

Decision of the Curtin Student Guild Remuneration Tribunal 2022

The following is the decision of the Remuneration Tribunal made on the 25 July 2022.

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 2022 were:

- Chair of the Remuneration Tribunal – Theodora Rohl
- Member appointed by the Managing Director –Marianne Shaddick
- Member appointed by the Vice Chancellor- Tara Felton

Submissions

The Chair of the Tribunal invited a submission from the Vice Chancellor and the Chief Operating Officer. In addition, submissions were invited from the following representatives of the Guild (along with a survey to complete):

- Managing Director
- Guild Council members (4)
- Representation Board members (5)
- Postgraduate Students Committee (1)
- International Students Committee (1)
- WASM Student Guild (0)

Submissions were received from the Managing Director, the Guild President and Vice President Activities as well as 11 survey responses.

The Managing Director's report advised that:

Officers are funded from SSAF fees and a Grant provided by Curtin. In the past, SSAF fees have generally increase by around 1.65% each year while the Guild grant is not indexed. However, Curtin is not expecting any increase in SSAF fees from 2022 to 2023.

Based on 2022 performance to date, the Guild is on track to 'break even' (ie zero profit). Any increases in remuneration to office bearers will require funds to be directed from Guild reserves or elsewhere and need to be carefully considered.

It is acknowledged that Officers are extremely committed and will never have enough remunerated hours to achieve everything that they want to do and that prioritisation is required. Further, demands can be unpredictable.

The following actions are in place and/or underway to enable manageable workloads for office bearers:

- Consolidation of Committees
- Faculty Representatives, ISC and PSC Presidents to refer individual (as opposed to cohort) student issues to Student Assist
- Office bearers can be paid to undertake additional work beyond the scope of their role on an 'as needs' basis subject to the availability of strategic funds set aside for this purpose or savings derived in another area.

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 that the Guild was one of the highest paid Guilds in the country.

The Tribunal acknowledged that whilst the Guild would like to increase the hours of some representatives as a result of budgetary constraints, this was not possible in all cases,

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, including a decrease in union affiliation fees, a decision to pay the Guild President at level 2 instead of level 1 for one year and tight management of professional staff labour hours would enable the recommended elected officer rates to be accommodated.
- In line with an increase in the Hospitality Award rates, and to acknowledge that office bearers took on significant responsibility and therefore should be remunerated at an appropriate rate above the minimum wage, an increase of 4.6% was applied to the rates of pay of Guild Officers.
- The Tribunal agreed that for greater clarity the definition (Clause 4) of Executive Officer would be amended and defined as the President, Vice President - Education, Vice President – Activities and Secretary. It was noted that other office bearers can be members of Executive Committee but are not defined as Executive Officers.
- For greater clarity a definition of “week” was added to Clause 4, with reference to the table in clause 8 that outlines hours of work completed each week .
- Clause 7 should be amended and include the previously omitted Chair of Representation Board against Level 2 (as the position sits on the Executive Committee).
- In addition to the Students as Partners project, the VP-E had a large number of direct reports compared to other officer roles. Ideally, the VP-E’s remunerated hours would be increased from 30 hours a week to 37.5 hours a week. However, this was not recommended due to financial constraints.
- It was appropriate to provide greater flexibility in the hours that office bearers work. As a result, an amendment was made to Clause 8 with an additional subclause of 8(2) outlining the circumstances and approval process for which office bearers could reduce their hours to up to 20% with their pay proportionately reduced.
- There were times/circumstances where it was appropriate (and where approved) for Office Bearers to be paid to undertake additional work beyond the scope of their role on an ‘as needs’ basis, albeit only in circumstances within the budget. As a result, an amendment was made to Clause 8 with 8(3) added outlining the circumstances and approval processes whereby this could take place.
- There would be no change to the delegated authority to approve leave (Clause 11) for Officer Bearers, as the current policy adhered to good governance process.
- An amendment should be made to Clause 15 with the addition of a KPI for each Office Bearers to complete mandatory training within 45 days of being provided the resources/information to undertake the training.

- An amendment should be made to Clause 21(2) to clarify how many hours an Office Bearer should perform if acting in a role whilst also undertaking the duties of their own role in the same period, and the implications of this to how they would be remunerated.
- Clause 23 should be amended to clarify the process of dealing with questions regarding the interpretation of the decision of the Remuneration Tribunal should the Chair of the Remuneration Tribunal no longer be an office bearer and not respond to a request for interpretation as per 23(1). It was agreed that in those circumstances an interpretation would be sought from the other members who sat on the Tribunal.
- Increasing the hours of Office Bearers and introducing payment for the Kalgoorlie Branch Women's, Postgraduate and International officers was not recommended at this time due to financial constraints.
- Changing Equity Officers' from fortnightly to semester remuneration officers was not recommended at this time as there was insufficient information about the impact on workload.
- It was important to increase the hours of handover of the Secretary from 3 to 5 days in order to satisfactorily complete administration and induction for the incoming officers. The additional funding for this was found via budget savings.
- Payment made to the Chair of Tribunals would be at the discretion of the President and come from the Strategic Funds.

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.

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 Public Service and Government Officers CSA General agreement 2021 provided a full-time salary increase of \$1,000 pa from 13 June 2021; with part time and casual employees receiving pro rata increases. The Level 2.1 per annum rate of the Public Service and Government Officers CSA General agreement is \$64,172. Negotiations are currently underway for the 2022 increase with the government offering an increase of 2.75%. No remuneration in this decision exceeds this amount.

- (1) 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, Vice President - Education, Vice President - Activities and Secretary. Other office bearers can be members of Executive Committee but are not defined as Executive Officers.

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*

Week/fortnight 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 - 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)	Annual Full Time Rate	Nature of Role
3	\$24.07	\$928.46	\$48,279.70	Not to be applied in 2023

Level 2	\$23.49	\$880.99	\$45,811.66	Role that supervises others and/or is a member of the Executive Committee
Level 1	\$22.72	\$851.97	\$44,302.28	Standard Rate

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7 Levels of Positions

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

Level	Positions Assigned
Level 3	None assigned in 2023
Level 2	President, Vice President - Education, Vice President - Activities, Secretary, ISC President, PSC President, Kalgoorlie Branch President, Chair of the Representation Board
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

(2) Subject to approval, office bearers may reduce their hours to be completed by up to 20% (pay will be proportionately reduced). Approval will be as follows:

- Guild Council for the President, Vice President – Education, Vice-President Activities, Secretary
- Executive Committee for all other office bearers
- An office bearer who has reduced hours may increase their hours (up to their maximum hours to be completed as per the table in 8(1)) by written notice to and with approval from the Secretary at least 14 days prior to the hours being increased.

(3) The President can approve additional remuneration for an existing officer ('support officer'), other than the Secretary or President, to:

- Provide additional support for projects/campaigns
- Provide support to any of the President, Vice President – Education, or Vice-President Activities or Secretary

Subject to:

- Funding being available from:
 - a specific budget item for this purpose
 - budget savings arising from office bearers voluntarily reducing their hours via 8(2)
- budget savings arising from vacant positions or office bearers being granted leave without pay.
- The rate of pay for the support officer being the same as for that officer's existing role (or if no existing pay rate is set, Level 1)
- The total hours completed in a week by the support officer not exceeding 37.5 hours
- The Secretary being notified in writing by the President, and being responsible for approving the timesheet of the support officer
- Guild Council being notified of the arrangements.

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.
- (1) 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.
- (2) An Executive Officer shall be entitled to compassionate and parental leave consistent with the minimum statutory requirements that would be available to employees.
- (3) Payments to all other Officers are to be considered directors fees and no leave shall be accrued by Officers.

- (4) 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.
- (5) No eligible Officer may accrue more than the equivalent of three weeks' time off in lieu.
- (6) Officers may take leave without pay, provided they are fulfilling the requirements of their role.
- (7) Requests to use time off in lieu or leave shall be approved by the Guild President.
- (8) The Guild President's leave shall be approved by the Managing Director.
- (9) 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.
- (10) 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.
- (3) 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.

13 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 37.5 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	5 days (37.5 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).

14 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.

15 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"> • 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 handover report for successor. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Secretary	<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 handover report for successor. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Vice President -Education	<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 handover report for successor. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Vice President - Activities	<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 handover report for successor. • 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. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
ISC President	<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.

	<ul style="list-style-type: none"> • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
PSC President	<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. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Queer Officer	<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 two (2) events each semester; • Run one (1) campaign for their portfolio each year. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Women's Officer	<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 two (2) events each semester; • Run one (1) campaign for their portfolio each year. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
First Nations Officer	<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 two (2) events each semester; • Run one (1) campaign for their portfolio each year. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Accessibility Officer	<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 two (2) events each semester;

	<ul style="list-style-type: none"> • Run one (1) campaign for their portfolio each year. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Kalgoorlie Branch President	<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 Guild President that demonstrates satisfactory progress toward KPIs; • Completion of handover report for successor. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
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. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
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. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
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. • Complete mandatory training within 45 days of being provided the resources/information to undertake the training

- 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

16 Officers to receive other remuneration

The following Officers will receive other remuneration:

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

17 Amount of Payment

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

Amount	Positions Assigned
\$1000 per annum	The members appointed under 1.2(1) (d) of the Constitution of the Finance and Risk Committee.

18 Key Performance Indicators for other Officers

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

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"> • Attendance at 80% of required meetings;

- (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.

19 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 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

20 Requirements for Remuneration

Prior to receiving any Remuneration an Officer must:

- (a) read and understand the Guild Code of Conduct;
- (b) enter into a deed of acknowledgement;
- (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.

21 Acting in a role

- (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 more than 7.5 hours.

If an office bearer acts in another role:

- (2) The total hours completed shall not exceed 37.5 hours in a week (for example, the Vice President Education could do 22.5 hours in their role and 15 hours as Acting President in the same week).
- (3) Remuneration will be based on the hours performed for each role with the rate for the acting role being the highest of the two positions (being the position they currently hold, or the position they are acting within). For example:

- I. using the preceding case, the Vice President Education could be paid at Level 2 for 22.5 hours in their role and at Level 3 for 15 hours as acting President in the same week).
- II. the Vice President Education could be paid at Level 2 for 30 hours in their role and at Level 2 for 7.5 hours as an acting Faculty Representative.

22 Final Payout

- (1) Subject to 18(2) at the conclusion of each term all entitlements will be paid out to each Officer regardless of if they are continuing.
- (2) Final payment upon resignation, removal or conclusion of term of office shall not be released unless:
 - (a) A handover report is submitted (unless not required for the position); and
 - (b) Any keys, IT equipment or other Guild property in the possession of the Officer is returned to the Guild.

23 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. Should the Chair of the Remuneration Tribunal no longer be an office bearer and not respond to a request for interpretation within 14 days of being requested an interpretation will be sought from those other members 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,

Theodora Rohl
Chair of the Remuneration Tribunal
25 July 2022