

## Entitlements and Remuneration for Members of the University Council Procedures

### 1. POLICY SUPPORTED

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

### 2. IMPLEMENTATION PRINCIPLES

2.1 Reimbursement and remuneration payments for Council members will be administered by the Council Secretary.

### 3. PROCEDURAL DETAILS

#### 3.1 Reimbursement of out-of-pocket expenses

3.1.1 It is recommended that members of Council who seek reimbursement for out-of-expenses incurred discuss with the Council Secretary the level of reimbursement which is normally considered reasonable and any special arrangements which the University has in place under, for example, the [Travel Procedures](#).

3.1.2 To receive reimbursement of out-of-pocket expenses, a member of Council must:

- (a) be registered as a University Associate (as this facilitates efficient payment through the University payroll system), unless the member is already on the University payroll system; and
- (b) provide to the Council Secretary required documentation in support of the expenses for which the reimbursement is being sought (e.g., receipts for taxi fares).

#### 3.2 Remuneration

3.2.1 Remuneration payments will be subject to PAYG tax under Australian Taxation Office (ATO) legislation. Employer superannuation guarantee contributions, levies and payroll tax will be payable by the University.

3.2.2 Remuneration payments will only be made following an annual application to the Council Secretary by the eligible member of Council.

3.2.3 Remuneration payments will be made through the University payroll system to the eligible Council member.

3.2.4 Remuneration payments will be:

- (a) paid on a quarterly basis irrespective of the number of the meetings attended or the number of committees a member sits on or chairs; and
- (b) paid on a pro-rata basis in the event an eligible member commences or ceases part way through a year.

3.2.5 To receive remuneration, an eligible member of Council must:

- (a) be registered as a University Associate;
- (b) complete and submit the Curtin Confidentiality and Compliance Agreement;
- (c) complete and submit a personal details form;
- (d) complete and submit an ATO Taxation Declaration;
- (e) nominate a superannuation fund for payment of employer superannuation guarantee contributions; and
- (f) if donating to the Curtin University Foundation, complete and submit a Salary Sacrifice Agreement and Curtin University Foundation Pledge Form.

3.2.6 If the remuneration entitlement of an eligible member is to be paid to an employer, the eligible member is to present a tax invoice and payment will be made through the University's finance system. The tax invoice is to include:

- Name of employer

- ABN of employer
- Contact details
- Email address
- Business address
- Bank details for payment
- Amount to be paid (inclusive of GST)

#### 4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3, the Council Secretary is responsible for the overall management and oversight of these procedures, including informing appropriate University staff of reimbursements or remuneration to be paid to Council members.

#### 5. SCOPE OF PROCEDURES

Council members and those University staff facilitating reimbursement and remuneration payments.

#### 6. DEFINITIONS

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

*Nil*

#### 7. RELATED DOCUMENTS/LINKS/FORMS

[Travel Procedures](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Porter</a> , Council Secretary   Secretariat
<b>Policy Manager</b>	Council Secretary
<b>Approval Authority</b>	Council Remuneration Committee
<b>Review Date</b>	1 <sup>st</sup> 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 B