

Diverse Representation on Decision-Making Bodies Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Diversity, Inclusion and Belonging Policy](#)

2. PROCEDURAL DETAILS

2.1. Directing Principles

2.1.1. To promote the inclusion of diverse groups on decision-making bodies all University community members responsible for creating and maintaining decision-making bodies will:

- (a) follow the principles outlined in the [Diversity, Inclusion and Belonging Policy](#);
- (b) recognise the value of diversity of thought and lived experience in decision-making;
- (c) regularly inform diverse groups of their right to participate in decision-making. This includes encouraging their attendance at decision-making body meetings where relevant issues are discussed;
- (d) encourage electorates to nominate people from all diverse groups, with specific consideration to Aboriginal and Torres Strait Islander peoples, people of the minority gender, or both, where membership by election applies;
- (e) invite expressions of interest from eligible people of diverse groups, as well as people who are employed part-time and those on fixed-term contracts;
- (f) encourage participation of people from diverse groups on major University-wide committees, Faculty/Branch committees and sub-committees;
- (g) ensure that decisions involving or impacting persons from diverse groups are made only after thorough prior consultation with representatives from the respective groups and co-designing where possible;
- (h) ensure information about position openings is accessible, clear, concise and consistent to all stakeholders to ensure transparency, with reference to the skills and competencies required for the position included; and
- (i) consider any reasonable adjustments needed to assist decision-making body members to undertake their role and any options for related training or other support where necessary.

2.2. Increasing Diverse Representation

- 2.2.1. The Chair or convenor will ensure appropriate representation of Aboriginal and Torres Strait Islander peoples, as determined by the [Indigenous Governance Policy](#).
- 2.2.2. The Chair or convenor will ensure appropriate gender representation, with the aim of a gender ratio of 40:40:20 (women:men:any gender) and with an awareness of the role of bias.
- 2.2.3. The Chair will ensure strategies are in place to increase representation of diverse groups to appropriate levels. These strategies may include:
 - (a) appointing or co-opting suitably qualified people from inside or outside the University, including co-opting professional staff members when senior academics are required;
 - (b) providing for ex-officio members (particularly Chairs) to be represented by a nominee who will be a member of the diverse group, where possible;
 - (c) where possible, appointing a Deputy Chair of the diverse group;
 - (d) ensuring ex-officio membership is restricted to situations where only necessary and to broaden eligibility to include staff from more junior levels;
 - (e) having “identified positions” that can only be filled by a member of the diverse group;

- (f) reducing the maximum length of membership; and
 - (g) requesting nominating bodies to consider nominating a representative from the diverse group.
- 2.2.4. The Chair or convener will, wherever possible, invite appropriate representation from people with the relevant background to attend a meeting where decisions are being considered about people from that background, as per 2.1.1 (g).
- 2.2.5. To increase diversity and representation of membership, where a designated member needs to delegate their place (and there is no formal deputy arrangement in place), they will give consideration to Curtin Values and the University's commitment to diversity, inclusion and belonging.
- 2.2.6. Where possible, the Chair or convener will make every effort to schedule meetings that do not disadvantage or preclude the participation of individuals. For example, scheduling meetings outside of school hours on days when people who are part-time are not rostered to work, or during times of cultural significance.
- 2.2.7. The Chair or convener will be aware of and may complete diversity training provided by the University.
- 2.2.8. The Chair or convener will provide copies of relevant policies, procedures, and [Code of Conduct](#) at the beginning of a member's term or at the first meeting of the decision-making body.
- 2.2.9. Where possible, constitutions and terms of reference for decision-making bodies will include this statement:
- (a) "This body 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, abilities, life experiences, perspectives and beliefs."

2.3. Reporting

- 2.3.1. Where relevant, each decision-making body will maintain accurate records of membership, strategies to increase the diversity of people represented and provide membership information including diversity considerations.
- 2.3.2. When requested and where possible, each decision-making body will provide information describing its aims, responsibilities, composition, qualifications and experience required for membership, information about nominating for membership, staff development opportunities relating to membership and highlighting the expectation of diverse representation.

3. SCOPE OF PROCEDURES

These procedures apply to University community members in any location or campus, whether in or outside of Australia, except where these procedures are inconsistent with or contrary to a local law or regulation in the relevant jurisdiction.

4. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Co-designing

Co-designing is a process that involves key stakeholders in defining, developing, implementing and reviewing a necessary change that will improve access, inclusion and participation.

Decision-making bodies

For the purpose of these procedures, 'decision-making bodies' are defined as a committee or group which has responsibility related to the institution's governance and management. This may include formal and informal boards, committees, subcommittees, advisory and consultation committees, management and departmental committees, working groups, review groups, steering groups, selection panels, promotion panels and ad hoc bodies which have responsibility for a substantial project.

Diverse groups

In the Curtin context diverse groups encompasses the understanding that each individual's lived experience is unique and that people and social groups may be traditionally underrepresented in the University environment due to identifying with one or more of the following attributes: sex; age; race; colour; national or ethnic origin; marital or relationship status; pregnancy or potential pregnancy; breastfeeding; political conviction; religious beliefs; disability; impairment; need for carers, assistance animals and disability aids; family responsibility or family status; gender identity; intersex status; sexual orientation; and gender history.

5. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

Internal

[Values and Signature Behaviours](#)

[Code of Conduct](#)

[Student Charter](#)

[Curtin Disability Access and Inclusion Plan](#)

[Accessible Information Procedures](#)

[Conflict of Interest Procedures](#)

[Disability Inclusion Policy](#)

[Diversity, Inclusion and Belonging Policy](#)

[Indigenous Governance Policy](#)

External

[Workplace Gender Equality Act 2012 \(Cth\)](#)

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Policy Manager	Chief People Officer
Approval Authority	Chief People Officer
Review Date	1 st April 2027

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
A003/3.1	Approved	30/10/2000	Vice-Chancellor	N/A	PMC 87/00
3.1A	Amended	21/02/2002			Titles amended
3.1B	Amended	25/10/2006	Council	C 150/06 (iii)	Document No 01108/06 - Titles updated
A003/3.1C	Amended	09/05/2007	Council	C 58/07	Document No 00390/07 (Amended to reflect Organisational Chart)
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart

	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendments
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager Updated
	Administratively Updated	02/09/2014	Director, Legal and Compliance Services		Authority Approval Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1628	Unconditional (Name change to Diverse Representation on Decision-Making Bodies Procedures)
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)
	Approved	10/01/2024	Chief Operating Officer	EM2401	Unconditional