

Entitlements and Remuneration for Members of the University Council Policy

1. PURPOSE

To:

- (a) provide for the reimbursement of members of Council for reasonable out-of-pocket expenses incurred in carrying out Council-related duties; and
- (b) acknowledge, through remuneration:
 - the skills and experience that eligible members of Council contribute to Council and the time required to prepare for and attend meetings of Council, or act as chair of a designated committee; and
 - potential liabilities incurred by eligible members of Council.

2. POLICY STATEMENT

2.1 Reimbursement of out-of-pocket expenses

- 2.1.1 All members of Council may, upon application, be reimbursed by the University for reasonable out-of-pocket expenses incurred in carrying out Council-related duties for which they are not otherwise reimbursed. For example, members may incur travel costs in order to attend meetings of the Council or Graduation Ceremonies. Further details regarding reimbursement of out-of-pocket expenses are outlined in the [Entitlements and Remuneration for Members of University Council Procedures](#).

2.2 Remuneration

- 2.2.1 For the purposes of the remuneration aspects of this Policy, eligible members of Council are members of Council appointed, nominated or elected under the following categories contained in the Curtin Act, except for those excluded by 2.2.2 below.
- persons appointed by the Governor representative of the professions and industrial and commercial interests [section 9(1)(a) of the Curtin Act];
 - the person who is nominated by the Minister charged with the administration of the School Education Act 1999 [section 9(1)(c) of the Curtin Act];
 - persons elected by and from the students in the manner prescribed by Statute [section 9(1)(ga) of the Curtin Act];
 - the Chancellor [section 9(1)(h) of the Curtin Act];
 - persons appointed from time to time by co-option by Council [section 9(1)(i) of the Curtin Act];
 - the person who is a member of the Alumni Association of the University elected by members of that Association [section 9(1)(gc) of the Curtin Act]; and
 - persons appointed by the Council from persons who are members of bodies that represent the interests of the University in places other than the University's principal campus.
- 2.2.2 Excluded from the remuneration aspects of this Policy, because their employment conditions assume a service contribution to bodies such as Council, are eligible members who are full-time employees of the Western Australian public service or full-time employees of a Western Australian statutory authority.
- 2.2.3 Eligible members of Council will, upon annual application, be remunerated by the University according to the levels and categories in Schedule A. Each eligible member is entitled to the remuneration applicable to one category only (that is, the remuneration levels listed are not cumulative).
- 2.2.4 Eligible members of Council who chair a designated committee listed in Schedule B will be remunerated according to the remuneration level shown in Schedule A for a Committee Chairperson.
- 2.2.5 The Executive Committee may recommend to Council that a particular eligible member receive the level of remuneration that applies to a Committee Chairperson

in recognition of work performed chairing committees of Council not listed in Schedule B.

- 2.2.6 Eligible members of Council who are members of a designated committee listed in Schedule C will be remunerated according to the remuneration level shown in Schedule A for a Committee Member.
- 2.2.7 The Executive Committee may recommend to Council that a particular eligible member receive the level of remuneration that applies to a Committee Member in recognition of work performed sitting on committees of Council not listed in Schedule C.
- 2.2.8 An eligible member may accept or decline the remuneration payments in full. In deciding whether to accept or decline remuneration payments, eligible members should be mindful that accepting such a payment may mean that the member is no longer deemed a volunteer for the purposes of, for example, work health and safety legislation thereby potentially increasing their exposure to relevant liabilities.
- 2.2.9 An eligible member who accepts remuneration payments may donate all or part of those payments to the Curtin University Foundation for either specific or general purposes.
- 2.2.10 If an eligible member has entered into an arrangement with an employer which provides that the remuneration payments are to be paid to the employer as part of the member's conditions of employment, payment will be made to the employer.
- 2.2.11 The remuneration levels and categories in Schedule A will be reviewed on a biennial basis. To avoid a conflict of interests, the Council will appoint three members of Council who are either not eligible for the remuneration or who have opted not to accept the remuneration, or an immediate past member of Council, to constitute a committee with the delegated authority to make changes to Schedule A.
- 2.2.12 The list of designated committees in Schedule B and Schedule C will be reviewed by Council as and when required, following a recommendation by the Executive Committee.
- 2.2.13 Further details relating to remuneration payments are outlined in the [Entitlements and Remuneration for Members of the University Council Procedures](#).

3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Council Secretary

4. SCOPE OF POLICY

Council members and those University staff facilitating reimbursement and remuneration payments

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SUPPORTING PROCEDURES

[Entitlements and Remuneration for Members of University Council Procedures](#)

7. RELATED DOCUMENTS/LINKS

[Schedule A](#) Remuneration Levels for Eligible Members of the University Council

[Schedule B](#) List of Designated University Council Committees for the purpose of Remuneration of Committee Chairs

[Schedule C](#) List of Designated University Council Committee for the purpose of Remuneration of Committee Members

Policy Compliance Officer	Jon Porter , Council Secretary Secretariat
Policy Manager	Council Secretary
Approval Authority	Council Remuneration Committee
Review Date	1 st April 2019

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	16/02/2015	Council Remuneration Committee	CRC 02/15	Attachment C to Item 4
	Amended	27/11/2015	Council Remuneration Committee	CRC 03/15	Attachment A

SCHEDULE A – REMUNERATION LEVELS FOR ELIGIBLE MEMBERS OF THE UNIVERSITY COUNCIL

Effective as of 1 April 2015, eligible members of Council are entitled to the following remuneration levels:

Chancellor	\$80,000 per annum
Pro Chancellor	\$40,000 per annum
Committee Chairperson	\$35,000 per annum
Committee Member	\$20,000 per annum
Council Member (Non-student)	\$15,000 per annum
Council Member (Student)	\$5,000 per annum

SCHEDULE B – LIST OF DESIGNATED UNIVERSITY COUNCIL COMMITTEES FOR THE PURPOSE OF REMUNERATION OF COMMITTEE CHAIRS

Effective as of 1 April 2015, the following committees are designated as those for which the Chair, if otherwise eligible, may receive remuneration under this policy and the related procedures, at the level specified in [Schedule A](#).

1. Finance Committee
2. Audit and Compliance Committee

SCHEDULE C – LIST OF DESIGNATED UNIVERSITY COUNCIL COMMITTEES FOR THE PURPOSE OF REMUNERATION OF COMMITTEE MEMBERS

Effective as of 1 April 2015, the following committees are designated as those for which a member, if otherwise eligible, may receive remuneration under this policy and the related procedures, at the level specified in [Schedule A](#).

1. Finance Committee
2. Audit and Compliance Committee
3. Executive Committee