



## Nomination of Members appointed by the Minister or co-opted to the Kalgoorlie Campus Council Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Curtin University Act 1966 \(WA\) \(the Curtin Act\)](#)

Strategic Plan Theme: [People and Culture](#)

### 2. IMPLEMENTATION PRINCIPLES

#### 2.1. Members appointed or co-opted to Kalgoorlie Campus Council

- 2.1.1 The members appointed by the Minister or co-opted to Kalgoorlie Campus Council (the KCC) are those members appointed or co-opted to the KCC pursuant to section 21M(1)(a), (b), (c) and (j) of the Curtin Act.
- 2.1.2 Section 21M(1)(a) of the Curtin Act provides that the KCC is to include a member of the University Council who is appointed by the Minister to be chairperson of the Kalgoorlie Campus Council.
- 2.1.3 Section 21M(1)(b) of the Curtin Act provides that the KCC is to include 5 persons who are appointed by the Minister and who are representative of education, the professions, of industrial, commercial or community interests.
- 2.1.4 Section 21M(1)(c) of the Curtin Act provides that the KCC is to include one person who is appointed by the Minister and who is representative of vocational education and training interests.
- 2.1.5 Section 21M(1)(j) of the Curtin Act provides that the KCC is to include not more than 3 persons appointed from time to time by co-option by the Kalgoorlie Campus Council, but a person whose sole or principal employment is that of a member of the staff of the University may not be so appointed.

#### 2.2. Term of office

- 2.2.1 Under clause 2(1)(a) of Schedule 2 of the Curtin Act, the term of office for a non ex officio member of the KCC is to be a term not exceeding 3 years.
- 2.2.2 Pursuant to clause 2(2) of Schedule 2 of the Curtin Act, a non ex officio member of the KCC on the expiry of his or her term of office may be eligible for reappointment; but on the expiry of a third successive term of office he or she is not eligible to hold office as a member until 12 months have elapsed after such expiry.

### 3. PROCEDURAL DETAILS

#### 3.1. General

- 3.1.1 The Nominations Committee of the KCC will consider eligible candidates for those members appointed or co-opted to the KCC pursuant to section 21M(1)(a), (b), (c) and (j) of the Curtin Act.

#### 3.2. Succession Planning

- 3.2.1 To assist the Nominations Committee of the KCC in its deliberations, the KCC Secretary will maintain and provide as needed:
  - a) a Membership Register which lists the current members of the KCC, the category under which they were appointed or elected, any mandated requirements for that position, the date on which their term will expire, the number of terms they have served, and their eligibility or otherwise for re-appointment for a further term;
  - b) a matrix showing the skills and expertise of all current members of the KCC; and
  - c) a list of persons already identified as potential nominees.

#### 3.3. Nomination Process

- 3.3.1. No later than six months before the expiry date of the term of a relevant member of the KCC, the KCC Secretary will inform the Chairperson of the impending vacancy, and the

matter will be placed on the agenda of the Nominations Committee of the KCC for consideration.

3.3.2. The Nominations Committee of the KCC will consider the impending vacancy in the light of:

- a) the general characteristics considered desirable in a KCC member;
- b) the mix of skills and expertise of serving KCC members and any gaps which might beneficially be filled;
- c) requirements of the Curtin Act (for example, under section 21M(2) of the Curtin Act, the Minister must endeavour to ensure that at least one of the persons appointed to the Kalgoorlie Campus Council under section 21M(1)(b) of the Curtin Act is a resident of the Esperance region);
- d) the operational context in which the University and the Kalgoorlie Campus is (or is likely to be) operating;
- e) where the incumbent is eligible for re-appointment, his or her performance and contribution to date as a KCC member;
- f) the desirability of fresh perspectives being introduced onto the KCC, whilst also retaining sufficient corporate memory;
- g) the desirability for diversity on the KCC so that the KCC's deliberations are enriched by a broad range of backgrounds, insights and approaches;
- h) the maintenance of gender balance on the KCC (in this context it is desirable that there is at least 30% of either gender on the KCC);
- i) the balance of external and internal members; and
- j) any other matters considered pertinent by the Nominations Committee of the KCC.

#### **3.4. Re-appointment of an incumbent member**

3.4.1. If the Nominations Committee of the KCC considers that an incumbent member should be re-appointed to the KCC, the Chairperson or his/her nominee will approach the member to establish whether he or she is prepared to have their name put forward for re-appointment.

3.4.2. If the current incumbent is prepared to serve a further term, the Nominations Committee of the KCC will recommend to the KCC that it:

- a) in the case of members appointed by the Minister under section 21M(1)(a), (b) or (c) of the Curtin Act, recommend to the Nominations Committee of the University Council that a candidate be recommended for appointment by the Minister. The Nominations Committee of the University Council will then recommend to the Minister through the University Council that the candidate be reappointed by the Minister; and
- b) in the case of members co-opted by the KCC under section 21M(1)(j) of the Curtin Act, co-opt the proposed candidate to the KCC.

3.4.3. The recommendation of the Nominations Committee of the KCC will include the proposed duration of the appointment. Unless there are special circumstances, a termination date of 31 March of the relevant anniversary year will be specified in the recommendation.

#### **3.5. Nomination of a new member**

3.5.1. A recommendation to appoint a new member to KCC will be made by the Nominations Committee of the KCC if:

- a) the incumbent is not eligible for re-appointment;
- b) the incumbent is eligible for re-appointment, but is not prepared to serve for another term; or
- c) the incumbent is eligible for re-appointment, but the Nominations Committee of the KCC does not consider that re-appointment is desirable in the circumstances.

3.5.2. The Nominations Committee of the KCC will develop a list of potential candidates from which a short list of nominees will be prepared and then approached by the Chairperson or his/her nominee to ascertain preparedness to be recommended for appointment. The

Chairperson will then recommend a preferred candidate to the Nominations Committee. The Nominations Committee of the KCC will then recommend to the KCC that it:

- a) in the case of members appointed by the Minister under section 21M(1)(a), (b) or (c) of the Curtin Act, recommend to the Nominations Committee of the University Council that a candidate be recommended for appointment by the Minister. The Nominations Committee of the University Council will then recommend to the Minister through the University Council that the candidate be appointed by the Minister; and
- b) in the case of members co-opted by the KCC under section 21M(1)(j) of the Curtin Act, co-opt the proposed candidate to KCC.

3.5.3. The recommendation of the Nominations Committee of the KCC will include the proposed duration of the appointment. Unless there are special circumstances, a termination date of 31 March of the relevant anniversary year will be specified in the recommendation.

### **3.6. Provision of advice on the resolution of the Nominations Committee of the University Council**

3.6.1. in the case of members appointed by the Minister to the KCC under section 21M(1)(a), (b) or (c) of the Curtin Act, the Council Secretary will write to the Minister providing the recommendation of the Nominations Committee of the University Council, the rationale for the recommendation, the proposed duration for the appointment and any other pertinent information.

3.6.2. In the case of members co-opted by the KCC under 21M(1)(j) of the Curtin Act, once the KCC has resolved on the appointment, the KCC Secretary will formally advise the successful appointee by letter.

## **4. RESPONSIBILITIES**

The Council Secretary and KCC Secretary are responsible for the processes outlined in these procedures.

## **5. SCOPE OF PROCEDURES**

These procedures apply to members of the KCC, members of the Nominations Committee of the KCC, members of the Nominations Committee of the University Council, members of the University Council, the Council Secretary and KCC Secretary.

## **6. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

## **7. SCHEDULES**

Schedule 1 - Approval pathways for the appointment by the Minister or co-opted members to the Kalgoorlie Campus Council

## **8. RELATED DOCUMENTS/LINKS/FORMS**

[Curtin University Act 1966 \(WA\)](#)

Charter of the Kalgoorlie Campus Council

Constitution of the Nominations Committee of the University Council

Constitution of the Nominations Committee of the KCC

<b>Policy Compliance Officer</b>	<a href="#">Jon Porter</a> , Council Secretary   Secretariat
<b>Policy Manager</b>	Council Secretary
<b>Approval Authority</b>	Council
<b>Review Date</b>	1 <sup>st</sup> April 2021

**REVISION HISTORY**

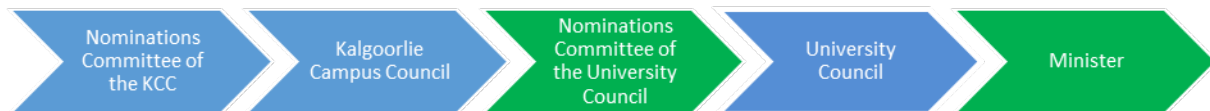
<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes &amp; Notes</b>
New	Approved	21/06/017	Council	C 94/17	Attachment F to Item 7.5

**Schedule 1 - Approval pathways for the appointment by the Minister or co-opted members to the Kalgoorlie Campus Council**

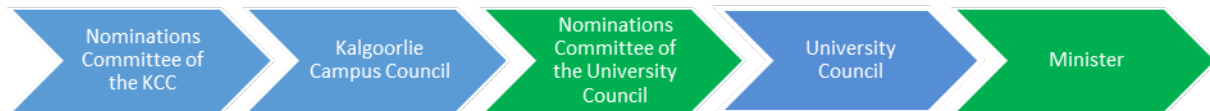
Approval pathway for the appointment a member of the University Council by the Minister to be chairperson of the Kalgoorlie Campus Council under section 21M (1)(a) of the Curtin Act:



Approval pathway for the appointment of 5 members to the Kalgoorlie Campus Council by the Minister under section 21M (1)(b) of the Curtin Act who are representative of education, the professions, or industrial, commercial or community interests:



Approval pathway for the appointment of one person to the Kalgoorlie Campus Council by the Minister under section 21M (1)(c) of the Curtin Act who is representative of vocational education and training interests:



Approval pathway for the co-option of members to the Kalgoorlie Campus Council under section 21M (1)(j) of the Curtin Act:

