

**Policy Title:** Remuneration of Members of Council, Advisory Boards and Council Committees

**Policy Owner:** Council

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## 1. INTENT

This policy outlines the principles and the process for making submissions to the Salaries and Allowances Tribunal on Remuneration payable to eligible members of the Council and of the Advisory Boards, and for determining Remuneration payable to eligible members of Designated Council Committees.

## 2. ORGANISATIONAL SCOPE

Members of Council, members of the ECU South West Campus (Bunbury) Advisory Board, members of the Advisory Board of the Western Australian Academy of Performing Arts and members of Designated Council Committees.

## 3. DEFINITIONS

TERM	DEFINITION
Advisory Board	means either ECU South West Campus (Bunbury) Advisory Board (s.20 ECU Act), or the Advisory Board of the Western Australian Academy of Performing Arts (s.25 ECU Act).
Council	means the governing body of the University as defined in section 8 of the <i>Edith Cowan University Act 1984</i> .
Designated Council Committee	means a committee appointed by the Council that is designated at paragraph 5 of this Policy.

Determination	means a determination made by the Tribunal under the <i>Salaries and Allowances Act 1975</i> (as amended) in respect of the Remuneration of members of Council and the Advisory Boards.
Eligible members	means members of the Council or of the Advisory Boards who are eligible to receive Remuneration pursuant to the Determination, or members of a Designated Council Committee who are eligible to receive Remuneration pursuant to a resolution of Council.
Remuneration	includes salary, allowances, fees, emoluments and benefits (whether in money or not) as defined in the <i>Salaries and Allowances Act 1975</i> .
Council Remuneration Committee	means the committee established by resolution of Council which reports to Council on the terms and conditions of employment of the Vice-Chancellor and Remuneration for the members of the Council, the Advisory Boards and Designated Council Committees.
Tribunal	means the Salaries and Allowances Tribunal established under the <i>Salaries and Allowances Act 1975</i> with the responsibility for determining Remuneration provisions for members of University governing councils.

#### 4. REMUNERATION PRINCIPLES

- 4.1 The principles to be considered in making any submission to the Tribunal on the Remuneration payable to eligible members of the Council or of the Advisory Boards are:
- a. Remuneration submissions will be developed in a manner that is consistent with the University's values and strategic objectives;
  - b. Eligible members serve in their capacity as Council or Advisory Board members on an honorary basis;
  - c. Remuneration may recompense eligible members of Council for the associated activities and functions related to Council membership, including attendance at functions, graduation ceremonies, reading and preparation for Council meetings, participation on Designated Council Committees and ad-hoc committee work and meetings;
  - d. Remuneration may recompense eligible members of an Advisory Board for the associated activities and functions related to membership on the Advisory Board, including reading and preparation for meetings, attendance at functions and graduation ceremonies, and ad-hoc committee work and meetings;
  - e. When setting any proposed Remuneration levels, consideration will be given to the additional workload of the Chancellor, Deputy Chancellor, Chairs of the Advisory Boards and Chairs of Designated Council Committees by virtue of their leadership roles and/or additional associated responsibilities;
  - f. When proposing the selection of Designated Council Committees from which members of Council are eligible for Remuneration at higher rates for acting as

Chair or serving as a member of the Designated Council Committee, the proposal will ensure that each Designated Council Committee has sufficient scope and workload to justify the higher level of Remuneration;

- g. Each eligible member is entitled to the Remuneration applicable to one category only. The Remuneration levels are not cumulative.
- 4.2 Council may resolve to remunerate eligible members of Designated Council Committees who are not members of Council. The Remuneration of Members of Designated Council Committees who are not members of Council is not provided for in the Determination, and does not form part of the University's annual submission to the Tribunal.
- 4.3 The principles to be considered in determining Remuneration payable to eligible members of Designated Council Committees who are not members of Council are:
- a. Remuneration submissions will be developed in a manner that is consistent with the University's values and strategic objectives;
  - b. Eligible members serve in their capacity as members of Designated Council Committees on an honorary basis;
  - c. Remuneration may recompense eligible members of Designated Council Committees for the associated activities and functions related to Committee membership, including attendance at functions, graduation ceremonies, and reading and preparation for Committee meetings;
  - d. When proposing the level of Remuneration for members of a Designated Council Committee, the proposal will consider the scope and workload of the Committee;
  - e. Each eligible member is entitled to the Remuneration applicable to one category only. The Remuneration levels are not cumulative.
- 4.4 When determining proposed Remuneration levels, consideration will be given to:
- a. broader market rates for members of higher education sector boards and members of comparable public sector boards;
  - b. the University's ability to attract and retain skilled and experienced members for membership to the Council, the Advisory Boards or the Designated Council Committees; and
  - c. the University's financial capacity to pay the Remuneration and associated expenses.

## **5. DESIGNATED COUNCIL COMMITTEES**

For the purposes of this Policy, the Designated Council Committees are:

- The Quality, Audit and Risk Committee;
- The Resources Committee;
- The Governance and Nominations Committee; and
- The Legislative Committee.

## **6. REMUNERATION DETERMINATION PROCESS**

- 6.1 On an annual basis, the Council Remuneration Committee will consider the principles set out at paragraph 4.1 of this policy and make a recommendation as to the terms of a

submission to the Tribunal on the Remuneration payable to eligible members of the Council and the Advisory Boards.

- 6.2 The Council will consider the recommendation of the Council Remuneration Committee provided in accordance with paragraph 6.1. Council will:
- (a) approve the terms of any submission to the Tribunal having regard to the principles set out at paragraph 4.1 of this policy; or
  - (b) determine that no submission be made to the Tribunal that year.
- 6.3 The submission approved by Council under paragraph 6.2 will be remitted to the Tribunal for a determination on the Remuneration payable to eligible members of the Council and of the Advisory Boards.
- 6.4 On an annual basis, the Council Remuneration Committee will consider the principles set out at paragraph 4.3 of this policy and make a recommendation as to the terms of Remuneration payable to eligible members of Designated Council Committees.
- 6.5 The Council will consider the recommendation of the Council Remuneration Committee provided in accordance with paragraph 6.4. Council will determine the terms of Remuneration payable to eligible members of Designated Council Committees by resolution, having regard to the principles set out at paragraph 4.3 of this policy.

## **7. REMUNERATION PAYMENT**

Any Remuneration payable in accordance with:

- (a) a Determination in the case of eligible members of Council or the Advisory Boards, or
- (b) a Council resolution in the case of eligible members of Designated Council Committees who are not members of Council

will be paid in accordance with the *Procedures for Remuneration of Council, Advisory Board and Council Committee members*.

## **8. ACCOUNTABILITIES AND RESPONSIBILITIES**

In relation to this policy, the following positions are responsible for the following:

The Director, Strategic and Governance Services has overall responsibility for the content of this policy and its operation at the University.

## **9. RELATED DOCUMENTS**

Other documents which are relevant to the operation of this policy are as follows:

- *Salaries and Allowance Tribunal Determination;*
- *Council and Advisory Board Remuneration Schedule;*
- *Procedures for Remuneration of eligible members of Council, Advisory Boards and Council Committees;*
- *Guidelines for expenses for members of Council, Advisory Boards and Council Committees.*

## 10. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Council
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## 11. APPROVAL HISTORY

Policy Approved by:	Council
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