

STUDENT GUILD OF CURTIN UNIVERSITY

REMUNERATION COMMITTEE

NOTICE OF DECISION

The following is the decision of the Remuneration Committee made on the 2nd of August 2018 in accordance with its Constitution

Preamble

The Remuneration Committee was established by the Guild Council in order to determine the remuneration of Officers of the Guild for the period of the 49th Guild Council as the Guild Council has a desire to remove the current system dictated in Schedule A of the *Guild Regulations – Division One* due to its lack of flexibility in changing. However due to the University Council being unable to pass the changes quickly it is instead proposed that a committee be established in the interim to resolve this issue.

The 49th Guild Council further updated the Constitution of the Remuneration Committee in 2018 to match the proposed regulation amendments to establish a Remuneration Tribunal. Further based upon legal advice from the Guild's Solicitors the decision of the Remuneration Committee where inconsistent with the current Schedule A of the *Guild Regulations – Division One* shall not be effective until the new Regulations are passed.

The members of the Remuneration Committee for 2018 were:

- Chair of the Remuneration Tribunal – Liam O'Neill
- Member appointed by the Managing Director – Francois Leuenberger
- Member appointed by the Vice Chancellor – Tara Felton

The Chair of the Remuneration Committee called for submissions from among the members of the Vice Chancellor, Managing Director, Guild Council, Postgraduate Students Committee, International Students Committee and WASM Student Guild on Wednesday the 13th of June 2018. Following the clarification due to a clerical error in the submission dates, the time for submissions closed at 5pm on Wednesday the 4th of July 2018 at which point 6 submissions were received. Further as part of the submission process a survey developed by the Committee was completed by 16 Officers.

The remuneration committee considered many matters in coming to this decision. Firstly, the Committee was fully aware of the need to make a substantial saving in the Representation Division in light of the significant collapse in Guild commercial revenue and introduction of the new leases in 2019 which once fully in effect will see around \$400,000 per annum lost from the Guild's budget.

The advice provided by the Managing Director was for a need to remove \$200,000 from the Representation budget in 2019. An examination of the whole budget position makes clear that in order to obtain the necessary savings representative honorariums must be reduced to meet this target as there are few other expenses in the representation budget that can be reduced to meet this target.

Therefore, the Remuneration Committee considered the submissions provided in order to establish a clear path forward as to how to make the appropriate savings while still ensuring strong student representation across the University. In making these determinations the Remuneration Committee applied the following key principles:

- Officer roles on the Guild all have a voluntary component and should not be considered a form of employment and all representatives have been expected to contribute time above and beyond their roles.

- Honorarium is provided in order to incentivise Officers to complete key and important tasks.
- Salary oriented honoraria should be for representative roles that have ongoing weekly responsibilities and not those with duties that only occur during semester.
- 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.

The Remuneration Committee first considered the Kalgoorlie Branch of the Guild, WASM Student Guild. The committee while acknowledging the submissions from the members of the Kalgoorlie Branch highlighted:

- That the burden of savings must be shared by all, including Kalgoorlie Students;
- Very little representative work to the University was shown in the Kalgoorlie members submissions;
- It was unclear where the line fell between the activities of the social club and the activities of the Guild;
- The student population in the Kalgoorlie campus has drastically decreased from the 2012 levels when the current remuneration rates were introduced. Because of this Kalgoorlie is currently receiving approximately 2.5x the amount of SSAF funding as is provided to the Guild from Kalgoorlie.
- The proposed KPI's model will enable an accurate record of the work undertaken by the WASM Student Guild and their interactions by and for the Guild and its members at WASM.

It was therefore agreed to change the arrangements for the Kalgoorlie Guild Officers with the President remaining on a salary for one day a week and the other officers being paid a monthly honorarium of between \$3000 - \$1000 per annum tied to Key Performance Indicators. It was also agreed that holding multiple roles and being paid for both cannot continue as this incentivises not filling positions. Overall this represents a saving of around \$26,000 from the current WASM Budget with \$31000 of remuneration removed but enabling the other expenses in the WASM Budget to be restored above \$30000 annually.

In examining the Bentley roles, the amount of savings needing to be found were substantial which made necessary an examination of all roles and to provide for a new payment model to meet this.

The committee considered a casual wage option however this was seen as too much of an administrative burden. It was also agreed that there are roles that need to continue to receive an ongoing salary regardless because of the continuous weekly duties of those roles.

It was agreed firstly that the hourly rate of pay for salaried positions which is currently pegged to the casual rates of the hospitality award should be reduced to the full-time rate, representing a saving of 20% overall to the representation wages budget or \$70,000.

At this time, it was also agreed that the level system should continue with three distinct salary levels. 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 bar supervisors wage of Level 4 of the Hospitality Award.

With only \$95,000 saved an additional \$105,000 needs to be found.

With this in mind the committee now considered hours assigned in order to find additional savings.

It was agreed that the role of President was a full-time role and no submissions provided disputed that.

Both the Executive and Management agreed that the role of Education Vice President could reasonably be undertaken on a four day a week basis and as such this was adopted representing an additional saving of \$10,000.

The Executive and Management did not agree regarding the Activities Vice President with the Executive proposing four days a week and management three days a week. Given the need for savings the Committee has opted for Managements recommendation, saving \$21,000.

For the role of Secretary, the Executive proposed an increase of half a day per week while management suggested no change. The Committee given the savings needed opted to side with Management.

For Faculty Representatives it was agreed all roles were equal and should be equally paid. Submissions provided by Management and the Executive proposed a reduction of hours to one day a week, representing a reduction of 2.5 hours a week and a saving of \$12,000.

For the positions of ISC and PSC President it was submitted by the Executive that these roles should be paid at a higher hourly rate and receive one and a half days per week. The Remuneration Committee agreed to the higher hourly rate but could not provide for an increase of hours and instead accepted the management recommendation of one day a week, a saving of \$6000.

For the equity officer positions, it was again agreed that all equity officer roles were equal and would not have any difference in pay between them. The Executive proposed a decrease of half an hour per week to bring it into line with one day a week. Management proposed to do away with hours and instead assign \$2000 per annum tied to KPI's. The Committee extensively discussed the matter and the need to continue to find savings in the Guild budget. However, it was agreed that \$2000 was likely too small an amount. As such it was proposed to increase that to \$4000 tied to key performance indicators with no weekly hours required. This was considered to be beneficial to the seasonal nature of the roles with duties outside of semester smaller than inside semester. This represented a saving of \$23,000.

Finally, the position of Chair of the Representation Board was considered. The Executive had proposed half a day a week an increase from the 2 hours per week proposed in the new Guild Regulations. The Committee instead opted for it to be a loading of \$40 per week for the Officer completing the role. Overall this was budget neutral.

Finally, in relation to the other conditions of Officers it was agreed all Officers would have basic KPI's that would prevent them from continuing to receive their remuneration unless they fulfil these. Further as suggested by the Executive Committee leave loading has been removed for those officers with annual leave, time off in lieu has been extended to the Executive and the Christmas break and public holidays are brought into line with the University. Finally, handover pay will only be provided to the President and Education VP.

Cumulatively this represents a saving approximately of \$175,000 and based upon budgets presented by the Managing Director and Executive, the overall remuneration budget is \$11000 below the amount budgeted for 2019. The Remuneration Committee proposes that the remaining savings should be found from the discretionary budgets in representation and the Guild Secretary and President should review these in preparing the 2019 Budget.

Following the close of the objections period, two objections were received. One from the PSC President and one from the WASM Student Guild.

The PSC President's objection requested an increase to 11 hours due to their workload with no indication of how an alternative saving could be made. Accordingly, the committee rejected this argument outright and points to clause 15(5) that permits nominees to attend meetings.

The WASM Student Guild submitted a well-reasoned objection that was closely considered by the Committee. While the Committee did not completely agree to the proposal of the WASM Guild it did agree as follows:

- By taking \$5000 from the WASM Budget pool and the \$5000 WASM proposed to save by merging the Secretary and Treasurer and not remunerating the Women's, International or

Postgraduate Officers provides \$10000 more for remunerating the President, Vice Presidents and Secretary.

- Not remunerating during the breaks ensures that this meet the budget targets with 40 weeks remuneration each year with the exception of the President that will remain an ongoing role.
- However, unlike what is proposed by WASM, the tribunal is committed to its aim of using days a week rather than set hours and as such allocates one day per week to the WASM President, Vice Presidents and Secretary. The President would be paid at the higher supervisor's rate.

This draft determination now issues:

Part 1 – Preliminary

1. Context

This is the *Officers Remuneration Determination No.1 of 2018*

2. Commencement

This determination comes into effect on the 1 December 2018 with the exception of those clauses that are inconsistent with that which is prescribed in Schedule A of the *Guild Regulations – Division One* which shall be back paid upon the commencement of the *Student Guild (Transitional Provisions) Regulations 2018*.

3. Context

- (1) The Committee is established by the Guild Council to determine the remuneration of Officers of the Guild.
- (2) The Committee has determined all matters required under the Committee Constitution including all matters allowed under clause 5(1) of the Committee Constitution.
- (3) In accordance with clause 5(2)(a) of the Committee Constitution no provision is made for termination or redundancy payment.
- (4) In accordance with clause 5(2)(b) of the Committee Constitution under 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 \$60,172 per annum at this time. No remuneration in this decision exceeds this amount.
- (5) The Committee has considered all matters required under clause 3(8) of the Committee Constitution.

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 General 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 Committee means the Remuneration Committee.

the Constitution means the *Remuneration Committee Constitution*.

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 Officer will receive fortnightly remuneration for a twenty-week 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	\$22.00	\$825.00	\$43,017.86	Most Senior Position within the Guild
Level 2	\$20.80	\$780	\$40,671.43	Role that supervises others and/or is a member of the Executive Committee
Level 1	\$20.10	\$753.75	\$39,302.68	Standard Rate

7. Levels of Positions

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

Level	Positions Assigned
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:

Officer	Hours to be completed each week
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.

10. Superannuation

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

11. Frequency and Method of Payment

Payments of fortnightly remuneration shall be paid in line and at the same time as to employees of the Guild.

12. 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 be entitled to 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.

13. 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.
- (3) The Officers of the Guild shall observe and be remunerated for the period of the University shutdown during Christmas and New Years as well as any shutdown during Easter. Where the

Guild shutdown and University shutdown do not align, the President may require Fortnightly Remunerated Officer to work the additional break or otherwise require them to take leave or utilise time off in lieu for that period.

14. Handover Pay

- (1) The remuneration of the President and Vice President - Education shall commence one week prior to their commencement with the Guild.
- (2) For the purpose of (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)

15. 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 Guild Secretary may be appealed to the Guild President.

16. 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:

Position	Key Performance Indicators
President	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Guild Council; • Completion of handover report for successor.
Secretary	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Guild Council; • Completion of handover report for successor.
Vice President – Education	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Guild Council; • Completion of handover report for successor.
Vice President – Activities	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Guild Council; • Completion of handover report for successor.
Faculty Representatives	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Representation Board; • Completion of handover report for successor.
ISC President	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Representation Board; • Completion of handover report for successor.
PSC President	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Representation Board; • Completion of handover report for successor.
Kalgoorlie Branch President	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Guild President; • Completion of handover report for successor.

Kalgoorlie Branch Vice President - Education	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of quarterly reports to Kalgoorlie Branch Committee; • Run one (1) campaign each year; • Facilitate and support the Guild component of the Kalgoorlie Orientation Week; • Completion of handover report for successor.
Kalgoorlie Branch Vice President - Activities	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of quarterly reports to Kalgoorlie Branch Committee; • Arranging two (2) events each semester; • Completion of handover report for successor.
Kalgoorlie Branch Secretary	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of quarterly reports to Kalgoorlie Branch Committee; • Submission of accounts and other financial documents to Guild Finance Department each month; • Submission of Kalgoorlie Branch Committee Minutes to Guild Secretary each month; • Completion of handover report for successor.

- (2) Where a Fortnightly Remunerated Officer fails to meet their Key Performance Indicators as judged on a monthly basis by the Guild Secretary, the Guild Secretary may reduce the remuneration of that Fortnightly Remunerated Officer to compensate. The decision of the Guild 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

17. 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 Students with Disabilities Officer;
- (i) The members appointed under 1.2(1)(c) of the Constitution of the Audit, Risk and Compliance Committee.

18. Amount of Payment

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

Amount	Positions Assigned
\$41.60 per week	Chair of the Representation Board
\$4000 per annum	Queer Officer, Women's Officer, Indigenous Officer, Students with Disabilities Officer
\$1000 per annum	The members appointed under 1.2(1)(c) of the Constitution of the Audit, Risk and Compliance Committee.

19. 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:

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

- (2) Where an Other Remunerated Officer fails to meet their Key Performance Indicators as judged on a monthly basis by the Guild Secretary, the Guild Secretary may reduce the remuneration of that Fortnightly Remunerated Officer to compensate. The decision of the Guild 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.

20. Timing of Payment

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

Pay Period	Positions Assigned
Paid Monthly excluding January and July.	Queer Officer, Women's Officer, Indigenous Officer, Students with Disabilities Officer, Kalgoorlie Branch Vice President – Education, Kalgoorlie Branch Vice President – Activities, Kalgoorlie Branch Treasurer, Kalgoorlie Branch Secretary.
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)(c) of the Constitution of the Audit, Risk and Compliance Committee.
Paid at the same time as other remuneration payments.	Chair of the Representation Board

Part 4 – Miscellaneous Matters

21. Requirements for Remuneration

Prior to receiving any Remuneration an Officer must:

- (a) sign 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;
- (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.

22. 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).

23. Final Payout

- (1) Subject to 18 (2) at the conclusion of each term all remaining liabilities 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 Committee made on the *2nd August 2018*



Mr Liam O'Neill
Chair



Mr Francois Leuenberger
Member



Ms Tara Felton
Member