



Remuneration and Benefits Policy

1. PURPOSE

The purpose of this policy and its supporting procedures is to regulate how the University manages staff remuneration and benefits within the University's governance framework.

2. POLICY STATEMENT

- 2.1. The University aims to achieve high standards of performance and utilise its resources in a financially responsible and sustainable manner. This will be achieved by using competitive remuneration and benefits to attract, reward and retain staff.
- 2.2. The University will remunerate and reward staff through fair and transparent processes that:
 - a) are sufficiently flexible and competitive to meet the needs of the business area;
 - b) recognise skills and contributions made to the University's business activities;
 - c) encourage and reward outstanding performance; and
 - d) promote equitable culture and practice, including consideration of the gender-based pay gap.

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

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

- Executive Managers
- Heads of School/Area

4. SCOPE OF POLICY

This policy applies to all staff employed by the University.

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

[Incidental Expenditure and Reimbursement Procedures](#)

[Additional Remuneration Procedures](#)

[University Fleet Procedures](#)

7. RELATED DOCUMENTS/LINKS

[Diversity Policy](#)

[Elimination of Discrimination and Harassment Procedures](#)

[Equal Opportunity Policy](#)

[Academic, Professional and General Staff Enterprise Agreement 2012-2016](#)

[Staff Wellness Program](#)

[Vice-Chancellor's Excellence Awards for Professional Staff](#)

[Curtin Awards for Teaching Excellence](#)

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| Policy Compliance Officer | Travis Moore , Deputy Director, People Services People and Culture |
| Policy Manager | Chief Operating Officer |
| Approval Authority | Planning and Management Committee |
| Review Date | 1 st April 2020 |

REVISION HISTORY

| Version | Approved/ Amended/ Rescinded | Date | Committee / Board / Executive Manager | Approval / Resolution Number | Key Changes and Notes |
|---------|------------------------------------|------------|--|------------------------------------|---|
| New | Approved | 27/03/2012 | Planning and Management Committee | PMC 31/12 | Attachment 1 to Document No 00306/12 |
| | Administratively Updated | 05/02/2014 | Director, Legal and Compliance Services | | Updated Policy Contact |
| | Administratively Updated | 24/03/2014 | Director, Legal and Compliance Services | | Link Updated |
| | Administratively Updated | 21/07/2014 | Director, Legal and Compliance Services | | Links Updated |
| | Administratively Updated | 25/08/2015 | Director, Legal and Compliance Services | | Links Updated |
| | Administratively Updated | 06/10/2015 | Director, Legal and Compliance Services | EC 76/15 | Executive Manager Title Changes |
| | Amended | 24/11/2015 | Planning and Management Committee | PMC 98/15 | Attachment G to Item 10 – formally reviewed no changes required |
| | Amended | 28/06/2016 | Planning and Management Committee | PMC 51/16 | Attachment A to Item 10 |
| | Administratively Updated | 09/02/2017 | Director, Legal and Compliance Services | | Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer) |