

# STUDENT GUILD OF CURTIN UNIVERSITY

## REMUNERATION TRIBUNAL

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### NOTICE OF DECISION

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The following is the decision of the Remuneration Tribunal made on the 22<sup>nd</sup> of August 2019.

#### Preamble

The Remuneration Tribunal was established as per the *Student Guild (Tribunal) Regulations 2018* (The Regulations) to determine the remuneration for Officers of the 51<sup>st</sup> Guild Council.

The members of the Remuneration tribunal for 2019 were:

- Chair of the Remuneration Tribunal – Finlay Nolan
- Member appointed by the Managing Director – David Luketina
- Member appointed by the Vice Chancellor – Tara Felton

#### Submissions

The Chair of the Tribunal invited submissions from among the members of the University:

- Vice Chancellor
- Deputy Vice-Chancellor Academic
- Chief Financial Officer
- Vice President Corporate Relations

And from the Guild (along with a survey to complete):

- Managing Director
- Guild Council members
- Representation Board members
- Postgraduate Students Committee
- International Students Committee
- WASM Student Guild

Submissions were received from the President and the Managing Director along with 6 survey responses.

The Managing Director's response advised that, due to not being able to rely on a surplus from commercial operations:

- Funding for office bearers essentially comes from SSAF fees and a Guild grant from the University
- SSAF fees will increase by 1.65% next year while the Guild grant is not indexed – the combined result being a 1.2% increase in overall funding
- Any increases beyond 1.2% in remuneration to office bearers will require funds to be directed from elsewhere and need to be carefully considered.

The President's response raised that the time allocated to members of Executive is insufficient to drive projects/campaigns/initiatives due to the operational load (e.g. attending meetings and events, administration).

The survey results from an ISC/PSC member and Faculty Representatives stated that while hours were quite variable from week to week, the overall hours assigned were reasonable, as was the remuneration.

The survey results from a Guild Councillor stated that the time required was not unreasonable and that the role should not be paid. They said that it can sometimes be difficult to get unpaid Officers to attend meetings/events.

Comments in the survey results from two members of Executive included:

- Hourly pay rates are appropriate but hours allocated are insufficient, specifically:
  - Hours should be the same for both Vice Presidents and should be a minimum of 30 hours per week (any less means that only basic requirements are being covered)
  - Hours should be increased for the Secretary.
- Equity Officers are in a situation where it is often difficult to find work and should have increased remuneration.

### Considerations

In considering the submissions the Tribunal noted:

- While it can sometimes be difficult to get unpaid Officers to attend meetings/events, Curtin Extra accreditation should help.
- Apart from members of Executive, no Officer requested changes to remuneration and/or allocated hours.
- With regard to Equity Officer roles, honoraria are provided in order to incentivise Officers to complete key and important tasks and duties that typically only occur during semester. Other remunerated Officer roles have a higher and more consistent workload across the year.
- Remuneration should be skewed toward those with key responsibilities to provide representation to the University or for the day to day operation of the Guild.
- With regard to Executive:
  - There will never be enough remunerated hours available to achieve everything and prioritisation will be required.
  - There are, however, peak demands on Executive in relation to key projects/campaigns that require additional assistance from time to time.
- Any increase in funding for Officer remuneration beyond around 1.2% will require that funds be diverted from other areas/services of the Guild.

The Tribunal concluded that:

- It is appropriate that the level system should continue with three distinct salary levels and their associated pay. Level 1 as the base rate at Level 2 of the Hospitality Award the equivalent of a bar tender. Level 2 for those Officers who supervise others and/or are members of the Executive Committee at Level 3 of the Hospitality Award and Level 3 for the most senior Officer of the Guild, the President at the wage of Level 4 of the Hospitality Award.
- Maintaining the level systems means that there will be increases of 3.58%, 3.56% and 3.18% in the hourly rates for Levels 1, 2 and 3 respectively.

- To reflect the above, honoraria will increase by 3.5%.
- Due to increases being higher than the 1.2% increase in funding, some funds will need to be diverted (around \$6k).
- The way that the remuneration of the Chair of the Representation Board was specified in 2018 was as a weekly loading (equivalent of 2 hours of pay at the base rate of Level 3 of the Hospitality Award). This is inconsistent with all other positions which are either remunerated fortnightly or receive an annual honoraria that is paid monthly excluding January and July.
- The remuneration of the chair of the Representation Board will be an honoraria of \$2070 per annum that is paid monthly excluding January and July. This amount is half of that an equity Officer receives and is close to the amount currently being received.
- No change to the honoraria for the members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.
- It is important that the use of KPIs continues.
- Allocated hours are appropriate in the circumstances and should not be changed (while the roles are challenging, the allocated Executive hours are very reasonable compared to other Guilds and executive hours and do not warrant changing).
- Strategic funds should be set aside (\$12k) to provide additional support which can be utilised when and as needed for projects/campaigns. This funding is at the discretion of the President to use including the ability to remunerate an existing Officer or hire external consultants. The use of the funding must be associated with tangible project/campaign deliverables.
- Upon the advice of the Managing Director, the additional \$18k (\$6k + \$12k) expenditure (i.e. beyond increases in funding) can be accommodated through savings that have occurred elsewhere.
- Handover pay should be maintained at 1 week for the President, reduced to 3 days for the Vice-President Education and increased from nil to one day for each of the Vice President – Activities and Secretary.

### Objections

A draft determination was prepared and provided to the members of the Guild Council, Representation Board, all Officers, the Managing Director and the Vice Chancellor with a request that they advise of any objections to the Remuneration Tribunal relating to its draft determination.

No Objections were received.

This draft determination now issues:

## Part 1 – Preliminary

### 1. Context

This is the *Officers Remuneration Determination No.1 of 2019*

### 2. Commencement

This determination comes into effect on the 1 December 2019.

### 3. Context

- (1) The Tribunal membership was established under as per clause 16 of The Regulations.
- (2) The Tribunal has conducted an inquiry and has determined all matters required.
- (3) In accordance with clause 20(2)(a) of The Regulations no provision is made for termination or redundancy payment.
- (4) In accordance with clause 20(2)(b) of The Regulations, the total remuneration cost for any Officer shall not exceed on an annual basis the total remuneration cost for a person employed at full time at level 2.1 of the *Public Service and Government Officers CSA General Agreement 2017* (or equivalent). The total remuneration cost at Level 2.1 is \$61,172 per annum at this time. No remuneration in this decision exceeds this amount.
- (5) The Tribunal has considered all matters required under clause 20(1) of The Regulations.

### 4. Terms Used

For the purposes of this determination, unless the contrary intention appears:

**Executive Officer** means the President, Education Vice President, Activities Vice President and Secretary.

**Fortnightly Remunerated Officer** refers to those Officers listed in clause 5 of this determination.

**Guild** means the Student Guild of Curtin University established by Section 44 of the Act.

**Guild Council** means the governing authority of the Guild established by Section 8 of *Statute No.4-Student Guild*.

**leave** refers to all forms of annual leave, personal leave, compassionate leave and leave without pay.

**Other Remunerated Officers** refers to those Officers listed in clause 16 of this determination.

**the Tribunal** means the Remuneration Tribunal.

**this determination** means the *Officers Remuneration Determination No.1 of 2018*

## Part 2 – Fortnightly Remunerated Officers

### 5. Officers to receive Fortnightly Remuneration

(1) The following Officers will receive ongoing fortnightly remuneration:

- (a) The President;
- (b) The Secretary;
- (c) The Vice President - Education;
- (d) The Vice President - Activities;
- (e) The Faculty Representatives;
- (f) The International Students Committee President;
- (g) The Postgraduate Students Committee President;
- (h) The Kalgoorlie Branch President;

(2) The following Officers will receive fortnightly remuneration for two twenty-week periods. Each period commencing two weeks prior to orientation week each semester and concluding at the end of the central examination period:

- (a) The Kalgoorlie Branch Vice President - Education;
- (b) The Kalgoorlie Branch Vice President - Activities;
- (c) The Kalgoorlie Branch Secretary;

### 6. Levels of Payment

The following table outlines levels of payment for each Officer receiving a fortnightly honorarium:

Level	Hourly Rate	Weekly Rate (37.5 Hours)	Annual Rate	Nature of Role
Level 3	\$22.70	\$851.25	\$44,386.61	Most Senior Position within the Guild
Level 2	\$21.54	\$807.75	\$42,118.39	Role that supervises others and/or is a member of the Executive Committee
Level 1	\$20.82	\$780.75	\$40,710.54	Standard Rate

### 7. Levels of Positions

Each position shall be assigned to a level of payment as follows:

<b>Level</b>	<b>Positions Assigned</b>
Level 3	President
Level 2	Vice President - Education, Vice President - Activities, Secretary, ISC President, PSC President, Kalgoorlie Branch President.
Level 1	Faculty Representative, Kalgoorlie Branch Vice President – Education, Kalgoorlie Branch Vice President – Activities, Kalgoorlie Branch Secretary.

**8. Hours to be completed**

- (1) The following Officers shall complete the following hours in return for remuneration:

<b>Officer</b>	<b>Hours to be completed each week</b>
President	37.5
Vice President - Education	30
Vice President - Activities	22.5
Secretary	22.5
Faculty Representative	7.5
International Students Committee President	7.5
Postgraduate Students Committee President	7.5
Kalgoorlie Branch President	7.5
Kalgoorlie Branch Vice President – Education	7.5
Kalgoorlie Branch Vice President – Activities	7.5
Kalgoorlie Branch Secretary	7.5

**9. Superannuation**

All Officers that receive Fortnightly Remuneration shall receive the minimum statutory amount of superannuation required by law.

**10. Frequency and Method of Payment**

Payments of fortnightly remuneration shall be paid in a manner consistent with and at the same time as to employees of the Guild.

**11. Leave**

- (1) A pro rata period of four (4) weeks annual leave with pay shall be granted to Executive Officers. Annual leave shall be taken at a mutually convenient time and for a mutually convenient period.

- (2) A pro rata period of two (2) weeks personal leave shall be granted to Executive Officers. An Executive Officer shall not be entitled to this personal leave unless they produce proof satisfactory to the Guild of the need for personal leave. The Guild may require a medical certificate or statutory declaration.
- (3) An Executive Officer shall be entitled to compassionate and parental leave consistent with the minimum statutory requirements that would be available to employees.
- (4) Payments to all other Officers are to be considered directors fees and no leave shall be accrued by Officers.
- (5) The Guild President shall establish a procedure to enable time off in lieu for working hours above those required in clause 8 for all Officers subject to this determination.
- (6) No eligible Officer may accrue more than the equivalent of two weeks' time off in lieu.
- (7) Officers may take leave without pay.
- (8) Requests to use time off in lieu or leave shall be approved by the Guild President.
- (9) The Guild President's leave shall be approved by the Managing Director.
- (10) In the event of resignation or removal from office, accrued time off in lieu shall not be paid out.
- (11) Any period of leave or time of in lieu (or combination thereof) in excess of two (2) weeks must be approved by the Guild Council, unless delegated.

## **12. Public Holidays and Christmas Shutdown**

- (1) Fortnightly Remunerated Officers shall observe and be remunerated for public holidays.
- (2) If requested by the Guild President, Officers shall be required to work a public holiday in return for two days' time off in lieu. For clarity, an Officer who volunteers to work on Australia Day for ethical reasons will receive one days' time off in lieu.
- (3) The Officers of the Guild shall observe and be remunerated for the period of any Guild administration shutdown during Christmas and New Years as well as any shutdown during Easter.

## **13. Handover Pay**

- (1) The remuneration of the President, Vice President – Education, Vice President – Activities and Secretary shall commence prior to their commencement with the Guild as shown below.

Position	Handover pay
President	1 week prior to their commencement with the Guild
Vice President - Education	3 days prior to their commencement with the Guild
Vice President - Activities	1 day prior to their commencement with the Guild
Secretary	1 day prior to their commencement with the Guild

- (2) For the purpose of 13(1) where an Officer is currently in a position being remunerated by the Guild their remuneration shall be paid at the highest rate of the two positions (being the position they currently hold, or the position they are entering).

**14. Record of Hours Contributed**

- (1) Officers remunerated for a number of hours will be required to complete a weekly timesheet to calculate time off in lieu and establish if the hours are being completed. The Guild President shall establish a procedure relating to this matter.
- (2) Where an Officer fails to complete their hours of contribution in two consecutive weeks the Guild Secretary may reduce the hours for which they are remunerated to the hours they have completed to compensate. The decision of the Secretary may be appealed to the Guild President.

**15. Key Performance Indicators for Fortnightly Officers**

- (1) The Fortnightly Remunerated Officers shall be required to meet and continue to meet the following key performance indicators throughout their term:

<b>Position</b>	<b>Key Performance Indicators</b>
President	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Guild Council;</li> <li>• Completion of handover report for successor.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Guild Council;</li> <li>• Completion of handover report for successor.</li> </ul>
Vice President – Education	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Guild Council;</li> <li>• Completion of handover report for successor.</li> </ul>
Vice President – Activities	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Guild Council;</li> <li>• Completion of handover report for successor.</li> </ul>
Faculty Representatives	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Representation Board;</li> <li>• Completion of handover report for successor.</li> </ul>
ISC President	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Representation Board;</li> <li>• Completion of handover report for successor.</li> </ul>
PSC President	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Representation Board;</li> <li>• Completion of handover report for successor.</li> </ul>
Kalgoorlie Branch President	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of monthly report to Guild President;</li> <li>• Completion of handover report for successor.</li> </ul>
Kalgoorlie Branch Vice President - Education	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of quarterly reports to Kalgoorlie Branch Committee;</li> <li>• Run one (1) campaign each year;</li> <li>• Facilitate and support the Guild component of the Kalgoorlie Orientation Week;</li> <li>• Completion of handover report for successor.</li> </ul>



Kalgoorlie Branch Vice President - Activities	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of quarterly reports to Kalgoorlie Branch Committee;</li> <li>• Arranging two (2) events each semester;</li> <li>• Completion of handover report for successor.</li> </ul>
Kalgoorlie Branch Secretary	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Submission of quarterly reports to Kalgoorlie Branch Committee;</li> <li>• Submission of accounts and other financial documents to Guild Finance Department each month;</li> <li>• Submission of Kalgoorlie Branch Committee Minutes to Guild Secretary each month;</li> <li>• Completion of handover report for successor.</li> </ul>

- (2) Where a Fortnightly Remunerated Officer fails to meet their Key Performance Indicators as judged on a monthly basis by the Secretary, the Secretary may reduce the remuneration of that Fortnightly Remunerated Officer to compensate. The decision of the Secretary may be appealed to the Guild President.
- (3) In relation to a judgement made regarding the Officers of the Kalgoorlie Branch the President of the Kalgoorlie Branch shall be consulted regarding if they have met their Key Performance Indicators.
- (4) Where an Officer is on a leave of absence they shall be exempted from these Key Performance Indicators.
- (5) The attendance of a nominee at a meeting where a nominee can be provided in place of the Officer shall not be a breach of these key performance indicators.

### **Part 3 – Other Remunerated Officers**

#### **16. Officers to receive other remuneration**

The following Officers will receive other remuneration:

- (a) The Chair of the Representation Board;
- (b) The Queer Officer;
- (c) The Women’s Officer;
- (d) The Indigenous Officer;
- (e) The Accessibility Officer;
- (i) The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.

#### **17. Amount of Payment**

The following table outlines levels of payment for each Officer receiving an Other Honorarium:

<b>Amount</b>	<b>Positions Assigned</b>
\$2070 per annum	Chair of the Representation Board
\$4140 per annum	Queer Officer, Women's Officer, Indigenous Officer, Accessibility Officer
\$1000 per annum	The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.

#### 18. Key Performance Indicators for other Officers

- (1) The Other Remunerated Officers shall be required to meet and continue to meet the following key performance indicators throughout their term:

<b>Position</b>	<b>Key Performance Indicators</b>
The Chair of the Representation Board	<ul style="list-style-type: none"> <li>Attendance at 80% of required meetings.</li> </ul>
Queer Officer	<ul style="list-style-type: none"> <li>Attendance at 80% of required meetings;</li> <li>Submission of monthly report to Representation Board;</li> <li>Completion of handover report for successor.</li> <li>Run two (2) events each semester;</li> <li>Run one (1) campaign for their portfolio each year;</li> </ul>
Women's Officer	<ul style="list-style-type: none"> <li>Attendance at 80% of required meetings;</li> <li>Submission of monthly report to Representation Board;</li> <li>Completion of handover report for successor.</li> <li>Run two (2) events each semester;</li> <li>Run one (1) campaign for their portfolio each year;</li> </ul>
Indigenous Officer	<ul style="list-style-type: none"> <li>Attendance at 80% of required meetings;</li> <li>Submission of monthly report to Representation Board;</li> <li>Completion of handover report for successor.</li> <li>Run two (2) events each semester;</li> <li>Run one (1) campaign for their portfolio each year;</li> </ul>
Accessibility Officer	<ul style="list-style-type: none"> <li>Attendance at 80% of required meetings;</li> <li>Submission of monthly report to Representation Board;</li> <li>Completion of handover report for successor.</li> <li>Run two (2) events each semester;</li> <li>Run one (1) campaign for their portfolio each year;</li> </ul>
The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.	<ul style="list-style-type: none"> <li>Attendance at 80% of required meetings;</li> </ul>

- (2) Where an Other Remunerated Officer fails to meet their Key Performance Indicators as judged on a monthly basis by the Guild Secretary, the Secretary may reduce the remuneration of that Fortnightly Remunerated Officer to compensate. The decision of the Secretary may be appealed to the Guild President.
- (3) Where an Officer is on leave they shall be exempted from these Key Performance Indicators. Further during the months of January and July these key performance indicators shall be exempted.

- (4) The attendance of a nominee at a meeting where a nominee can be provided in place of the Officer shall not be a breach of these key performance indicators.

**19. Timing of Payment**

The following table outlines the times that payment shall be made for each Officer receiving an Other Honorarium:

<b>Pay Period</b>	<b>Positions Assigned</b>
Paid Monthly excluding January and July.	Chair of the Representation Board, Queer Officer, Women's Officer, Indigenous Officer, Accessibility Officer.
Paid Bi-Annually in May and November	Kalgoorlie Branch International Officer, Kalgoorlie Branch Postgraduate Officer, Kalgoorlie Branch Women's Officer; The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.

**Part 4 – Miscellaneous Matters**

**20. Requirements for Remuneration**

Prior to receiving any Remuneration an Officer must:

- (a) read and understand the Guild Code of Conduct;
- (b) enter into a deed of acknowledgement (if a member of Guild Council);
- (c) provide a copy of their enrolment advice if requested;
- (d) sign a confidentiality agreement (if not a member of Guild Council); and
- (e) complete a Tax Declaration form and other forms necessary to make payment of any remuneration.

**21. Acting in a role**

- (1) Where a person is acting in an Officer role they are entitled to the remuneration of that role.
- (2) When an Officer is acting in the role of another Officer they shall be remunerated at the highest rate of the two positions (being the position they currently hold, or the position they are acting within).

**22. Final Payout**

- (1) Subject to 18(2) at the conclusion of each term all entitlements will be paid out to each Officer regardless of if they are continuing.

- (2) Final payment upon resignation, removal or conclusion of term of office shall not be released unless:
- (a) A handover report is submitted (unless not required for the position); and
  - (b) Any keys, IT equipment or other Guild property in the possession of the Officer is returned to the Guild.

The following is the determination of the Remuneration Tribunal made on the 22<sup>nd</sup> of August 2019.



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Ms Finlay Nolan  
Chair



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Dr David Luketina  
Member



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Ms Tara Felton  
Member