

# COUNCIL REMUNERATION POLICY



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## 1 PURPOSE

To provide for the remuneration of members of the University Council and external members of the sub-Committees of Council.

## 2 SCOPE

This policy applies to members of the University Council (excluding the Vice-Chancellor and President) and external members of the sub-Committees of Council.

## 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 sub-Committees of Council.
- 3.3 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 and external members of the Sub-Committees of Council be linked with Higher Education staff payrises.

- 3.4 Council members and external members of the Sub-Committees of Council will receive the same quantum of increase as awarded to Higher Education staff, with increases to occur from the date that Higher Education staff receive their increase.
- 3.5 Remuneration is payable to all members of the University Council, excluding the ex officio position of Vice-Chancellor and President.
- 3.6 Remuneration 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.

### **Remuneration payments**

- 3.7 Remuneration will be paid fortnightly via the CQUniversity staff payroll system in the usual fortnightly pay run.
- 3.8 All payments will be made by the University by direct deposit to an account nominated by the Council member.
- 3.9 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.
- 3.10 If a Council member chooses not to be remunerated in any way, the University will donate an amount equivalent to that member's remuneration entitlement to a CQUniversity-endorsed charitable fund.
- 3.11 Council members who commence or retire during any pay period will be paid a pro-rata rate based on the weeks that they were members of Council.
- 3.12 All remuneration detailed in [Appendix 1](#) is exclusive of superannuation.
- 3.13 Remuneration is superannuable at the rate specified by the Australian Superannuation Guarantee Levy.
- 3.14 An allowance is payable to non-Council members who are members of Council sub-committees. This allowance is not superannuable and will be paid in instalments twice per year in June and in December.
- 3.15 Taxation is payable on all remuneration payments made to members and will be deducted from payments made by the University.
- 3.16 Remuneration cannot be made to companies or trusts.
- 3.17 If a Council member is absent without the Council's leave and without reasonable excuse from every meeting of the Council 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**

- 3.18 The CQUniversity Enterprise Agreement does not apply to Council members.
- 3.19 Council members are not eligible to receive any leave entitlements.

### **Insurance**

- 3.20 Council members are covered by CQUniversity's Directors and Officers Insurance policy.

### **Financial advice**

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

## **External employer approval**

- 3.22 Council 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 member. It is the responsibility of those Council members to receive advice and/or approval from their employer to receive remuneration from CQUniversity.

## **Chancellor additional benefits**

- 3.23 The Chancellor receives the following benefits in addition to remuneration:
- a) all reasonable expenses incurred on University business
  - b) access to a private office at a CQUniversity Campus
  - c) part-time support from an Executive Assistant determined by the University
  - d) technology support including access to a desktop computer, laptop computer, iPad and iPhone
  - e) frequent flyer membership and airport lounge membership for preferred airline, and
  - f) partner travel and accommodation allowance for University business purposes up to \$10 000 per annum.

## **Deputy Chancellor additional benefits**

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

## **Council Member additional benefits**

- 3.25 Council members receive the following benefits in addition to remuneration:
- a) all reasonable expenses incurred on University business, and
  - b) technology support including access to an iPad.

## **4 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 4.1 The Secretary to the University Council is responsible for ensuring that this policy is implemented.
- 4.2 The quantum of remuneration to Council members will be reviewed by the Council annually.

### **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 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

## **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)

## 7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Nil
Administrator	Secretary to Council
Next Review Date	14/02/2021

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.
Notes	

## 9 APPENDIX 1: CQUniversity Council Member Remuneration Schedule

For payment from 1 January 2017. Approved by Council 14 February 2018.

Role on Council	Details	*Remuneration level
Chancellor	Chair of the University Council Chair of Chancellor's Committee Chair of Ceremonial & Honorary Awards Committee Member of all other Committees 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, Compliance & Risk Committee Member of Planning & Resources Committee	\$45,662.10
Council Member	Chair of Audit, Risk & Finance Committee Member of Strategic Planning & Projects Committee Member of Chancellor's Committee	\$41,095.89
Council Member	Chair of Strategic Planning & Projects Committee Member of Audit, Risk & Finance Committee Member of the Chancellor's Committee	\$41,095.89
Council Member	Base Council Member rates	\$27,397.26
	Addition for each of the sub-committees	\$3,000.00
Council Member (2 of) (Elected staff)	Elected representative of Professional Staff and Elected representative of Academic Staff	\$9,132.42
Council Member (1 of) (Elected student)	Elected representative of the student body	\$9,132.42
President of Academic Board	Ex officio member appointed by the Council	\$9,132.42
Vice-Chancellor & President	Ex officio member of the University executive	Nil
Council Sub-Committee Member	External member of the Committee who is not an employee of CQUniversity	\$3,000.00 #

**\*Note:**

The above rates do not include the minimum superannuation guarantee levy which is currently set at 9.5%. Council members entitled to remuneration are also entitled to receive the superannuation guarantee levy.

**#Note:**

Members of sub-committees (who are not Council members) will not be eligible to receive superannuation.