

# Council and Committees Remuneration

## 1.0 Purpose

## 2.0 Scope

## 3.0 Procedure

3.1 Majority to Introduce Remuneration | 3.2 Payment Exemptions | 3.3 Payment Levels |

3.4 Payment Options | 3.5 Travel, Out-of-pocket Expenses and Other Benefits |

3.6 Enterprise Agreement | 3.7 Monitoring and Review

## 4.0 Definitions

## 5.0 Information

## 6.0 Related policy documents and supporting documents

### 1.0 Purpose

This procedure provides direction on 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 procedure applies to the Chancellor, Council members, and external members of specific committees as designated by Council.

### 3.0 Procedure

As provided in the Council and Committees Remuneration Policy, the University is committed to the appropriate remuneration of Council and external committee members.

#### 3.1 Majority to Introduce Remuneration

A simple majority of Council members present at the meeting, is required to amend this Procedure and / or introduce or change a Council remuneration fee structure.

#### 3.2 Payment Exemptions

The following members of Council do not receive payment:

- public sector officials who are precluded from accepting additional remuneration
- the Vice Chancellor and President
- any other Council member who elects not to be paid.

#### 3.3 Payment Levels

Chancellor	\$80,000 per annum including superannuation to cover all Council and committee work
Deputy Chancellor	\$40,000 per annum including superannuation to cover all Council and committee work
Pro Chancellor	\$30,000 per annum including superannuation to cover all Council and committee work

Council members	\$25,000 per annum including superannuation to cover all Council and committee work
Committee chairs if external to the University	\$10,000 per annum including superannuation
External committee members serving on significant Council committees that meet four or more times a year	\$5,000 per annum including superannuation

### 3.4 Payment Options

- Remuneration will be paid fortnightly via the University's staff payroll system.
- Remuneration is taxable income, and members should seek their own taxation advice. The University has Deductible Gift Recipient (DGR) status so that gifts made to the University are tax deductible. Any pre-tax contributions available to staff for contributions to the Student Future Fund will be available to members upon completion of the appropriate payroll forms.
- All remuneration is inclusive of superannuation.
- Remuneration cannot be paid to companies or trusts.

Council members may choose not to be remunerated, or be partially remunerated, or alternatively donate their remuneration to a student scholarship already established by the University.

### 3.5 Travel, Out-of-pocket Expenses and Other Benefits

Council member and external Council committee member travel, participation in events and professional development activities will be authorised by the Chancellor and costs covered by the University and will typically be paid upfront by the University.

A Council member or external Council committee member may submit a claim for reasonable expenses incurred for travel or other out of pocket expenses associated with the requirements of their service, such as meals where meals are not provided during extended meetings. Details of the expense, together with relevant supporting documentation, is required and should be submitted to the Council Secretary for approval. The payment of any expense is at the discretion of the Chancellor.

International travel undertaken by the Chancellor will be authorised by the Chair of the Audit and Risk Committee. Records of this authorisation will be kept by the Head, Corporate Governance.

### 3.6 Enterprise Agreement

The Griffith Enterprise Agreement does not apply to Council members.

### 3.7 Monitoring and Review

- All payments will be reviewed every two years by Council following independent advice sought in accordance with section 3.3 of the Council and Committees Remuneration Policy.
- In reviewing payments, Council will take external advice with regard to levels of remuneration paid by Queensland and Australian Universities, State Government Guidelines and community expectations.
- Remuneration of Council members will be reported in the University's annual financial report in accordance with Queensland Government Annual Accounting Reporting requirements.

## 4.0 Definitions

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

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

**Specific committees designated by Council**, which in the context of this Procedure, 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 Procedure.

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 5.0 Information

Title	Council and Committees Remuneration Procedure
Document number	2023/0001031
Purpose	This procedure provides direction on 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 Goal/s: 8: Decent Work and Economic Growth
Approval date	12 June 2023
Effective date	1 January 2022
Review date	2024
Policy advisor	Head, Corporate Governance
Approving authority	University Council

## 6.0 Related Policy Documents and Supporting Documents

Legislation	Griffith University Act 1998
Policy	Code of Conduct Council and Committees Remuneration Policy

Procedures	Council Handbook Council Meetings Procedure
------------	--

---

Local Protocol	N/A
----------------	-----

---

Forms	N/A
-------	-----

---