

CONSTITUTION OF THE EXECUTIVE COMMITTEE OF THE COUNCIL

1.0 Establishment of the Executive Committee

- 1.1 The Executive Committee of the Council was established on 1 May 1996 and has continued in existence since that date.

2.0 Definitions

- 2.1. “Executive Manager” means any position which is approved by the Executive Committee to be an Executive Manager following the advice of the Vice-Chancellor.

3.0 Functions and powers of the Executive Committee

- 3.1 The functions of the Executive Committee are to advise and assist the Council in the performance of its responsibilities.
- 3.2 Without limiting the generality of the foregoing, the Executive Committee shall:
- 3.2.1 Advise the Council and take action as authorized in respect of:
 - 3.2.1.1 in accordance with Statute No. 6 and Rule No. 1 “The Vice Chancellor Rules”, the appointment, reappointment, remuneration and succession of the Vice Chancellor;
 - 3.2.1.2 commercial-in-confidence matters;
 - 3.2.1.3 Curtin’s risk appetite and risk profile including recommending actions and reviewing the status of individual risks;
 - 3.2.1.4 issues referred to it by any committee of the Council;
 - 3.2.1.5 the process and criteria for the selection of a Chancellor; and
 - 3.2.1.6 the censure, suspension or expulsion of a member of the Council as provided for under section 10AA of the Curtin University of Technology Act.
 - 3.2.2 Deal with any matter referred to it by the Chancellor or delegated to it by Council.
 - 3.2.3 In respect of matters concerning the appointment, performance, remuneration, succession and other conditions of employment of Executive Managers, review and advise the Council on any relevant policies and procedures.
 - 3.2.4 Determine, by resolution, any Executive Manager positions.
 - 3.2.5 Approve the criteria for negotiating enterprise bargaining arrangements.

Note that the appointment and remuneration of the Vice-Chancellor is covered by Statute 6 Vice Chancellor Statute and Rules.

3.2.6 Monitor employee engagement and culture.

3.3 The Executive Committee may do all things necessary or convenient to be done for or in connection with the performance of its functions.

4.0 Composition of the Executive Committee

4.1 The membership of the Executive Committee shall comprise the following persons who are to be appointed by the Council:

4.1.1 The Chancellor, *ex officio*, who shall be Chair;

4.1.2 The Pro-Chancellor, *ex officio*, who shall chair meetings in the absence of the Chancellor;

4.1.3 The Vice-Chancellor, *ex officio*;

4.1.4 The Chair, Audit, Risk and Compliance Committee, *ex officio*;

4.1.5 The Chair, Finance Committee, *ex officio*;

4.1.6 The Chair, Academic Board, *ex officio*;

4.1.7 Up to 4 other members of the Council who may be appointed by Council from time to time.

4.2 In making appointments, the Council will ensure that a majority of the members of the Executive Committee are neither students nor staff.

4.3 The Committee is committed to gender balance and diversity of membership. Council will work towards achieving gender balance (40% women; 40% men and 20% of either, and/or other genders) on average across all its standing committees assessed over a reasonable period of time, noting that this may not be possible at all times due to the composition of Council and the skills and experience required by the Committee.

5.0 Terms of Office

5.1 The term of office of a member appointed under clause 4.1.8 shall be for up to two years, concluding on 31 March of the relevant anniversary year.

6.0 Quorum

6.1 A quorum for a Committee of meeting is to be not less than one-half of the total number of members of the Committee, excluding:

- (a) any vacancy in the membership of the Committee; and
- (b) any Committee member who has an approved leave of absence.

7.0 Voting at a meeting

7.1 Decisions are typically made by consensus. Where a vote is taken at a meeting:

- (a) a decision will 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 regardless of the number of positions held;
- (c) the Chair is to have a deliberative vote only; and
- (d) if the votes of members present at a meeting are equally divided, the matter is lost.

8.0 Meeting Schedule

8.1 The Committee shall meet at least 4 times a year.

9.0 Reporting

9.1 The Committee will report to the University Council by way of its minutes.

10.0 Servicing of the Committee

10.1 The Secretary of the Committee is the Council Secretary or such other person appointed by the Council Secretary.

Revision History

Established: Council 2/96, 27 March 1996, Resolution C 26/96 effective 1 May 1996

Amended: Council 2/03, 23 April 2003

Amended: Council 4/04, 23 June 2004.

Amended: Council 4/07, 20 June 2007.

Amended: Council 05/07, 1 August 2007, Resolution C 92/07, Document 00850/07.

Amended: Council 02/09, 18 March 2009, Resolution C 32/09

Amended: Council 01/11, 16 February 2011, Resolution C 10/11.

Amended: Council 01/12, 15 February 2012, Resolution C 02/12

Amended: Council 04/13: 26 June 2013, Resolution C 101/13

Amended: Council 05/15: 5 August 2015, Resolution C 112/15

Amended: Council 04/17: 21 June 2017, Resolution C 94/17

Amended: Council 08/18: 22 August 2018, Resolution C116/18

Amended: Council 02/20: 18 March 2020, Resolution C 40/20

Amended: Council 03/21: 12 May 2021, Resolution C 66/21