

Council and Committees Remuneration

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1.0 Purpose

This policy provides the principled basis for the remuneration of Council and external committee members, and payment or reimbursement of costs for activities associated with the requirements of their service to the University.

2.0 Scope

The policy applies to the Chancellor, Council members, and external members of specific committees as designated by Council.

3.0 Policy Statement

Griffith is committed to the appropriate remuneration of Council members to acknowledge that:

- the governing body makes a significant contribution to the overall performance of the University
- good corporate governance contributes towards the University's sustained and long-term value
- all members are entitled to receive remuneration for their work.

Remuneration is offered because:

- universities are placing increasing demands on Council and external committee members' time and expertise in line with community accountability expectations
- it is fair to remunerate Council members and external committee members in order to recognise the time and expertise they contribute
- remunerating Council members and external committee members strengthens their role and indicates to other members of the University community and the general public that membership is a professional and accountable role requiring skilled and experienced individuals committed to making a meaningful contribution.

3.1 Equity and Council Composition

Remuneration supports the goal of a more equitable and diverse composition of Council and its committees and enables the University to:

- attract a broader range of well-suited people for Council membership
- ensure that Council membership is not limited to people in circumstances that allow them to donate considerable time without compensation

- ensure that people who are members of under-represented, disadvantaged or marginalised groups are not expected to provide further unpaid labour in the service of providing their valuable and diverse perspectives to the University.

3.2 Industry Parity

Remuneration will be in line with tertiary sector norms in Queensland and Australia, but not aligned to commercial levels. State government guidelines will be used as a reference point in setting fair and equitable rates, taking account of established practice and emerging trends within the sector and the administrative and compliance requirements of the University.

Remuneration levels, conditions and terms are established in the Council and Committees Remuneration Procedure.

3.3 Remuneration Exemptions

The following members of Council and committees do not receive payment:

- public sector employees who are precluded from accepting additional remuneration under the terms of their employment
- the Vice Chancellor and President
- any other Council member who elects not to be paid.

3.4 Superannuation and Tax

Remuneration is exclusive of superannuation. Superannuation contributions will be made by the University consistent with the Superannuation Guarantee and in addition to the base remuneration level.

Council members and external committee members should seek their own taxation advice.

3.5 Donations

The University recognises that some members may hold strong philanthropic beliefs and may therefore regard Council and committee membership as a way to contribute to the community.

Such members may elect not to be remunerated, or alternatively may donate part or all of their remuneration to a student scholarship already established by the University.

3.6 Review

This policy will be reviewed every four years.

On the delegated authority from Council, remuneration levels will be reviewed and determined by the People, Nominations and Remuneration Committee every four years and changes will be reported to Council.

Changes in employment laws or other legislative or regulatory considerations may require remuneration levels and/or practices to be reviewed within the four year cycle to ensure compliance and administrative efficiency for the University.

Any review must be informed by independent advice sought in accordance with the terms outlined in section 3.2 of this Policy.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Council	<p>Approve the Council and Committees Remuneration Policy.</p> <p>Designate those committees with members eligible to receive remuneration.</p>
People, Nominations and Remuneration Committee	<p>Approve the Council and Committees Remuneration Procedure.</p> <p>Review and determine remuneration levels every four years and report to Council.</p>
Audit and Risk Committee	<p>Receive report following the August review of Key Management Personnel (KMP) remuneration undertaken by Finance, which will include a three-way formal reconciliation and sign-off from Corporate Governance, Finance and Payroll to confirm the accuracy and completeness of YTD payments made to Council and external Council committee members.</p>
Chancellor	<p>Authorise Council member and external Council committee member activities associated with the requirements of their service to the University where costs may be incurred.</p>
Chair, Audit and Risk Committee	<p>Authorise the Chancellor's international travel arrangements.</p>
Council and external committee members (eligible for remuneration)	<p>Notify the Head, Corporate Governance of choice regarding remuneration and provide complete required documentation for remuneration.</p> <p>Notify the Chancellor and Head, Corporate Governance of any changes that may impact their eligibility for remuneration, and/or of any requested changes to their remuneration arrangement.</p>
Head, Corporate Governance	<p>Approve payment of travel, out-of-pocket expenses and other benefits to Council members and external Council committee members as required by their role and authorised by the Chancellor.</p> <p>Approve payment of travel, out-of-pocket expenses and other benefits to the Chancellor as required by the role, and for international travel, as authorised by the Chair, Audit and Risk Committee.</p>
Corporate Governance	<p>Provide relevant Council and external committee member documentation and information to payroll.</p>

Periodic monitoring and review of Council and external committee member information for remuneration to ensure alignment with current membership and terms.

Maintain a register of the terms and details of Council and external Council committee member remuneration.

With Finance and Payroll, confirm the accuracy and completeness of YTD payments made to Council and external Council committee members with a three-way formal reconciliation and sign-off following the August KMP review, which will be reported to the following Audit and Risk Committee meeting.

Oversee processes for Council and external Committee Member remuneration.

Finance (Accounting, Tax and Treasury)	Review of remuneration for Key Management Personnel (KMP) reporting in the annual financial statements and in the Griffith University Annual Report.
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With Corporate Governance and Payroll, confirm the accuracy and completeness of YTD payments made to Council and external Council committee members with a three-way formal reconciliation and sign-off following the August KMP review, which will be reported to the following Audit and Risk Committee meeting.

Payroll	<p>Process fortnightly payments via the University's staff payroll system.</p> <p>Periodic monitoring and review of Council and external committee member remuneration to ensure accuracy of payments.</p> <p>With Corporate Governance and Finance, confirm the accuracy and completeness of YTD payments made to Council and external Council committee members with a three-way formal reconciliation and sign-off following the August KMP review, which will be reported to the following Audit and Risk Committee meeting.</p> <p>Oversee processes for Council and external Committee Member remuneration.</p>
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5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Public sector employees mean employees of federal, state or local governments, employees of semi-government organisations, either federal or state, including statutory authorities and employees of state and local government owned corporations and colleges. For the purpose of these procedures members of any parliament within Australia, elected local government representatives, judges, magistrates and other judicial and quasi-judicial officers are also regarded as public sector employees. Paid officials or employees of universities are not included in this category. (Definition is taken from the Queensland Government *Remuneration Procedures for Part-Time Chairs and Members of Queensland Government Bodies*).

Remuneration, in the context of this Policy, means the annual payment, exclusive of superannuation, made to Council members and external members of Committees, as set out in the Council and Committees Remuneration Procedure.

Specific committees designated by Council, which in the context of this Policy, includes the Audit and Risk Committee, the Finance and Infrastructure Committee and the Griffith University Elders and First Peoples Knowledge Holders Advisory Board and any other committee that Council formally approves for remuneration in accordance with this Policy. Remuneration of members of the Griffith University Elders and First Peoples Knowledge Holders Advisory Board will be managed by the secretary.

6.0 Information

Title	Council and Committees Remuneration Policy
Document number	2025/0001043
Purpose	This policy provides the principled basis for the remuneration of Council and external committee members.
Audience	Public
Category	Governance
Subcategory	Governance
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goals: 4: Quality Education 8: Decent Work and Economic Growth
Approval date	16 June 2025
Effective date	28 June 2025
Review date	2028
Policy advisor	Head, Corporate Governance
Approving authority	University Council

7.0 Related Policy Documents and Supporting Documents

Legislation	Griffith University Act 1998
Policy	Code of Conduct Privacy Management Policy
Procedures	Council and Committees Remuneration Procedure Council Handbook Council Meetings Procedure Privacy Management Procedure
Local Protocol	N/A
Forms	N/A