

COUNCIL REMUNERATION POLICY

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1 PURPOSE

- 1.1 This policy provides for the remuneration of members of CQUniversity's Council and specified Council sub-committees.

2 SCOPE

- 2.1 This policy applies to members of the University Council (excluding the Vice-Chancellor and President) and external members of the following Council sub-committees:
- Audit, Risk and Finance Committee
 - Strategic Planning and Projects Committee.

3 POLICY STATEMENT

Remuneration determination

- 3.1 The University has the express power to remunerate members of the University Council.
- 3.2 A resolution of Council (passed by a two-thirds majority of Council members in attendance) is required to approve the payment of remuneration for Council members and external members of the specified sub-committees of Council.
- 3.3 Council unanimously resolved at its 6 December 2016 meeting that remuneration be paid to all CQUniversity Council members, excluding the Vice-Chancellor and President, effective 1 January 2017.

- 3.4 A resolution of Council (passed by a two-thirds majority of Council members in attendance) on 14 February 2018 determined that the timing and quantum of remuneration to be paid to Council members be linked with higher education employee pay rises.
- 3.5 Council members will receive the same quantum of increase as awarded to higher education employees, with increases to occur from the date that higher education employees receive their increase.
- 3.6 Remuneration is payable to members of the University Council, excluding the ex-officio position of Vice-Chancellor and President.
- 3.7 Remuneration of Council members is in recognition of all associated activities and functions related to Council membership, including attendance at functions, graduation ceremonies, reading and preparation for Council, sub-committee and ad-hoc committee meetings, and travel time.
- 3.8 Remuneration of external members of the Audit, Risk and Finance Committee and Strategic Planning and Projects Committee is in recognition of all associated activities and functions related to sub-committee membership, including reading and preparation for meetings and travel time.
- 3.9 Reviews of remuneration amounts separate to the increases provided through sections 3.4 and 3.5 must include consideration of the outcomes of an external review of remuneration amounts and relevant external reference points.
- 3.10 Council may choose to reduce the level of remuneration.

Remuneration payments

- 3.11 Remuneration will be paid fortnightly via the University's employee payroll system in the usual fortnightly pay run.
- 3.12 Payments will be made by the University by direct deposit to an account nominated by the Council or sub-committee member.
- 3.13 Council members may choose not to be remunerated or may choose to use the value of their remuneration as professional development funds to be expended in the relevant calendar year wherever possible.
- 3.14 Sub-committee members may choose not to be remunerated.
- 3.15 If a Council or sub-committee member chooses not to be remunerated in any way, the University may donate an amount equivalent to that member's remuneration entitlement to a University-endorsed charitable fund.
- 3.16 Council and sub-committee members who commence or retire during a pay period will be paid a pro-rata rate based on the weeks that they were members of Council or the sub-committee.
- 3.17 All remuneration detailed in [Appendix 1](#) is exclusive of superannuation.
- 3.18 Remuneration above the Government-specified threshold is superannuable at the rate specified by the Australian Superannuation Guarantee.
- 3.19 Taxation is payable on remuneration payments made to members, and will be deducted from payments made by the University.
- 3.20 Remuneration cannot be made to companies or trusts.
- 3.21 If a Council or sub-committee member is absent without the Council's or sub-committee's leave, and without reasonable excuse, from every Council or sub-committee meeting in any given quarter of the year, remuneration payments may be adjusted, reduced or suspended at the discretion of the Chancellor for that period.

Enterprise agreement

- 3.22 The CQUniversity [Enterprise Agreement](#) does not apply to Council or sub-committee members.
- 3.23 Council and sub-committee members are not eligible to receive leave entitlements.

Insurance

- 3.24 Council and sub-committee members are covered by the University's Directors and Officers Insurance policy.

Financial advice

- 3.25 It is the responsibility of each individual Council and sub-committee member to receive financial, taxation and/or legal advice in relation to the payment of remuneration.

External employer approval

- 3.26 Council and sub-committee members, and in particular those members who are employees of Queensland Government agencies, may require approval from their employer to receive remuneration as a Council or sub-committee member. It is the responsibility of those members to receive advice and/or approval from their employer to receive remuneration from the University.

Chancellor additional benefits

- 3.27 The Chancellor receives the following benefits in addition to remuneration:
- a) reasonable expenses incurred on University business
 - b) access to a private office at a University Campus
 - c) part-time support from an executive assistant determined by the University
 - d) technology support including access to a laptop computer, tablet device and mobile phone
 - e) professional development funds to the value of \$3,000 per annum allocated within the Council budget
 - f) frequent flyer membership and airport lounge membership for preferred airline
 - g) business class travel, and
 - h) partner travel and accommodation budget allocation of up to \$3,000 per annum, which may be used for travel by the Chancellor's spouse (including insurance and fringe benefit tax (FBT) costs). This amount is not payable as an allowance and may not be redirected for another purpose. Any unspent amounts are forfeited each year.

Deputy Chancellor additional benefits

- 3.28 The Deputy Chancellor receives the following benefits in addition to remuneration:
- a) reasonable expenses incurred on University business
 - b) technology support including access to a tablet device, and
 - c) frequent flyer membership and airport lounge membership for preferred airline.

Council member additional benefits

- 3.29 Council members receive the following benefits in addition to remuneration:
- a) all reasonable expenses incurred on University business, and
 - b) technology support.
- 3.30 Most Council members prefer to use their own devices, however the University Secretary may decide to provide a Wi-Fi tablet device in certain circumstances and where budget permits.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The University Secretary is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy.
- 4.2 The quantum of remuneration to Council members and external members of Council sub-committees will be reviewed prior to the conclusion of each Enterprise Agreement.

Reporting

- 4.3 Reporting in relation to remuneration payments to Council members will be undertaken in accordance with the [Queensland Government Annual Reporting Requirements](#).

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Act 1998](#) (Qld)

[Council Charter](#)

[Financial Accountability Act 2009](#) (Qld)

[Financial and Performance Management Standard 2019](#) (Qld)

[Superannuation Guarantee \(Administration\) Act 1992](#) (Cwlth)

7 FEEDBACK

- 7.1 Feedback may be provided about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	N/A
Administrator	University Secretary
Next Review Date	29/06/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Council 06/12/2016
Amendment Authority and Date	Director, Vice-Chancellor and President's Division and University Secretary 20/12/2017; Council 14/02/2018; Administrative updates 16/01/2019; Council 23/08/2019; Administrative update 30/08/2019; Council 14/04/2020; University Secretary 15/10/2020; University Secretary 02/12/2020; Council 05/11/2021 (remuneration rates only); Editorial amendment 14/02/2022; Council 29/06/2022; Editorial amendment 20/09/2022; Editorial amendment 03/01/2023.
Notes	

9 APPENDIX 1: Remuneration schedule

Remuneration payments approved for commencement from 1 January 2017. Rates effective from 1 January 2023.

Role on Council	Details	Remuneration level ¹
Chancellor	Chair of the University Council Chair of Chancellor's Committee Chair of Ceremonial and Honorary Awards Committee Member of Audit, Risk and Finance Committee Member of Strategic Planning and Projects Committee Presiding officer at official occasions (Graduations)	\$77,625.57
Deputy Chancellor	Deputy to the Chancellor (and becomes Acting Chancellor in the absence of the Chancellor) Member of Chancellor's Committee Member of Audit, Risk and Finance Committee Member of Strategic Planning and Projects Committee	\$45,662.10
Council Member	Chair of Audit, Risk and Finance Committee Member of Strategic Planning and Projects Committee Member of Chancellor's Committee	\$41,095.89
Council Member	Chair of Strategic Planning and Projects Committee Member of Audit, Risk and Finance Committee Member of Chancellor's Committee	\$41,095.89
Council Member	Base Council Member rates Addition if serving on Academic Board, Audit, Risk and Finance Committee or Strategic Planning and Projects Committee	\$27,397.26 \$3,000.00
Council Member (2 of) (Elected employee)	Elected representative of professional employees and Elected representative of Academic and Teaching employees	\$9,134.42
Council Member (1 of) (Elected student)	Elected representative of the student body	\$9,134.42
President of Academic Board	Ex-officio member appointed by the Council	\$9,134.42
Vice-Chancellor and President	Ex-officio member of the University executive	Nil
Council sub-committee Member	External member of Audit, Risk and Finance Committee or Strategic Planning and Projects Committee who is not an employee of the University or a member of Council	\$3,000.00 ²

¹ The remuneration levels listed do not include the minimum superannuation guarantee which is currently set at 10.5 per cent. Council members entitled to remuneration are also entitled to receive the superannuation guarantee, provided they meet the requirements of the *Superannuation Guarantee (Administration) Act 1992* (Cwth).

² Members of Council sub-committees (who are not Council members) will not normally receive superannuation, as monthly payment amounts are below the Government-specified threshold.