

STUDENT GUILD OF CURTIN UNIVERSITY

REMUNERATION TRIBUNAL

NOTICE OF DECISION

The following is the decision of the Remuneration Tribunal made on the 7th of November 2024 in accordance with the *Student Guild (Tribunal) Regulations 2018*

Preamble

The Remuneration Tribunal has met in order to determine the remuneration of Officer of the Guild for the period of the 56th Guild Council,

The members of the Remuneration Tribunal were:

- Chair of the Remuneration Tribunal (appointed by the Guild Council) – Ms Jasmyne Tweed, President (Chair).
- Staff member appointed by the Managing Director – Ms Maryanne Shaddick, Manager – Student Engagement.
- Curtin University staff member appointed by the Vice Chancellor – Ms Linda Adnyana, Director – Student Life and Community.

Timeline

The Chair of the Remuneration Tribunal was appointed by Guild Council on the 18th of April 2024 via resolution GC#27/24. On the 12th of July 2024 the Chair gave notice to the members of the Guild Council, Representation Board, all Officers, the Managing Director and the Vice Chancellor of the inquiry and advised them that they have fourteen (14) days to provide a submission to the Remuneration Tribunal in accordance with R(T)18.5.

Submissions were received from the following:

- David Luketina, Managing Director
- Mitch Craig, Secretary
- Imari Morris, Faculty of Humanities Representative
- Sarina Pun, International Student Committee – President
- Frances Marie Macapili, Kalgoorlie Branch President

To inform the inquiry, the Chair also circulated a survey to all Officers to assess the consideration of the Tribunal per R(T)18.8.

The response rate of the survey to Officers were as following:

- 44% response rate from all Officers
- 60% response rate from all Remunerated Officers (excluding Kalgoorlie)
- 12% response rate from all Kalgoorlie Branch Officers

Submissions

The Managing Director reported that funding would not be as tight as previous years due to the addition of International SSAF. However, as always, the Guild had a responsibility to be prudent with our use of funds and considerable funds would be needed to be allocated to the Tav relocation project.

The Managing Director's submission included that the level system (Hospitality Industry (General) Award) should continue. It was recommended that for an Officer Bearer to earn the same as a hospitality worker on the same level over the term of the Officer Bearer, approximately a 5% increase in remuneration would be needed for the incoming Officers and that increases under future

Remuneration Tribunals should then be the same as the increases under the Hospitality Award.

The Managing Director recommended that a retention bonus was one way to address the pay rate concerns that have been raised consistently by Officers.

The Managing Director made the recommendation that semester remunerated Officers remain semester remunerated, for Kalgoorlie Branch Officers to receive an increase in hours and for Bentley Officer hours to remain the same.

The Managing Director made various suggestions for primarily minor changes to clauses. The majority of these have been actioned with amendment by the Tribunal.

The Secretary's submission included a number of recommendations, including increases to hourly pay rates and some changes to individual Officers hours.

The Secretary recommended that there be an increase in remunerated hours for the Bentley Officers including the Secretary, Vice President – Education, Vice President – Activities and Vice President – Sustainability. He also recommended that the Kalgoorlie Branch President and paid Office Bearers receive an increase in remunerated hours.

The Secretary recommended that Equity Officers should be returned to a fortnightly remunerated status as opposed to semester remuneration. It was noted that the majority of Equity Officers had a significant workload during the semester breaks.

In the Secretary's submission, he made the recommendation that Executive Officers should receive a Leave Loading for leave taken with the distinction that no loading should be applied to leave not taken which is paid out at the end of their term. He recommended that the Leave Loading be 17.5% in line with Australian Standard.

The Secretary made a recommendation to significantly increase the hourly rate of Guild Officers and to no longer base the pay levels of Officers off the Hospitality Award. He made the recommendation that Officers be paid equivalent to the lowest Curtin pay rates for professional staff and it was noted by the Secretary that the levels of pay he recommended have a lower level of responsibility according to the Curtin Enterprise Agreement description of levels than the Guild Officers are assigned in the recommendation. The pay levels range from \$29.23 to \$33.09 per hour. The increase in hourly rates made by the Secretary was estimated to cost the Guild \$130,000 in additional wages and superannuation costs for the calendar year.

The Secretary made the recommendation that the increased hours the Secretary has for the first three weeks of the role, continue to only be a total of three weeks of increased hours but be available to be completed in the first six weeks of the role.

The Faculty of Humanities Representative recommended that when an Officer's hours were increased, time off in lieu accrued by the Officer should be raised proportionately, and to allow Officers to keep their increased TOIL for one fortnight after their hours have been returned to normal.

The International Student Committee President noted that the 9 hours of remuneration the ISC Officer receive accurately reflects the amount of time she can work in the role each week. This is due to the low hourly rate of the role resulting in her needed to dedicate time to work an outside job that has a higher hourly rate.

The Kalgoorlie Branch President made the recommendation that the already existing remunerated Officers of the Kalgoorlie branch should receive an increase in remunerated hours and be remunerated fortnightly. It was also recommended that the Officers of the Kalgoorlie Branch that were currently remunerated (Postgraduate Student Officer,

International Student Officer and Women's Officer be semester remunerated Officers for 5 hours per week.

Following the distribution of the Draft, an objection regarding the extension of the Secretary's increased hours and typographical matters were lodged by the Managing Director. An objection regarding the payment of Officer Bearers was lodged by the Secretary. The Tribunal has noted and incorporated this feedback into this final determination.

Considerations

The Tribunal considered the following factors and necessary amendments to prior determinations.

In 2025, the Guild is set to receive additional funding from a Student Services and Amenities Fee derived from International Student Fees and the additional funding is estimated to be in the vicinity of 1.2 million dollars.

The Student Guild's commercial operations are no longer generating funding to be directed for charitable usage providing student services.

The Student Guild is fundamentally a student union, and its core business is representation. The Tribunal acknowledged that student representatives were extremely committed and that the needs and aspirations of the Guild consistently required more student representative time than the Guild could afford to pay. However, with the increase in SSAF funding the Guild was predicted to receive, the Guild could afford to increase the remuneration of Officers.

The Guild has been facing the increasing issue of Officers resigning from positions in the Guild and seeking employment at the university through student employment programs due to the university being able to pay a significantly higher rate than the Guild.

Officer roles in the Guild all have a significant voluntary component and should not be considered a form of employment (unless otherwise required by law), and all representatives have been expected to contribute time above and beyond their roles.

There is the possibility that a retention bonus will lead to unproductive Officers remaining in the role to receive the bonus at the end of their term

Remuneration is provided in order to incentivise Officers to complete key and important tasks.

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 University needs to be more realistic about its expectations given the representatives' available time. The Chair of the Tribunal will communicate this to key University staff.

The Tribunal Determined:

- The *Hospitality Industry (General) Award* was considered an appropriate benchmark to continue to align with in setting the rates of pay but with the increase in SSAF funding, a 15% pay increase will be given to all three Officer pay levels based off extensive financial modelling.
- That the levels of position be reduced to 3, combining the Vice Presidents, Secretary, Kalgoorlie Branch Presidents and Committee Presidents to the same level (Level 3), and that those on level 1 now be on level 2, accepting the Secretary's

recommendation.

- That the Vice President – Education Receive an increase in hours to reflect the portfolios workload and the necessary work needed to be completed by the Vice President – Education.
- That the Women’s Officers, Indigenous Officer, Queer Officer and Accessibility Officer be Fortnightly Remunerated Officers
- That the Secretary be provided the flexibility to use the initial increase of hours at the beginning of their term in clause 17(4) in the first six weeks of their term.
- Where undertakings and/or minor amendments are required to this decision, they must first be attempted to be obtained from the Tribunal and where this is not possible, should be reported to the President for accountability purposes.
- That a 15% pay increase to the remuneration rates of Officers be more equitable for all Officers of the Guild throughout their terms rather than a retention bonus.
- That upon the recommendation of the Executive Committee, the Guild Council has the ability to increase the hours of the Secretary. This provides a mechanism for the Secretary’s hours to be increased, just like all other Officers of the Guild.
- General amendments to previous decisions have been made to improve conciseness/concision and readability by prospective Officers or otherwise to ensure compliance with the Statute Book.
- Payments made to the Chair of Tribunal(s) are to be at the discretion of the President on the advice of the Managing Director and come from the President’s Consultancy budget.

Part 1 – Preliminary

1. Title

This is the Officers Remuneration Determination No1 of 2024

2. Commencement

This determination comes into effect on 1 December 2024.

3. Context

- (1) The Tribunal is established by Part 4 of the Student Guild (Tribunal) Regulations 2018 to determine the remuneration of Officers of the Guild.
- (2) The Tribunal has determined all matters required under the Regulations.
- (3) In accordance with Clause 20(2)(a) of the Regulations no provisions are made for termination or redundancy payment.
- (4) The Public Service and Government Officers CSA General agreement 2022 expired on 12 June 2024 and the new agreement is not yet available. For 2023, the level 2.1 per annum rate was \$70,432. 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 purpose of this determination, unless contrary intention appears:

Executive Officer means Officers appearing as Executive Officers in the *Student Guild (Guild Council) Regulations 2018*.

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 the *Statute No.4-Student Guild*.

Leave refers to leave including annual leave, personal leaver, compassionate leave, leave without pay and all other forms of leave.

Leave of Absence means the specific approved absence from an attendance of meetings of a body of the Guild for a period of time approved by that body in accordance with the Regulations and Standing Orders.

the Tribunal means the Remuneration Tribunal.

this Determination means the *Officers Remuneration Determination No.1 of 2024*.

Vice President means the Vice President – Education, Vice President – Activities and Vice President – Sustainability and Welfare.

Weeks/fortnights shall start and finish at times consistent with the time periods that are used as a basis to remunerate employees of the Guild.

Part 2 – Officers

5. Officers to receive Remuneration

The following officers shall receive Remuneration:

- (a) The President;
- (b) The Vice Presidents;
- (c) The Secretary;
- (d) The Faculty Representatives;
- (e) The International Students Committee President;
- (f) The Postgraduate Students Committee President;
- (g) The Queer Officer;
- (h) The Women’s Officer;
- (i) The Indigenous Officer;
- (j) The Accessibility Officer;
- (k) Kalgoorlie Branch President;
- (l) Kalgoorlie Branch Vice President - Education;
- (m) Kalgoorlie Branch Vice President - Activities;
- (n) Kalgoorlie Branch Secretary; and
- (o) The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.

6. Officers to not receive Remuneration

The following officers shall not receive Remuneration:

- (a) Any other Officer unless appointed as a Support Officer under 12(6).

Part 3 – Remuneration

7. Levels of Payment

The following table outlines levels of payment for each Officer receiving fortnightly remuneration.

Level	Hourly	Weekly (Full Time)	Annual (Full Time)	Description
Level 4	\$ 30.10	\$ 1128.75	\$ 58 856	Chief Executive Officer
Level 3	\$ 28.60	\$ 1072.50	\$ 55 923	Other Executive Officers and role with Increased Responsibility
Level 2	\$ 27.71	\$ 1038.75	\$ 54 183	Standard Rate

8. Levels of Positions

Each position shall be assigned to a level as follows or lump sum honoraria:

Level	Positions Assigned
Level 4	President
Level 3	Vice President – Education, Vice President – Activities, Vice President – Sustainability and Welfare, Secretary, Kalgoorlie Branch President, ISC President, PSC President
Level 2	Faculty Representative, Queer Officer, Women’s Officer, Indigenous Officer, Accessibility Officer, Kalgoorlie Branch Vice President - Education, Kalgoorlie Branch Vice President - Activities, Kalgoorlie Branch Secretary
Honoraria	The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.

9. Fortnightly Remunerated Officers

The following Officers will receive ongoing fortnightly remuneration:

- (a) President
- (b) Secretary
- (c) Vice President - Education
- (d) Vice President – Activities
- (e) Vice President – Sustainability and Welfare
- (f) Faculty Representative
- (g) Equity Representative
- (h) International Students Committee President
- (i) Postgraduate Students Committee President
- (j) Kalgoorlie Branch President

10. Semester Remunerate Officers

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

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

11. Lump Sum Honoraria

- (1) The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee shall receive an honoraria of \$1000 per annum (pro-rata) provided that they attend 80% of the meetings of the Committee.

12. 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
Secretary	26
Vice President - Education	28
Vice President – Activities	22.5
Vice President – Sustainability and Welfare	22.5
International Students Committee President	9
Postgraduate Students Committee President	9
Faculty Representative	7.5
Queer Officer	7.5
Women’s Officer	7.5
Indigenous Officer	7.5
Accessibility Officer	7.5
Kalgoorlie Branch President	10
Kalgoorlie Branch Vice President - Education	5
Kalgoorlie Branch Vice President - Activities	5
Kalgoorlie Branch Secretary	7.5

- (2) Subject to approval, office bearers may **reduce** their hours to be completed (pay will be proportionately reduced). Approval will be as follows:

Position	Approval
President	Guild Council
Secretary	
Kalgoorlie Branch President	
Other Kalgoorlie Branch Officers	Guild President
Vice Presidents	Executive Committee
All Other Officers	

An office bearer who has reduced hours may increase their hours (up to their maximum hours to be completed as per the table in 12(1)) by written notice to and with approval from the Secretary at least 14 days prior to the hours being increased.

- (3) The President may **increase** the hours to be completed (pay will be proportionately increased) of any Officer other than the Secretary in order to:
 - (a) Provide additional support for projects/campaigns
 - (b) Provide support to any of the Executive Officers
 - (c) Undertake additional duties not specifically outlined in their duties per the by-laws
- (4) The Secretary's hours may be increased by the Guild Council upon the recommendation of the Executive Committee, in order for the Secretary to:
 - (a) Provide additional support for projects/campaigns
 - (b) Provide support to any of the Executive Officers
 - (c) Undertake additional duties not specifically outlined in their duties per the by-laws
- (5) Any increase in hours of Officers must be subject to funding being available through the specific budget item for this purpose, budget savings from officers' reduced remuneration (whether voluntary reductions of hours, vacancies or leave without pay etc).
- (6) Officers who are provided additional hours but who are not ordinarily remunerated (Support Officer) should be remunerated at Level 2.
- (7) No Officers should be remunerated for more than 37.5 hours per week.
- (8) Alterations to the 'hours to be completed' whether via **reductions** or **increases** should be reported to the Guild Council
- (9) An officer appointed to act as a Support Officer shall be required to meet the typical requirements for remuneration per this determination and deeds for all Officers should cater for the fact that they may be engaged as a 'Support Officer'.

13. Superannuation

All Officers that receive Remuneration shall receive the minimum statutory amount required by law unless exempted by law.

14. Frequency and Method of Payment

- (1) Payments besides lump sum honoraria, shall be paid in line and at the same time as to employees of the Guild.
- (2) Lump sum honoraria payments shall be as authorised by the Managing Director provided that they shall be made when mutually convenient for the recipient and Guild.

15. 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 of 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, parental leave and other

minimum entitlements consistent with the minimum National Employment Standards 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 12 for all Officers subject to this determination.
- (6) No eligible Officer may accrue or be in deficit of more than the equivalent of two weeks' time off in lieu.
- (7) No Officer may concurrently take more than the equivalent of one week of time off in lieu in any 4 week period.
- (8) Officers may take leave without pay, provided they are fulfilling the requirements of their role, or an alternative officer is approved to act who can fulfil the requirements.
- (9) Requests to use time off in lieu or leave shall be approved by the Secretary.
- (10) The Secretary's leave shall be approved by the President.
- (11) In the event of resignation, removal from office, or at the end of an Officers term, accrued time off in lieu shall not be paid out.
- (12) It is noted that the President and Secretary currently have the delegated authority to approve the leave of all Officers. Approval must be in accordance with the terms of the Officer's Deed of Acknowledgement.

16. Public Holidays

- (1) Executive Officers shall observe and be remunerated for those public holidays which fall on days regularly worked.
- (2) Executive Officers will also receive an additional day of paid leave on the Tuesday following the Easter weekend. Should an Executive Officer work on this day they will be able to take leave on another day (a substitute day).
- (3) If requested by the Guild President, Officers who agree to work a public holiday shall be given two days' time off in lieu. The exception to this is the public holiday that is observed on January 26. In this case an Officer who volunteers to work on this public holiday will receive one day time off in lieu.
- (4) The Executive Officers of the Guild shall observe and be remunerated for the period of any Guild closure period during Christmas and New Year. This does not apply to Semester Remunerated Officers and Other Remunerated Officers.
- (5) Remuneration during the closure period shall be at 20% pro rata of the weekly remuneration of each officer for each weekday of the closure period.

17. Handover Pay

- (1) Executive Officers other than the Secretary shall receive handover pay prior to commencing a new role.
- (2) The remuneration of the President and Vice Presidents shall commence prior to

the commencement of their term with the Guild:

Position	Handover pay	Lump Sum Payment
President	5 working days (37.5 hours) prior to their commencement with the Guild	To be paid as a single lump sum payment based upon the hours to be completed in the specified period (or pro-rata) as approved by the Secretary (President to approve the Secretary payment)
Vice Presidents	2 working days (15 hours) prior to their commencement with the Guild	

- (3) For the purposes of 17(2), where an Officer is currently in a position being remunerated by the Guild, from the commencement of the handover pay period until the beginning of their new role:
 - (a) 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).
 - (b) The remuneration will be based on the higher of the hours for the current position and the hours associated with the handover pay for the new role.
- (4) The Secretary's hours to be completed shall include 22.5 additional hours to be completed within the first six weeks (excluding any public holidays and/or closure periods) of the role subject to total worked hours (ie normal hours plus additional hours) not exceeding 37.5 hours in any week.
- (5) Handover pay shall not apply where an Officer is continuing in the same role.

18. Timesheets

- (1) Officers remunerated for a number of hours will be required to complete a fortnightly timesheet to calculate time off in lieu and establish if the hours are being completed.
- (2) Where an Officer:
 - in the case of an Executive Officer: is absent from duty except on approved leave or as otherwise authorised; or
 - in the case of any other Officer who is not on approved leave, fails to complete their hours of contribution in two consecutive weeks.

the Secretary may decide to only authorise remuneration for the hours they have actually completed if lower than the expected hours to be completed.

- (3) The decision of the Secretary may be appealed to the Guild President within 7 days of the notice of decision. The Guild President's decision is final.
- (4) If within a period of 14 days from their last performance of their duties or the date of their last absence in respect of which notification has been given or consent has been granted, an Officer has not established to the satisfaction of the Secretary that they were absent for reasonable cause, the Secretary may suspend remuneration for that Officer. The decision of the Secretary may be appealed to the Guild President.
- (5) The decision of the Secretary may be appealed to the Guild President within 7 days of the notice of decision. The Guild President's decision is final.
- (6) The Guild President shall update the Elected Officers' Remuneration and Duties Procedure. The procedure shall specify the process for approving timesheets and reviewing KPIs and any other procedural matters.

- (7) The President's timesheet will be approved by the Secretary with any appeal(s) directed to the Chair of Guild Council.
- (8) s.18(3,5) shall be modified in the case that any appeal by the President in relation to reduced or suspended remuneration shall be to the Chair of Guild Council.

19. Requirement to Work On-Campus

- (1) Executive Officers are deemed to be employees and at least 50% of the 'hours to be completed each week' will be undertaken in the Guild offices or, on Curtin Campuses as appropriate, on weekdays between 9am and 4pm unless there is travel approval, leave etc, in accordance with the procedure established by the President.
- (2) Approval for a planned extended absence such as practicum does not constitute approval to be paid for work if the requirements of 19(1) are not met.
- (3) Executive Officers should designate the work hours and days they will typically be working.

Part 4 – Key Performance Indicators

20. Key Performance Indicators

The Key Performance Indicators (KPI's) for Officers are as follows:

Positions	Key Performance Indicators
Executive Officers	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Other KPI's as set by Guild Council at the start of each calendar year; • Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs; • Completion of a minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary per s.19. • Completion of handover report for successor; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Faculty Representatives	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Other KPI's as set by Representation Board at the start of each calendar year; • Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs; • Completion of handover report for successor; • Run and/or provide considerable support for at minimum one (1) campaign per semester (either portfolio campaign and/or Guild campaign); and • Complete mandatory training within 45 days of being provided with the resources/information to undertake the training.
Committee Presidents <i>(Postgraduate Student Committee President, International Student</i>	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Other KPI's as set by Representation Board at the start of each calendar year; • Submission of monthly report to Representation Board that

<p><i>Committee President)</i></p>	<p>demonstrates satisfactory progress toward KPIs;</p> <ul style="list-style-type: none"> • Completion of handover report for successor; • Run and/or provide considerable support for at minimum two (2) events per semester (either portfolio events and/or Guild events); • Run and/or provide considerable support for at minimum one (1) campaign per semester (either portfolio campaign and/or Guild campaign); and • Complete mandatory training within 45 days of being provided with the resources/information to undertake the training.
<p>Department Officers <i>(Queer Officer, Women's Officer, Accessibility Officer, Indigenous Officer)</i></p>	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Other KPI's as set by Representation Board at the start of each calendar year; • Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs; • Completion of handover report for successor. • Run and/or provide considerable support for at minimum two (2) events per semester (either portfolio events and/or Guild events). • Run and/or provide considerable support for at minimum one (1) campaign per semester (either portfolio campaign and/or Guild campaign). • Complete mandatory training within 45 days of being provided with the resources/information to undertake the training.
<p>Kalgoorlie Branch President</p>	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of monthly report to Guild President that demonstrates satisfactory progress toward KPIs; • Completion of handover report for successor; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.
<p>Kalgoorlie Branch Vice President- Education</p>	<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; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.
<p>Kalgoorlie Branch Vice President - Activities</p>	<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; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.
<p>Kalgoorlie Branch Secretary</p>	<ul style="list-style-type: none"> • Attendance at 80% of required meetings; • Submission of quarterly reports to Kalgoorlie Branch Committee;

	<ul style="list-style-type: none"> • 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; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.
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21. Assessment

- (1) Where an Officer receiving director's fees fails to reasonably meet their Key Performance Indicators as judged by the Secretary, the Secretary may reduce the remuneration of that Officer to compensate. The decision of the Secretary may be appealed to the Guild President within 7 days.
- (2) Where it is established to the satisfaction of the Secretary that an Officer receiving director's fees has not, and is not likely, to meet the majority of their Key Performance Indicators the Secretary may suspend remuneration for that Officer. The decision of the Secretary may be appealed to the Guild President within 7 days.
- (3) s.21(1,2) shall be modified in the case that:
 - (a) Any appeal by the President in relation to reduced remuneration shall be to the Chair of Guild Council.
 - (b) The President shall review the Secretary's performance and any appeal by the Secretary shall be to the Chair of Guild Council.
- (4) Assessment of the Key Performance Indicators of Officers of the Kalgoorlie Branch shall be conducted in consultation with the Kalgoorlie Branch President.
- (5) An Officer on approved leave shall be exempted from Key Performance Indicator assessment.
- (6) Officers may provide a nominee to university and external meetings. Attendance by a nominee shall not breach these key performance indicators provided deputies are appointed and attend in accordance with the by-laws.

Part 5 – Miscellaneous Matters

22. 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 acknowledgment;
- (c) Sign an ACNC Declaration for Responsible People for registered charity (Executive Officer only);
- (d) Provide a copy of enrolment advice (if required);
- (e) Sign a confidentiality agreement; and
- (f) Complete any required forms and provide any information necessary in the manner prescribed by the Guild.

23. Acting Officer

- (1) Where a person is acting in an Officer role, they are entitled to the remuneration of that role if they act in the position for 15 hours or more.
- (2) If an Officer acts in another role:
 - (a) The total hours completed across all roles shall not exceed 37.5 hours in a week.
 - (b) Remuneration will be based on the hours performed for each role with the rate for the acting role being the higher of the two positions (being the position they currently hold, or the position they are acting within).

Example: A person whose substantive position is Vice President – Education could complete 22.5 hours in their role and an additional 15 hours as Acting President in the same week. This person would be remunerated at Level 3 for 22.5 hours and Level 4 for 15 hours.

Example: A person whose substantive position is Vice President – Activities could complete 22.5 hours in their role and an additional 7.5 hours as acting Faculty Representative with both remunerated at Level 3.

24. Final Payout

- (1) Subject to this determination, at the conclusion of each term, all entitlements will be paid out to each Officer regardless of whether they are continuing.
- (2) Payment upon resignation, removal or conclusion of term of office for an officer receiving director's fees shall not be released unless:
 - (a) A handover report is submitted (unless not required for the position); and
 - (b) Any keys, IT equipment, documents, or other Guild property in the possession of the Officer is returned to the Guild.

25. Interpretation and Application

- (1) On any question regarding the interpretation, application or minor incidental adjustments required of the determination of the Remuneration Tribunal, the Remuneration Tribunal (including the Chair) shall provide an interpretation, amendment or any undertakings required of its decision.
- (2) If the Remuneration Tribunal is not available, the Chair of the Remuneration Tribunal shall provide an interpretation, amendment or any undertakings required of its decision.
- (3) If the Chair is vacant or the Chair fails to respond to a written request from the Secretary within 14 days, the other remaining members of the Tribunal may be consulted to form an interpretation, application or adjustment required.
- (4) If the Tribunal's membership is vacant or the members do not provide a response within a reasonable time the Managing Director may make decisions about the application of this decision provided that they are reasonably satisfied that the application aligns with the intent of this Decision.
- (5) If the Tribunal's membership is vacant or the members do not provide a response within a reasonable time the Managing Director and at least one of the Deputy Managing Director or the HR Officer may make minor incidental adjustments that are necessary to give effect to this Decision. Such changes will:

- (a) Only be of an operational nature
- (b) Be in accordance with the Statute Book;
- (c) Be limited to the extent necessary to give effect to the Decision
- (d) Not be to the material detriment of an Officer, and
- (e) Align with the intent of this Decision.

(6) Any decision taken per s. 25 (2),(3) or (4) must be reported to the President.

The following is the determination of the Remuneration Tribunal made on the 7th of November 2024



Ms. Jasmyne Tweed
Chair



Ms. Maryanne Shaddick
Member



Ms. Linda Adnyana
Member