



2021 Annual General Meeting

Thursday 27 May 2021

Online Meeting via Zoom

7.00PM AEST

Career Development Association of Australia Inc.

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2021 ANNUAL GENERAL MEETING OF THE CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.

The AGM is the formal member meeting for the year where Association performance in the previous year is reported, new executive is ratified, and any other important issues impacting the future of the Association are addressed.

All financial members are invited to attend, however only Life, Fellow, Professional, Associate and Retired Members are entitled to vote on general matters, and Life, Fellow and Professional Members only may vote on constitutional matters.

Best wishes are extended to the incoming Executive for 2021 - 2022.

Sincere thanks are expressed to the outgoing National President Wanda Hayes for the time and energy she has so willingly put into the Association's business and to promoting the interests of members and the career development profession.

Thank you also to immediate past National President Andrew Rimington for his ongoing service as Chair of the Ethics Committee for the past four years. His term now finishes, and Wanda Hayes moves into the role. Again, thanks to Wanda for her ongoing service.

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CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.
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2021 ANNUAL GENERAL MEETING

Thursday 27 May 2021, Online meeting via Zoom

Commencing: 7.00PM AEST

Agenda

1	Open Meeting	National President, Wanda Hayes
2	Attendees	National Manager, Peter Mansfield
3	Declaration of Proxy Receipts and Allocations	National Manager, Peter Mansfield
4	Declaration of Meeting Quorum	National Manager, Peter Mansfield
5	Apologies	National Manager, Peter Mansfield
6	Minutes of the 2020 AGM	National Secretary, Mariana Joseph
7	CDAА Annual Report 2020	National President, Wanda Hayes
8	CDAА Financial Report 2020	National Treasurer, Stephen Wyatt
9	CDAА Constitution Update	National President, Wanda Hayes
10	Declaration of National Executive Committee	Returning Officer, Peter Mansfield
11	Acknowledgement of Retiring Committee Members	National President, Linda Jeffrey
12	Close Meeting	National President, Linda Jeffrey

Resolutions

Agenda Item	Resolution
6	<i>It is resolved that the minutes as presented for the 2020 CDAА Annual General Meeting held by Online Meeting on 2 April 2020 are an accurate record of that meeting. Moved: M Joseph</i>
7	<i>It is resolved that the CDAА Annual Report for 2020, inclusive of President’s Report, Division Activity, Operations Plan Activity and Organisational Health, be accepted. Moved: W Hayes</i>
8	<i>It is resolved that the CDAА 2020 Financial Report, inclusive of 2020 Statement of Accounts, 2020 Committee Member Payment Report and Auditor’s Report be accepted. Moved: S Wyatt</i>
9	<i>It is resolved that Section 4.5 of the CDAА Constitution; Discipline or Expulsion of Members, be replaced with the recommended Section 4.5 Discipline of Members, as presented at the CDAА 2021 AGM. Moved W Hayes</i>

6. Minutes of the 2020 AGM

National Secretary Mariana Joseph

DRAFT Minutes of the CDAA 2020 Annual General Meeting
Online Meeting, 2 April 2020

1. Open Meeting

The President of CDAA Wanda Hayes in the Chair.

Meeting opened, and all members welcomed at 6.30pm (AEST). Particular welcome was extended to NEC members, Division Presidents, members at their first AGM and colleagues from CDANZ who were observing the AGM.

Wanda Hayes noted the difficult and uncertain times all are currently facing.

2. Attendees

<i>Name</i>	<i>Member Type</i>
Carolyn Alchin	Professional
Agnes Banyasz	Fellow
Nicola Barnard	Professional
Kristin Baumann	Professional
Airlie Bell	Professional
Peta Bird	Professional
Anna Black	Professional
Linda Bonnitcha	Professional
Michelle Braham	Professional
Carole Brown	Life
Caroline Byrne	Associate
Rhonda Cadman	Professional
Jennifer Carlin	Professional
Viviane Chemali	Professional
Caroline Cleland	Professional
Karen Collins	Associate
Sean Croon	Professional
Tony Crosby	Fellow
Robert Cugno	Professional
Alan Davies	Professional
Robyn Dembowski	Professional
Annette Demosthenous	Associate
Melissa Denkinger	Associate
Sharyn Donaghy	Professional
Karen Douglas	Professional
Sue Ellson	Professional
Christine Enker	Professional
Robyn Ferguson	Professional
Kate Flaherty	Professional
Rebecca Fraser	Fellow
Rupert French	Fellow
Allan Gatenby	Professional
Michael Guidera	Professional
Michelle Harvey	Professional

Wanda	Hayes	Fellow
Paul	Heptonstall	Associate
Rebecca	Herbertson	Professional
Brian	Horan	Professional
Narelle	Howarth	Professional
Jennifer	Howland	Professional
Linda	Jeffrey	Professional
Bev	Johnson	Associate
Mariana	Joseph	Fellow
Lois	Keay-Smith	Professional
Trent	Loader	Professional
Shayne	Lorac-Moon	Professional
Jane	Lowder	Professional
Jennifer	Luke	Professional
Anna	Lynch	Professional
Amanda	McCue	Professional
Sarah	McKinna	Professional
Greg	McMillan	Professional
Anthony	Meehan	Professional
Jodie	Mellor	Professional
Lee	Miles	Fellow
Sharon	Miller	Professional
Sandra	Nelson	Professional
Tony	Ninasivinche	Professional
Judy	O'Donohue	Professional
Belinda	Oldland	Associate
Robert	Palmer	Professional
Maria	Papadimitriou	Professional
Kate	Pardy	Professional
Brendan	Pigott	Professional
Jane	Pingo	Associate
Penelope	Robinson	Professional
Janelle	Schloss	Professional
Joanne	Shambler	Life
Amanda	Smith	Professional
Imogen	Smith	Professional
Leonie	Stanfield	Professional
Enid	Stein	Retired
Sharon	Stone	Professional
Annie	Storey	Professional
Belinda	Straughan Winks	Professional
Julie	Street	Professional
Christopher	Summers	Life
Linda	Terrell	Professional
Ann	Villiers	Life
Katherine	Ward	Professional
Sharon	Wells	Professional
Brigid	Wilkinson	Professional
Stephen	Wyatt	Professional

Non-Voting

Robyn	Cannell	CDANZ
Patrick	Chong	Subscription
Jo	Davies	CDANZ
Wendy	Drumm	CDANZ
Yvonne	Gaut	CDANZ
Lauren	Hughes	CDANZ
Susanne	Jones	Student
Hana	Lambert	CDANZ
Heather	Lowery Kappes	CDANZ
Jennie	Miller	CDANZ
Denise	Raymond	CDANZ

3. Apologies with Proxy Receipts and Allocations

Note: All have voted “Yes” to each of the Resolutions before the Meeting.

<i>Name</i>	<i>Member Type</i>	<i>Proxy Nomination</i>	<i>Votes</i>	
Katie	Adler	Professional	Chair	Y x 4
Ruth	Bailey	Professional	Chair	Y x 4
Bernie	Bishop	Professional	Chair	Y x 4
Leanne	Bryan	Professional	Chair	Y x 4
Drew	Clark	Professional	Chair	Y x 4
Catherine	Cunningham	Professional	Chair	Y x 4
Jenny	Gleeson	Fellow	Chair	Y x 4
Peter	Hands	Professional	Chair	Y x 4
Ruth	Hayes	Professional	Chair	Y x 4
Jeff	Jarratt	Professional	Chair	Y x 4
Grace	Kinch	Professional	Chair	Y x 4
Gillian	Lana	Professional	Chair	Y x 4
Karen	Lomas	Professional	Chair	Y x 4
Col	McCowan	Fellow	Jennifer Luke	Y x 4
Peter	McIlveen	Fellow	Carolyn Alchin	Y x 4
Chris	Mesecke	Professional	Chair	Y x 4
Bernadette	Natoli	Professional	Chair	Y x 4
John	Piccione	Professional	Chair	Y x 4
Julie	Preston	Professional	Chair	Y x 4
Dilani	Rasanayagam	Professional	Chair	Y x 4
Kathleen	Reynolds	Associate	Chair	Y x 4
Penelope	Robson	Professional	Chair	Y x 4
Marg	Selby	Professional	Mariana Joseph	Y x 4
Kim	Shaw	Professional	Chair	Y x 4
Mary	Tattersall	Professional	Chair	Y x 4
Gillian	Turner	Professional	Chair	Y x 4
Drue	Vickery	Professional	Chair	Y x 4
Duean	White	Professional	Chair	Y x 4
Ann	Wilson	Professional	Chair	Y x 4

4. Declaration of Meeting Quorum

As at 2 April 2020 there were 1,120 CDAA members. The Constitution requires that 5% of members present in person or by proxy constitute a quorum, which is 56. Eligible attendees by proxy and in person at this meeting total 114, therefore a quorum is declared.

Declared by Peter Mansfield, Returning Officer.

5. Apologies

<i>Name</i>		<i>Member Type</i>
Sharon	Donnelly	Professional
John	Drake	Fellow
Pam	Fletcher	Fellow
Alan	Kilfoyle	Professional
Penny	Maybloom	Retired
Eleanor	Pannall	Professional
Louise	Walsh	Professional

6. Minutes of the 2019 AGM

Minutes of the 2019 AGM had been provided to members prior to the meeting. Members were referred to pages 3-7 of the AGM Booklet.

National Secretary Mariana Joseph called for any matters arising. There were none.

Resolved that the minutes as presented for the 2019 CDAA Annual General Meeting held by Online Meeting on 2 April 2019 are an accurate record of that meeting.

Moved: Mariana Joseph, Seconded Carolyn Alchin

The National Secretary called for a web poll of the motion and on the basis of the poll, declared the motion carried.

7. CDAA Annual Report 2019

National President Wanda Hayes commended the Annual Report to the meeting, which was taken as read. Members were referred to pages 8-19 of the AGM Booklet, provided prior to the meeting.

Wanda Hayes highlighted that the Association is in a strong position and paid particular thanks to Division Presidents and Committees, National Executive Committee, all other member volunteers and National Office staff.

Questions or comments were invited, but there were none.

Resolved that the CDAA Annual Report for 2019, inclusive of Division Activity, Operations Plan Activity and Organisational Health, be accepted.

Moved: Wanda Hayes, Seconded: Michelle Braham

The National President called for a web poll of the motion and on the basis of the poll, declared the motion carried.

8. CDAA Financial Report 2019

The Financial Report for the year ended 31 December 2019 including the Audit Report, had been provided to members prior to the meeting. Members were referred to pages 20-39 of the AGM Booklet.

National Treasurer Rebecca Fraser thanked the National Manager for good management of the Association's finances and called for any matters arising. There were none.

Resolved that the CDAA 2019 Financial Report, inclusive of 2019 Statement of Accounts, 2019 Committee Member Payment Report, Auditor's Report and 2020 Budget Report be accepted.

Moved: Rebecca Fraser, Seconded: Leonie Stanfield

The National Treasurer called for a web poll of the motion and on the basis of the poll, declared the motion carried.

9. CDAA Strategic Plan Update

The Strategic Plan Update for 2020-2022 had been provided to members prior to the meeting. Members were referred to pages 40-44 of the AGM Booklet.

National President Wanda Hayes highlighted the "guiding principles" and "goals" in the Strategic Plan and noted that the Operational Plan 2020-2021 is a "living document" and deliverables will be added or amended in response to the current uncertain times.

Questions or comments were invited, but there were none.

Resolved that the CDAA Strategic Plan 2020-2022, inclusive of the 2020-2021 Operational Plan be adopted. Moved: Wanda Hayes, Seconded: Mariana Joseph
The National President called for a web poll of the motion and on the basis of the poll, declared the motion carried.

10. Declaration of National Executive Committee for 2020-2021

Returning Officer Peter Mansfield confirmed that the election process and results were in accordance with the Constitution and Election Procedures. Members were referred to page 45 of the AGM Booklet.

The Returning Officer therefore declares Linda Jeffrey elected as National Vice President and Leonie Stanfield re-elected as General Committee Member for 2020-2022.

CDAA NEC for 2020 – 2021

Position	Member
National President	Wanda Hayes
National Vice President	Linda Jeffrey
National Secretary	Mariana Joseph
National Treasurer	vacant
General Committee Member	Leonie Stanfield
General Committee Member	Michelle Braham
General Committee Member	Sharyn Donaghy
General Committee Member	vacant

The National Treasurer and one General Committee positions are casual vacancies. *The Committee may appoint such additional Members as shall be necessary to fill any vacancy in the number to be elected and any Member so appointed shall be deemed to have been elected as a Committee member at the Annual General Meeting.*

11. Acknowledgement of Retiring Committee Members

National President Wanda Hayes thanked retiring NEC members Treasurer Rebecca Fraser and Vice President Carolyn Alchin for their valuable service to the Membership and the Association, with the presentation of e-gifts in appreciation.

Rebecca Fraser and Carolyn Alchin responded.

12. Close Meeting

The President Wanda Hayes thanked all members for their attendance and contribution via the chat line at the 2020 AGM. The meeting closed at 6.55pm (AEST).

Resolution:

It is resolved that the minutes as presented for the 2020 CDAA Annual General Meeting held by Online Meeting on 2 April 2020 are an accurate record of that meeting.

Moved: M Joseph

7. CDAA Annual Report 2020

National President Wanda Hayes

Dear Colleagues

Prior to my commencement as National President in 2017, I sat down and wrote a presentation for my first Leadership Group meeting as President: outlining my vision for that group. At the top of the first slide, titled “Key Principles”, I wrote the following...

“First Principle: MEMBERS, MEMBERS, MEMBERS! The interests of our members are at the heart of all our actions and decisions.”

Some things don’t change, and that principle is still of primary importance to me. But many things have changed and evolved over the intervening four years.

This is my last Annual Report as National President, and so I invite you - my fellow members - to join with me in reflecting upon and celebrating all the ways in which we have become stronger together over the past four years.

I’m going to use the current Strategic Plan as our framework. I know this Plan only has one more year left to run, and a new planning process will commence soon, but this is the Plan that has been in place for most of the last four years - and after all, the second point on that powerpoint presentation in 2017 was *“All activities (are) guided by the Strategic Plan”!* So I will use the Principles in our Strategic Plan as our headings. Let’s see how we go...

Collegiality and engagement

Our Divisions are vibrant and dynamic, with highly effective Division Presidents who provide a range of opportunities for all interested members in their State to be actively involved in the life of our professional community. This includes supporting regional members to form their own local clusters for networking and PD events. Members’ engagement within their Divisions is strong and enthusiastic, and includes both formal meetings, and local informal face-to-face meet-ups that facilitate informal collegial support, as well as lots of sharing, story-telling and laughter.

Division Presidents are the Leadership Group’s key connection with our members. As such, they facilitate two-way communication on strategic issues, and thereby play an important role in shaping our strategic direction. Communication between members, Divisions, the National Executive and our National Office staff is regular, honest, timely and transparent. We use multiple channels and mechanisms for formal and informal communication and engagement with each other.

Credibility and quality

We have many senior members who regularly provide astute media commentary on a range of career development topics. This has long been the case, but in every year, the frequency and diversity of direct media requests to the CDAA has increased. More and more, our professional community is seen as a key point of contact for anything related to career development.

Our influence extends to the policy arena through our participation on the Federal Government’s VET Stakeholder Committee.

Our researchers are valued contributors to our field. We commissioned a major research report into the impact of career development services, which provides valuable data for use by our members. We have provided enhanced forums for professional sharing among researchers and implemented new ways to give voice to our researchers.

We value our partnership arrangements with more than 30 organisations who are demonstrating their commitment to career development principles, both inside and outside of their business.

Under the leadership of our National Executive Committee, and the careful management of our National Manager, our standards of governance, risk management, accountability and financial management are second to none in our industry, nationally; ensuring our ongoing sustainability.

Future focus through innovation

Our Strategic Plan, developed by the National Executive Committee in consultation with members, is a living and evolving roadmap for the ongoing development of our Association. We are an agile, growing and learning community: embracing new ways of operating; anticipating and adapting to changes in our environment.

As early adopters of new technologies, we were well and truly comfortable with using online platforms for learning activities and meetings long before COVID forced the rest of the country online. We are now accustomed to having our AGM online. This latter has had flow-on effects in other areas including the timing and format of our conferences, which continue to evolve.

We have experimented with different formats for PD events, including hybrid delivery consisting of a mixture of online and face-to-face components. And we have established a pattern of collaboration with the Career Development Association of New Zealand to plan and deliver trans-Tasman PD offerings.

We have moved all of our regular communication with members to online formats. In some cases, this was challenging for some members, but the outcome has been positive overall. We now have the Career Panorama blog to complement our national and divisional newsletters, and all three publications feature quality content from credible sources.

Professional and ethical practice

We created high quality video resources demonstrating the value of professional career development support. These resources are freely available to members, for use to promote their own practice.

The professional standing of our members is strong: backed by our focus on continuous learning and supported by the highest benchmarks for continuing professional development in our industry in Australia. Annual audits of members' professional learning are now a regular part of our operational calendar, and every audit has returned a positive result.

The Division Presidents work as a team, with the support of National Office staff, to design and deliver an annual national program of professional development that is deliberately structured to cover each of the Professional Standards each year. The DP's are in turn inspired, informed and supported by their own committees in this work.

As I write, we are currently completing a review of our ethical standards policy and procedures, which will strengthen our focus on issues affecting our members who work in business settings. This update will provide clarification, and fill gaps in areas where the CICA Code of Ethics is silent. This includes providing clear direction to members regarding our processes for dealing with ethics complaints.

Strength through diversity

Our professional community is the most diverse of all the CICA associations. We demonstrate our appreciation of this diversity by structuring many of our activities to recognise the different needs and interests of the different sectors of our membership. We have re-introduced a sector-based structure for the workshop segments of our conferences, to be sure we are delivering conference programs that contain something for everyone. And we are similarly diligent in our planning of PD events throughout the year. Sector-based Career Conversation sessions are now a regular part of our PD calendar, allowing members who share a common set of workplace and professional challenges to explore and discuss issues of particular interest to them.

We balance this sector-based approach with a wide variety of forums that allow and encourage members to meet with, talk with and learn from each other - across sectoral boundaries. This opportunity for us to learn from our differences as well as from our similarities is something unique to our community. Our opportunities to connect with each other range from a revitalised professional mentoring program, to online "community of practice" gatherings that started as Division-based forums, and have expanded to include individuals from different parts of the country.

I hope you feel as I do, that's a pretty impressive picture. We can all feel proud, as we have worked together to achieve so much. My approach to leadership in my role as National President has been to gather and nurture a fabulous team around me; and to create space and opportunities for those people to flourish and do amazing things. It's been an honour and a privilege to have worked with all of the many talented and committed individuals who have been part of our Leadership Group, as well as all the other wonderful volunteers who contribute actively to the life of our professional community. I am grateful to all of you for your energy, your thoughtfulness, and your commitment to our Association. And we are all blessed to have the support of an outstanding National Manager, leading our small but highly effective team of National Office staff.

My heart is filled with gratitude for all we have done together. I look forward to the next phase in the life of this wonderful community to which I very happily belong.

All the best



Wanda Hayes
National President

Division Activities

ACT Division

This year saw a new President of the CDAA ACT Division. I took over from Kate Flaherty who successfully led the Division for 6 years. Kate resigned from her position after being appointed to the National Executive Committee and we congratulate Kate on her appointment. Her experience and leadership are an asset to CDAA.

Each of our committee members brings something unique and valuable to the committee and for that as a Division we are very fortunate. I thank the committee for volunteering their time, for their commitment to our Division throughout the year and for their ongoing support.

The new committee met at the end of 2019 to plan for the year ahead. As we all know 2020 did not go as planned! It started with bushfires and hailstorms and quickly rolled into a global viral pandemic. Despite the disruptions we delivered on our goals to provide quality networking and professional development opportunities to our members.

Our Division hosted two national webinars as part of the national program and a national Career Conversations event. In addition to the professional development events we offered 3 online social networking opportunities.

Our Private Practitioner Network Meetings were held throughout the year. We only managed one in person event before Covid restrictions required us to switch to an online format. Although the online format was quite different to our usual face to face format overall the transition to online went smoothly and some valuable PD was successfully delivered. We were pleased that due to the online format we were able to open our attendance up to members from interstate and overseas and we thank them for joining us and for their contribution. I feel this was certainly a benefit of the online format.

Members of our Division have sought and taken opportunities to promote career development services to the public and policy makers. CDAA Life Member Dr Ann Villiers wrote a comprehensive position statement that was submitted to the Senate Select Committee on the Australian Government's response to the Covid-19 pandemic and shared on policy websites and via CDAA media release. Both Katrina Howard and Kate Flaherty have spoken on ABC radio this year and I thank them for representing our profession so well. I filmed a short video for the Department of Education, Skills and Employment promoting career development as part of National Careers Week.

Thank you to all our members who have engaged with the Division throughout the year, and who have represented our profession in the community in a year that has highlighted how crucial career development is. I am extremely proud to serve in the role of ACT Division President and thank you for the honour.

Amanda McCue, Division President

NSW Division

We belong to an organisation which is innovative, professional, collegiate, empowering, and empathic. It has been the aim of the NSW Divisional Committee to embody this ethos, and, in the midst of a challenging year, we've come out a bit shell-shocked, but still 'bright-eyed and bushy-tailed'! With great appreciation to the 2020 NSW Committee for their dedication, expertise, and commitment.

By the end of 2020 there were 261 CDAA Members in the NSW Division, with 25 new Members joining during the year. Five major PD Events were organised by the NSW Committee in 2020.

It has been a pleasure serving NSW members and the CDAA as a General Committee Member, Secretary, Vice-President, and President of the NSW Division. May you all continue to benefit from the features, services and colleagues found in the CDAA. I wish you well for your future. May it be fruitful, fulfilling and fun!

Brian Horan, Division President

NT Division:

The NT Division was not formally active in 2020. For 2021, ACT and NT Divisions have combined their efforts, to provide networking and collegiality to members in both Divisions.

QLD Division

Here is an overview of what we as the Queensland Division achieved and experienced within this rollercoaster of a year.

To all the Queensland committee, in any events that we were involved in together at different times this year, our teamwork was on display and it was always a pleasure working with you. At all times, it was about providing quality professional development and community support to attendees (and guests) at our events. A particular thank you to Natasha Purcell (VP) who has been a fantastic collaborator to work with in the ongoing building of community amongst our membership this year. And It was with great pleasure that at the Division AGM, I presented the 2020 Volunteer of the Year Award to committee member Sue Hansen

In January 2020, the online groups were resurrected and rebooted for the Queensland CDAA membership. As of the Queensland AGM 2020 date, the Facebook group has 61 members and LinkedIn has 66.

Starting in March, the Qld CDAA division began a monthly 1 hour online *Community of Practice* meetup. With meetups averaging around 10 attendees, the maximum number reached was 28 registrants for the June meetup.

Queensland CDAA hosted the April CDAA Career Conversations session, with a focus on Tertiary Education.

In July, we delivered a successful Online Symposium: *Community & Workforce Development in Regional Australia. Critical Issues, Emerging Opportunities, and Redeployment of Skills.*

August saw us hosting a CDAA National webinar: *Helping Your Clients Win Work in the New High-Tech World of Hiring*

And October we managed an online version of *Good Theory Good Practice*. The 4-hour event had 3 webinar sessions plus a successful interactive networking session during the lunch break, and it was fantastic to see the chat and community building among attendees and the guests.

To all the Qld CDAA members who have attended our events, connected via our online groups or other social media and been strong career advocates in their community – thank you.

Jennifer Luke, Division President

SA Division

The achievements this year have not been quite what we expected, however in many ways our greatest success of the year was to rethink our strategy.

The 2020 committee has been wonderfully adaptive and willing to initiate new ideas. I would like to thank the committee for their positivity, resilience, and creativity. The committee members represent different backgrounds and experience which means that ideas are always contemplated from different perspectives. Over time this should result in more appropriate offerings for our members.

In 2020 our approach adapted from the intended large, in-person events with keynote speakers to Covid-19 style small intimate online gatherings for the purpose of professional networks. In forming these *Coffee and Career* events we found unexpected benefits of networking and a new purpose for our committee. We ran three of these successful events in the second half of the year.

In March SA hosted a National Webinar; *Copyright – Know the limits*

The three most important reasons for SA members to continue their membership are:

1. Professional Development
2. Networking and collaboration
3. Keeping updated

As a committee we are looking forward to an exciting 2021 with; a collaboration between CDAA SA and NAGCAS SA, a training event specifically for school and VET career coordinators, some exciting initiatives nationally and Coffee and Careers to continue.

Eleanor Pannall, Division President

TAS Division

As an association we moved all events online to meet Covid-safe requirements. This has increased national access to events that would normally be hosted within states, broadening the opportunities to engage with a wider range of themes and members.

The TAS Division hosted a national webinar and Career Conversation: *Informing Future Education and Career Pathways for Students and Graduating into an Uncertain World*.

Locally, we continued to connect through a series of online and face to face events (where possible), with Reading Rooms, [Virtual Lunches](#) and Networking Breakfasts

Finally, thank you! The work of the CDAA would not be possible without the tireless efforts of our Division Committee. Your unique skills are of immense value and I'm excited to see where we take things from here.

Julie Preston, Division President

VIC Division

In what has been a year like no other our committee had a clear focus early on delivering a number of events in 2020 but had to make changes to align with the restrictions that have been in place for the better part of the year. Our early planning sought to hold a number of round table meetings along with professional development events that were scheduled each month to provide members with ongoing opportunities to network and grow professionally. We were able to reshape our planning and provided the following PD events: *Making Sense of Career Research, COVID-19 - What it means for the future workforce, Speed Networking*

This year the Victorian Committee embarked on consolidating projects from 2019. Our focus was on launching the Victorian Practitioner of the Year. We as a committee were pleased to have other States adopt a similar award which was rolled out across the nation in September.

Alan Davies, Division President

WA Division

The large annual event in February at Notre Dame was another great success for the WA Division in 2020. We are indebted to Robert Palmer, Professional Member of the Division who continues to work hard on this event every year in partnership with Notre Dame University.

The informal *Hot Topic Breakfasts*, which provide a low-cost professional development option for our members to discuss current career topics have an established core of attendees in Perth who welcome new faces every month. While there was several months where these meetings could not go ahead in 2020, they have been welcomed back.

In response to the disruptions caused by the pandemic, the WA Division established in April a new *Community of Practice* monthly online meeting. These meetings have been well attended throughout the year, with members being able to register free of charge and connect with other members throughout the State.

WA Division also hosted an interview with international Master Coach Riyaz-Jivanjee in April, and a webinar on Mindfulness in November.

To the WA Division Executive Committee my sincere thank you for your support and dedicated service to the Association. Each Committee member plays a vital role in the successful running of the Division and the time and effort that you put in as a volunteer for the benefit of all, does not go unnoticed and I thank you on behalf of all the members.

On a personal note, this is my last report as WA Division President as, per our constitution, it is now time to step down and away from the WA Committee. I have thoroughly enjoyed meeting many of you, forming friendships and networks and working to raise the profile of the important work that is Career Development in WA. Being a member of the WA Committee has been the most fun you can have while getting things done.

Rebecca Herbertson, Division President

Operations Plan Activities

Operational Deliverables are determined by your NEC each year, to work towards achieving the Goals & Strategies of the Strategic Plan. In the 2020 -2021 year, excellent progress has been made against the required deliverables.

Status Legend

	Achieved
	Progress; requires more work
	Under-achieving

CDAA Operational Deliverables 2020-2021

	Status
April – June 2020	
Report to members on organisational performance against the Operations Plan at the 2020 AGM	
Report to members on CDAA Organisational Health (membership, finance, engagement) at the 2020 AGM	
CDAA Mentoring program	
Revision of the CDAA Continuing Professional Development (CPD) Program Phase 1: <i>Map the current activities in the CDAA CPD Program to the CICA Professional Standards for Australian Career Development Practitioners</i>	
Deirdre Hughes Roadshow – did not proceed due to COVID-19	
July – September 2020	
CDAA membership promotion to vocational and tertiary career development students	
Revision of the CDAA Continuing Professional Development (CPD) Program Phase 2: <i>Utilise the CICA Professional Standards for Australian Career Development Practitioners to develop a structured CPD Program</i>	
October – December 2020	
Revision of the CDAA Continuing Professional Development (CPD) Program Phase 3: <i>Expand the CPD Program to recognise differing levels of experience and industry sectors within the membership, include capacity for members to self-assess their PD requirements, and review the annual CPD audit process and consider potential links to membership renewal.</i> (Re-scheduled for July-September 2021)	
January – April 2021	
Report to members on organisational performance against the Operations Plan at the 2021 AGM	
Report to members on CDAA Organisational Health (membership, finance, engagement) at the 2021 AGM	
CDAA Mentoring program	
“Real Future of Work” blended program	
Ongoing Activities	
Maintain and enhance sound organisational governance, including across finance, staff, systems and procedures	
Maintain and enhance a professional support service to members, including secretariat services to national and division committees and projects	
Maintain and enhance professional and relevant communications with members, stakeholders and the broader community	
Maintain and enhance a program to encourage members to aspire to excellence	
Maintain and enhance the CDAA CPD program	
Explore options for mutually beneficial partnerships with other organisations operating in the career development space	
Showcase and promote career development research and innovation	

CDA A HEALTH CHECK

2020



1118
MEMBERS

Up from 1113
Members in 2019

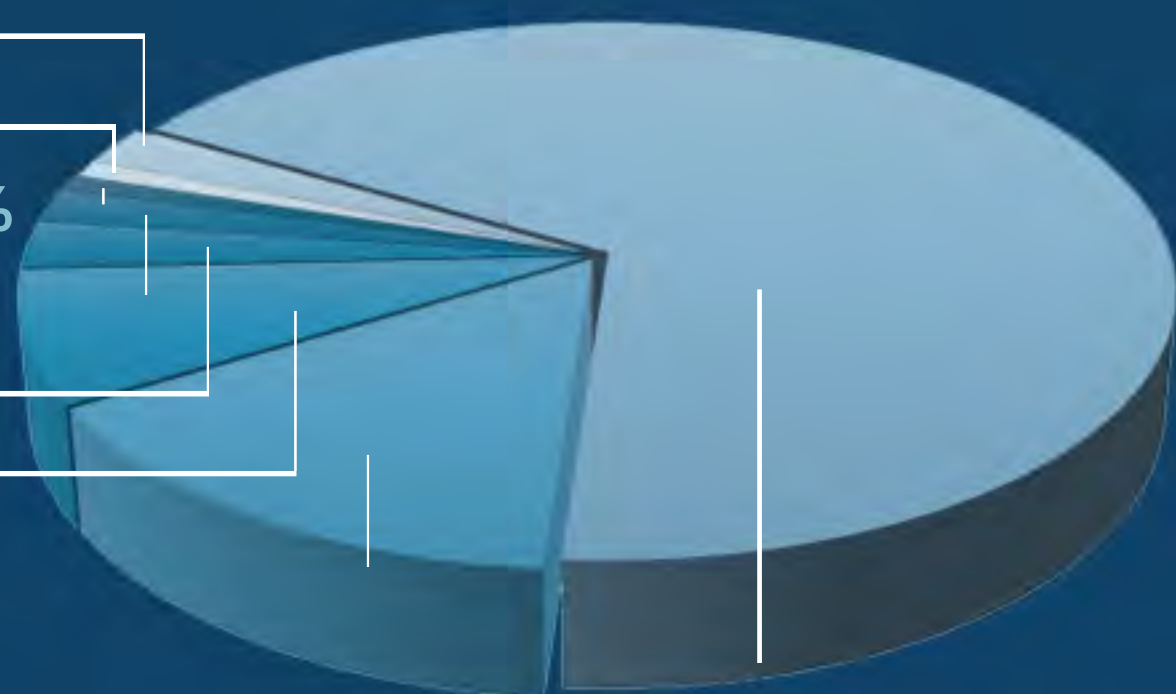


184
PARTNERS

Down from 190
Partners in 2019

MEMBERSHIP BY TYPE 2016 - 2020

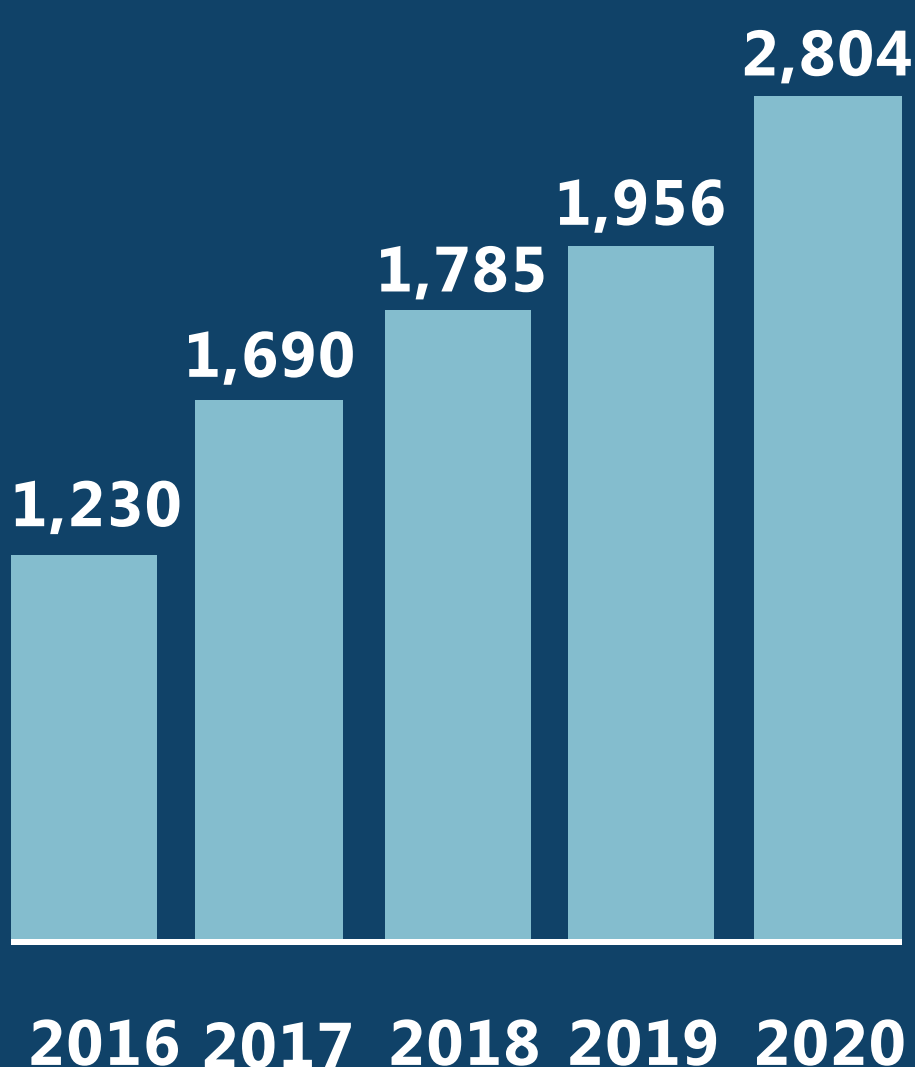
Fellow 2%
Life 1%
Affiliate & Honorary 1%
Retired 3%
Subscriber 4%
Student 7%
Associate 14%
Professional 68%



**IN 2020, CDAA MADE
A SURPLUS OF \$7.5k**

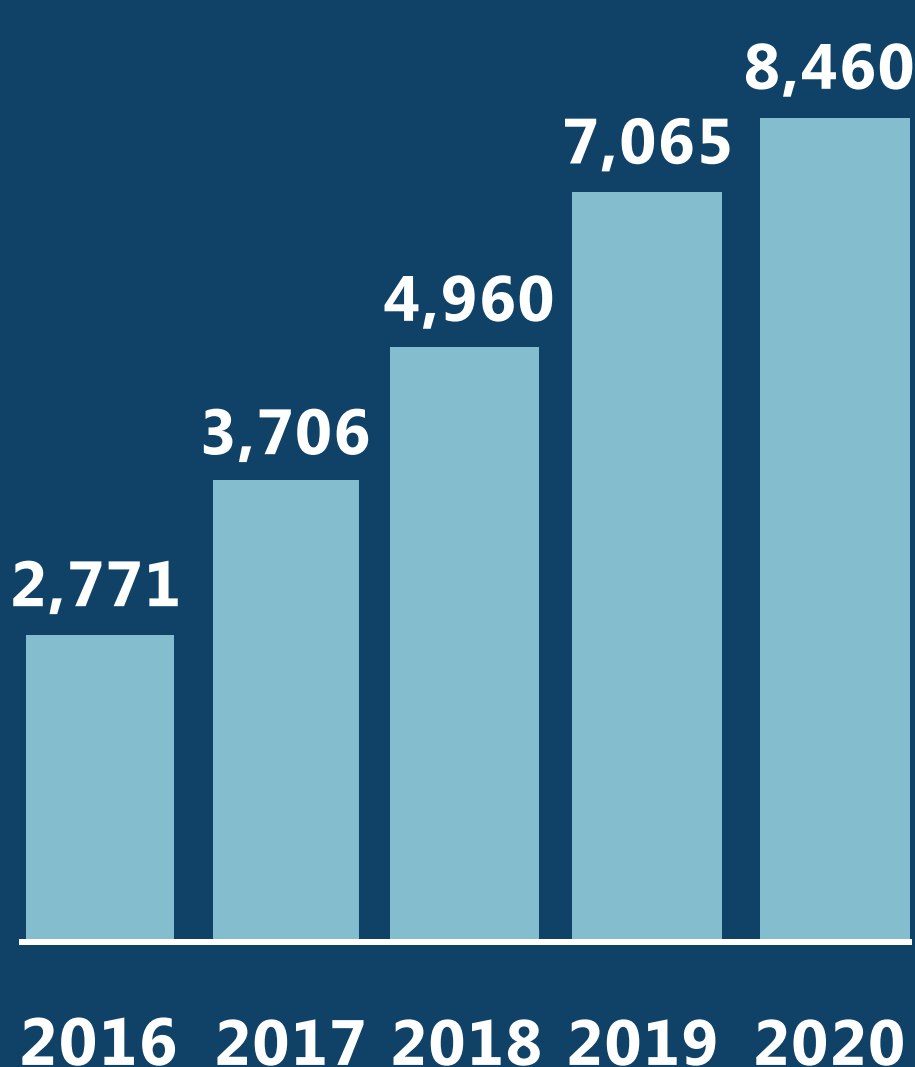
In 2019, CDAA made
a surplus of \$10k

PD EVENT ATTENDANCE



SOCIAL MEDIA PAGE LIKES

(Facebook, LinkedIn and Twitter)

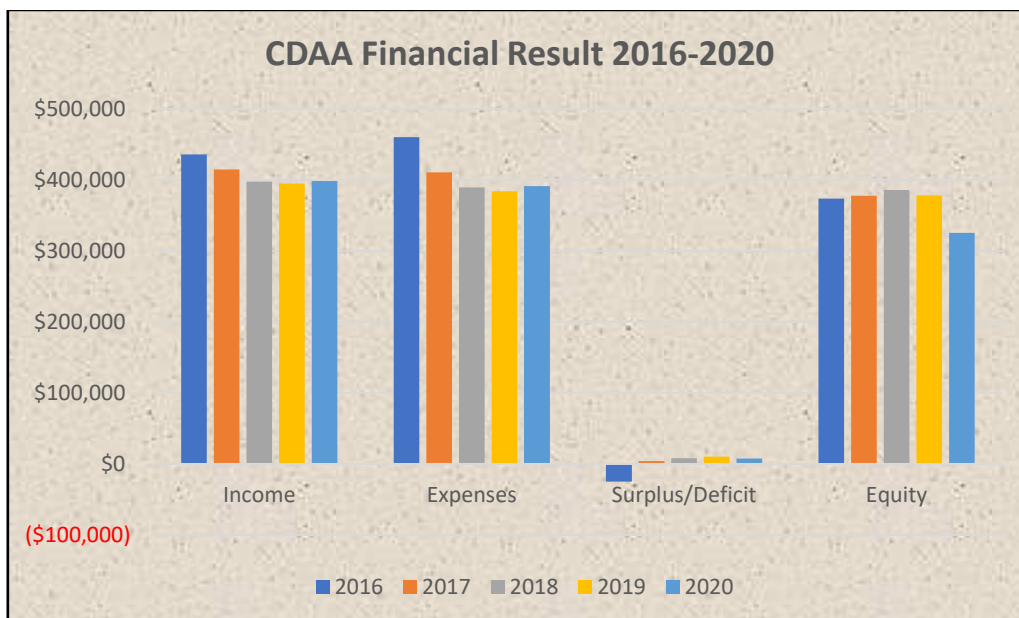


CDAA “Health Check” at year-end 2020

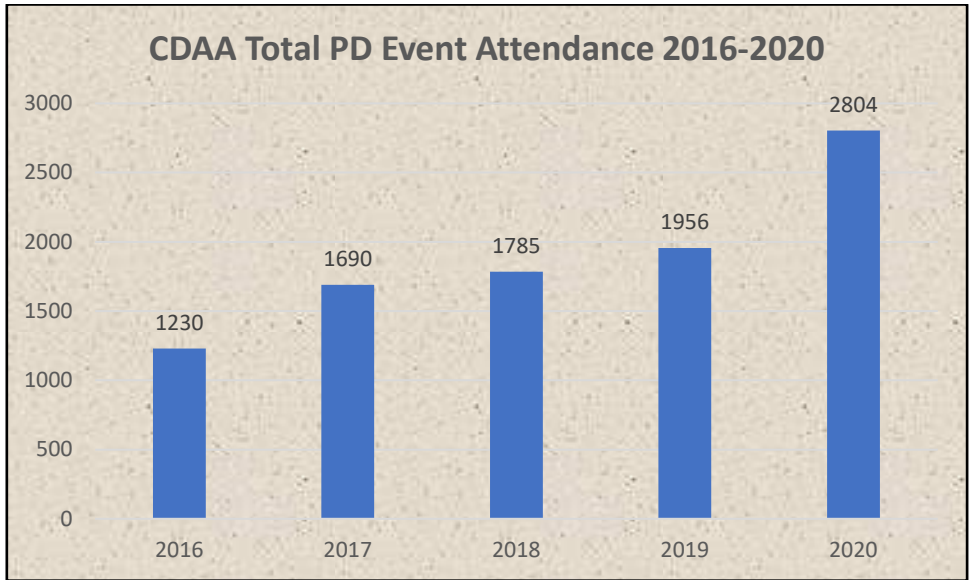
This report is a summary of trends in membership, finances and engagement to 31 December 2020 within your CDAA. Noting the difficult year that 2020 was, the trends are positive, and the organisation is in good health!



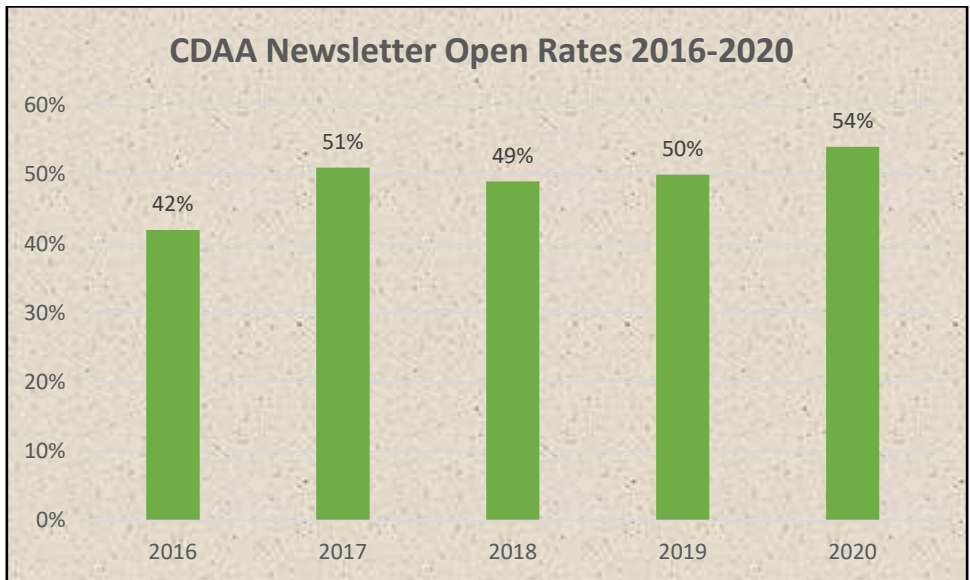
A 3% increase in total numbers at the end of 2020 compared with 2016; with a 7% drop in individual members and a 180% increase in corporate partners and their employees. This generally reflects the overall changes in the sector. New applications for membership remain steady.



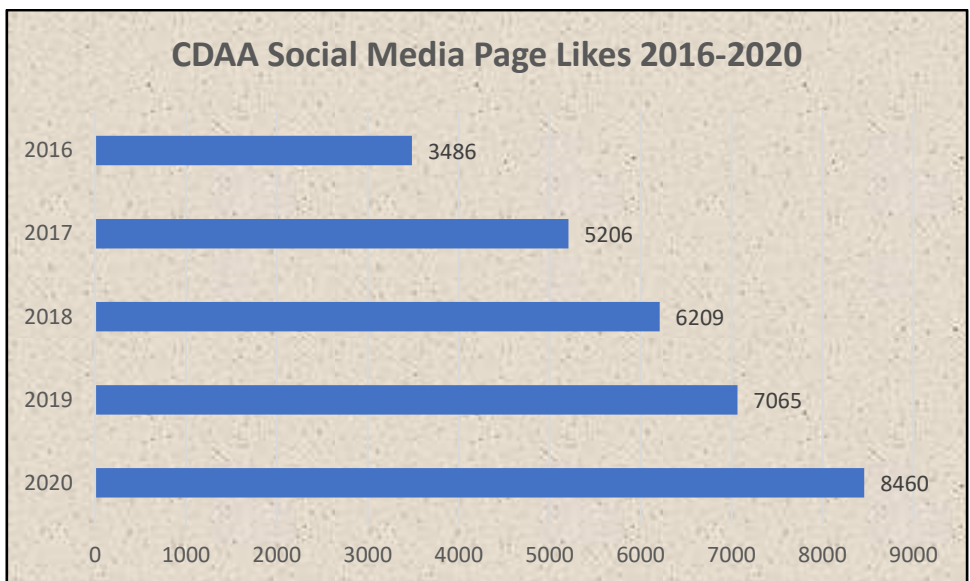
A stable financial situation; with the drop in equity as a result of changed accounting requirements. Expenses continue to be carefully managed, resulting in a continuing small surplus each of the last 4 years.



A continuing increase in registrations for Division and National PD events. An increase of 128% from 2016.



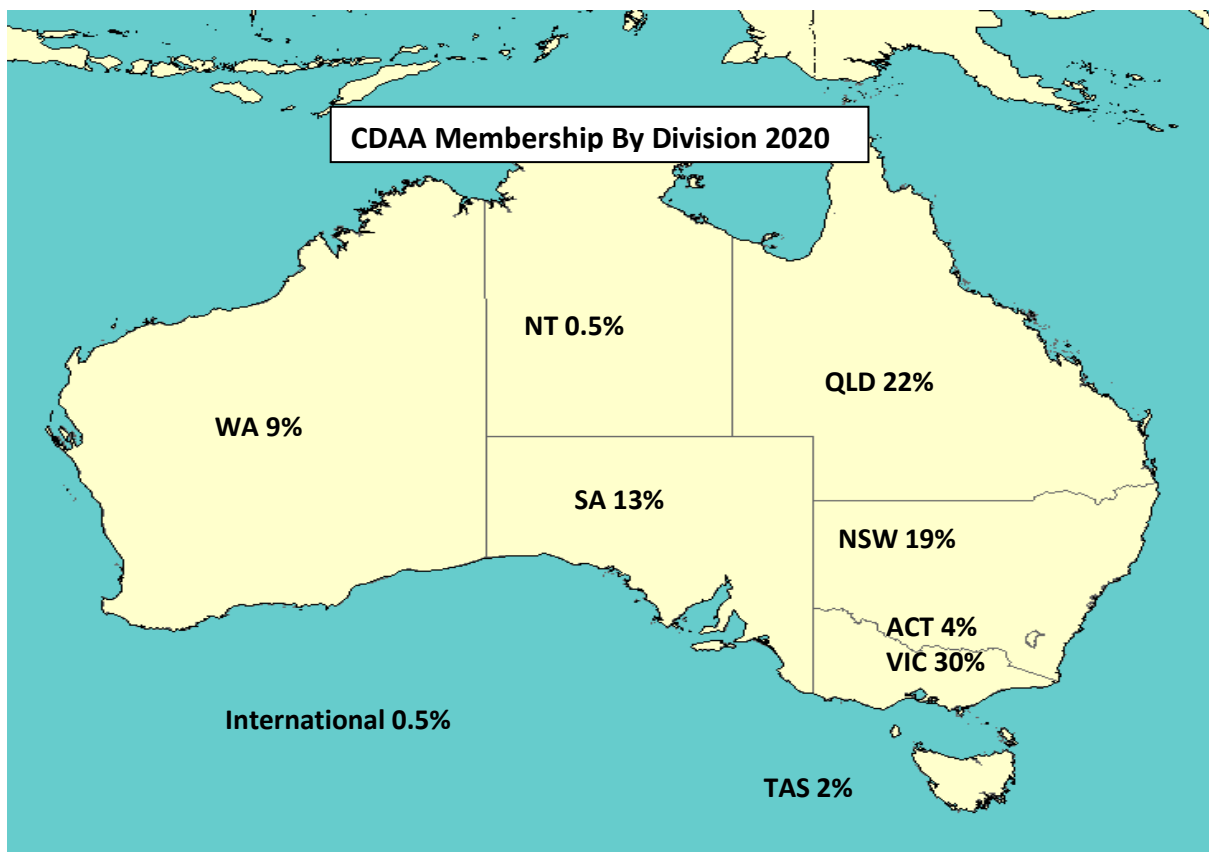
Engagement through Division and National e-newsletters increased in 2020 and continues very high by industry standards.



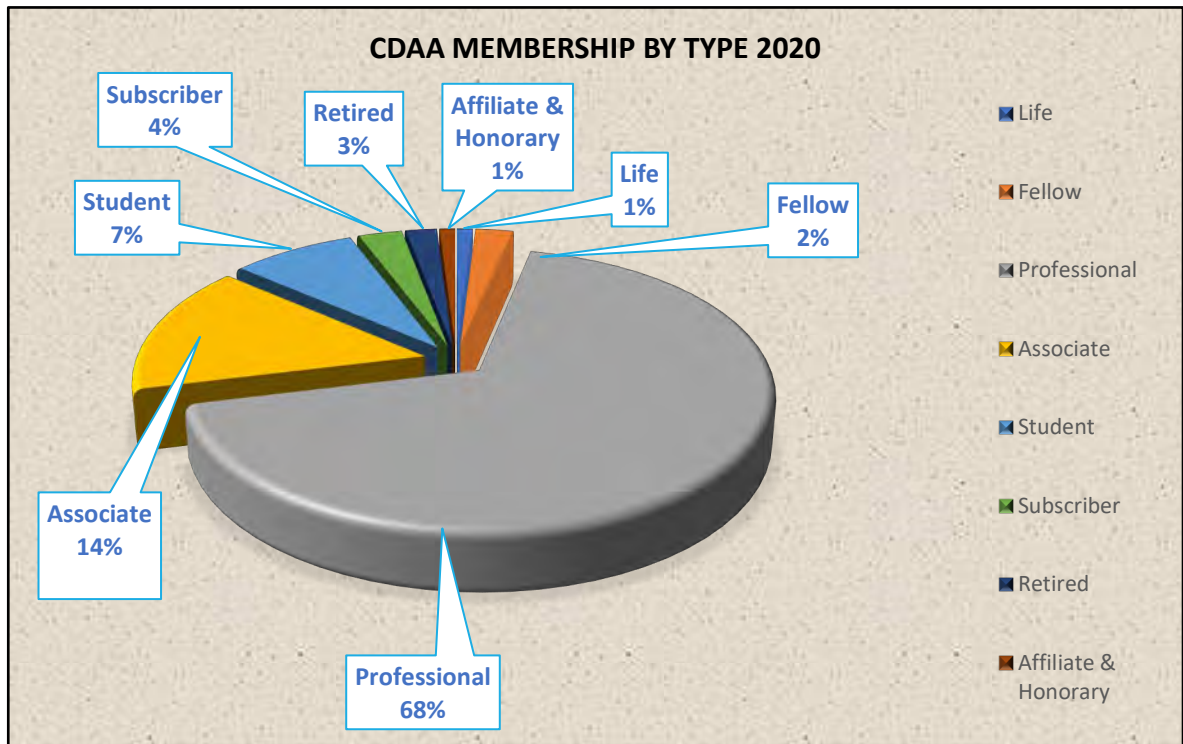
Engagement through social media and the website continues to grow.



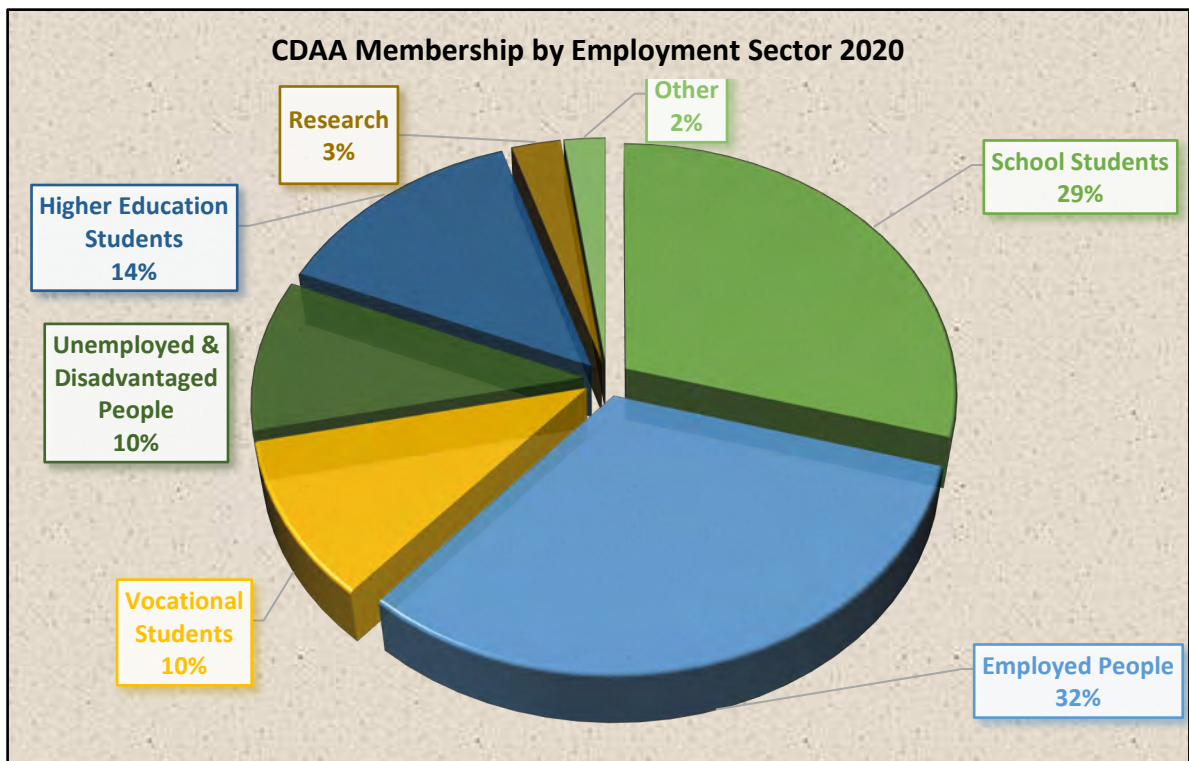
The number of profile views was 20% lower in 2020 than 2019, which may have been due to the uncertainty caused by the pandemic. Profile views in 2021 is trending upward.



The percentage of membership in each Division remains relatively consistent.



The percentage of each membership type remains relatively consistent.



The percentage of members working in each sector remains consistent with 2019.

CDAA Strategic Plan 2020-2022

CDAA members aspire to be...

Leaders of excellence in career development

Our intent:

CDAA members are a vibrant and diverse national community who share a collective interest in career development; and a desire to promote its ability to effect positive change and growth in the lives of all Australians.

Principles:

Collegiality and engagement
Credibility and quality
Future focus through innovation

Professional and ethical practice
Strength through diversity

Goals:

1. Community and Collaboration: CDAA members are positively engaged with each other and appreciate common goals, interests, and values that link them together; as well as respecting the diversity of our community.
2. Excellence: CDAA members are recognised and respected by the Australian community for high standards in career development practice, and authoritative understanding of the changing world of work.
3. Empowered Members: CDAA members participate in continuous learning, engage with research, and are innovative in their professional practice.
4. Governance: Our Association is responsibly managed to support members; and is well-connected and respected.



Strategies:

Goal 1: (Key principles: Collegiality and engagement; Strength through diversity)

- i) Provide opportunities for networking and information sharing between members and between different sectors of our membership.
- ii) Develop and implement initiatives to increase member participation in Divisional and National activities.
- iii) Create opportunities for peer mentoring to assist members to consider their own potential for movement between different work settings and sectors.
- iv) Develop opportunities to attract and retain members.

Goal 2: (Key principles: Credibility and quality; Professional and ethical practice)

- i) Provide diverse opportunities and encourage all members to be leaders and active contributors to the field of career development.
- ii) Develop communication strategies to promote the value of career development in the public arena.
- iii) Identify and support projects that advance the field of career development.

Goal 3: (Key principles: Future focus through innovation; Credibility and quality)

- i) Continue to provide a CPD program that is relevant, current, and accessible.
- ii) Promote aspiration to excellence for members, including the awards for excellence and membership upgrade pathways.
- iii) Facilitate members' discourse around research and innovation in our discipline.

Goal 4: (Key principles: Credibility and quality; Collegiality and engagement)

- i) Maintain sound governance and management of the Association, modelling a values-led organisation.
- ii) Develop and expand alliances and networks with professional communities, including associations, community based organisations, training organisations, businesses, industry and government agencies.
- iii) Explore the potential for mutually beneficial partnerships.



CDAA Operational Plan

Deliverables May 2021-April 2022

May - July 2021

- CDAA 2021 AGM, including reporting to members on performance against the Operations Plan and CDAA Organisational Health (membership, finance, engagement)
- The Real Future of Work program
- Commence planning for CDAA Strategic Plan 2022-2026

August - October 2021

- CDAA 2021 member mentoring program completion.
- CDAA Division 2021 Awards for Excellence.
- Revision of the CDAA Continuing Professional Development (CPD) Program Phase 3: Expand the CPD Program to recognise differing levels of experience and industry sectors within the membership, include capacity for members to self-assess their PD requirements, and review the annual CPD audit process and consider potential links to membership renewal.

November 2021 - January 2022

- Member engagement to develop the next CDAA Strategic Plan 2022-2026



February - April 2022

- Continuing member engagement to develop the next CDAA Strategic Plan 2022-2026
- CDAA 2022 National Conference in May 2022.
- CDAA National Awards for Excellence from 2020 and 2021 recipients at National Conference.
- CDAA 2022 AGM in May 2022 at National Conference, including Strategic Plan 2022 – 2026.

ONGOING

- Maintain and enhance sound organisational governance, including across finance, staff, systems and procedures. Strive to continue to achieve financial sustainability. Enhance operational efficiency and staff wellbeing.
- Maintain regulatory requirements, including National and Division AGM's, National Executive and Division representation, auditing, reporting to members and registration & taxation requirements.
- Maintain and enhance a professional support service to members, including web-based services for members and secretariat support to national and division committees and projects. Manage the membership and partnership annual renewal process.
- Continue to look for "value add" opportunities for members.
- Maintain and enhance professional and relevant communications with members, stakeholders and the broader community. Including newsletters, blogs, social media, press releases, policy submissions and position statements.



ONGOING

- Maintain and enhance the CDAA CPD program.
- Maintain and enhance the Policy & Procedures framework of CDAA, including striving for excellence and adherence to standards and ethics.
- Explore options for mutually beneficial partnerships with other organisations operating in the career development space.
- Seek opportunities to improve the profile of career development and CDAA members for all stakeholder groups. Including ongoing representation on the CICA Council, and Government Agencies such as the VET Stakeholder Committee.



End of CDAA 2020 Annual Report

Resolution:

It is resolved that the CDAA Annual Report for 2020, inclusive of President's Report, Division Activity, Operations Plan Activity and Organisational Health, be accepted.

Moved: W Hayes

Financial Statements

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

ABN 81 053 778 740

For the year ended 31 December 2020

Prepared by Lee Green & Co Pty Ltd

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Committee's Report

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2020

Committee's Report

Your committee members submit the financial report of Career Development Association of Australian Inc ("the Association") for the financial year ended 31 December 2020.

Committee Members

The names of committee members throughout the year and at the date of this report are:

Wanda Hayes - President	Michelle Braham
Linda Jeffrey - Vice President	Kate Flaherty
Mariana Joseph - Secretary	Leonie Stanfield
Stephen Wyatt - Treasurer	Deborah Winton

Principal Activities

The principal activities of the Association during the relevant financial year were supporting its membership through connecting, developing, promoting and growing the career development profession.

Significant Changes

There have been no significant changes in relation to the Association during the year.

Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal activities and the realisation of assets and settlement of liabilities in the ordinary course of those activities. The ability of the Association to continue to operate as a going concern is dependent upon the ability of the Association to generate sufficient cashflows from operations to meet its liabilities. The Committee of the Association believe that the going concern assumption is appropriate.

Operating Result

The operating surplus for 2020 was \$8,825. Recommendation from the auditor for additional provision for staff long service leave of \$7,319 (refer notes 8 and 11 to the accounts) reduced the reporting result to \$1,506.

The Committee's Report is signed in accordance with a resolution of the National Executive Committee:



Wanda Hayes (President)



Stephen Wyatt (National Treasurer)

Date 04 / 05 / 2021

Date 04 / 05 / 2021

Statement of Income & Expenditure

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2020

	NOTES	2020	2019
Income			
Membership Fees	9	322,931	291,740
Professional Development	10	24,432	26,871
Advertising and Sponsorship		886	1,695
Conference Income		-	14,602
Sponsorship		6,164	-
Cash Boost Stimulus		41,388	-
Total Income		395,801	334,908
Other Income			
Bank Interest Received		2,058	4,842
Consultancy		1,118	818
Web Store Sales		868	914
Total Other Income		4,044	6,574
Total Income		399,846	341,482
Expenditure			
ACCELL Research		-	12,060
Accommodation		-	917
Accounting & Auditing		2,045	1,700
Administration Sundry		222	493
Advocacy		437	2,561
Affiliate Conferences		-	669
Association Insurance		7,227	5,824
Bank Fees		576	417
Bookkeeper		11,941	16,747
Catering		-	2,238
CDA.A.CDANZ Collaboration		8,558	-
Collateral and Promotion		957	1,457
Conference Grants		-	4,615
Depreciation		2,530	3,243
Division Engagement		507	850
Electricity		-	1,111
Employee Expenses	11	210,677	209,308
Flights		-	5,482
General Insurances		-	1,118
Honorariums	14	10,560	5,610
International Affiliation fees		225	212
IT Subscriptions		6,121	6,379
IT Support		282	70
Membership Services	12	80,038	71,904
Merchandise		2,623	3,000

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

	NOTES	2020	2019
NEC & DP Sundry		202	1,227
Office Cleaning		-	799
Professional Development Costs	13	6,598	12,127
Postage & Couriers		1,490	934
Promotional Video		-	14,541
Recycling		-	27
Rent & Storage		28,266	29,550
2020 Roadshow Expenses Not Refunded		5,497	-
Stationery & Printing		1,633	1,285
Store Sales Expenses		227	268
Sundry Equipment		-	99
Taxi & Parking		-	706
Telephone		1,138	2,265
Venue Hire		-	737
Ethics Committee Legals		4,840	-
2021 Cancelled Conference Expenses		2,923	-
Total Expenditure		398,340	422,549
Current Year Surplus/ (Deficit)		1,506	(81,067)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of Financial Position

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC As at 31 December 2020

	NOTES	31 DEC 2020	31 DEC 2019
Assets			
Current Assets			
Cash and Bank Accounts	2	385,678	330,167
Prepayments	3	14,519	61,979
Trade and Other Receivables	3	45	-
Total Current Assets		400,241	392,145
Non-Current Assets			
Electronic Equipment & Furniture	5	2,683	5,213
Intangibles	4	-	5,635
Total Non-Current Assets		2,683	10,848
Total Assets		402,924	402,994
Liabilities			
Current Liabilities			
Trade and Other Payables	6	1,520	3,837
Employee Provisions	8	12,126	14,073
GST Payable		3,390	2,627
Revenue Received in Advance	7	55,362	60,754
Total Current Liabilities		72,397	81,291
Non-Current Liabilities			
Provision for Long Service Leave	8	11,248	3,929
Total Non-Current Liabilities		11,248	3,929
Total Liabilities		83,645	85,221
Net Assets		319,279	317,773
Equity			
Retained Earnings - National		317,773	398,841
Current Year Earnings		1,506	(81,067)
Total Equity		319,279	317,773

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Notes to the Financial Statements

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2020

1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 1985*. The Committee has determined that the Association is not a reporting entity.

The financial statements have been prepared on an accruals basis in order to recognise the transactions in the period to which they correctly relate. The statements show more than just the receipts and payments for the year and are based on historic costs, so do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Property, Plant and Equipment (PPE)

Computer equipment, furniture and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Employee Provisions

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Income Tax

The Association is exempt from Income Tax, under the Income Tax Assessment Act 1997.

These notes should be read in conjunction with the attached audit report.

	2020	2019
2. Cash and Cash Equivalents		
CBA National A/C #6100	185,022	130,167
CBA Term Deposit #9548	200,655	200,000
Total Cash and Cash Equivalents	385,678	330,167
	2020	2019
3. Prepayments		
Prepaid Insurance	8,240	29,343
Prepaid Website Service Fee	6,279	3,070
Prepaid Roadshow 2020 Expenses	-	24,386
Rental Bond	-	5,180
Trade Receivables	45	-
Total Prepayments	14,564	61,979
	2020	2019
4. Intangibles		
Membership system (2016)	54,100	54,100
Accum Depn 2016 CDAA Website	(54,100)	(48,465)
Total Intangibles	-	5,635
	2020	2019
5. Electronic Equipment & Furniture		
Furniture at cost	7,300	7,300
Accum Depn Furniture	(5,541)	(4,811)
Computers and Electronic Equipment	7,526	11,339
Accum Depn - Computers and Electronics	(6,602)	(8,614)
Total Electronic Equipment & Furniture	2,683	5,213
	2020	2019
6. Trade and Other Payables		
Trade Creditors	1,520	1,846
Sundry Creditors	-	1,991
Total Trade and Other Payables	1,520	3,837

These notes should be read in conjunction with the attached audit report.

	2020	2019
7. Revenue Received in Advance		
Associate Membership	264	264
CDAA May 2020 Donation for Attendance Grant	-	864
CDAA May 2020 Roadshow	-	5,436
Professional Membership	327	982
Revenue received in Advance	54,707	53,209
Retired Membership [21060]	64	-
Total Revenue Received in Advance	55,362	60,754
	2020	2019
8. Employee Provisions		
Current Entitlements		
Provision for Annual Leave	10,071	12,077
Unpaid Superannuation	2,055	1,997
Total Current Entitlements	12,126	14,073
Non-Current Entitlements		
Provision for Long Service Leave	11,248	3,929
Total Non-Current Entitlements	11,248	3,929
Total Employee Provisions	23,374	18,003
	2020	2019
9. Membership Fees		
Professional Membership	(227,518)	(201,719)
Associate Membership	(35,839)	(31,812)
Fellow Membership	(9,307)	(9,535)
Student Membership	(5,976)	(6,081)
Subscription Membership	(6,427)	(5,719)
Retired Membership	(2,297)	(2,497)
Corporate Partnership	(30,019)	(29,542)
Joining Fees	(5,549)	(4,836)
Total Membership Fees	(322,931)	(291,740)

These notes should be read in conjunction with the attached audit report.

	2020	2019
10. Professional Development		
PD National Income	(2,714)	(3,845)
PD NSW Income	(3,850)	(1,482)
PD VIC Income	(891)	(6,036)
PD QLD Income	(4,287)	(4,380)
PD SA Income	(755)	(3,933)
PD WA Income	(8,659)	(5,514)
PD TAS Income	(323)	(55)
PD ACT Income	(2,955)	(1,627)
Total Professional Development	(24,432)	(26,871)

	2020	2019
11. Employee Expenses		
Wages & Salaries	185,735	181,248
Superannuation Expense	17,514	17,158
Annual Leave provision	(2,375)	2,740
Long Service Leave expense	7,319	3,929
WorkCover Levy	1,161	1,152
Staff Training	589	1,809
Staff Employment Sundry	734	1,272
Total Employee Expenses	210,677	209,308

	2020	2019
12. Membership Services		
ACP Magazine Editor	10,574	14,000
ACP Magazine Distribution	-	2,685
Dep'n on Membership Software	5,635	13,525
Membership Bank Fees	4,724	5,207
Members PI Insurance	23,752	28,162
Membership Services Sundry	81	765
Membership Software Upgrade	25,520	-
Other Subscriptions	403	445
Service Fee Mem. Software	9,349	7,115
Total Membership Services	80,038	71,904

These notes should be read in conjunction with the attached audit report.

2020 2019

13. Professional Development Costs

PD National Expenses	520	434
PD NSW Expenses	1,759	619
PD VIC Expenses	90	3,802
PD QLD Expenses	121	2,071
PD SA Expenses	44	1,011
PD WA Expenses	3,815	3,990
PD ACT Expenses	250	200
Total Professional Development Costs	6,598	12,127

14. Honorariums Expense

Officer	Item	Amount (\$)
Michelle Braham	Honorarium – Executive Committee Member	550
Alan Davies	Honorarium – Division President	330
Sharyn Donaghy	Honorarium – Executive Committee Member – 50%	275
Kate Flaherty	Honorarium – Executive Committee Member	550
Wanda Hayes	Honorarium – National President	5,500
Rebecca Herbertson	Honorarium – Division President	330
Brian Horan	Honorarium – Division President	330
Mariana Joseph	Honorarium – National Secretary	550
Jennifer Luke	Honorarium – Division President	330
Amanda McCue	Honorarium – Division President	330
Eleanor Pannall	Honorarium – Division President	330
Julie Preston	Honorarium – Division President	330
Leonie Stanfield	Honorarium – Executive Committee Member	550
Stephen Wyatt	Honorarium – National Treasurer – 50%	275
	Total	10,560

These notes should be read in conjunction with the attached audit report.

Statement by the National Executive Committee

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

For the year ended 31 December 2020

The National Executive Committee of Career Development Association of Australia Inc, certifies that the financial statements attached to this certificate give a true and fair view of the financial position and performance of Career Development Association of Australia Inc during and at the end of the financial year of the Association ending on 31 December 2020.

Having made sufficient enquiries, the National Executive Committee has reasonable grounds to believe that Career Development Association of Australia Inc will be able to meet its debts as and when they fall due.

This statement is made in accordance with a resolution of the National Executive Committee.

Signed: Wanda Hayes, President

Dated: 04 / 05 / 2021



Signed: Stephen Wyatt, National Treasurer

Dated: 04 / 05 / 2021



Report by the National Executive Committee

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2020

In accordance with Section 35(5) of the *Associations Incorporation Act 1985*, the National Executive Committee of Career Development Association of Australia Incorporated hereby states that during the year ended 31st December 2020:

- (i) no officer of the Association;
- (ii) no firm of which the officer is a member; and
- (iii) no body corporate in which an officer has a substantial financial interest,

has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association.

No officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value, except for those disclosed in Note 14 of the financial report.

This report is made in accordance with a resolution of the National Executive Committee.

Wanda Hayes - President



Dated: 04 / 05/ 2021

Stephen Wyatt - National Treasurer



Dated: 04 / 05/ 2021

INDEPENDENT AUDITOR'S REPORT

The Members of Career Development Association of Australia Inc

Report on the Audit of the Financial Report

We have audited the financial report of Career Development Association of Australia Inc ("the Association"), which comprises the committee's report, the statement of income and expenses, the statement of financial position as at 31 December 2020, and notes to and forming part of the financial statements, including a statement of significant accounting policies and other explanatory information, and the certification by members of the committee on the financial statements giving a true and fair view of the financial position and performance of the Association.

Opinion

In our opinion, the financial report of Career Development Association of Australia Inc gives a true and fair view of the association's financial position as at 31 December 2020 and of its financial performance for the year then ended; complies with the requirements of the *Associations Incorporation Act 1985* and complies with Australian Accounting Standards to the extent described in Note 1..

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report is a special purpose financial report prepared in order to meet the needs of members of Career Development Association of Australia Inc. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibility of the Committee for the Financial Report

The committee of the Association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation is appropriate to meet the requirements of the *Associations Incorporations Act (SA) 1985* and the needs of the members. The responsible persons' responsibility also includes such internal control as the responsible persons determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

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Member of Russell Bedford
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In preparing the financial report, the responsible persons are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the responsible persons either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

The responsible persons are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by responsible persons.
- Conclude on the appropriateness of responsible persons' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with responsible persons regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lee Green & Co Pty Ltd



DAVID CHARLESWORTH
Principal

Dated this the 4th day of May 2021
Dulwich, SA

Resolution:

It is resolved that the CDAA 2020 Financial Report, inclusive of 2020 Statement of Accounts, 2020 Committee Member Payment Report and Auditor's Report be accepted.
Moved: S Wyatt

9. CDAA Constitution Update

National President Wanda Hayes

1. Background:

CDAA and its membership are grateful that few cases of potential breaches of the Code of Ethics for Australian Career Development Practitioners, or other potential matters for discipline, are presented to the CDAA Ethics Committee. However, a case in 2020 highlighted the need for greater clarity of Section 4.5 of the CDAA Constitution; “Discipline or Expulsion of Members”, along with an update to the CDAA Policy: “Members Code of Ethics and Managing Potential Breaches”.

The primary intent of the change is to remove potential ambiguity around “discipline” and “expulsion”. Recognising that a range of disciplinary actions may be taken against a member determined to have committed misconduct; dependant on the nature and severity of the action. This may include expulsion in the most severe of cases and/or as a last resort, however the focus initially will always be on an educative and restorative process.

Consistent with all aspects of the CDAA Constitution, this revision provides a “framework” for matters pertaining to Discipline. Detailed description of the processes will be provided in the accompanying Procedures included in the Association Procedures Handbook.

Agreement of two-thirds of Life Fellow and Professional Members present or voting by proxy at the AGM is required to amend the constitution (Rule 10).

The CDAA Procedure for Managing Potential Breaches of the Code of Ethics for Australian Career Development Practitioners and associated documents are attached as Appendix 1 to this AGM booklet.

2. Existing Constitution Wording Section 4.5:

4.5 Discipline or expulsion of Members

4.5.1 Any Member can be disciplined and/or expelled by the Committee as a Member of the Association for a breach of any one or more of:

- (i) The Constitution; and
- (ii) The Code of Ethics.

4.5.2 Expulsion of a Member:

- (i) Subject to giving a Member an opportunity to be heard or to make a written submission, the Committee may resolve to discipline or expel a Member upon a charge of misconduct detrimental to the interests of the Association.
- (ii) Particulars of the charge shall be communicated to the Member at least one month before the meeting of the Committee at which the matter will be determined.
- (iii) The determination of the Committee shall be communicated to the Member, and in the event of an adverse determination, the Member shall, subject to Clause 5.4 (iv), cease to be a Member fourteen (14) days after the Committee has communicated its determination to the Member.
- (iv) It shall be open to a Member to appeal the expulsion. The intention to appeal shall be communicated to the National Secretary of the Association within fourteen (14) days after the determination of the Committee has been communicated to the Member.
- (v) An Appeals Committee made up of Life and Fellow Members shall be convened to hear the appeal.
- (vi) In the event of an appeal under 5.4 (iv) above, the appellant’s membership of the Association shall not be terminated unless the determination of the Committee to expel the Member is upheld by the Appeals Committee after the appellant has been heard and in such event, membership will be terminated at the date at which the determination of the Committee is upheld.
- (vii) The expelled Member will be notified in writing within fourteen (14) days of the date at which the determination of the Committee is upheld.

3. Proposed Changed Wording Section 4.5:

4.5. Discipline of Members

4.5.1. Cause:

- Any Member can be disciplined by the Committee as a Member of the Association for a breach of any one or more of:
 - (i) The Constitution; and
 - (ii) The Code of Ethics for Australian Career Development Practitioners.

4.5.2. Discipline of a Member:

- A complaint against a member for potential breach of the Code of Ethics shall be heard by the Ethics Review Committee; duly established and managed according to Association Procedures.
- A complaint against a member for potential breach of the Constitution, or any other charge, shall be heard by the National Executive Committee – the “Committee”.
- Particulars of the charge shall be communicated to the Member at least fifteen (15) working days before the meeting at which the matter will be determined.
- The Member shall be given an opportunity to make a verbal or written submission addressing the charge, which will receive appropriate consideration.
- All final decisions for disciplinary action shall be made by the Committee.
- The decision of the Committee shall be communicated to the Member by the National President within five (5) working days of a determination.
- If specific actions within timelines are required of the member, the communication to the Member will include informing the member as to who will manage this process, what evidence of compliance is required and what consequences for non-conformance will apply.
- It shall be open to the Member to appeal the decision. The appeal shall be communicated to the National President within five (5) working days after the determination of the Committee has been communicated to the Member.
- An Appeals Panel comprising of the National President as Chair plus a minimum of 2 Life or Fellow CDAA members shall be convened to hear the appeal.
- Within a further fifteen (15) working days of the appeal being received by the National President, the Appeals Panel decision shall be communicated to the Member.
- The decision of the Appeals Panel is final and no further variation to the decision will be considered.

Note: This proposed revision meets the requirements for Rules of an Association incorporated under the SA Associations Incorporation Act 1985

Resolution:

It is resolved that Section 4.5 of the CDAA Constitution; Discipline or Expulsion of Members, be replaced with the recommended Section 4.5 Discipline of Members, as presented at the CDAA 2021 AGM.

Moved W Hayes

10. Declaration of National Executive Committee for 2021-2022

Returning Officer Peter Mansfield

Under constitutional requirements for rotational turnover of National Executive Committee (NEC) positions on a biennial basis, positions vacated for nomination and election in conjunction with the 2021 AGM are National President, National Secretary, and two General Committee positions.

NEC nominations for the four positions opened on 24 March 2021. Closing date for nominations was 21 April 2021.

All four positions received one nomination each. According to the CDAA Election Procedures if the number of valid nominations for election as Committee members is equivalent to the number of vacancies, the Returning Officer shall declare the candidates elected at the Annual General Meeting.

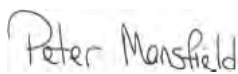
The Returning Officer therefore declares

- National President – Linda Jeffrey (previously National Vice President)
- National Secretary – Mariana Joseph (re-nominating for a second term)
- General Committee – Michelle Braham (re-nominating for a second term) and Deborah Winton (nominating after filling a casual vacancy during the year).

CDAA NEC for 2021 – 2022 at AGM

Position	Member
National President	Linda Jeffrey
National Vice President	vacant
National Secretary	Mariana Joseph
National Treasurer	Stephen Wyatt
General Committee Member	Leonie Stanfield
General Committee Member	Michelle Braham
General Committee Member	Deborah Winton
General Committee Member	Kate Flaherty

The National Vice President position vacated by Linda Jeffrey is now a casual vacancy. *The Committee may appoint such additional Members as shall be necessary to fill any vacancy in the number to be elected and any Member so appointed shall be deemed to have been elected as a Committee member at the Annual General Meeting.*



Peter Mansfield
Returning Officer

Appendix 1

CDAA Procedure for Managing Potential Breaches of the Code of Ethics for Australian Career Development Practitioners and Associated Documents

CDAA Procedure for Managing Potential Breaches of the Code of Ethics for Australian Career
Development Practitioners

Ethics Committee and Ethics Appeals Panel of the Career Development Association of Australia
Terms of Reference

Ethics Review Process Flowchart and Timeline

CDAA Procedure for Managing Potential Breaches of the Code of Ethics for Australian Career Development Practitioners

Version History	
Original Document:	February 2013
Reviewed:	October 2016
This Version:	May 2021
Author:	National Manager
Authorisation:	National Executive Committee April 2021
Next Review:	June 2022

1. CDAА Members Code of Ethics

The CDAА Members Code of Ethics is The Career Industry Council of Australia (CICA) Code of Ethics for Australian Career Development Practitioners (March 2019) (*The Code of Ethics*)

The Career Industry Council of Australia (CICA) Code of Ethics for Australian Career Development Practitioners (March 2019) guides the professional behaviour and practice of Australian Career Development Practitioners and informs the public about the ethical standards to which these practitioners adhere. All CDAА members are bound by the CICA Code of Ethics, which lists the principles of professional conduct expected of members to safeguard the welfare of clients, the integrity of the Association and the integrity of the profession.

1.1. Code of Ethics for Australian Career Development Practitioners March 2019

© Career Industry Council of Australia 2019

<p>1. Ethical principles for professional competency and conduct</p>	<p><i>Career Development Practitioners:</i></p> <ul style="list-style-type: none"> • Obtain qualifications necessary to provide career development services, including, where appropriate, those qualifications required to undertake specialised tasks or roles and/or work with specialised populations. • Conduct career development services in accordance with the code of ethics contained in the professional standards for Australian career development practitioners which is applied through the code of ethics of the CICA member association to which they belong. • Represent their professional competencies, training and experience accurately. • Function within the boundaries of their training and experience. • Refrain from consciously dictating to, judging or coercing client choices, values, lifestyles, plans or beliefs. • Explain the content, purposes, potential benefits and results of tests and interventions in language that is easily understood by the person or persons for whom it is intended. • Monitor, maintain and enhance professional competencies. • Seek and participate in continuing professional development (CPD) in order to remain current with innovations and trends in the contexts, processes and content of career development. • Ensure that material contained in web-based programs, resource materials and career development programs is current and accurate. • Conduct research and report findings using procedures that are consistent with the accepted ethical and scientific standards of educational, psychological and social research practices.
<p>2. Ethical principles for career development Practitioner-Client relationships</p>	<p>Equity and diversity</p> <p><i>Career Development Practitioners:</i></p> <ul style="list-style-type: none"> • Respect the dignity of each person for whom career development services are rendered. • Respect client’s feelings and cultural customs. • Inform clients, orally or in writing, of the purposes, goals, techniques, policies and ethical standards as appropriate to the service being provided. • Accept the rights of the client to make independent choices and to take responsibility for those choices and their consequences. • Deal with each person fairly, equitably and without prejudice, respecting their values, beliefs and life experiences and those of their families and communities to which they belong. • Avoid all forms of discrimination. • Ensure that the services provided are culturally appropriate and relevant to the clients’ needs, and valid and reliable concerning the information they provide.

	<ul style="list-style-type: none"> • Take into consideration the career development stage that their clients are at, and their career/life experiences. • Use non-discriminatory, current and accurate information within whatever medium is used. • Apply, and inform clients about, ethical issues (such as privacy, identify, information-sharing practices) associated with media technologies, including social networking. <p>Confidentiality, disclosure and informed consent <i>Career Development Practitioners:</i></p> <ul style="list-style-type: none"> • Maintain a current understanding of laws, policies and professional ethics that pertain to client rights. • Inform clients of the limits of confidentiality. • Preserve confidentiality. • Preserve the client’s right to privacy. • Seek clients’ expressed consent before disclosure of client information. • Avoid or disclose conflicts of interest which compromise the best interests of their clients. <p>Scope of practice <i>Career Development Practitioners:</i></p> <ul style="list-style-type: none"> • Conduct career development services for which they are appropriately trained and currently qualified. • Make appropriate referral when their own competency does not meet the client’s need or when their professional assistance cannot be provided or continued. • Contextualise career development theory and practice according to work setting, clientele and societal context.
<p>3. Ethical principles for professional relationships</p>	<p><i>Career Development Practitioners:</i></p> <ul style="list-style-type: none"> • Avoid or disclose conflicts of interest. • Resolve conflict between professional ethical standards and directives or practices within the workplace through ethical decision-making and appropriate consultation. • Advocate for and assist in the development of career development services that are ethically rendered and relevant to client needs in cooperation with policy-makers, organisations, administrative personnel and community agencies. • Respect and acknowledge the contribution of other professionals. • Cooperate with other professionals and/or colleagues according to the ethical practices and procedures relevant to the situation.
<p>Breaches of the Code of Ethics</p>	<p>Breaches of the Code of Ethics may be reported to the relevant CICA Member Association which will follow up appropriately. (CDAA will follow the <i>CDAA Procedures for Managing Potential Breaches of the Code of Ethics for Australian Career Development Practitioners.</i>)</p>

1.2. Definitions:

Conflict of Interest: (ref Principles 2 & 3)

A conflict of interest situation arises when a person, who has a duty to act in the best interests of another, is presented with the opportunity or potential to ‘use’ that position in some way for their own personal benefit (or for the benefit of someone else, such as a relative or another organisation).

- Not for Profit Law Guide

- **Actual conflicts of interest:** arise where there is a real conflict between public, best interest duties and private interests or benefit.
- **Potential conflicts of interest:** arise when private interests could conflict with public, best interest duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.
- **Perceived conflicts of interest:** arise when a third party or members of the public form the view that private interests could improperly influence decisions or actions, now or in the future.

1.3. CDAA and CDAA Member Responsibilities:

It is the **responsibility of the CDAA** to make every reasonable effort to ensure that CDAA members and particularly new members, are aware of the **Code of Ethics for Australian Career Development Practitioners** and the requirement to understand and comply with the Code in their practice of Career Development.

It is the **responsibility of all CDAA members** to familiarise themselves with the **Code of Ethics for Australian Career Development Practitioners**, to carefully consider how to apply the Code in their practice, and to regularly review that application to ensure ongoing compliance.

2. Principles for Managing Potential Breaches of the Code of Ethics

2.1. Procedural Fairness or Natural Justice:

Procedural Fairness or Natural Justice is a fundamental requirement of sound administrative practice, and will be applied in all investigations of potential breaches of the Code of Ethics. Above all, it provides an opportunity for a person to be heard before a decision is made that adversely affects them.

The duty to accord procedural fairness consists of three key rules:

the hearing rule, which requires a decision-maker to accord a person who may be adversely affected by a decision an opportunity to present his or her case;

the rule against bias, which requires a decision-maker not to have an interest in the matter to be decided and not to appear to bring a prejudiced mind to the matter; and

the "no evidence" rule, which requires a decision to be based upon logically probative evidence.

- Commonwealth Ombudsman

2.2. Balance of probabilities:

The requisite standard of proof to be applied in all investigations of potential breaches of the Code of Ethics is the *balance of probabilities*. The balance of probabilities, when a matter is judged as a whole, is a reference to the likelihood of one party's version of events being more probable to have occurred than not. This may require the investigation to compare competing versions of events to determine which version is more probable.

- Wise Workplace

2.3. Educative and Restorative process:

Managing potential breaches of the Code of Ethics will be undertaken as an educative and restorative process, rather than with punitive intent.

2.4. Evidence available to both parties:

To support procedural fairness, any evidence provided by one party in support of a claim will be made available to the other party and open to counter-claim.

2.5. Complaints can only be considered when they clearly align to an element(s) of the **Code of Ethics for Australian Career Development Practitioners**.

2.6. Complaints cannot be considered if the complainant has any other civil or legal complaint underway or pending against the CDAA member, as the outcomes of other avenues of complaint may have a bearing on the matter.

2.7. For a potential breach of the Code of Ethics to be considered, sufficient tangible evidence must be provided to substantiate and clearly demonstrate the claimed breach. During the investigation, further information may be sought from the complainant or the member for clarification.

2.8. The CDAA process and procedures as outlined for investigating potential breaches of the Code of Ethics are final and must be adhered to, including the provision of the required information, and meeting the identified timelines.

2.9. All complaints are to be kept in the strictest confidence by all parties. This will not restrict reasonable investigation of any alleged breach.

2.10. The member complained against will be informed and requested to fully co-operate with the investigation. Should they refuse to cooperate, the National Executive Committee (NEC) of the CDAA will be informed and will encourage the member to cooperate and advise the member of the consequences of failing to do so, which may include disciplinary action.

2.11. Only the parties directly involved in the potential breach are to be involved in the investigation. This is not a legal process and third parties such as lawyers are excluded.

3. CDAA Procedures for Managing Potential Breaches of the Code of Ethics

3.1. What if a CDAA member may have not complied with these Ethical Standards?

If someone is concerned that a CDAA member may have acted contrary to this Code of Ethics:

- First, explain your concerns or issues and the impact on you to the CDAA member and try to find a resolution that is agreeable to both parties.
- If agreement cannot be reached, the CDAA has a complaints process as outlined below.

3.2. Who can lodge a complaint, and how?

Complaints may be made against a CDAA member by a member of the public (e.g. client), an organisation that the member has had involvement with, another CDAA member or the CDAA itself.

Complaints must be made in writing by fully completing the “Complaint Form - CDAA Member in Potential Breach of the Code of Ethics” and sent In Confidence to the CDAA National Manager at the address on the form.

The form is included for information on the following pages and is available for download on the CDAA website at <https://www.cdaa.org.au/> **link to be included**



Level 30, 91 King William Street Adelaide SA 5000

**Complaint Form - CDAA Member in Potential Breach
of the Code of Ethics for Australian Career Development Practitioners**

- ❖ Please complete every section of this form with as much detail as possible to assist with the investigation. You are welcome to attach additional pages if required.
- ❖ Please ensure the declarations at the end of the form are completed.
- ❖ If you need help completing this form or have questions about the process, please contact the CDAA National Manager at nationalmanager@cdaa.org.au

Complainant	The person making the complaint
Name	
Email	
Phone	
Organisation (if relevant)	

Respondent	The CDAA member
Name	
Business Name (if relevant)	
Email	
Phone	

Activity	Please describe the service or activity being provided that led to the potential breach

Alleged Breach	Please describe the alleged breach of the Code of Ethics and how it happened.

Result	Please describe the result or impact of the alleged breach – on you, and/or on others.

Code of Ethics Breach	Please say which Code of Ethics <i>principle(s)</i> and <i>criteria</i> was/were breached
Principle	Criteria
1. Ethical principles for professional competency and conduct	
2. Ethical principles for career development Practitioner-Client relationships	
3. Ethical principles for professional relationships	

Evidence	Please describe or attach the evidence that shows the alleged breach happened. <i>Evidence needs to be specific, accurate and as detailed as possible, to assist the investigation.</i>

Any other Information	Is there anything else about this matter that you wish to report?

Declarations:

- I declare the information I have provided is accurate and true. YES / NO
- I agree to treat this matter in strict confidence. YES / NO
- I have no other civil or legal complaint underway or pending against this CDAA member. YES / NO

-
- ❖ *When completed, please send this form In Confidence to the CDAA National Manager; email: nationalmanager@cdaa.org.au or post: Level 30, 91 King William Street Adelaide SA 5000*
 - ❖ *Your complaint will be acknowledged within 1 working day of receipt.*

3.3. Deciding if there is a potential case to answer

3.3.1. The CDAA National Manager will acknowledge receipt of the complaint within one working day and within five working days will determine whether the complaint is capable of amounting to a real or perceived breach of the Code of Ethics. That is, whether there is a real prospect that the alleged facts can be proved and if so, that the facts identify a potential breach of the Code of Ethics. In doing so, the National Manager may consult with the complainant and the member for clarification.

3.3.2. Where the CDAA National Manager concludes that the complaint is not capable of amounting to an allegation, the complainant will be informed by email within the five days of receiving the complaint that no further action will be taken, and the matter will be closed. This could be for examples that there was insufficient reliable evidence, or that the matter was not considered a breach of the Code of Ethics. Information regarding the avenue for appeal will be included in the communication.

3.3.3. Within ten working days of receiving the complaint and deciding that no further action should be taken, the National Manager will provide all the information regarding the complaint and the decision to close the matter to the Chair of the CDAA Ethics Committee for reference.

3.4. Challenging the decision there is not a case to answer

3.4.1. The Chair of the CDAA Ethics Committee will review the information provided by the National Manager and consider if, in their opinion, the correct decision was made. If not satisfied, the Chair may choose to declare there is a case to answer.

3.4.2. The complainant may challenge the decision of the National Manager by email to the Chair of the CDAA Ethics Committee within five working days of being informed that no action will be taken.. This process will consist of the consideration of the information already submitted to the National Manager and any additional evidence or further justification presented by the complainant.

3.4.3. The decision of the Chair of the CDAA Ethics Committee whether there is or is not a case to answer, will be made within a further five working days of receiving an appeal from the complainant. The decision is final and binding and the complainant, the member and the National Manager will be notified of the decision by email from the Chair of the CDAA Ethics Committee.

3.5. If there is a potential case to answer

3.5.1. Where the CDAA National Manager, or if upon review the Chair of the CDAA Ethics Committee, conclude that the complaint is capable of amounting to an allegation, within five working days of receipt of the complaint the National Manager will:

- Inform the complainant by email that the matter has been referred to the Chair of the CDAA Ethics Committee and to expect communication from the Chair within 10 working days.
- Provide all the information regarding the complaint to the Chair of the CDAA Ethics Committee and request an investigation.

3.5.2. The Chair of the Ethics Committee will within 10 working days of receiving the information:

- Communicate with the complainant and advise of the process by which the Committee will proceed. This will include reference to the *CDAA Principles for Managing Potential Breaches of the Code of Ethics*.
- Communicate with the member against whom the complaint has been made, advising them of the nature of the complaint and the process by which the Committee will proceed. This will include reference to the *CDAA Principles for Managing Potential Breaches of the Code of Ethics*.
- Call together the Ethics Committee for an initial meeting to review the claim and evidence provided and plan the review process. This Committee will be comprised of the Immediate Past CDAA President as Chair plus a minimum of two Life or Fellow CDAA members. The total is to be an uneven number to ensure a simple majority can be achieved in decision making.

3.6. CDAA Ethics Committee determination

3.6.1. The task of the Ethics Committee is to:

- Determine if on the balance of probability, the CDAA member has breached an element(s) of the ***Code of Ethics for Australian Career Development Practitioners***.
- Recommend to the CDAA National Executive Committee (NEC) appropriate mechanism(s) for dealing with the breach, or that in their view a breach has not occurred or been sufficiently proven. This will include provision of all communication and documentation relevant to the case, with the rationale for the recommendation.
- Inform the complainant and the member that a determination has been reached (but not the detail – this is a matter for the NEC) and the next steps with timeline, including avenue for appeal.

3.6.2. Minutes or recordings of Ethics Committee meetings are to be kept.

3.6.3. Where practicable, the Ethics Committee will deliver its findings to the NEC within two months following receipt of the complaint.

3.6.4. The decision of the Committee will be by simple majority.

3.6.5. Upon conclusion of the CDAA Ethics Committee deliberation and recommendation(s), the Chair will provide to the National Manager all documentation and minutes pertaining to the case, for confidential archive in the CDAA records.

3.7. CDAA Ethics Committee Recommendation to National Executive Committee (NEC)

3.7.1. If the finding is that a breach has occurred, the Committee recommendations will be dependent on the severity of the established breach. Factors influencing severity may include as:

- Adhering to the *CDAA Principles for Managing Potential Breaches of the Code of Ethics*.
- Was the breach intended vs unintended behaviour, including poor judgement?
- The number of people affected and the severity of the impact.
- The membership level, experience and professional credentials of the member.
- The impact of the types of discipline on the member, their employment prospects and their reputation.
- Are the recommendations proportionate and ethical?

3.7.2. If the finding is that a breach has occurred, appropriate response(s) for dealing with the breach may include (but not be limited to, depending on circumstance):

- Require a letter of apology to be written by the member to the complainant, approved by the Ethics Committee Chair before being sent.
- Issue a written warning which includes the consequences if a further breach is committed within a time period to be determined by the Committee.
- Require a written undertaking from the member as to future conduct and performance.
- Require a written undertaking from the member to undertake specific research, education, or training, with evidence of completion.
- Restrict the member from certain activities within the Association, e.g., leadership or CPD delivery for a defined period of time.
- Suspend the member's CDAA membership for a defined period of time and stipulate what requirements must be met for re-entry.
- Terminate the member's CDAA membership.

3.7.3. The recommendation to the NEC President will include what the Ethics Committee considers would be appropriate proof of compliance by the member.

3.7.4. The NEC President will convene a meeting of the NEC within ten working days of receipt of recommendation(s) from the Ethics Committee Chair. NEC will:

- Review the documentation for the case, the recommendation(s) of the Ethics Committee and the rationale for the recommendation(s).
- Determine if the NEC agrees with the recommendation(s).
- If not, determine what NEC agrees is the appropriate action(s).

3.7.5. Subsequent to the decision by NEC, within fifteen working days of receipt of the recommendations the National President will:

- Inform the Chair of the Ethics Committee of the decision.
- Inform the complainant by email of the decision, the rationale and the process for appeal. An appeal must be lodged within five working days.
- Inform the member by email of the decision, the rationale and the process for appeal. If specific actions within timelines are required of the member, this will include informing the member as to who will manage this process, what evidence of compliance is required and what consequences for non-conformance will apply. The member must reply within five working days in acceptance of the decision or with an appeal.

3.8. Appealing the decision and/or required actions

3.8.1. Either party may appeal the decision of, and/or actions required by the NEC, through email to the National President within five working days of being informed of the outcome. Any appeal must be based on the evidence accepted in the case. The appeal should contain where possible, what the party considers is an appropriate alternative response when compared to the one determined by the NEC. Grounds for appeal may include:

- That evidence was not considered adequately. (Submission of new evidence is not permitted, except in exceptional circumstance and at the discretion of the National President.)
- That the decision making process was flawed.
- The severity or leniency of the decision was inappropriate or disproportionate.

3.8.2. If an appeal is received, the National President will within ten working days convene the Appeals Panel. This Panel will comprise of the National President as Chair (to aid continuity of information) plus a minimum of two Life or Fellow CDAA members. The total is to be an uneven number, to ensure a simple majority can be achieved in decision making. Members cannot sit on both the Ethics Committee and the Appeals Panel for the same case.

3.8.3. The Appeals Panel will within a further fifteen working days:

- Review all aspects of the case to date.
- Review the argument and substance of the Appeal.
- Uphold the determination of the NEC or,
- Provide a varying determination.
- Advise all parties of the Appeals Panel decision and subsequent implications for both parties.

3.8.4. The decision of the Committee will be by simple majority.

3.9. Final decision

3.9.1. The decision of the Appeals Panel is final and no further variation to the determination will be considered.

3.9.2. Upon conclusion of the CDAA Appeals Panel deliberation and decision, the Chair will provide to the National Manager all documentation and minutes pertaining to the case, for confidential archive in the CDAA records.

Ethics Committee and Ethics Appeals Panel

of the Career Development Association of Australia

Terms of Reference

Version History	
Original Document:	February 2013
Reviewed:	June 2015
This Version:	May 2021
Author:	National Manager
Authorisation:	National Executive Committee April 2021
Next Review:	June 2022

CDAE Ethics Committee and Appeals Panel Terms of Reference

1. Purpose

a) CDAE Ethics Committee

The CDAE Ethics Committee is an ad-hoc committee that meets as required. It receives and reviews complaints against CDAE members of potential breaches of the *Code of Ethics for Australian Career Development Practitioners*. It then recommends to the CDAE National Executive Committee (NEC) appropriate mechanism(s) for dealing with the breach, or that in their view a breach has not occurred or been sufficiently proven.

b) CDAE Ethics Appeals Panel

The CDAE Ethics Appeals Panel is an ad-hoc committee that meets as required. It receives and reviews appeals against CDAE National Executive Committee (NEC) determinations in complaints against CDAE members of potential breaches of the *Code of Ethics for Australian Career Development Practitioners*. The decision of the Appeals Panel is final and no further variation to the determination will be considered.

2. Membership

Members of the *CDAE Ethics Committee* will comprise the Immediate Past CDAE National President as Chair plus a minimum of two Life or Fellow CDAE members invited to join for the particular case. The total is to be an uneven number, to ensure a simple majority can be achieved in decision making.

Members of the *CDAE Ethics Appeals Panel* will comprise the current CDAE National President as Chair plus a minimum of two Life or Fellow CDAE members invited to join for the particular case. The total is to be an uneven number, to ensure a simple majority can be achieved in decision making.

Members cannot sit on both the Ethics Committee and the Appeals Panel for the same case.

3. Roles and Responsibilities

The *CDAE Ethics Committee* is accountable for:

- Receiving and reviewing complaints against CDAE members of potential breaches of the *Code of Ethics for Australian Career Development Practitioners*.
- Recommending to the CDAE National Executive Committee (NEC) appropriate mechanism(s) for dealing with the breach, or that in their view a breach has not occurred or been sufficiently proven.
- Providing feedback and suggestions to the CDAE National Executive Committee (NEC) for improvement to the CDAE processes and procedures for managing complaints against members.

The *CDAE Ethics Appeals Panel* is accountable for:

- Receiving and reviewing appeals against CDAE National Executive Committee (NEC) determinations in complaints against CDAE members of potential breaches of the *Code of Ethics for Australian Career Development Practitioners*.
- Deciding if the determination made by NEC is correct, or making an alternate determination if necessary.
- Providing feedback and suggestions to the CDAE National Executive Committee (NEC) for improvement to the CDAE processes and procedures for managing complaints against members.

Members of both Committees commit to:

- Gaining full understanding of the CDAE Principles and Procedures for managing potential breaches of the Code of Ethics
- Maintaining confidentiality
- Declaring any personal or professional relationship that may be a real or perceived conflict of interest or may hinder impartiality
- Attending all scheduled meetings (exception for extenuating circumstances)
- Making timely decisions and taking action so as to meet the required timelines

- Contributing expertise willingly and without prejudice, and
- Notifying members of the Committee, as soon as practical, if any matter arises which may be deemed to affect the Committee’s purpose or achievement of outcomes.

Members of both Committees expect:

- To be fully indemnified by the Associations Insurances against any action, liability or loss arising from any claims made against them in investigating and determinations of potential breaches of the **Code of Ethics**
- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact any matters, as they arise
- Open and honest discussions, without resort to any misleading assertions, and
- Ongoing ‘health checks’ to verify the overall status and ‘health’ of the Committee and its charter.

4. Meetings

- All meetings of the Ethics Committee will be chaired by the Immediate Past CDAА National President, or delegate.
- All meetings of the Appeals Panel will be chaired by the current CDAА National President, or delegate.
- Meetings will be held as required to deal with matters brought before the Committee. Once a matter is accepted for consideration, the Committee will make a determination of the frequency and duration of meetings required to deal with the matter.
- A meeting quorum will be a majority (that is, greater than 50%) of members of the Committee.
- The decisions of the Committee and Appeals Panel will be by simple majority.

5. Process

This is a summary only – to be modified depending on the details of each particular case.

a) CDAА Ethics Committee

- Review the initial complaint and information from the complainant.
- If required, ask the complainant for additional information or evidence to clarify the accusation.
- Provide details of the complaint to the accused member and ask for their response.
- Seek clarification from the member if required.
- Consider all of the evidence from both parties.
- Seek final clarification from either or both parties if required.
- Determine an outcome in the context of the *CDAА Principles for Managing Potential Breaches of the Code of Ethics* and develop a recommendation for appropriate action(s).
- Write a report for the NEC.
- Inform the complainant and the member that a determination has been reached (but not the detail – this is a matter for the NEC) and the next steps with timeline, including avenue for appeal.

b) CDAА Ethics Appeals Panel

- Review all aspects of the case to date.
- Review the argument and substance of the Appeal.
- Uphold the determination of the NEC or,
- Provide a varying determination, based on the appeal information provided.
- Advise all parties of the Appeals Panel decision and subsequent implications for both parties.

6. Reporting

The chairs of both the Ethics Committee and the Appeals Panel will report outcomes and any recommended improvements to the CDAА National Executive Committee (NEC) after each matter has been finalised.

7. Term

This Terms of Reference is effective by agreement of NEC and continues until 30 June 2022.

8. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the NEC and the Committee members. Any amendment, modification or variation will be by agreement of the Committee in the first instance, and subsequently by resolution and carriage of the NEC.

