

Council and Committees Remuneration

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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 Remuneration

Remuneration will be paid fortnightly to members via the University's staff payroll system, and payments will be exclusive of superannuation. Superannuation contributions will be made by the University to the members' nominated superannuation fund and will be consistent with the legislated Superannuation Guarantee. The University's Payroll function is responsible for making these payments.

Council members and external committee 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.

Remuneration is taxable income, and it is the responsibility of each member to 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.

Remuneration cannot be paid to companies or trusts.

It is the responsibility of each Council or external committee member eligible for remuneration to advise the relevant secretary of their choice and to complete the required documentation, otherwise payment cannot be processed. Members are also required to notify the secretary of any changes that may impact their eligibility for remuneration, and/or of any requested changes to their remuneration arrangement.

For Council and external Council committee members, Corporate Governance is responsible for providing the required documentation to Payroll. Corporate Governance is also responsible for advising Payroll of any changes in membership or membership terms.

For other committees, the relevant secretary is responsible for providing the required documentation to Payroll and for advising Payroll of any changes in membership or membership terms.

3.2 Remuneration Levels

Remuneration levels as set out in this procedure are exclusive of superannuation, are fixed for a four-year period and will be reviewed in accordance with the policy.

Chancellor	\$80,000 per annum to cover all Council and committee work
Deputy Chancellor	\$40,000 per annum to cover all Council and committee work
Pro Chancellor	\$30,000 per annum to cover all Council and committee work
Council members	\$25,000 per annum to cover all Council and committee work
External committee chairs of specific committees as designated by Council.	\$10,000 per annum
External committee members serving on specific committees as designated by Council that meet four or more times a year	\$5,000 per annum

3.3 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.

3.4 Enterprise Agreement

The Griffith Enterprise Agreement does not apply to Council members.

3.5 Record Keeping

A register of the terms and details of Council and external Council committee member remuneration will be maintained by Corporate Governance. The register will be kept in a secure Council and Council Committee member portal, together with relevant remuneration documents completed by members.

Access to the member portal will be maintained by Corporate Governance and remain limited to identified members of the Corporate Governance, Payroll and Finance teams to protect privacy and ensure the security of the documents being stored.

Processes for the maintenance of records for Council and external committee member remuneration are outlined in ProMapp. These processes are overseen by Corporate Governance and Payroll.

3.6 Monitoring, Review and Reporting

Remuneration levels will be reviewed every four years by the People, Nominations and Remuneration Committee in accordance with section 3.2 and 3.6 of the Council and Committees Remuneration Policy. The outcome of the review will be reported to Council. Reviews may be required within the four year cycle to ensure legislative or regulatory compliance and administrative efficiency. In all instances independent advice must be sought and will inform all reviews.

Remuneration of Council members will be reported in the University's annual financial statements and the Griffith University Annual Report in accordance with Queensland Government Annual Accounting Reporting Requirements and Annual Report Requirements.

Payments will be monitored and periodically reviewed by Payroll to ensure accuracy of payments.

Council and external Council committee member information required for remuneration will be monitored and periodically reviewed by Corporate Governance to ensure alignment with current membership and terms. For other committees this will be undertaken by the relevant secretary.

A review of the draft Key Management Personnel (KMP) disclosure note will be undertaken by Finance at the end of August each year to check for completeness and accuracy of information through the year prior to the full disclosure at year end. Following this review, Corporate Governance, Finance and Payroll will complete a formal reconciliation and sign-off to confirm the accuracy and completeness of YTD payments made to Council and external Council committee members, which will be reported to the following Audit and Risk Committee meeting.

Processes for the monitoring and review of Council and external committee member remuneration are outlined in ProMapp. These processes are overseen by Corporate Governance and Payroll.

4.0 Definitions

For the purposes of this procedure and related 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 Procedure, means the annual payment, exclusive 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. Remuneration of members of the Griffith University Elders and First Peoples Knowledge Holders Advisory Board will be managed by the secretary.

5.0 Information

Title	Council and Committees Remuneration Procedure
Document number	2025/0001044
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 Goals: 4: Quality Education 8: Decent Work and Economic Growth
Approval date	2 June 2025
Effective date	28 June 2025
Review date	2028
Policy advisor	Head, Corporate Governance
Approving authority	People, Nominations and Remuneration Committee

6.0 Related Policy Documents and Supporting Documents

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