

# FACT SHEET

## STAFF POSITIONS ON THE UNIVERSITY OF NEWCASTLE COUNCIL



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

### Election Process

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

### About the University Council

The Council is responsible for governing the University of Newcastle, established under the [University of Newcastle Act 1989](#) (the Act), 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.

As an elected staff Council member, your role and responsibilities are equivalent to all Council members to:

- meet legal, ethical and fiduciary responsibilities
- exercise reasonable skill, care and diligence
- avoid conflicts of interest
- act in the best interest of the University.

Staff provide a unique contribution to the University Council through their organisational knowledge.

### Benefits

- meet an influential network of people
- develop your professional 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, meeting preparation support and professional development opportunities, in accordance with the [Professional Development Program for Council Members Guideline](#).

### 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 4 times per year, for 1½ - 3 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 planning workshop is held each year
- A full day governance workshop is held each year.

Meeting papers are provided 1 week before the meeting.

The term of office is two years, from 1 September to 31 August.

### Further information

Contact the Deputy Returning Officer, Council and Records Management.

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

Returning Officer / University Secretary  
Council and Records Management