

## CURTIN INDIGENOUS POLICY COMMITTEE CONSTITUTION

### 1 Establishment

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 The CIPC assumes the functions previously performed by the Aboriginal Education Plan Implementation Committee (AEPIC), a body advisory to the Deputy Vice-Chancellor.

### 2 Responsibilities

- 2.1 The CIPC is responsible for advising on, and implementing, the University's Policy on *Indigenous Governance* on behalf of the Vice-Chancellor and the Planning and Management Committee.
- 2.2 Without limiting the generality of the foregoing, the CIPC is responsible for reporting annually to the Vice-Chancellor, Planning and Management Committee and other relevant University and Divisional bodies on:
  - 2.2.1 Strategies for the implementation of the policy on *Indigenous Governance (PMC)*;
  - 2.2.2 Employment of Aboriginal and Torres Strait Islander staff in line with the Curtin Strategic Plan (PMC);
  - 2.2.3 Representation of Aboriginal and Torres Strait Islander people on relevant University committees (PMC);
  - 2.2.4 Indigenous cultural awareness training delivery and participation (PMC);
  - 2.2.5 Admission, progression and graduation of Aboriginal and Torres Strait Islander students (PMC and Academic Board);
  - 2.2.6 Incorporation of Indigenous Australian Studies across Curtin courses (PMC and Academic Board)
  - 2.2.7 Achievement of the Indigenous Research objectives contained within the *Indigenous Governance* policy, in conjunction with the University Research and Development Committee (PMC and UR&DC);
  - 2.2.8 Implementation and outcomes of the Reconciliation Action Plan (RAP) (PMC).

### 3 Membership

- 3.1 The membership of the CIPC shall comprise:
  - 3.1.1 The Deputy Vice-Chancellor, Education *ex officio* (Chair);
  - 3.1.2 The Deputy Vice-Chancellor Research and Development or nominee, *ex officio*;
  - 3.1.3 The Deputy Vice-Chancellor International or nominee, *ex officio*;
  - 3.1.4 The Elder in Residence; *ex officio*;
  - 3.1.5 The Director, Centre for Aboriginal Studies or nominee, *ex officio*;
  - 3.1.6 The Pro Vice-Chancellor, Curtin Business School or nominee, *ex officio*;
  - 3.1.7 The Pro Vice-Chancellor, Science and Engineering or nominee, *ex officio*;
  - 3.1.8 The Pro Vice-Chancellor, Health Sciences or nominee, *ex officio*;
  - 3.1.9 The Pro Vice-Chancellor, Humanities or nominee, *ex officio*;
  - 3.1.10 Chief Strategy Officer or nominee, *ex officio*;
  - 3.1.11 Director, Human Resources or nominee, *ex officio*;
  - 3.1.12 Director, Organisational Development Unit or nominee, *ex officio*;
  - 3.1.13 Associate Deputy Vice-Chancellor Curtin Teaching and Learning or nominee, *ex officio*;
  - 3.1.14 Associate Deputy Vice-Chancellor Student Experience or nominee, *ex officio*;
  - 3.1.15 Director, Support Services or nominee, *ex officio*;
  - 3.1.16 Vice-President, Corporate Relations and Development or nominee, *ex officio*;

- 3.1.17 Director, Corporate Values and Equity or nominee, *ex officio*;
- 3.1.18 The Reconciliation Action Plan Co-ordinator or nominee, *ex officio*;
- 3.1.19 One Indigenous academic staff representative nominated by the National Tertiary Education Union;
- 3.1.20 One Indigenous professional and general staff representative selected from representatives nominated by the NTEU, AMWU, CEPU, CPSU, CFMEU or United Voice;
- 3.1.21 One Indigenous undergraduate student representative nominated by the Curtin Student Guild;
- 3.1.22 One Indigenous postgraduate student nominated by the Curtin University Postgraduate Student Association;
- 3.1.23 Up to two members from the Curtin Aboriginal Advisory Committee.

#### **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. Such bodies have no delegation to make any decisions which are binding upon the CIPC or the Planning and Management Committee.

#### **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 Planning and Management Committee by way of its minutes; and by way of a summary Highlights cover sheet which accompanies the minutes, and draws attention to particular issues or recommendations.

- 9.2 For the first meeting of the Planning and Management Committee in any year, the CIPC will submit an annual report in respect of its activities in the 12 months in retrospect. The annual report will
- 9.2.1 Include a self-assessment of the effectiveness of the CIPC in fulfilling its constitutional brief in the period under review
  - 9.2.2 In light of 9.2.1, advise the Planning and Management Committee whether the CIPC should continue to operate in its current form and with its current responsibilities
  - 9.2.3 Advise the Planning and Management Committee on the continued appropriateness of the provisions of the CIPC's constitution, and recommend any amendments which the CIPC believes desirable or necessary to improve efficiency and effectiveness
  - 9.2.4 Advise the Planning and Management on the achievement of the specific objectives in the policy on *Indigenous Governance* for which the CIPC has a monitoring role, as identified in section 2 of this constitution
  - 9.2.5 Include a summary of the principal issues addressed by the CIPC in the period under review.

## 10 Servicing of the CIPC

- 10.1 The Executive Officer, will be drawn from the staff of Ethics, Equity and Social Justice

### REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
New Constitution	Approved	25/07/2006	PMC	PMC 59/06 (v)	00760/06
	Amended	25/1/2011	PMC	PMC 06/11	Attachment 2 to Document No 00012/11
Revised	Approved	29/07/2014	PMC	PMC 63/14	Attachment A to Item 9.2

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