

Name of Policy	Senator Workload and Remuneration Policy
Description of Policy	Workload recognition for staff members of Senate and remuneration for the student member of Senate
Policy applies to	<input type="checkbox"/> University-wide <input checked="" type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	Senators elected pursuant to clauses 13.2(h), (i) and (j) of the Constitution of Australian Catholic University Limited
Policy Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	

Approval Authority	Senate
Governing Authority	Secretary and Chief Operating Officer
Responsible Officer	Director of Governance

Approval Date	15 June 2016
Effective Date	15 June 2016
Date of Last Revision	15 June 2016
Date of Next Policy Review*	15 June 2019

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Legislation, Policies, Procedures, Guidelines and Local Protocols	<i>ACU Constitution Statute 9 – Campus Student Associations and Other Organisations ACU Staff Enterprise Agreement Academic Workload Policy</i>
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1. Background Information

- 1.1 Senators are required to dedicate considerable time to fulfilling their obligations as directors of the ACU Limited. This is determined in large part by their obligations under Commonwealth legislation including the *Corporations Act 2001 (Cth)*, *Higher Education Support Act 2003* and the *Australian Charities and Not-for-profits Commission Act 2012*, along with various State Acts of Parliament.
- 1.2 Senators are required to be aware of the full range of the University's activities and the issues (both internal and external) impacting upon the University's operations to ensure that they are equipped to manage the risk profile, compliance framework and finances of the University and ACU Limited.
- 1.3 Senators are required to devote time to preparation and attendance at meetings including those of Senate sub-committees. In addition, Senators are required to participate in other events such as Graduation Ceremonies.
- 1.4 This Policy applies to Senators elected under Clauses 13.2 (h), (i) and (j) of the Constitution.

2. Policy Statement

2.1 Academic Staff

- 2.1.1 Pursuant to clause 13.2(h) of the Constitution, three persons are elected to Senate by and from the academic staff of the University.
- 2.1.2 The workload of academic staff is determined by the Enterprise Agreement and the *Academic Workload Policy*. Workload allocations are divided into:

- Teaching and Scholarship of Teaching;
- Research; and
- Other Activities.

The Academic Workload Policy specifies the maximum annual workload allocation (in hours) for academic staff employed under the Enterprise Agreement.

- 2.1.3 Consistent with the provisions of the Enterprise Agreement and the *Academic Workloads Policy*, academic staff elected to Senate pursuant to clause 13.2(h) of the Constitution are entitled to a workload allocation for time spent on Senate-related activities towards "Other Activities" up to a maximum of 70 hours per annum to fulfill their obligations as Senators.
- 2.1.4 Following the election of any new academic staff members to Senate pursuant to clause 13.2(h) of the Constitution, the Office of the Secretary/Chief Operating Officer shall advise the relevant Executive Deans, nominated supervisors and the Director of Human Resources of the identity of those academic staff members.

2.2 Professional Staff

- 2.2.1 Pursuant to clause 13.2(i) of the Constitution, one person is elected to Senate by and from the professional staff of the University.
- 2.2.2 The workload of professional staff is determined by the Enterprise Agreement. Professional staff are required to work a specified number of hours per week (full-time equivalent) in accordance with the Enterprise Agreement.
- 2.2.3 Consistent with the provisions of the Enterprise Agreement, professional staff elected to Senate pursuant to clause 13.2(i) of the Constitution are eligible to an amount of 70 hours per annum of ordinary hours to fulfill their obligations as Senators.
- 2.2.4 Following the election of any new professional staff member to Senate pursuant to clause 13.2(i) of the Constitution, the Office of the Secretary/Chief Operating Officer shall advise any relevant Executive Dean/Director, nominated supervisor and the Director of Human Resources of the identity of that professional staff member.

2.3 Student Senator

- 2.3.1 Pursuant to clause 13.2(j) of the Constitution, one student is elected to Senate in accordance with the University's Statutes.
- 2.3.2 Consistent with the relevant provisions of *Statute 9 – Campus Student Associations and Other Organisations*, the University shall pay the Student Senator an allowance equivalent to the allowance paid to Presidents of Campus Student Associations for the term of the Student Senator's tenure of office as determined by the Constitution and Statutes from time to time.
- 2.3.3 Following the election of any new student to Senate pursuant to clause 13.2(j) of the Constitution, the Office of the Secretary/Chief Operating Officer shall advise the Director of Human Resources of the identity of that student member to enable the relevant allowance to be paid to the student member of Senate.

3. Policy Purpose

The purpose of this policy is to ensure that appropriate recognition is given to Senators elected pursuant to clauses 13.2(h), (i) and (j) of the Constitution to enable them to prepare for, and make meaningful contributions to, the activities of Senate.

4. Application of Policy

This policy applies to any member of staff elected to Senate in accordance with Clause 13.2 (h) and (i) of the Constitution and to any student elected to Senate in accordance with Clause 13.2 (j) of the Constitution.

5. Roles and Responsibilities

Senate is the Approval Authority for this Policy. The Secretary/Chief Operating Officer is the Governing Authority for this Policy. The Director of Governance is the Responsible Officer for this Policy.

6. Policy Review

This policy will be reviewed by Senate from time to time and not later than every three years.

7. Further Assistance

Further assistance may be obtained by contacting the Directorate of Governance.

8. Glossary of Terms

ACU Limited means Australian Catholic University Limited (ABN 15 050 192 660).

Constitution means the Constitution of ACU Limited approved by the Members.

Enterprise Agreement means the ACU Staff Enterprise Agreement (or equivalent document) in force from time to time as approved by the Fair Work Commission or an equivalent body.

Members means the Members identified in clause 7 and defined in clause 32.1 of the Constitution.

Secretary means the Secretary of ACU Limited defined in clause 32.1 of the Constitution.

Senator means a member of Senate appointed or elected pursuant to clause 13.2 of the Constitution.