Swinburne University of Technology

Charter of responsibilities of Council members (contained within the University’s Governance Framework)

This section sets out the responsibilities of Council members. All Council members, when joining Council, are expected to commit to fulfil these responsibilities.

Under section 15 of the Act a Council member must:

- Act reasonably to ensure that the Council carries out its functions and exercises its powers appropriately, effectively and efficiently
- Act in good faith, honestly and for proper purpose, consistent with the objects and interests of the University
- Exercise reasonable skill, appropriate care and diligence
- Take reasonable steps to avoid all conflicts of interest unless they are declared in accordance with clause 11 of Schedule 1 of the Act
- Not make improper use of his or her position nor of information acquired because of his or her position, to gain, directly or indirectly, an advantage for the member of Council or for another person or organisation.

In addition, all Council members commit to:

- Acting fairly and impartially, including avoiding bias, discrimination, caprice or self-interest
- Understanding the business of the University and the environment in which it operates
- Ascertaining all relevant information, making reasonable enquiries, and understanding the financial, strategic and other implications of decisions
- Understanding the financial reports, audit reports and other financial material that comes before Council and actively inquiring into this material
- Ensuring information gained as a Council member is only used for Council purposes, is kept confidential and is not used to gain an advantage or cause detriment to the University
- Attend meetings on a regular basis and diligently review all proposals and information put before Council
- Demonstrating respect for others by acting in a professional and courteous manner
- Undertaking their role as a Council member for the benefit of the University, rather than as a representative of any stakeholder group.

1 Adapted from the Victorian Public Sector Commission’s Director’s Code of Conduct.
2 Ibid.
3 Ibid.
4 Ibid.
5 Ibid.