



## Nomination of Members appointed by the University Council 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 by the University Council to the Kalgoorlie Campus Council

- 2.1.1 The members appointed by the University Council to the Kalgoorlie Campus Council (the KCC) are those members appointed to the KCC pursuant to section 21M(1)(f), (g) and (h) of the Curtin Act.
- 2.1.2 Section 21M(1)(f) of the Curtin Act provides that the KCC is to include a member of the higher education academic staff of the Kalgoorlie Campus and who is appointed by the Council of the University.
- 2.1.3 Section 21M(1)(g) of the Curtin Act provides that the KCC is to include a member of the general staff (other than the academic staff) of the Kalgoorlie Campus and who is appointed by the Council of the University.
- 2.1.4 Section 21M(1)(h) of the Curtin Act provides that the KCC is to include an enrolled student of the Kalgoorlie Campus and who is appointed by the Council of the University.

#### 2.2. Term of office

- 2.2.1 Under clause 2(1) of Schedule 2 of the Curtin Act:
  - (a) the term of office for members appointed under section 21M(1)(f) and (g) of the Curtin Act is to be a term not exceeding 3 years; and
  - (b) the term of office for members appointed under section 21M(1)(h) of the Curtin Act is to be a term not exceeding 1 year.
- 2.2.2 Pursuant to clause 2(2) of Schedule 2 of the Curtin Act, a member appointed under section 21M(1)(f) or (g) of the Curtin Act to 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.
- 2.2.3 Pursuant to clause 2(3) of Schedule 2 of the Curtin Act, a member appointed under section 21M(1)(h) of the Curtin Act to the KCC on the expiry of his or her term of office may be reappointed once, but only once, on the expiry of their term, if they continue to be qualified under section 21M(1)(h).

### 3. PROCEDURAL DETAILS

#### 3.1. General

- 3.1.1 The Vice-Chancellor will consider eligible candidates to fill vacancies that arise under section 21M(1)(f), (g) and (h) of the Curtin Act.

#### 3.2. Nomination Process

- 3.2.1 No later than three months before the expiry date of the term of a member appointed by the University Council to the KCC pursuant to section 21M(1)(f), (g) and (h) of the Curtin Act, the KCC Secretary will call for nominations from among eligible staff or students as the case may be to fill the expected vacancy.
- 3.2.2 Nominations shall be in writing, signed by a proposer and the nominee and dated and lodged with the KCC Secretary by the date specified for the close of nominations.
- 3.2.3 Nominations shall remain open for a period of at least 14 days.
- 3.2.4 Nominees may provide a short statement, not exceeding 150 words, describing the experience, skills and expertise they can bring to the KCC.

3.2.5. The Vice-Chancellor will consider the nominations received 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 (see section 21M);
- 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 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 KCC (in this context it is desirable that there is at least 40% women, 40% men and 20% of either, and/or other genders);
- i) the balance of external and internal members; and
- j) any other matters considered pertinent by the Vice-Chancellor.

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

3.3.1. A recommendation that the preferred nominee be appointed to the KCC pursuant to section 21M(1)(f), (g) and (h) of the Curtin Act as appropriate will be made by the Vice-Chancellor to the University Council.

3.3.2 The recommendation of the Vice-Chancellor will include the proposed duration of the appointment.

### **3.4. Provision of advice on the resolution of the University Council**

3.4.1. Once the University Council has made a resolution on the matter, the Council Secretary will formally advise the successful nominee by letter and advise the Kalgoorlie Campus Council of the appointment.

## **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 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 of members by the University Council 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

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<b>Policy Manager</b>	Council Secretary
<b>Approval Authority</b>	Council
<b>Review Date</b>	1 <sup>st</sup> April 2025

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	21/06/017	Council	C 94/17	Attachment G to Item 7.5
	Approved	2021/07/	Council	C 94/21	Attachment B to Item 8.1

**Schedule 1 - Approval pathways for the appointment of members by the University Council to the Kalgoorlie Campus Council**

Approval pathway for the appointment of a member by the University Council to the Kalgoorlie Campus Council under section 21M(1)(f), (g) and (h) of the Curtin Act:

