



CURTIN INDIGENOUS POLICY COMMITTEE

CONSTITUTION

1 Establishment

- 1.1 The Curtin Indigenous Policy Committee (CIPC) was established as a committee of the Planning and Management Committee on 25 July 2006 (PMC 59/06 (*v*) as amended).
 - 1.1.1 The CIPC assumes the functions previously performed by the Aboriginal Education Plan Implementation Committee (AEPIC), a body advisory to the Deputy Vice-Chancellor.
- 1.2 The CIPC was reformed under a renewed constitution as a committee of the Planning and Management Committee on 29 July 2014 (PMC 63/14).
- 1.3 The CIPC was re-established as committee reporting directly to the Vice-Chancellor on 1 April 2021.

2 Responsibilities

- 2.1 The CIPC is responsible for advising the Vice-Chancellor on matters pertaining to implementation of the University's Indigenous Governance Policy.
- 2.2 The CIPC is responsible for reporting annually to the Vice-Chancellor and Senior Executive Team (SET) as set out at Item 9: Reporting.
- 2.3 The CIPC can refer, by exception, specific matters to SET for consideration.

3 Membership

- 3.1 The membership of the CIPC shall comprise:
 - 3.1.1 The Elder in Residence (Chair)
 - 3.1.2 The Deputy Vice-Chancellor, Academic *ex officio*;
 - 3.1.3 The Deputy Vice-Chancellor Research or nominee, *ex officio*;
 - 3.1.4 The Deputy Vice-Chancellor International or nominee, *ex officio*;
 - 3.1.5 The Director, Centre for Aboriginal Studies or nominee, *ex officio*;
 - 3.1.6 The members of the Indigenous Leadership Group, *ex officio* if they are not already members of CIPC in another membership category;
 - 3.1.7 The Pro Vice-Chancellor, Business and Law or nominee, *ex officio*;
 - 3.1.8 The Pro Vice-Chancellor, Science and Engineering or nominee, *ex officio*;
 - 3.1.9 The Pro Vice-Chancellor, Health Sciences or nominee, *ex officio*;
 - 3.1.10 The Pro Vice-Chancellor, Humanities or nominee, *ex officio*;
 - 3.1.11 Chief Strategy Officer or nominee, *ex officio*;
 - 3.1.12 Director, People and Culture or nominee, *ex officio*;
 - 3.1.13 Associate Deputy Vice-Chancellor Learning and Teaching or nominee, *ex officio*;
 - 3.1.14 Chief Student Services Officer or nominee, *ex officio*;
 - 3.1.15 Director, Support Services or nominee, *ex officio*;
 - 3.1.16 Vice President, Corporate Relations or nominee, *ex officio*;
 - 3.1.17 Director, Regional Education and Strategic Projects or nominee, *ex officio*;
 - 3.1.18 One Indigenous academic staff representative nominated by the National Tertiary Education Union;
 - 3.1.19 One Indigenous professional and general staff representative selected from representatives nominated by the NTEU, AMWU, CEPU, CPSU, CFMEU or United Voice;
 - 3.1.20 One Indigenous undergraduate student representative nominated by the Curtin Student Guild;

- 3.1.21 One Indigenous postgraduate student nominated by the Curtin University Postgraduate Student Association;
- 3.1.22 Up to two members from the Curtin University Aboriginal and Torres Strait Islander Advisory Committee.

3.2 The membership of the CIPC may include up to 2 additional co-opted members appointed by the Vice-Chancellor having regard to gender balance (to achieve at least 40% of either gender), diversity and expertise.

4 Terms of Office

- 4.1 Members appointed to the CIPC other than *ex officio* members (“appointed members”) serve for terms of up to two years, concluding on 31 March of the relevant anniversary year.
- 4.2 An appointed member may be appointed to serve for additional terms provided that such member may serve no more than three consecutive terms or a maximum of six years continuously. Twelve months must elapse before a former appointed member is again eligible to serve on the CIPC.

5 Quorum

- 5.1 The quorum for meetings of the CIPC shall be the nearest whole number above one half of the membership of the CIPC.

6 Rights of Audience and Debate

- 6.1 The CIPC may invite any person – whether from within, or external to the University – to attend specific meetings, or for specific items of a meeting, to assist the CIPC in its deliberations.

7 Establishment of Working Parties or Sub-Groups

- 7.1 The CIPC may, as it deems appropriate or desirable, establish working parties to undertake particular tasks in relation to a nominated function. A working party may include persons other than members of the CIPC.
- 7.2 A working party’s or sub-group’s role is advisory.

8 Meeting Schedule

- 8.1 The CIPC will meet at least twice each year, once in each semester. The Chair is responsible for determining if more meetings are required, to enable the CIPC to perform its responsibilities.

9 Reporting

- 9.1 The CIPC will report to the Vice-Chancellor by way of its minutes, drawing attention to particular issues or recommendations.
- 9.2 The CIPC will submit an annual report to the Senior Executive Team in respect of its activities in the 12 months in retrospect. The annual report will include:
 - 9.2.1 detail of the achievement against the specific objectives of the Indigenous Governance policy;
 - 9.2.2 progress of actions of the Reconciliation Action Plan (RAP);
 - 9.2.3 representation numbers of Aboriginal and Torres Strait Islander people on relevant University committees; and
 - 9.2.4 a self-assessment of the effectiveness of the CIPC in fulfilling its constitutional brief in the period under review, including recommendation on any amendments to its constitution which are considered necessary to improve efficiency and effectiveness of the committee.

10 Servicing of the CIPC

10.1 The Executive Officer will be drawn from the staff of the Diversity and Equity Unit.

10.2 The Secretary of the Committee will be appointed by the Director, Secretariat and Council Secretary.

REVISION HISTORY:

| Revision Ref. No. | Approved/ Rescinded | Date | Committee/ Board | Resolution Number | Document Reference |
|-------------------|------------------------|------------|-----------------------------------|-------------------|--------------------------------------|
| New Constitution | Approved | 25/07/2006 | Planning and Management Committee | PMC 59/06 (v) | 00760/06 |
| | Amended | 25/1/2011 | Planning and Management Committee | PMC 06/11 | Attachment 2 to Document No 00012/11 |
| Revised | Approved | 29/07/2014 | Planning and Management Committee | PMC 63/14 | Attachment A to Item 9.2 |
| Revised | Approved | 28/06/2016 | Planning and Management Committee | PMC 57/16 | Attachment A to Item 14.3 |
| Re-established | Approved | 1/4/2021 | Vice-Chancellor | - | Item 3 of SET agenda |

25/07/2006 : Resolution PMC 59/06 (vi) Aboriginal Education Policy Implementation Committee disestablished.