

# NOTICE OF ELECTION

## ELECTION OF NON-ACADEMIC STAFF TO COUNCIL



The University of Newcastle is to elect one non-academic staff member to the University Council for a two-year term, commencing 1 September 2026 and concluding 31 August 2028.

**Nominations for the position are now open and will close 5:00pm, Wednesday 24 June 2026.** If required, an electronic ballot will be conducted.

### Available Positions

Category	Available Positions
Non-Academic Staff	1 x two-year position

### Eligibility

All non-academic staff employed by the University as at 24 June 2026 (close of nominations) are eligible to nominate for this election. This includes professional staff and non-academic teaching staff on contingent, continuing and fixed term employment arrangements, but does not include staff with casual arrangements.

Consistent with the requirements of the Tertiary Education Quality and Standards Agency (TEQSA), the Council expects all nominees to be fit and proper persons.

### Why nominate

Council is the University's most senior decision-making body responsible for the oversight, management and development of strategic plans and key policies. Council monitors the overall performance and accountability of the organisation and is subject to standards of corporate governance.

For further information about Council and this election, please see the [Council](#) webpage and [Staff Elections](#) webpage.

### How to nominate

Nominations must be submitted on the approved Nomination Form (see page 2). There must be a separate nomination form for each candidate.

Your nomination **must be proposed, seconded and signed** by two non-academic staff eligible for this election.

Nominations must be accompanied by a Fit and Proper Person Declaration (see page 3-6).

You can include a statement (150 words or less) to support your nomination, together with a passport sized photograph. These will be distributed to voters in the event there is more than one eligible nomination received, and an electronic ballot is required.

Candidate statements must not include any offensive, defamatory or inappropriate content that may breach the University's Staff Code of Conduct. The University Secretary reserves the right to request that a statement be edited if it contains any appropriate content or is longer than 150 words.

Completed nominations can be submitted to the University Secretary by email: [elections@newcastle.edu.au](mailto:elections@newcastle.edu.au)

**COMPLETED NOMINATION FORMS MUST BE RECEIVED BY 5:00PM ON WEDNESDAY, 24 JUNE 2026**

**MR HAMISH LITHGOW**  
Returning Officer / Acting University Secretary  
Legal and Governance Services

# NOMINATION FORM

## ELECTION OF NON-ACADEMIC STAFF TO COUNCIL



I nominate for election to the University of Newcastle Council and declare that:

- I acknowledge my obligations if elected, as set out in the 'Fact Sheet' (pages 7 & 8);
- I am eligible to stand for election being a professional staff or non-academic teaching staff member employed as contingent, continuing or fixed term by the University at the time of the close of nominations;
- I am eligible to be a member of Council, and I am not aware of any matter that may affect my eligibility in the future.

*Any false declaration may invalidate your candidature and election to Council.*

We, the undersigned propose and second:

NAME OF NOMINEE IN BLOCK LETTERS	of	COLLEGE / DIVISION OF NOMINEE
----------------------------------	----	-------------------------------

for election as a non-academic staff member of Council.

### PROPOSER

PRINT NAME IN BLOCK LETTERS	COLLEGE / DIVISION
STAFF NUMBER	CONTACT NUMBER & EMAIL
SIGNATURE	DATE

### SECONDER

PRINT NAME IN BLOCK LETTERS	COLLEGE / DIVISION
STAFF NUMBER	CONTACT NUMBER & EMAIL
SIGNATURE	DATE

### NOMINEE

I consent to this nomination.

PRINT NAME IN BLOCK LETTERS	COLLEGE/DIVISION
STAFF NUMBER	CONTACT NUMBER & EMAIL
SIGNATURE	DATE

**COMPLETED NOMINATION FORMS MUST BE RECEIVED BY 5:00PM ON WEDNESDAY, 24 JUNE 2026**

The completed Nomination Form can be submitted by email to [elections@newcastle.edu.au](mailto:elections@newcastle.edu.au)



# Fit and proper person requirements declaration

This fit and proper person requirements declaration can be used for both the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) and *Education Services for Overseas Students Act 2000* (ESOS Act).

**Please note** that this form will be updated to reflect amendments to the ESOS Act made by the *Education Legislation Amendment (Integrity and Other Measures) Act 2025*. TEQSA may contact you to provide further information if required.

Complete the template for each individual.

<b>Name:</b>	
<b>Governing body position</b>	
<b>Responsibilities</b>	
<b>Address at which individual ordinarily resides</b>	
1. Have you ever been convicted of an offence against a law of the Commonwealth or of a State or Territory, other than: <ul style="list-style-type: none"><li>a conviction that is spent under Part VIIC of the <i>Crimes Act 1914</i> (Cth) or a similar State or Territory law and/or</li><li>a conviction that has been quashed, set aside, extinguished, annulled, or pardoned?</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been ordered to pay a pecuniary penalty under a law of the Commonwealth or a State or Territory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted of an offence against a foreign law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you currently involved in proceedings before a court or tribunal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever: <ul style="list-style-type: none"><li>a. become bankrupt,</li><li>b. applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors,</li><li>c. compounded with creditors, and/or</li><li>d. assigned remuneration for the benefit of creditors?</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have any outstanding debts to the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No





13. Was ordered to pay a pecuniary penalty under a law of the Commonwealth or a State or Territory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Was convicted of a foreign offence against a foreign law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Had: a. registration to provide higher education courses or awards, b. registration as a registered training organisation, c. accreditation of a higher education course, d. registration under the Education Services for Overseas Students Act 2000, e. approval as: I. an approved course provider, II. a VET provider, III. a higher education provider, and/or f. subsidy funding arrangements with a State or Territory for the provision of education cancelled, revoked, restricted, not renewed or suspended in part or in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Had a condition imposed on its: a. registration to provide higher education courses or awards, b. registration as a registered training organisation, c. accreditation of a higher education course, d. registration under the Education Services for Overseas Students Act 2000, e. approval as: I. an approved course provider, II. a VET provider, III. a higher education provider, and/or f. subsidy funding arrangements with a State or Territory for the provision of education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Breached a condition that was imposed on a registration, approval or arrangement mentioned in question 15?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Was insolvent or under external administration, or compounded with creditors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. (a) Provided false or misleading information to: a. a state or territory registering body; b. the National VET Regulator; c. a tuition assurance administrator; d. the Minister for Education, Department of Education or the Secretary of the Department of Education; e. TEQSA; and/or f. an authority of a State or Territory that deals with subsidy funding arrangements for education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) If the answer to 19(a) is yes, did the entity know that the information was false or misleading?	<input type="checkbox"/> Yes <input type="checkbox"/> No



If you answered 'yes' to any of the questions 12–19, additional information is required, such as the nature of the conduct and your involvement in the matter. For each question you answered 'yes' to, create a separate table and provide further details of the breach and the entity it relates to.

<b>Question</b>	
<b>Details</b>	

I have read and understand TEQSA's Privacy policy, including in relation to TEQSA's collection, use and disclosure of the information that I have provided in this document.

The material in this document is true and correct to the best of my knowledge and belief. I understand that giving false or misleading information is a serious offence.

**Signed by:**

Signature

**Witnessed by:**

Signature

--	--

Print name

Print name

--	--

Title

Title

--	--

Date

Date

dd/mm/yyyy	dd/mm/yyyy
------------	------------

# FACT SHEET

## STAFF POSITIONS ON THE UNIVERSITY COUNCIL



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

### Election Process

The election is governed by the requirements of the [University of Newcastle By-law 2017](#) (the By-law) and the [Governance Rule](#).

The University Secretary is the Returning Officer for the Council elections.

The elections process is set out in Schedule 5 of the [Governance Rule](#).

During the election process (and if successful, during their term on Council) Candidates must comply with the provisions of the [University of Newcastle Act \(1989\)](#) (the Act), the By-law, Rules, Council Charter and University Policies.

### About the University Council

The Council is responsible for governing the University of Newcastle, established under the [University of Newcastle Act 1989](#), and required to act in accordance with the object and function of the Act.

The Council:

- drives the performance of the University through strategy and stewardship
- provides overall strategic guidance for the University
- oversees senior management in delivering the strategic direction.

### Benefits

- Develop your skills and gain practical governance experience;
- Develop an appreciation for the factors that influence how a large organisation operates.

This opportunity also offers support including a comprehensive induction and professional development opportunities.

### Your commitment as a Council member

Council membership is a privileged position of trust, members are required to allocate adequate time to meet their responsibilities.

The time commitments are outlined below:

- Council meet 6 times per year for a full day;
- you will be appointed to one or more committees of Council. Committees meet approximately 5 times per year, for 2- 2½ hours;
- Council and committee meetings are usually held at the Callaghan campus. Travel to other locations is required from time to time;
- a full day Strategic Workshop is held each year;
- a full day Governance Workshop is held each year.

Meeting papers are provided 1 week before the meeting.

### Legal Duties and Obligations

Staff elected to Council are subject to all the same duties, responsibilities, and rights as other Council members, as set out in the Act and at common law.

All Council members have a duty to:

- act in good faith, honestly and for proper purposes in the best interests of the University;
- exercise reasonable skill, care and diligence;
- take reasonable steps to avoid conflicts of interest;
- ensure confidentiality of information received by the Council, and its Committees;

Returning Officer / University Secretary  
Legal and Governance Services

# FACT SHEET

## STAFF POSITIONS ON THE UNIVERSITY COUNCIL



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

### Probity Requirements

---

As a condition of appointment/election, all Council members must agree to undertake the following compulsory probity checks:

- A National Criminal Record Check;
- A check of the Australian Securities and Investment Commission Register of persons prohibited/disqualified under the provisions of the *Corporation Act 2001*;
- A check of the Insolvency and Trustee Service Australia National Personal Insolvency Index;
- Completion of a Declaration of Interest in a form provided by the University;
- Completion of TEQSA fit and proper person declaration.

### Further information

---

Contact the Deputy Returning Officer,  
Legal and Governance Services

E: [elections@newcastle.edu.au](mailto:elections@newcastle.edu.au)

Returning Officer / University Secretary  
Legal and Governance Services