment to these obligations, which also included streamlining our banking processes, consolidating memberships in order to issue invoices and collect payments, as well as ensuring the email list is up to date, and managing the website, inquiries and record-keeping matters. To date EPHEA has over **464 members** as at November, 2015.
- b) The involvement of EPHEA in Staff Equity matters is work in progress to set targets to monitor inter-institutional gender statistics.
- c) Other spaces where EPHEA continues advocacy is the WGEA (Workplace Gender Equality Agency) and feedback to the EOC (Employer of Choice) Awards.
- d) An emerging project is the Science in Australia Gender Equity (SAGE). This is a gender initiative to improve equity in STEM, driven by the Australian Academy of Science as part of a pilot of the UK Athena Swan Charter. There are 24 units involved in the first tranche of the pilot and we look forward to find out about the strategies and consider how these might be transferable to other disciplines. Please refer to this web link for further details: <https://www.science.org.au/SAGE/Pilot>
- e) EPHEA were quite active and vocal in eleven (11) activities concerning student equity in particular submissions to HERRA Bills, reforms, disability, funding, widening participation projects, and National Priorities Pool projects.

5.2 Vice President's Report

The President also talked to the Vice President's report. She acknowledged that Lisa conducted submissions and/or consultations on:

- WGEA compliance/Employer of Choice (submission to review, and consultations)

- Disability (submission to Review of the Disability Standards for Education)
- Monitoring, engaging in discussions:
- Anti-domestic violence/White Ribbon Australia
- Changes to NHMRC Policy
- Athena SWAN in Australia pilot
- LGBTIQ including Pride in Diversity
- Race including Racism. It stops with me.

5.3 Treasurer's Report

The President also acknowledged the good work of the Treasurer. The Closing Balance as of then was \$24,000. Financial statements were all noted in her report, including conference seed funding, chapter funding to three regions to get strengthen their organisations. Members were asked to voice on how to utilise membership fees collected as there are now 461 full members comprised of 8 associated members and 455 members across 30 institutional memberships. Members will be invoiced soon.

5.4 Secretary's Report

This year, EPHEA executive members conducted successfully 5 teleconferences. There has been ongoing cross-Tasman discussion.

5.5 New Zealand Report

The New Zealand Chapter has held four meetings. There are three New Zealand institutions who have officially sought institutional membership. Otago University opted for an individual membership. There are talks of including UniTEch as well. The New Zealand chapter has developed their own Terms of Reference but have aligned them with EPHEA. They received a \$1000 chapter grant. They are planning their first Symposium 2016.

5.6 Chapters Report

Chapters were encouraged to revitalise their state chapters and to ask for the grants to help them with activities like organising meetings and facilitating them with remote members using technology. The Victorian Chapter has been much organised.

5.7 Report from EPHEA representative on the NCSEHE Advisory Board Membership

Louisa talked to her report. As a representative on the advisory board, there is always the need to look for other opportunities for us to work with the National Centre. She noted that she is always keen not only for feedback and thoughts of the committee, but also from other universities to make sure she represents them well. Chapters were encouraged to make a voice and also use this forum to promote the work within their Chapters. There are a lot of people who do subscribe, even practitioners as well as the departments. A lot of people subscribe to their e-newsletter.

The President eloquently summarised most of the six reports tabled as in **attachments 3-8**. Only Louise Pollard spoke on her report as EPHEA representative on the NCSEHE Advisory Board, as in **attachment 9**. The Chair acknowledged the contribution and commitment of each of her members to the various staff and student equity matters. The New Zealand Representative also acknowledged Gabrielle O'Brien for courageously taking over the President's role and for doing a great job.

Motion: that ALL the Reports be accepted.

Unanimously Carried.

6. Election of Office Bearers and Ordinary Members, EPHEA 2016

6.1 The Committee has the following nominations presented in the Table 1 on the next page. [Nominee statements in attachment 10]

Motion: that ALL Nominations for the 2016 Committee be accepted.

Unanimously Carried.

Table 1: 2016-2017 EPHEA Executive Committee Nominees

Position	Nominee	Nominated by	Seconded by	University
President	Gabrielle O'Brien	Mary Kelly	Kate Flynn	QUT
Vice-President	Lisa O'Neill	Gabrielle O'Brien	Juliet Nanai	Flinders
Treasurer	Ruth Tregale	Gabrielle O'Brien	Lisa O'Neill	Macquarie
Secretary	Lara Rafferty	Aleryk Fricker	Andrea Brown	RMIT
Membership Officer	Arif Ongu	Sybille Frank	Tracie Conroy	UTS
NZ Rep	Ali Rasheed	Lara Rafferty	Juliet Nanai	AUT, NZ
Ordinary member	Juliet Nanai	Tammi Wilson Uluinayau	Ali Rasheed	AUT, NZ
Ordinary Member	Louise Pollard	Judy Skene	Gabrielle O'Brien	UWA
Ordinary member	Stephen Manson	Gabrielle O'Brien	Juliet Nanai	UniSA
Ordinary member	Juliana Ryan	Nadine Zacharias	Mel Martinelli	Deakin
Ordinary member	Terry O'Neill	Trudie McNaughton	Prue Toft	UoA, NZ

7. 2015 EPHEA ACTIVITIES

7.1 2017 EPHEA Conference

The President reported that she is continuing her efforts to secure a host for the 2017 conference.

Unresolved; requires ongoing activity.

Unresolved

7.2 EPHEA Strategic Priorities for 2016

There were discussion in highlighting some strategic points for 2016. These included:

- a) To expand and represent members. So far, an increase of 190 to 460 members was noted. Members are encouraged to include all members involved with staff and student equity affairs. There were discussions to include "life membership". However, the Association would need to consider the constitutional capacity for these honorary positions.
- b) The Committee members to give feedback to submissions.
- c) How to keep the network strong and how to do 'capacity building'
- d) To continue the "Courageous Conversations" agenda to move away from awareness.
- e) To propose 'equity' as a major in social justice as a formal qualification
- f) To look at 'professional practice principles' for equity as agents of change

7.3 Conference Chair – Nadine Zacharias provided a brief report on the Conference which was a great success. A conference report will be provided.

7.4 Member's forum (continue in workshop sessions)

7.5 AGM 2016 (continue in workshop sessions)

A starting point was agreed, to look at the survey results and to continue the conversations in the workshops taking place tomorrow (11 Nov. 2015).

8. Other Business - NONE

9. Close of AGM: 600pm



EPHEA Annual General Meeting | 29 November 2016

Special Resolution: Adoption of revised Constitution

Special Resolution

That the membership adopts the revised EPHEA Constitution attached as Annex 1.

Background

EPHEA was registered as an incorporated association in NSW under the Associations Incorporation Act 2009 on 19 March 2012. Changes to the Associations Incorporation Act and a new Associations Incorporation Regulation came into effect on 1 September 2016. All Incorporated Associations are required to amend their existing constitutions to reflect these changes.

The key changes include:

- the official address of an association will now be an address in NSW where the public officer can generally be found and where documents can be served on the association by post (but not a post office box)
- a new provision for keeping financial and membership records and minutes of meetings electronically, and providing that financial records be kept for at least 5 years
- regulations for use of technology in meetings and membership applications
- allowing for electronic ballots
- clarifying the duties and liabilities of committee members
- procedures for winding-up of the association

The revised EPHEA Constitution attached as Annex 1 includes all amendments required by the new legislation (highlighted in yellow).

Additionally, amendments to the original EPHEA Constitution passed at the 2015 AGM are also incorporated into this revised version:

- addition of the category of Associate Member (without voting rights)
- addition of a Membership Officer as a further Officer Bearer on the Committee
- removal of the requirement for the membership year to align with Association financial year ending on 30 June.

Constitution of Equity
Practitioners in Higher Education
Australasia Association Incorporated

Incorporation No: INC9896986

Contents

Part 1	Preliminary	3
1	Definitions	3
2	Objects.....	3
Part 2	Membership	4
3	Membership generally.....	5
4	Application for membership	5
5	Cessation of membership	5
6	Membership entitlements not transferable	6
7	Resignation of membership	6
8	Register of members.....	6
9	Fees and subscriptions	7
10	Members' liabilities.....	7
11	Resolution of disputes.....	7
12	Disciplining of members	7
13	Right of appeal of disciplined member	8
Part 3	The committee	9
14	Powers of the committee.....	9
15	Composition and membership of committee	9
16	Election of committee members	9
17	Secretary.....	10
18	Treasurer	10
19	Casual vacancies	11
20	Removal of committee members.....	11
21	Committee meetings and quorum	11
22	Appt. of association members as committee members to constitute quorum ..	12
23	Use of technology at committee meetings	12
24	Delegation by committee to sub-committee	13
25	Voting and decisions	13
Part 4	General meetings	14
26	Annual general meetings - holding of.....	14
27	Annual general meetings - calling of and business at	14
28	Special general meetings - calling of.....	14
29	Notice.....	15
30	Quorum for general meetings	15
31	Presiding member	16
32	Adjournment.....	16
33	Making of decisions.....	16
34	Special resolutions	16
35	Voting.....	16
36	Proxy votes not permitted	17
37	Postal or electronic ballots	17
38	Use of technology at general meetings	17
Part 5	Miscellaneous	18
39	Insurance	18
40	Funds - source	18
41	Funds - management	18
42	Association is non-profit	18
43	Distribution of property on winding up of association	18
44	Change of name, objects and constitution	18
45	Custody of books etc.....	19
46	Inspection of books etc	19
47	Service of notices.....	19
48	Financial year.....	19

Part 1 Preliminary

1 Definitions

(1) In this constitution:

Equity Area means the areas of staff and student equity, diversity and social inclusion. This includes the areas of sexuality and gender equity, disability, culturally and linguistically diverse backgrounds, Indigenous Australians and students from low socio-economic, rural and remote and refugee backgrounds.

Equity Practitioner means an equity practitioner or equivalent staff member working in the Equity Area in a higher education institution or related body in Australia, New Zealand or the Pacific Region.

ordinary committee member means a member of the committee who is not an office-bearer of the association.

secretary means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2016*.

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

2 *Objects*

- (1) To facilitate communication and the sharing of professional knowledge amongst Equity Practitioners and their representative bodies.
- (2) To represent the views of the Association and to make recommendations to state and federal governments and to statutory and other bodies in relation to Equity Areas in higher education.
- (3) To promote improvements to anti-discrimination law and government policy relevant to the practice of equity and diversity in higher education or society generally.
- (4) To liaise with organisations with similar professional aims.
- (5) To foster and sustain consultation and communication within the profession of Equity Practitioners and to facilitate the organisation of a national conference of Equity Practitioners, to be held as often as the committee think appropriate.
- (6) To undertake research into equity issues to inform practice
- (7) To grant sums of money from the Association funds for the promotion of activities which aim to redress disadvantage in higher education in such matter as may be determined by the Committee

Part 2 Membership

3 *Membership generally*

- (1) A person is eligible to be a member of the association if:
 - (a) the person is an Equity Practitioner.
 - (b) the person has applied and been approved for membership of the association in accordance with clause 4.
- (2) Persons who are not current Equity Practitioners may become associate members of the association.

4 *Application for membership*

- (1) An application by a person for membership of the association:
 - (a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and
 - (b) must be lodged (including by electronic means, if the committee so determines) with the membership officer of the association.
- (2) As soon as practicable after receiving an application for membership, the membership officer must refer the application to the committee, which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the membership officer must:
 - (a) notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the committee approved or rejected the application (whichever is applicable), and
 - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The membership officer must, on payment by the applicant of the amounts referred to in subclause (4) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.

5 *Cessation of membership*

- (1) A person ceases to be a member of the association if the person:
 - (a) dies, or
 - (b) resigns membership, or
 - (c) ceases to be an Equity Practitioner, or
 - (c) is expelled from the association, or
 - (d) fails to pay the annual membership fee under clause 9 (2) within 3 months after the fee is due.

- (2) If a person ceases to be an Equity Practitioner while a member of the committee, that person must resign from the committee within one month of ceasing to be an Equity Practitioner. If the person does not resign within one month, after one month of ceasing to be an Equity Practitioner that person will be treated as having resigned from the committee. The person remains a member of the association until the earlier of:
- (a) resigning as a committee member or
 - (b) one month after ceasing to be an Equity Practitioner.

6 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

7 Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the membership officer written notice of at least 1 month (or any other period that the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the membership officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

8 Register of members

- (1) The public officer of the association must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or

(b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

(7) If the register of members is kept in electronic form:

(a) it must be convertible into hard copy, and

(b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

8 Fees and subscriptions

- (1) If the committee decides to set a joining fee, a member of the association must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the committee, that other amount.

10 Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 9.

11 Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

12 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the association:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

- (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12,whichever is the later.

12 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 The committee

14 Powers of the committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

15 Composition and membership of committee

(1) The committee is to consist of:

- (a) the office-bearers of the association, and
- (b) at least 1 ordinary committee members,

each of whom is to be elected at the annual general meeting of the association under clause 16.

(2) The total number of committee members is to be at least 6.

(3) The office-bearers of the association are as follows:

- (a) the president,
- (b) the vice-president,
- (c) the treasurer,
- (d) the secretary, and
- (e) the membership officer.

(4) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).

(5) There is no maximum number of consecutive terms for which a committee member may hold office.

(6) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

16 Election of committee members

(1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:

- (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

- (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

17 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) **It is the duty of the secretary to keep minutes (whether in written or electronic form) of:**
 - (a) all appointments of office-bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) **The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).**

18 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

19 Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under clause 20, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

20 Removal of committee members

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

21 Committee meetings and quorum

- (1) The committee must meet at least 3 times in each period of 12 months at the place and time that the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously

agreed on by the members of the committee) before the time appointed for the holding of the meeting.

- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the committee chosen by the members present at the meeting is to preside.

22 Appointment of association members as committee members to constitute quorum

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 19 applies.

23 Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

24 Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

25 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 21 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 General meetings

26 Annual general meetings - holding of

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
 - (a) within 6 months after the close of the association's financial year, or
 - (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

27 Annual general meetings - calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to clause 25, to be convened on the date and at the place and time that the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

28 Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must be in writing, and
 - (b) must state the purpose or purposes of the meeting, and
 - (c) must be signed by the members making the requisition, and
 - (d) must be lodged with the secretary, and
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one

or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
 - (a) a requisition may be in electronic form, and
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

29 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 27 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

30 Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members—is to be dissolved, and
 - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

31 Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

32 Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

33 Making of decisions

- (1) A question arising at a general meeting of the association is to be determined by:
 - (a) a show of hands or, if the meeting is one to which clause 37 applies, any appropriate corresponding method that the committee may determine, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

34 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

35 Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) Associate members have no voting rights.

- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (5) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

36 Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

37 Postal or electronic ballots

- (1) The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

38 Use of technology at general meetings

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 Miscellaneous

39 Insurance

The association may effect and maintain insurance.

40 Funds - source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

41 Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

42 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

43 Distribution of property on winding up of association

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

44 Change of name, objects and constitution

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

45 Custody of books etc

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

46 Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

47 Service of notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

48 Financial year

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.



AGM
29 November, 2016
President's report for July 2015 - 2016

In accordance with the EPHEA constitution, this report covers the period of the 2015-16 Financial Year. However, for the sake of continuity with previous reports provided at AGMs, I am including the period up until the end of October 2016, which more closely aligns with the University calendar year, and the term of my appointment in this role since the last AGM.

This period has been another exceptionally busy year for the EPHEA Executive Team (Committee) in an ever-changing Higher Education landscape.

I would like to thank the members of the Executive Team for their continued commitment and hard work on behalf of an ever-growing EPHEA membership.

The Executive Team are all volunteers who take on these additional roles on top of already demanding work roles and continue to advocate and influence in their sphere of activity.

Below are the notable achievements for 2015/2016.

EPHEA CONFERENCES

It seems like only yesterday we were enjoying the beautiful Geelong waterfront and relishing robust discussion under the theme *Celebrate, Collaborate, Create: Positioning Equity for the Future*. It was another fantastic conference and again our thanks to Deakin University and our Victorian colleagues for brilliant execution. There were 226 delegates in total, engaging keynotes and a chance to engage members in reflection around where to next. The final report is available online at www.ephea.org/conference

It was my deepest regret not to be able to announce a 2017 host at the time but after some false starts Griffith University will be hosting the 2017 conference. Is it a coincidence that this is my institution?! The dates for the conference are Monday 20 November to Thursday 23 November, 2017. 2017 marks 30 years since the inception of EPHEA (formerly EOPHEA, which began as EOPHEA Victoria in 1987). We have an experience and enthusiastic organising committee consisting of Queensland and NZ representatives from both staff and student equity who will ensure we cover a broad range of equity topics while giving the conference a 'tropical flavour'. As details come to hand we will post information on the EPHEA website www.ephea.org/conference

EPHEA STRATEGIC PLAN

During the 2015 EPHEA conference some time was given over to sessions to discuss position equity for the future. The outcomes from these discussions helped form the basis of the strategic objectives of EPHEA and include:

- building and consolidate EPHEA reputation and profile
- supporting members through the creation of fora for sharing of knowledge, research and practice
- influencing and informing policy
- strengthening partnerships

Across these four key objectives we have made good progress and will continue to do so in 2017. You can view the strategic plan, and progress against key objectives at www.ephea.org/about

EPHEA'S PARTNERSHIP WITH NATIONAL CENTRE FOR STUDENT EQUITY IN HIGHER EDUCATION

The National Centre for Student Equity in Higher Education (NCSEHE) has been a valuable partner in the Sector and we are very grateful for their support. This has manifested in a number of ways including sponsoring our Executive Team to attend the NCSEHE Forum in Canberra on the 28 November; and the inclusion of EPHEA Executive members on the Advisory Board (Louisa Pollard) and the Advisory Committee (Ruth Tregale). In 2017 we will nominate a new EPHEA Executive member to the NCSEHE Advisory Board.

The National Centre for Student Equity in Higher Education (NCSEHE) has been funded until the 31st December 2018 and during a review of the NCSEHE by the Department of Education we have expressed the vital work of the NCSEHE. My comments to ACIL Allen Consulting included the following recommendations:

- that the NCSEHE provides a valuable service to practitioners by providing a forum and repository for research and practice in the widening participation and student equity space
- that the NCSEHE should be continually funded to support current objectives
- that the NCSEHE could be utilised more strategically by the Department to manage such activities as NPP (National Priority Pool) funding to ensure that it is more strategic and 'joined up' with the range of research and practice activities across the Sector
- that the NCSEHE has been very supportive of EPHEA and we value this partnership.

POLICY AND PROJECT ACTIVITY

In 2015 we lobbied the Government around continuing to support for retaining Commonwealth Start-up Scholarships as payments rather than loans, and provided to advice to Senator Bridget McKenzie on support regional and remote students. We also provided advice to the Department on the review of the *Disability Standards for Education 2005*

Continuing churn around adequate supporting equity students continued in 2016 with the announcement of cuts to HEPPP in the May 2016 budget and other public policy changes where the Government and the Department of Education sought to undertake a series of reviews around HEPPP and the Disability Support Program. EPHEA provided written feedback and participated in consultation processes for the following:

- EPHEA response to the Government Discussion paper: Driving Innovation, Fairness and Excellence in Australian Higher Education
- EPHEA public submission on the evaluation of HEPPP
- EPHEA response to the review of the Disability Support Program

All of which are available at www.ephea.org/australia

EPHEA also supported the Refugee Council of Australia campaign to highlight to state and federal ministers about issues on access to education for asylum-seekers and refugees on temporary visas. This continues to be a key focus for the Refugee Council of Australia and we will continue to support this group. See <http://www.refugeecouncil.org.au/our-work/educationcampaign/> for more information.

On behalf of EPHEA, I have been involved in a number of projects:

- a member of Dr Nadine Zacharias, NCSEHE 2016 Equity Fellow Expert Panel which has been exploring how Higher Education Participation and Partnerships Programme (HEPPP) was operationalised by universities, whether the HEPPP is enabling systemic change across all universities, and to what extent the vision of a more equitable Australian higher education system was realised through the national equity program.

- A member of the Reference Group for NPP *Social Marketing for LSES Communities* (led by QUT) which aims to explore ways to harness social marketing to improve widening participation activity (2016).
- A member of the Reference Group for NPP *Critical Interventions 2: Equity Initiatives in Australian Higher Education: A Review of Evidence of Impact* (2015)

Outcomes from 2016 projects will be released in 2017 and we welcome the opportunity to bring practitioner perspectives to these activities. The *Critical Interventions 2* report is available at <http://www.newcastle.edu.au/research-and-innovation/centre/ceehe/publications> and represents a significant piece of work for people in the student equity space.

FORUMS AND COMMUNITIES OF PRACTICE

UA FORUM 19 AUGUST, 2016

In addition EPHEA Executive members attended the Universities Australia Forum on Student Equity (to discuss the current issues around HEPPP Reviews, equity funding and how, as a sector, a focus on equity can be maintained. The outcomes of the UA forum was a UA submission strongly arguing continued support for HEPPP as a vital source of funding to support access and participation for equity groups. UA's summary of this workshop is available at www.universitiesaustralia.edu.au/Media-and-Events/HIGHER-ED-ITION/Articles/2016/Making-headway-on-disadvantage--HEPPP-and-UA-s-national-workshop

CHAPTERS

The very first New Zealand Chapter [EPHEA symposium](#) held on 4th July 2016 and organised by a working group from the University of Auckland and the Auckland University of Technology is a fantastic example of chapter activities. Similar activities were held in Victoria and Western Australia this year as well and has prompted the Executive to increase funding for chapter-based activity.

We would like to see other states and territories develop similar strong activity and want to assist with this by providing additional funds. We are also looking for chapter convenors as there are a number of vacancies. For more information visit www.ephea.org/chapters

CONSIDERATIONS FOR 2017

2017 again promises to be a busy year. The AGM will outline some of the focus for 2017 which is also captured in the strategic plan. We will continue to provide opportunities for EPHEA to build a position of strength which can inform policy and collaborate with other organisations who support improved participation in study and employment for equity groups. We also want to provide professional development opportunities for members and continue to encourage members to have opportunities to share knowledge, research and practice.

As an Executive Team we are continuing to streamline our processes around membership management, fees, strategic planning and administration but we are now in a situation where we need to consider outsourcing some of the work. Fortunately, our financial position continues to improve in order to shore up funding that will allow us to expand activities and source appropriate resources to help develop the Association further.

Of course we can't do this without you – our members – thank you for your continued support.

Gabrielle O'Brien
President, EPHEA

Vice-President's Report

EPHEA Annual General Meeting | Tuesday 29 November 2016

For additional information contact: Lisa O'Neill

In accordance with the EPHEA constitution, this report covers the period of the 2015-16 Financial Year. However, for the sake of continuity with previous reports provided at AGMs, I am including the period up until the end of October 2016, which more closely aligns with the University calendar year and the term of my appointment in this role since the last AGM.

I have been representing EPHEA as a voice particularly in relation to staff matters, including through conversations with staff from the WGEA and SAGE Athena SWAN, and through the EPHEA newsletter with Equity practitioners. In last year's report I took this opportunity to recognise that staff equity and the practitioners working within staff equity have been "doing it tough" for a number of years now – I don't believe this has changed. In the last twelve months quite a few more Universities have introduced change processes which have included voluntary retrenchments or retirements, and equity staff have not been immune from this.

I continue to believe that individually and collectively our voices are critically important, and I'd like to thank you and encourage you to continue – EPHEA is such an encouraging and supportive group of practitioners, and we share our successful initiatives and difficulties alike.

Unfortunately this has been a difficult twelve months for me personally and professionally, as my responsibilities have increased by number and complexity in both areas, and I no longer feel able to put the time and energy into this role – and will not be putting myself forward for re-election. I will, however, be absolutely available to support whoever takes on this role in 2017.

In the last 12 months there has again been a lot of activity in relation to gender equality – even more so than previously:

- More Universities have achieved the accolade of Employer of Choice for Gender Equality and more still are working towards being able to apply and achieve the accolade
- The SAGE Athena SWAN pilot is well underway, with the first twenty organisations having begun pulling together data, developing surveys, analysing responses and planning for deeper analysis via focus groups etc. A further twenty organisations are in the second tranche, twelve months behind this group. Part of the program includes regional networking meetings, and will enable new opportunities for staff equity practitioners who are involved to gain experiences, ideas and learnings around ways to increase the gender equity in STEMM (and hopefully also more broadly across all disciplines)
- 2016 saw the first National Higher Education Ally conference, the Australian Ally Conference, hosted by Western Sydney University's Parramatta campus. This event was not limited to staff and encompassed student experiences as well, and I personally came away with a massive number of ideas of best practice to follow up. It was also an opportunity to personally meet the relationship manager from Pride in Diversity, and to get a feel for how this organisation is working with Universities around the country.

During 2016, I brought together two groups of practitioners through the creation of open email groups:



- The Gender Equity Strategy Group (which has existed for many years under the name of *Staff Development for Women*) – my hope is that this group can be revitalised and work openly together to support the initiatives currently underway across their institutions
- The Disability Action Plan email list – unlike the Gender group, this is a newly created open email list, and we are actively sharing our journeys in the drafting, reporting, revising etc of Disability Action Plans

Moving into the future, my hope is to transfer these groups into a different electronic space that will include the ability to share documents etc (I am currently awaiting the results of a trial at Flinders using OneDrive for this type of group with external people from different institutions).

I wonder now, if a possible action for my successor in 2017 might be the creation of a similar list for Ally Network practitioners?

Lisa O'Neill
Vice-President 31 October 2016

Treasurer's report

Paper 5.3

EPHEA Annual General Meeting | 29 November 2016

For additional information contact: Ruth Tregale T: 02-9850 7389 Email ruth.tregale@mq.edu.au

FINANCES

A. Balance Sheet 30.06.2016 (as required by NSW Office of Fair Trading for Annual Return)

Account name	Balance at 30.06.2016
Community Saver Account (13-419-0524)	2,030.57
Savings Account (84-647-5747)	43,096.89
Term Deposit (74-329-9963)	15,639.04
Paypal Account	0
TOTAL HOLDINGS AT 30.06.2016	\$60,766.50

B. Income and Expenditure FY 2015-2016

	Income	Expenditure
Opening Balance 01.07.2015	\$45,474.68	
Membership Fees (01.07.15-30.06.16)	12,106.60	
Bank Interest	504.34	
2015 EPHEA Conference Profits	25,280.00	
NSW Office of Fair Trading Lodgment Fee		54.00
Chapter Funding - QUT / Curtin / AUT		3,000.00
Conference Seed Funding - Deakin		17,500.00
EPHEA 2015 Conference costs Juliet Nanai/Ali Rasheed		1,705.25
WiX.com (EPHEA website and mailbox)		339.87
Closing Balance 30.06.2016	\$60,766.50	

Notes:

1. EPHEA bank accounts have been changed to dual signatory accounts in line with our Constitution.
2. Two new term deposits have been opened to take advantage of higher interest rates.
3. New legal requirements for keeping of financial records (as per constitutional changes) have been actioned.

C. Updated Balance Sheet 31.10.2016

Account name	Balance at 31.10.2016
Community Saver Account (13-419-0524)	2,747.78
Savings Account (84-647-5747)	20,219.64
Term Deposit (74-329-9963) <i>matures 8 April 2017</i>	15,823.31
Term Deposit (28-848-2538) <i>matures 5 June 2017</i>	20,000.00
Term Deposit (28-854-3580) <i>matures 5 June 2017</i>	20,000.00
PayPal Account	438.00
TOTAL HOLDINGS AT 31.10.2016	\$79,228.73

D. Income and Expenditure update 1 July - 31 October 2016

	Income	Expenditure
Opening Balance 01.07.2016	\$60,766.50	
Return of 2015 Conference Seed Funding (Deakin)	17,500.00	
Membership Fees	2,202.00	
Bank Interest	307.02	
Gaby + Lara flights to Canberra for UA Equity & Access Policy Forum		1,546.79
Closing Balance 31.10.2016	\$79,228.73	

MEMBERSHIPS

As of 31 October 2016, we have 543 Full Members from 29 Australian and 3 New Zealand universities, and 8 Associate Members (see Annex 1). 540 Members are included in 33 Institutional Memberships, and 3 have Individual Memberships.

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

Annex 1 – EPHEA Memberships as at 31 October 2016

INSTITUTION	Fee	Net PayPal		INSTITUTION	Fee	Net PayPal
Australian Catholic University	450.00	450.00		University of Southern QLD	450.00	438.00
Australian National University	450.00	438.00		University of Sydney	450.00	438.00
Canberra Institute of Technology	100.00	97.10		University of Tasmania	450.00	438.00
Central Queensland University	450.00	438.00		University of Technology Sydney	450.00	438.00
Charles Darwin University				University of the Sunshine Coast	450.00	438.00
Charles Sturt University				University of Western Australia	450.00	438.00
Curtin University				Western Sydney University	450.00	438.00
Deakin University	450.00	438.00		University of Wollongong		
Edith Cowan University				Victoria University	450.00	438.00
Federation University	450.00	450.00		Subtotal Australian Universities	\$12,325.00	\$12,082.10
Flinders University	450.00	450.00				
Griffith University	450.00	450.00		Auckland Univ. of Technology	450.00	433.50
James Cook University	450.00	438.00		Lincoln University		
La Trobe University	450.00	438.00		Massey University		
Macquarie University	450.00	438.00		Unitec Auckland		
Monash University				University of Auckland	450.00	433.50
Murdoch University	450.00	450.00		University of Canterbury		
Queensland University of Technology	450.00	450.00		University of Otago	450.00	433.50
RMIT University	450.00	438.00		University of Waikato		
Southern Cross University	450.00	438.00		Victoria University of Wellington		
Swinburne Uni of Technology	450.00	450.00		Subtotal New Zealand Unis	\$1,350.00	\$1,300.50
University of Adelaide						
University of Canberra				Council of Postgrad. Associations	75.00	72.75
University of Melbourne	450.00	438.00		National Centre for Student Equity in Higher Education	450.00	438.00
University of New England	75.00	75.00				
University of New South Wales	450.00	438.00		Subtotal Associates	\$525.00	\$510.75
University of Newcastle	450.00	438.00				
University of Queensland						
University of South Australia	450.00	438.00		GRAND TOTALS	\$14,200.00	\$13,893.35

Note: the University of Canberra renewed its Institutional Membership on 10 November 2016.

Secretary's Report

EPHEA Annual General Meeting | Tuesday 29 November 2016

For additional information contact: Lara Rafferty [lara.rafferty@rmit.edu.au]

I have had the pleasure and honour to serve the EPHEA Committee as Secretary this year. With our Memberships Officer reporting on our membership base and so on, I will report on the activities of the Committee.

Committee memberships and roles

Gabrielle O'Brien continued her outstanding work as President this year, with excellent support from Ruth Tregale continuing as Treasurer, and Lisa O'Neill as Vice-President (with a staff equity focus). Unfortunately Lisa and Arif are not able to continue on the Committee next year. Ali Rasheed was the Committee's New Zealand representative until June this year, when Terry O'Neill took over. With Juliana Ryan moving to a different university mid-year, she stepped down as Ordinary Member in June 2016. For the first time, the Committee also welcomed Dr Keane Wheeler as an Ordinary Member, bringing an Indigenous focus to the Committee, and this is very welcome. Arif Ongu managed our Association memberships as Memberships Officer, and Stephen Manson also contributed his specialist disability-related expertise as an Ordinary Member.

Committee business

Spanning various time zones associated with the distribution of the Committee over mainland Australia and New Zealand, the EPHEA Committee was able to meet five times via teleconferencing hosted by RMIT. The Committee discussed a number of matters including:

- Governance and management of the Association and its resources, including its strategic plan, memberships, fees, accounts, support for state and international chapters, and reporting obligations
- Liaison with other bodies and organisations, including government, the National Centre for Student Equity in Higher Education, the Refugee and Asylum Seeker Special Interest Group
- Submissions to reviews of government policy and funding arrangements
- Preparations for the next EPHEA conference in 2017

In addition to the teleconferences, members also represented the Association on various research projects and forums, and I believe their practitioner expertise is a contribution of enormous value to these activities.

I would like to thank all Committee members for their hard work and dedication over the year, and particularly thank and send best wishes to those who are leaving the Committee at the end of this year. Thanks in particular too to Juliet Nanai who handed over to me as Secretary and was a great support as I took up the role. In addition, I would like to commend the work the Committee Members have conducted as practitioners in actively advocating for equity in higher education.

Lara Rafferty
EPHEA, Secretary

Arif Ongu – EPHEA Chapters Report

EPHEA Annual General Meeting | Tuesday 29 December 2016

For additional information contact: Arif Ongu: arif.ongu@uts.edu.au

Members

Currently we have 717 individuals on our membership database from 41 institutions. The majority of our members are on institutional memberships. The membership has been recently updated and with all institutions forwarded their current membership details and asked to update them, 28 institutions have responded and their records have been updated.

EPHEA has members from the following institutions.

Australian National University	University of Auckland
Canberra Institute of Technology	University of Canberra
Council of Australian Postgraduate Associations	UNITEC
Charles Darwin University	University of NSW
Central Queensland University	University of Queensland
Curtin University	UTS
Deakin University	Wollongong University
Federation University	Western Sydney University
Flinders University	Auckland University of Technology
Griffith University	Charles Sturt University
Latrobe University	James Cook University
Macquarie University	Monash University
Melbourne University	National Centre for Student Equity in Higher Education
Murdoch University	Newcastle University
University of Otago	Queensland University of Technology
RMIT	University of South Australia
Southern Cross University	University of Southern Queensland
University of the Sunshine Coast	University of Tasmania
Swinburne University of Technology	University of Western Australia
Sydney University	Victoria University

NZ and state chapters

Although there are a number of chapters that are functioning and meeting the majority of states do not have a state convenor or any formal meetings.



Attempts were made to establish chapters in a couple of states but no new chapters began regular activities.

It is difficult to organise chapter convenors through email so it was decided that the conference would offer the ideal opportunity to do some networking in order to re-establish those chapters which have stagnated. It is planned to incorporate some time in the conference proceedings to give state and NZ chapters to meet, network and establish concrete steps towards setting up regularly meeting chapters.

Chapter funding

The New Zealand, Western Australian and Queensland chapters applied for and were successful in obtaining a \$1000 to enhance the operation of the EPHEA chapter.

Queensland has not used the money and will be returning it to EPHEA. Western Australia used the funds to run a professional development workshop. A report regarding the New Zealand funds has not yet been received.

New Zealand Report

EPHEA Annual General Meeting | Tuesday 29 November 2016

For additional information: Terence O'Neill (t.oneill@auckland.ac.nz)

The first New Zealand Chapter EPHEA symposium entitled *Creating safe, inclusive and equitable work and study environments for tertiary staff and students in Aotearoa – sharing and growing best practice* was held on 4th July 2016, organised by a working group from the University of Auckland and the Auckland University of Technology.

After canvassing Equity Practitioners from NZ Universities and Polytechnics a comprehensive eleven-session programme was developed.

Topics included supporting access and success for Māori and Pacific students, addressing unconscious bias in decision making, and addressing family and relationship violence for staff and students.

EPHEA Executive Chapter funding provided a grant of \$1000 towards symposium costs and participants were charged \$60 registration fee.

Eighty-five participants registered from eight New Zealand tertiary institutions.

Evaluations of the symposium were overwhelmingly positive. The most common positive comments were appreciation for the opportunity to meet, network and share knowledge on a range of equity topics.

The two NZ representatives on the EPHEA Committee are Terry O'Neill (University of Auckland) and Juliet Nanai (Auckland University of Technology).



Image above is of participants at the New Zealand Chapter EPHEA Symposium 2016.



EQUITY PRACTITIONERS
IN HIGHER EDUCATION
AUSTRALASIA

Paper 5.6

National Centre for Student Equity in Higher Education Report

EPHEA Annual General Meeting | Tuesday 29 November 2016

For additional information: Louise Pollard (louise.pollard@uwa.edu.au)

EPHEA values the productive working relationship that has been developed with the National Centre for Student Equity in Higher Education (the Centre). I am EPHEA's representative on the NCSEHE Advisory Board and Ruth Tregale has recently joined the Centre's Advisory Committee. This important collaboration ensures that equity practitioners' voices are heard through this forum and the EPHEA Committee appreciates the Centre's engagement with our organisation.

Representation on the Advisory Board provides EPHEA with an invaluable avenue through which to influence equity research development; provide a practitioner perspective on various student equity issues; and advocate on behalf of practitioners from across Australia. It is a forum through which we can showcase best practice examples; highlight the complexities associated with our work; and seek further opportunities for collaboration and input. In particular, in 2016, we successfully advocated for EPHEA to be represented on the Centre's Advisory Committee and provided practitioner insight into the Centre's inaugural National Forum that is being held on November 28, 2016 in Canberra.

The Centre is always looking for opportunities to promote and support student equity initiatives from across the sector and practitioners are encouraged to also engage directly with the Centre.