

## Decision of the Curtin Student Guild Remuneration Tribunal 2021

The following is the decision of the Remuneration Tribunal made on the 18 November 2021.

### Preamble

The Remuneration Tribunal was established as per the *Student Guild (Tribunal) Regulations 2018* (The Regulations) to determine the remuneration for Officers of the 53rd Guild Council.

The members of the Remuneration Tribunal in 2021 were:

- Chair of the Remuneration Tribunal – Jesse Naylor Zambrano
- Member appointed by the Managing Director –Maryanne Shaddick
- Member appointed by the Vice Chancellor- Tara Felton

### Submissions

The Chair of the Tribunal invited a submissions from the Vice Chancellor.

In addition, 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 Managing Director and Chair of the Representation Board and 21 survey responses.

The Managing Director's report advised that:

- It was not possible to predict accurately the revenue the Guild would receive from SSAF in 2022. Officers were funded from SSAF fees and a Grant provided by Curtin. SSAF fees generally increased by around 1.65% each year while the Guild grant was not indexed – the combined result likely being a 1.2% possible increase in the overall funding that supported officers at current 2021 rates.
- The Guild 's 2021 budget, which includes its commercial arm (retail and food/beverage outlets) and excludes Covid related impacts, forecasted an underlying net loss. As a result, commercial activities could not 'subsidise' officer remuneration.
- Any increases beyond 1.2% in remuneration to office bearers would require funds to be directed from elsewhere and need to be carefully considered.
- Last year office bearers received increases of 3.58%, 3.56% and 3.18% in their hourly rates for levels 1, 2 and 3 respectively.

### **Considerations**

- The Tribunal acknowledged that student representatives were extremely committed and that the goals of the Guild would require more student representative time than the Guild could afford to pay for, and students took up these roles aware of this.
- The Tribunal acknowledged the additional workload that the Students as Partners initiative placed upon student representatives.
- The Tribunal acknowledged that the Guild would like to increase the hours of many representatives but because of budgetary constraints, it was necessary to prioritise requirements.
- The Tribunal members noted that Guild staff may be able to provide additional support to

officers to assist them achieve their goals within their remunerated hours.

- The Tribunal noted that the Guild had applied to the Vice Chancellor for an increase in SSAF funding in 2022. The Vice President Education and Faculty Representatives in particular had increased obligations due to the Students as Partners initiative. If additional funding was forthcoming, the Tribunal noted that the funds would be used to increase the remunerated hours of the Vice President Education from 30 to 37.5 hours a week and increase the remunerated hours of the Faculty Representatives, ISC and PSC Presidents by 1 hour a week.
- The Tribunal noted that submissions from Equity Officers provided arguments both for and against continuing to pay Equity Officers on an honorarium basis. The key argument for this was that it makes the role more accessible, as it allows officers to do more work when they are able, and less work when they are unable. The key arguments for assigned hours were that it would provide structure for how much work was expected. Lack of structure has been cited by multiple officers as a challenge of the role.

**The Tribunal concluded that:**

- It was appropriate for the level system (Hospitality Industry (General Award) to be continued with three distinct salary levels and associated pay. Clause 3 (4) to be updated to reference the current 2.1 per annum rate as articulated in the *Public Service and Government Officers CSA General Agreement 2017* (or equivalent). The tribunal noted that a reduction of representation non-labour costs coupled with tight management of professional staff labour hours would enable the recommended elected officer rates to be accommodated (discussed below in points 4 and 6).
- In line with an increase in the Hospitality Award rates, an increase of over 3% was applied to the rates of pay of Guild Officers. This increase was funded by a reallocation of funds from the 2022 budget.
- Members of Executive (President, Vice Presidents and Secretary) are deemed to be employees (as well as directors) and should be treated as such for the purposes of entitlements. Other elected office bearers were effectively directors and should receive directors fees (ie not honoraria) and associated entitlements/processes (eg superannuation, PAYG withholding, and FBT). As such, the Tribunal agreed to remove the use of the word 'honorarium' except in relation to the external members of the Finance and Risk Committee ('remuneration' will suffice). This is particularly relevant for Equity Officers, who were previously paid on honorarium. Further, the Tribunal agreed that all remunerated officers should enter into a deed of acknowledgement, not just members of Guild Council.
- The Tribunal noted that eligible officers can accrue up to 3 weeks of time off in lieu and that this flexibility is particularly relevant to Equity Officers. Student representatives have continued to experience an increased workload. The establishment of the Equity Collectives in 2021 added significant workload to Equity Officers. As a result, the Tribunal concluded that it was appropriate to increase the remunerated hours of Equity Officers to 7.5 per week. The Tribunal accepted that because of current budget constraints it was necessary to fund this by decreasing expenditure in other areas. Specifically it was noted that the need for interstate travel had diminished because of Covid-19 travel restrictions and the opportunity to take part in some conferences through online attendance mode. Savings were also found in the Representation Activities budget, where there had been difficulty spending all allocated SSAF in past years. Further, the Tribunal noted that the issue of Equity Officer remuneration had been discussed in 2020 and acknowledgement was made at that time that because of budget constraints there was no opportunity to increase the number of paid hours allocated to the equity roles but their hours would be reviewed again by the Remuneration Tribunal in 2021.
- The workload of the Faculty Representatives, ISC and PSC Presidents had increased and was unlikely to decrease in the near future. Therefore, the Tribunal agreed to additional remuneration to these officers equivalent of an additional 1.5 hours per week. The Tribunal noted that this was to be funded by reducing \$6000 available for "strategic funds set aside to provide additional support as needed for projects and campaigns" as well as reducing expenditure for representation activities.

- Strategic funds set aside would be reduced to \$4000 in 2021/2022. The funds would be utilized when and as needed for projects/campaigns. The funding would be at the discretion of the President to use including the ability to remunerate an existing officer or hire consultants when associated with tangible project/campaign deliverables.
- The Vice President – Education’s remunerated hours should remain at 30 hours per week in 2021/22 (Clause 8) due to budget constraints.
- The Secretary’s remunerated hours should remain at 52 hours a fortnight in 2021/2022 (Clause 8).
- No changes were required to Clause 8 – Hours to be completed - Executive Officer Attendance in 2021/22.
- Clause 11 (11) was unclear in its wording and therefore would be revised to the following: “It is noted that the Guild President currently has the delegated authority to approve the leave of all Officers regardless of duration. Approval must be in accordance with the terms of the Officer’s Deed of Appointment.”
- Clause 13-handover pay had contradictory information about the timing of handover pay. The Tribunal decided to remove reference to the Secretary from 13(1) and insert the following new clause be inserted after 13(1): “The Secretary will be paid for an additional 22.5 hours in the 2 weeks starting from the commencement of their term.”
- Clause 14 (2) Record of Hours Contributed did not cover the case of an officer failing to meet their hours of contribution, nor did it cover the rights of appeal. Therefore clause 14 (1) would be modified by removing the words “The Guild President shall establish a procedure relating to this matter. The procedure shall specify the process for approving timesheets.” In addition, Clause 14(4) would be added: “The Guild President shall update the Elected Officers remuneration Procedure. The procedure shall specify the process for approving timesheets and reviewing KPIs and any other matters covered in Clauses 14 and 15 of this Remuneration Decision.”
- Clause 16 should be updated to replace the reference to Indigenous Officer with First Nations Officer.
- The issues taking up the Chair of Guild Council’s time were unlikely to be ongoing. Therefore, no change was required in terms of remuneration in 2021/22.

## Part 1 - Preliminary

### 1. Context

This is the *Officers Remuneration Determination No.1 of 2021*

### 2. Commencement

This determination comes into effect on the 1 December 2021.

### 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 expected to be \$64,172 per annum (pending registration of offer from the Government following the expiration of The Public Service and Government Officers CSA General agreement 2019). 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:

**Accessibility Officer** has the same meaning as Students with Disabilities Officer under *Student Guild (Guild Council) Regulations 2018*

**First Nations Officer** has the same meaning as Indigenous Officer under *Student Guild (Guild Council) Regulations 2018*

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

**Fortnightly Remunerated Officer** refers to those Officers listed in clause 5(1) 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 17 of this determination.

**Semester Remunerated Officers** refers to those Officers listed in clause 5(2) 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) First Nations Officer
  - (i) Women's Officer
  - (j) Queer Officer
  - (k) Accessibility Officer
  - (l) The Kalgoorlie Branch President;

### Semester Remunerated Officers

- (2) The following Semester Remunerated 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 payment:

Level	Hourly Rate	Weekly Rate (37.5 Hours)	Annual Rate	Nature of Role
Level 3	\$23.67	\$887.52	\$46,151.14	Most Senior Position within the Guild
Level 2	\$22.47	\$842.55	\$43,812.60	Role that supervises others and/or is a member of the Executive Committee
Level 1	\$21.72	\$814.49	\$42,353.51	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, First Nations Officer, Women's Officer, Queer Officer Accessibility Officer,

## 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	26
Secretary	26
Faculty Representative	9
International Students Committee President	9
Postgraduate Students Committee President	9
First Nations Officer	7.5
Womens Officer	7.5
Queer Officer	7.5
Accessibility Officer	7.5
Chair of Representation Board	2
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 three weeks' time off in lieu.
- (7) Officers may take leave without pay, provided they are fulfilling the requirements of their role.
- (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, removal from office, or at the end of an Officers term, accrued time off in lieu shall not be paid out.
- (11) It is noted that the Guild President currently has the delegated authority to approve the leave of all Officers regardless of duration. Approval must be in accordance with the terms of the Officer's Deed of Acknowledgement.

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

- (1) Fortnightly remunerated Officers who are required to complete 25 hours or more a week shall observe and be remunerated for public holidays which fall on days regularly worked.
- (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.

- 13** The Officers of the Guild shall observe and be remunerated for the period of any Guild administration shutdown during Christmas and New Year. This does not apply to Semester Remunerated Officers and Other Remunerated Officers.

## 14 Handover Pay

- (1) The remuneration of the President, Vice President – Education and Vice President - Activities shall commence prior to the commencement of their term with the Guild as shown below. The Secretary will be paid for an additional 22.5 hours in the 2 weeks starting from the commencement of their term.

Position	Handover pay
President	1 week prior to their commencement with the Guild
Vice President - Education	3 days (22.5 hours) prior to their commencement with the Guild
Vice President - Activities	1 day (7.5 hours) prior to their commencement with the Guild
Secretary	3 days (22.5 hours) during the first 2 weeks of commencement

- (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).

## 15 *Record of Hours Contributed*

- (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 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. 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.
- (3) 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. 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) The Guild President shall update the Elected Officers Remuneration Procedure. The procedure shall specify the process for approving timesheets and reviewing KPIs and any other matters covered in Clauses 14 and 15 of this Remuneration Decision
- (5) Members of Executive (President, Vice Presidents and Secretary) are deemed to be employees and at least 50% of the 'hours to be completed each week' will be undertaken on campus on weekdays between 9am and 4pm unless there is approval to the contrary (eg leave, conference attendance etc). Also, they shall designate which days they will normally be working.
- (6)

## 16 *Key Performance Indicators for Fortnightly Officers*

- a. 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"> <li>• Attendance at 80% of required meetings;</li> <li>• Other KPI's as set by Guild Council at the start of each calendar year</li> <li>• Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs</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>• Other KPI's as set by Guild Council at the start of each calendar year</li> <li>• Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>• Other KPI's as set by Guild Council at the start of each calendar year</li> <li>• Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>• Other KPI's as set by Guild Council at the start of each calendar year</li> <li>• Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>•</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>•</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</li> <li>• Completion of handover report for successor.</li> </ul>
Queer Officer	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> </ul>

	<ul style="list-style-type: none"> <li>• ;</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>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>
First Nations Officer	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>• Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>
Kalgoorlie Branch President	<ul style="list-style-type: none"> <li>• Attendance at 80% of required meetings;</li> <li>• Other KPI's as set by Representation Board at the start of each calendar year</li> <li>• Submission of monthly report to Guild President that demonstrates satisfactory progress toward KPIs;</li> <li>• ;</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>

- b. 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.
- c. Where the Secretary or President fail to meet their Key Performance Indicators the Managing Director may also reduce that officer's remuneration to compensate. The decision of the Managing Director may be appealed to the Chair of Guild Council
- d. 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.
- e. Where an Officer is on an approved leave of absence they shall be exempted from these Key Performance Indicators.
- f. 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:

- (b) The members appointed under 1.2(1) (d) of the Constitution of the Finance and Risk Committee.

**18** *Amount of Payment*

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

Amount	Positions Assigned
\$1000 per annum	The members appointed under 1.2(1) (d) of the Constitution of the Finance and Risk 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 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 at least 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. Where it is established to the satisfaction of the Secretary that an Other Remunerated Officer has not and is not likely, to meet the majority of their KPIs the Secretary may suspend remuneration for that Officer. 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.

**20**     *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 Bi-Annually in May and November	The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee.

**Part 4 - Miscellaneous Matters**

**21**     *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;
- (c) provide a copy of their enrolment advice if requested;
- (d) sign a confidentiality agreement; 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 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.

**24** *Interpretation and Application*

- (1) On any question regarding the interpretation of the decision of the Remuneration Tribunal, the Chair of the Remuneration Tribunal shall provide an interpretation of its decision. If a new Chair has been appointed, they should seek confirmation from at least one other member that sat on the Tribunal.
- (2) The Managing Director and at least one of the Deputy Managing Director and the HR Officer may make decisions about application of this decision provided that they are reasonably satisfied that the application aligns with the intent of this Decision.
- (3) The Managing Director and at least one of the Deputy Managing Director and the HR Officer may make minor changes that are necessary to give effect to this Decision. Such changes will:
  - (a) Typically, be of an operational nature
  - (b) Be in accordance with any provision of 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.

Signed,

A handwritten signature in dark ink that reads "Jesse Naylor Zambrano". The signature is written in a cursive, flowing style.

Jesse Naylor Zambrano  
Chair of the Remuneration Tribunal  
18/11/21