

# 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

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### Probity Requirements

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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

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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