

## DIVERSITY, INCLUSION AND BELONGING COMMITTEE CONSTITUTION

### 1. Establishment

- 1.1 The University recognises that making a difference to our community is reliant on a foundation of diversity, inclusion and belonging that respects and embraces individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives and beliefs.
- 1.2 The Diversity, Inclusion and Belonging Committee (DIBC) was established by the Vice-Chancellor on the recommendation of the Senior Executive Team (Resolution 90/22) on 1 September 2022.

### 2. Functions of the Committee

- 2.1 The DIBC will provide advice to the Vice-Chancellor on matters relating to the enabling and implementation of strategic objectives pertaining to diversity, inclusion and belonging contained in the University's Strategic Plan to help create an increasingly safer, fairer, inclusive and successful university community.
- 2.2 The DIBC will provide advice to the Vice-Chancellor on monitoring and evaluating Curtin's performance against its Diversity, Inclusion and Belonging key performance indicators.
- 2.3 The DIBC will provide advice to the Vice-Chancellor regarding practices on diversity, inclusion and belonging and recommend to the Senior Executive Team for approval policies on diversity, inclusion and belonging.
- 2.4 The DIBC will identify and, if necessary, escalate diversity, inclusion and belonging matters impacting Curtin's reputation and risk profile to the Vice-Chancellor, and advise on appropriate responses to mitigate risk.
- 2.5 The DIBC will recommend to the Vice-Chancellor for approval University wide action plans related to diversity, inclusion and belonging (e.g. Disability Access and Inclusion Plan).

### 3. Membership

- 3.1 The membership of the DIBC shall comprise:
  - (a) The Chair (elected in accordance with clause 4.1);
  - (b) Provost, who shall be Deputy Chair, *ex officio*;
  - (c) Deputy Vice-Chancellor, Academic, *ex officio*;
  - (d) A member of the Senior Executive Team nominated by the Provost;
  - (e) Up to two students from the Guild Equity Department nominated by the Guild President;
  - (f) Four additional staff members that represent a diverse and broad range of lived experience and expertise;
  - (g) Chair, Universal Design Sub-Committee, *ex officio*;
  - (h) Chair, Gender Equity and Inclusion Advisory Group, *ex officio*;
  - (i) Director, Student Life and Community, *ex officio*;
  - (j) A representative of the Aboriginal and Torres Strait Islander staff community; and
  - (k) Up to 2 additional co-opted members of the University appointed by the DIBC having regard to gender representation (in this context, there should be 40:40:20 among the membership of the Committee), diversity, inclusion and expertise.

#### **4. Elections and Appointments**

- 4.1 The Chair is to be elected by the Diversity, Inclusion and Belonging Committee from among the members from categories 3.1 (a), (f), (j) and (k).
- 4.2 Following consideration of expression of interests, members from categories 3.1 (f) and (j) will be appointed by a panel comprised of Diversity, Inclusion and Belonging Committee members and other relevant staff members, as determined by the Chair and/or Deputy Chair.

#### **5. Terms of Office**

- 5.1 The term of office of the Chair and each of the members nominated, appointed or co-opted under clause 3.1 (d), (f), (j) or (k) shall be for up to two years, concluding on 31 March of the relevant anniversary year.
- 5.2 The term of office for student members nominated under clause 3.1 (e) will be for one year to align with their position with the Student Guild.

#### **6. Rights of Audience and Debate**

- 6.1 The Committee may invite any person or persons whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

#### **7. Quorum**

- 7.1 A quorum for a Committee meeting is to be not less than one-half of the total number of members of the Committee.

#### **8. Voting at a meeting**

- 8.1 At a meeting:
- (a) a decision does not have effect unless it is made by a simple majority;
  - (b) each member who is present at a meeting is entitled to one vote; and
  - (c) if the votes of members present at a meeting are equally divided, the matter is lost.

#### **9. Meeting Frequency**

- 9.1 The Committee shall meet at least quarterly each year.

#### **10. Establishment of Advisory and Working Groups**

- 10.1 The DIBC may establish sub-committees, advisory or working groups to assist it in the performance of its functions and/or to undertake particular tasks in relation to a nominated activity. The composition of a sub-committee, advisory or working group may include persons other than members of the DIBC, and may include persons who are external to the University.
- 10.2 The DIBC is to review the constitution of each sub-committee, advisory and working group annually to consider whether the sub-committee or group should continue and, if so, whether any changes are required to the terms of reference, membership or methods of operation of the sub-committee or group.

## 11. Reporting

- 11.1 The DIBC will report to the Vice-Chancellor by way of minutes, drawing attention to particular issues or recommendations.
- 11.2 The Chair will provide information as required to the Senior Executive Team.

## 12. Servicing of the Committee

- 11.1 The Executive Officer of the Committee is the Manager, Diversity, Inclusion and Belonging.
- 11.2 The Secretary of the Committee will be appointed by the Director, Secretariat and Council Secretary.

\* \* \*

### REVISION HISTORY

<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee/ Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
Approved	1 September 2022	Vice-Chancellor	SET 90/22	Item 7.1 of SET Agenda
Approved	28 April 2023	Vice-Chancellor	DIBC 07/23	Item 1 of DIBC CR01/23 Agenda
Approved	7 September 2023	SET	SET 74/23	Item 6.2 of SET Agenda