Name	:	Council Member Appointment and Recruitment Process
Approved by	:	Chancellor
Contact	:	Council Secretary
Last reviewed	:	19 January 2026

Council Member Appointment and Recruitment Process

This document sets out the University's formal process for Council member recruitment and appointment. It is intended to operate as an endorsed process document that supports, and is consistent with, relevant University governance policies and the Victorian Government's Appointment and Remuneration Guidelines.

1.   Purpose and principles

This process ensures appointments to the Swinburne University of Technology Council are merit-based, transparent, diverse, and consistent with Victorian Government requirements for public entity boards. It covers planning, attraction, assessment, probity, appointment approval, induction, and ongoing evaluation.

Probity requirements apply throughout the entire recruitment and appointment process, including panel composition, conflict-of-interest declarations, management of confidential information, assessment documentation, referee checks, and decision-making.

Core principles

- Merit and competitive selection: Select the strongest candidate against role-specific criteria using a fair, competitive process.

- Diversity and inclusion: Actively seek candidates reflecting the Swinburne University community's diversity (skills, lived experience, gender equality, CALD, disability, LGBTIQ+, Aboriginal peoples, youth, regional). Diversity considerations inform attraction, assessment, and final recommendations.

- Integrity and probity: Mandatory probity checks and Declaration of Private Interests, with robust conflict-of-interest management.

- Good governance: Follow minimum standards for public entity boards and document decisions.

2. Scope

This process applies to all University Council appointments, including co-opted members of Council Committees and those made by or on behalf of the Minister, Governor in Council, or as otherwise set out in relevant establishing legislation.

3. Roles and responsibilities

Role	Responsibility
Responsible Minister / Governor in Council	Approves appointments in accordance with the Guidelines and relevant legislation/cabinet processes.
University Council	Approves the Council and Committee skills matrices and provides strategic guidance on the development of position descriptions and selection criteria to ensure alignment with Council's long-term governance needs. Council approves the appointment of Council Appointed members, on the recommendation of the People, Remuneration and Nominations Committee.
Selection Panel	Conducts merit-based assessment, documents decisions, and recommends preferred candidates, modelling Swinburne University of Technology values. This may be the People, Remuneration and Nominations Committee.
Council Secretary	Coordinates scheduling, communications, records, probity documentation, and induction logistics.

4. Process overview & indicative timeline

A comprehensive council recruitment process can take up to 6 months and is conducted in the following way.

Phase	Actions

Plan	1. Confirm vacancy & constraints
	   o Check tenure limits.
	   o Check multiple roles.
	   o Consider any ineligibility.
	2. Board composition analysis
	   o Determine the required skillset, aligned with the Council or Committee skills matrix.
	3. Develop position description & selection criteria (if relevant)
	   o Draft role-specific position description aligned to Council needs.

	4. Recruitment & appointment plan o Document approach, assessment tools, panel membership (including independence and conflict declarations), timeline, advertising channels, probity pathway, and approvals roadmap.

Attract	1. Advertise
	   o If appropriate, advertise on relevant websites and notice boards.
	2. Executive search
	   o Engage search firms to address targeted recruitment.

Assess	1. Merit-based assessment
	   o Panel assesses competencies using structured interviews, and, where appropriate, work samples or scenario-based tasks, referee checks, and documented scoring against criteria.
	2. Shortlist & preferred candidate(s)
	   o Record decisions/rationales; consider diversity outcomes against matrix.
	
	Assessment and recommendations must consider diversity outcomes against the approved skills matrix to ensure balanced representation

Final probity checks and confirmations	Undertake relevant background and probity checks.
Approvals & appointment	The People, Remuneration and Nominations Committee is to make a recommendation to the Council for either approval, or recommendation to the Minister.
Induction & onboarding	Following appointment, the Council Secretary coordinates induction for new members, ensuring they receive access to governance documents, briefing sessions, and required declarations. The Council Secretary will coordinate with the Chancellor ongoing professional development for Council Members, including member performance reviews.

5. Supporting Documents

Swinburne University of Technology Act 2010

Council Charter

Terms of Reference for relevant committees:

      Audit and Risk Committee

      Health, Safety and Wellbeing Committee

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People, Remuneration and Nominations Committee

Technology, Innovation and Value Creation Committee

Transnational Education Committee

Council Skills Matrix

(Committee Skills Matrix, if applicable)

Department of Premier and Cabinet Appointment and Remuneration Guidelines

Revision history

Version	Date	Key changes/notes	Approval details
New	19 January 2026	Establishment	Approved by Chancellor

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