

COUNCIL REMUNERATION POLICY



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
	Remuneration determination.....	1
	Remuneration payments	2
	Enterprise Agreement	2
	Insurance	2
	Financial advice	3
	External employer approval	3
	Chancellor additional benefits.....	3
	Deputy Chancellor additional benefits	3
	Council Member additional benefits.....	3
4	RESPONSIBILITIES	3
	Compliance, monitoring and review.....	3
	Reporting.....	3
	Records management.....	4
5	DEFINITIONS	4
6	RELATED LEGISLATION AND DOCUMENTS.....	4
7	FEEDBACK.....	4
8	APPROVAL AND REVIEW DETAILS.....	4
9	APPENDIX 1: CQUniversity Council Member Remuneration Schedule	5

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 (hereafter 'Sub-Committee members').
- 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 be linked with Higher Education staff pay rises.

- 3.4 Council members 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 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.
- 3.7 Remuneration of Sub-Committee members is in recognition of all associated activities and functions related to Sub-Committee membership, including reading and preparation for meetings and travel time.
- 3.8 Any review of remuneration amounts separate to the increases provided through the University's Enterprise Agreements must include consideration of the outcomes of an external review of remuneration amounts and relevant external reference points.

Remuneration payments

- 3.9 Remuneration will be paid fortnightly via the CQUniversity staff payroll system in the usual fortnightly pay run.
- 3.10 All payments will be made by the University by direct deposit to an account nominated by the Council or Sub-Committee member.
- 3.11 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.
- 3.12 Sub-Committee members may choose not to be remunerated.
- 3.13 If a Council or Sub-Committee 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.
- 3.14 Council and Sub-Committee 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.
- 3.15 All remuneration detailed in [Appendix 1](#) is exclusive of superannuation.
- 3.16 Remuneration above the Government-specified threshold is superannuable at the rate specified by the Australian Superannuation Guarantee Levy.
- 3.17 Taxation is payable on all remuneration payments made to members and will be deducted from payments made by the University.
- 3.18 Remuneration cannot be made to companies or trusts.
- 3.19 If a Council or Sub-Committee member is absent without the Council's or Committee's leave and without reasonable excuse from every meeting of the Council or Committee 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

- 3.20 The CQUniversity Enterprise Agreement does not apply to Council or Sub-Committee members.
- 3.21 Council and Sub-Committee members are not eligible to receive any leave entitlements.

Insurance

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

Financial advice

- 3.23 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

- 3.24 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

- 3.25 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) 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
 - h) allocation for partner travel and accommodation of up to \$10 000 per annum, which may be used for travel by the Chancellor's spouse (including 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

- 3.26 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

- 3.27 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 University Secretary is responsible for ensuring that this policy is implemented.
- 4.2 The quantum of remuneration to Council members 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 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 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
Advisory Committee to Approval Authority	Nil
Administrator	University Secretary
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; Administrative updates 16/01/2019; Council 23/08/2019; Administrative update 30/08/2019; Council 14/04/2020.
Notes	

9 APPENDIX 1: CQUniversity Council Member Remuneration Schedule

Remuneration payments approved for commencement from 1 January 2017. Rates effective from 14 April 2020.

Role on Council	Details	*Remuneration level
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	\$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 and 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 #

*Notes:

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.

Council approved at its 14 April 2020 meeting that Council Members would not receive Enterprise Agreement remuneration increases in 2020 or 2021.

#Note:

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.