

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

Policy Owner: Council

Keywords: Remuneration, Council, Advisory Board, Council Committees Salaries and Allowances

Policy Code: PL283 [hr176]

[Intent](#)
[Organisational Scope](#)
[Definitions](#)
[Policy Content](#)
[Accountabilities and Responsibilities](#)
[Related Documents](#)
[Contact Information](#)
[Approval History](#)

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 who are not members of Council.

2. ORGANISATIONAL SCOPE

Eligible members of:

- (a) the Council;
- (b) the ECU South West Campus (Bunbury) Advisory Board;
- (c) the Advisory Board of the Western Australian Academy of Performing Arts; and
- (d) Designated Council Committees who are not members of Council.

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> .
Council Committee	means a committee appointed by the Council under section 6.a. of Statute 5.

Council Remuneration Committee	means the Council Committee established by resolution of Council which reports to Council on the terms and conditions of employment of the Vice-Chancellor and on Remuneration for the eligible members of the Council, the Advisory Boards and Designated Council Committees.
Designated Council Committee	means a Council Committee that is determined by Council to be a Designated Council Committee in accordance with 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> .
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

Eligible members of Council or the Advisory Boards:

- 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 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 determining the levels of Remuneration that will be proposed to the Tribunal, consideration will be given to the additional associated responsibilities of the Chancellor and Deputy Chancellor, and of eligible members of Council who serve as Chairs or members of Designated Council Committees;
- (f) Each eligible member is entitled to the Remuneration applicable to one category only. The Remuneration levels are not cumulative.

Eligible members of Designated Council Committees who are not members of Council:

- 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 of Designated Council Committees who are not members of Council are subject to the eligibility criteria for eligible members of Council as set out at 2.1(1) and 2.1(2) of the Determination;
 - (c) Eligible members serve in their capacity as members of Designated Council Committees on an honorary basis;
 - (d) Remuneration may recompense eligible members for the associated activities and functions related to Committee membership, including attendance at functions, graduation ceremonies, and reading and preparation for Committee meetings;
 - (e) Each eligible member is entitled to the Remuneration applicable to one category only. The Remuneration levels are not cumulative.

All eligible members:

- 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

- 5.1 If Council determines that the scope and workload of a Council Committee justifies the payment of:
 - (a) a higher level of remuneration for an eligible member of Council who serves as a Chair or as a member of that Committee; and

- (b) remuneration to an eligible member of that Committee who is not a member of Council,

then Council will determine that Council Committee to be a Designated Council Committee for the purposes of this Policy.

- 5.2 The following Council Committees have been determined by Council to be Designated Council Committees:

- (a) The Quality, Audit and Risk Committee;
- (b) The Resources Committee;
- (c) The Governance and Nominations Committee; and
- (d) 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 who are not members of Council.
- 6.5 The Council will consider the recommendation of the Council Remuneration Committee provided in accordance with paragraph 6.4. Council will determine by resolution the terms of Remuneration payable to eligible members of Designated Council Committees who are not members of Council, 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 Designated 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
All Enquiries Contact:	Senior Adviser, University Governance
Telephone:	08 6304 2109
Email address:	universitygovernance@ecu.edu.au

11. APPROVAL HISTORY

Policy Approved by:	Council
Date Policy First Approved:	3 May 2018 (UC187/22)
Date last modified:	5 March 2020
Revision History:	23 August 2018 - Minor amendments approved by Council 21 June 2019 – Amendments incorporated to provide for remuneration of Members of Council Committees who are not Members of Council 5 March 2020 – clarifications regarding Designated Council Committee, corrections, addition of sub-headings
Next Revision Due:	May 2021
TRIM File Reference	SUB/88134