

STUDENT GUILD OF CURTIN UNIVERSITY

REMUNERATION TRIBUNAL

NOTICE OF DECISION

The following is the decision of the Remuneration Tribunal made on the Xth of MONTH 2025 in accordance with the *Student Guild (Tribunal) Regulations 2018*

Preamble

The Remuneration Tribunal has met in order to determine the remuneration of the Officers of the Guild for the period of the 57th Guild Council.

The members of the Remuneration Tribunal were:

- Chair of the Remuneration Tribunal (appointed by the Guild Council) – Mr Mitchell Craig, Deputy Chair of Guild Council (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 22nd of May 2025 via resolution GC#XX/25. On the 18th of June 2025 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:

- Vernon Thompson, Managing Director
- Noor Fellah, Secretary
- Dylan Storer, 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 was as follows:

- 43% response rate from all Officers
- 63% response rate from all Remunerated Officers (excluding Kalgoorlie)
- 43% response rate from all Kalgoorlie Branch Officers

Submissions

The Managing Director reported that ISAF was expected to continue in 2026, and so finances will not be as tight as they were prior to 2025. However, the Guild should continue to be prudent with its funds, and so a 3.5% increase, in line with the *Hospitality Industry (General) Award*, would be appropriate.

The Managing Director's submission outlined several clarifications that should be made to certain clauses and that the TOIL system should be altered to bring it more in line with the Guild's ECA.

The Managing Director made no recommendation for alteration to the hours of contribution of Officers.

The Secretary's submission included a number of recommendations, including a 10% increase 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 Vice President – Activities, Vice President – Sustainability, Equity Officers, and Committee Presidents. She also recommended that some of the Kalgoorlie Branch paid Office Bearers receive an increase in remunerated hours.

In the Secretary's submission, she 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. She recommended that the Leave Loading be 17.5% in line with the Australian Standard.

The Secretary suggested that acting Executive Officers receive leave entitlements where someone acts as an Executive for an extended period.

The Secretary made a recommendation to increase the hourly rate of Guild Officers and to no longer base the pay levels of Officers on the Hospitality Award. She recommended 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 she 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 \$30.48 to \$33.11 per hour. The increase in hourly rates made by the Secretary was estimated to cost the Guild \$86,043.23 in additional wages and superannuation costs for the calendar year.

The Secretary's submission also suggested adding an honorarium payment per meeting for Guild Councillors.

The President's submission included a number of recommendations including a 10% hourly rate increase and changes to hours for some Officers.

The President recommended increasing the hours for the Vice President – Sustainability & Welfare and decreasing the hours for the Vice President – Education to make them equal. He also suggested significant increases to the number of hours to be completed by the Committee Presidents but with an additional KPI around the support and management of their Committees.

The pay levels recommended by the President range from \$30.48 to 33.11 per hour. The estimated cost to the Guild for the President's recommendations is \$67,434.32.

The submission from the President made a similar recommendation to the Secretary in terms of leave loading. He also included a recommendation for Acting Executive Officers to receive the same leave entitlements as Executive Officers.

The Tribunal received some feedback on operational difficulties of the 2024 decision from Guild Staff.

Considerations

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

In 2026, the Guild is set to continue to receive additional funding from the International Student Additional Funding (ISAF) 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 but have begun to improve in performance. Investment and focus on commercial operations is expected to improve financial performance over the short to medium term.

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 continued increase in 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 and other outside employment 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.

Burnout and resignations among the executives have been an issue for a number of years; this can be partially attributed to officers not using their annual leave entitlements.

The current TOIL arrangements are complex with differing roles having different TOIL caps based on their hours of contribution.

The administration of two twenty-week periods is difficult for payroll staff, and changing to a single forty-two (42) week period would reduce staff workload and administration.

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.

It was considered whether it was fair for Executive officers to receive leave and other benefits associated with employment whereas other Officers do not. It was decided that the repercussions of changing this would be potentially significant and much more research and advice would be required to make a change such as this and so the current arrangements should continue but it should be considered in the future.

Attending and contributing to meetings is an expected part of the role that they commit to when they nominate to run for a Guild Councillor position. It is not unusual for Board positions in small not-for-profits to receive no remuneration.

The Tribunal sought advice from Kalgoorlie Officers on the workload of unpaid Kalgoorlie Officers to determine whether their roles should continue to be unpaid.

The Tribunal also sought advice from Guild Staff on the practicality of the implementation of some aspects of their decision.

The Tribunal Determined:

- A number of similar awards and agreements were considered and it was determined that the *Curtin University Enterprise Bargaining Agreement* (EBA) was an appropriate benchmark against which to set rates of pay, however the Tribunal decided it would be best to move the rates of pay towards the EBA via increases over a number of years so as not to cause financial shock to the Guild.
- The rates of pay will each receive an 8.5% increase as a first step towards levels G02.1-G04.1 of the EBA. This increase allows the rates of pay for officers to better reflect what could be earned at outside employment by students.
- That the Vice President – Education receive a decrease in hours to reflect the portfolio's workload and the shifting of some of the responsibilities of this role to the Vice President – Sustainability & Welfare as that role becomes more established.
- That the Vice President – Sustainability & Welfare receive an increase in hours to reflect the workload increase as this role continues to become more established in its functions and responsibilities.
- That the Vice President – Activities receive an increase in hours to more accurately reflect the workload of this role.
- That the Women's Officers, Indigenous Officer, Queer Officer and Accessibility Officer receive a small increase in hours due to those officers dealing with inquiries that cannot necessarily be referred to student assist and need to be answered by someone with lived experience.
- That the ISC and PSC Presidents should receive a small increase in hours to account for the responsibility over Officers on their respective Committees.
- That more hours were required for the Kalgoorlie Officers. The Tribunal Considered whether to remunerate the currently unpaid Kalgoorlie Officer or to increase the hours of currently paid Officers and decided that it was more appropriate to increase the hours of the currently paid Officers
- That the Officers entitled to Annual Leave be eligible for a leave loading of 17.5% to encourage leave being used rather than paid out in an effort to increase the use of Annual Leave and reduce Officer burnout.
- That TOIL be limited to 22.5 hours credit and 15 hours debit for every officer, regardless of their hours of contribution. This brings TOIL arrangements more in line with the ECA.
- That there should be some provision for if Officers are required to perform work during the Guild's closure period.
- Where undertakings and/or minor amendments are required to this decision, they must first be attempted to be obtained from the Chair of the Tribunal and where this is not possible, should be reported to the President for accountability purposes.
- 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.
- Whilst the contributions of Guild Councillors are highly valued by the Guild, the Tribunal decided it was not appropriate for them to be remunerated for attending meetings. Attending and contributing to meetings is an expected part of the role that they commit to when they nominate to run for a Guild Councillor position. It is not unusual for Board positions in small not-for-profits to receive no remuneration.

DRAFT

Part 1 – Preliminary

1. Title

This is the Officers Remuneration Determination No.1 of 2025

2. Commencement

This determination comes into effect on 1 December 2025.

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 Sector CSA General agreement 2024 came into effect on 12 December 2024. For 2025, the level 2.1 per annum rate is \$76,912. 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 the 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 leave, 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 2025*.

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

Weekday means the days falling from Monday to Friday inclusive.

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;
- (o) The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee; and
- (p) Chairs of Tribunals (at the discretion of the President in line with 11(3)).

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	\$ 32.66	\$ 1,224.75	\$ 63,687	Chief Executive Officer
Level 3	\$ 31.03	\$ 1,163.63	\$ 60,509	Other Executive Officers and role with Increased Responsibility
Level 2	\$ 30.07	\$ 1,127.63	\$ 58,637	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 Remunerated Officers

The following Officers will receive fortnightly remuneration for a single forty two (42)-week period. This period commences two weeks prior to orientation week of semester one; concluding approximately at the end of the central examination period in semester two:

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

11. Lump Sum Honoraria and Other Payments

- (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.
- (2) Payments to Chairs of Tribunals shall be at the discretion of the President on the advice of the Managing Director and should come from the President's consultancy budget.

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	26
Vice President – Activities	24
Vice President – Sustainability and Welfare	26
International Students Committee President	12
Postgraduate Students Committee President	12
Faculty Representative	7.5
Queer Officer	9
Women's Officer	9
Indigenous Officer	9
Accessibility Officer	9
Kalgoorlie Branch President	10
Kalgoorlie Branch Vice President - Education	6
Kalgoorlie Branch Vice President - Activities	6
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

- (1) All Officers that receive Remuneration shall receive the minimum statutory amount of superannuation required by law unless exempted by law.

14. Frequency and Method of Payment

- (1) Payments besides lump sum honoraria or payments to chairs of tribunals, shall be paid in line and at the same time as to employees of the Guild.
- (2) Lump sum honoraria payments and payments to chairs of tribunals 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.
 - a) Executive Officers shall receive an annual leave loading of 17.5% on leave taken during their term.

- b) Leave loading will not be applied to unused annual leave paid out at the end of their term or upon resignation or removal.
- (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) An Acting Executive Officer shall be entitled, pro rata, to the same leave entitlements as an Executive Officer if they act continuously for 4 weeks or longer. If the Acting Executive Officer holds another role, leave will be based on only the hours completed as an Executive Officer.
- (5) Payments to all other Officers are to be considered directors fees and no leave shall be accrued by Officers.
- (6) 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.
- (7) No Officer that is Semesterly or Fortnightly remunerated may accrue more than 22.5 hours or be in deficit of more than 15 hours time off in lieu.
- (8) No Officer may take more than 5 days of time off in lieu in any 4 week period.
- (9) 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.
- (10) Requests to use time off in lieu or other leave shall be approved by the Secretary.
- (11) The Secretary's leave shall be approved by the President.
- (12) In the event of resignation, removal from office, or at the end of an Officer's term, accrued time off in lieu shall not be paid out.
- (13) 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 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 pro rata of the weekly remuneration of each officer for each weekday of the closure period.
- (6) The President or Managing Director may determine that there is an urgent or operational need for an Officer to perform work during the closure period. Work conducted during the closure period at the request of the President or Managing Director shall attract no additional remuneration and shall not accrue additional TOIL unless work is performed beyond the Officer's hours as specified in clause 12(1) of this decision.

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

	<ul style="list-style-type: none"> • 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 Committee President)</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 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. • The Officer calls and holds a meeting of their Committee at least quarterly; • The Officer makes best efforts to have at least 80% of positions within their Committee occupied; and • The Officer provides positions reporting to them with appropriate support and guidance.
Department Officers <i>(Queer Officer, Women's Officer, Accessibility Officer, Indigenous Officer)</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 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.
Kalgoorlie Branch President	<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;

	<ul style="list-style-type: none"> • Completion of handover report for successor; and • 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; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.
Kalgoorlie Branch Vice President - Events	<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.
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; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.

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 Chair of the Remuneration Tribunal shall provide an interpretation, amendment or any undertakings required of its decision.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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 Xth of MONTH 2025

Mr Mitchell Craig
Chair

Ms. Maryanne Shaddick
Member

Ms. Linda Adnyana
Member