



Diverse Representation on Decision-Making Bodies Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Diversity and Inclusion Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. University community members (as defined in the [Curtin Common Definitions](#)) will uphold the equity and diversity principles of 'Right, Opportunity, Recognition and Inclusion (RORI)' when enhancing the participation of people from diverse backgrounds in decision-making and decision-making roles. Inclusive membership of decision-making bodies ensures that decision-making is informed and enriched by the diversity of the decision-makers.
- 2.2. The University has a particular focus on gender balance and Aboriginal and Torres Strait Islander peoples participation in decision-making, in line with the [Indigenous Governance Policy](#), [Reconciliation Action Plan](#) and the [Workplace Gender Equality Act](#).

3. PROCEDURAL DETAILS

3.1. Proactive Action

- 3.1.1. In the interest of enhancing the participation of diverse groups on decision-making bodies all University areas will:
 - (a) Regularly inform people from diverse backgrounds of their right to participate in decision-making, which includes attending committee meetings where relevant issues are discussed;
 - (b) Invite expressions of interest from eligible people from diverse backgrounds, including people who are employed on continuing and fixed term contracts (full-time and part-time and time fractions), where this is not already the case;
 - (c) Where membership by election applies, electorates may be requested to encourage nominations from the minority gender and/or Aboriginal and Torres Strait Islander peoples;
 - (d) Encourage participation of people from diverse backgrounds on Council, major University-wide committees, Faculty/Branch committees and sub-committees;
 - (e) Ensure decisions that involve or impact on persons from diverse backgrounds are only made following consultation with persons from the relevant backgrounds.

3.2. Representation in Practice

- 3.2.1. The Chairperson is responsible for ensuring appropriate representation of Aboriginal and Torres Strait Islander peoples, as determined by the Indigenous Governance Policy and Principles for Implementation (quantified targets are currently under development in partnership with the Aboriginal and Torres Strait Islander community).
- 3.2.2. The Chairperson is responsible for ensuring appropriate gender representation. All decision-making bodies will have a membership of no less than 40% of each gender, or a percentage that is roughly proportional to the relevant staff or student populations (calculated separately).
- 3.2.3. Where a committee has less than 40% gender balance, the Chairperson is responsible for ensuring strategies are in place to increase representation, in consultation with the Director, Corporate Values & Equity. Strategies to achieve appropriate gender representation may include:
 - (a) Co-opting staff members to committees where appropriate when the proportion of minority gender is low;
 - (b) Appointing or co-opting suitably qualified people from inside or outside the University;
 - (c) Providing for ex-officio members (particularly Chairs) to be represented by a nominee who will be a member of the minority gender;

- (d) Changing the terms of reference to limit ex-officio numbers and to broaden eligibility to include staff from more junior levels.
- 3.2.4. Wherever possible, Chairpersons will invite a person with the relevant background to attend a meeting where decisions are being considered relevant to people from that background. People with relevant expertise who can also be contacted include but are not limited to:
 - Director, Centre for Aboriginal Studies and/or Elder in Residence
 - Director, Corporate Values & Equity
 - Director, Support Services
- 3.2.5. To increase diversity and representation of membership, where a designated member needs to delegate her/his place, s/he will give consideration to Curtin Values and principles of equity and diversity (Rights, Opportunity, Recognition and Inclusion - RORI).
- 3.2.6. Where possible, the Chairperson and/or convenor will make every effort to arrange meetings times that do not disadvantage or preclude the participation of individuals with cultural and/or caring responsibilities, or those who are working part-time.

3.3. Reporting

- 3.3.1. The Chairperson is responsible for maintaining accurate records of membership, strategies to increase the diversity of people represented, and providing membership information including diversity considerations.

3.4. Exemptions

- 3.4.1. Committees established to support Equal Employment Opportunity Target Groups where membership is endorsed by the Director, Corporate Values and Equity.

4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3 the Deputy Vice Chancellor, Academic and the Director, Corporate Values and Equity are responsible for monitoring the implementation of these procedures.

5. SCOPE OF PROCEDURES

These procedures apply to all Curtin University students and staff.

6. DEFINITIONS

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

Decision-making bodies

University decision-making bodies are defined as formal committee systems and management structures.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Code of Conduct](#)

[Conflict of Interest Procedures](#)

[Council Standing Orders](#)

[Indigenous Governance Policy](#)

[Reconciliation Action Plan](#)

[Student Charter](#)

[Values and Signature Behaviours](#)

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Approval Authority	Deputy Vice-Chancellor, Academic
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
A003/3.1	Approved	30/10/2000	Vice-Chancellor	N/A	PMC 87/00
3.1A	Amended	21/02/2002			Titles amended
3.1B	Amended	25/10/2006	Council	C 150/06 (iii)	Document No 01108/06 - Titles updated
A003/3.1C	Amended	09/05/2007	Council	C 58/07	Document No 00390/07 (Amended to reflect Organisational Chart)
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendments
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager Updated
	Administratively Updated	02/09/2014	Director, Legal and Compliance Services		Authority Approval Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1628	Unconditional (Name change to Diverse Representation on Decision-Making Bodies Procedures)
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)