

STUDENT GUILD OF CURTIN UNIVERSITY

REMUNERATION TRIBUNAL

NOTICE OF DECISION

The following is the decision of the Remuneration Tribunal made on the 8th of January 2026 in accordance with the *Student Guild (Tribunal) Regulations 2018*

Preamble

The Remuneration Tribunal has met in order to determine the remuneration of the newly created Ethnocultural Officer 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#37/25. On the 18th of November 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:

- Noor Fellah, Secretary
- Dylan Storer, President

Submissions

The Tribunal received 2 submissions, 1 each from the President and Secretary.

The President and Secretary submissions both recommended that the Ethnocultural Officer be paid at the same rate and for the same number of hours as the other equity officer, that being 9 hours at level 2 as outlined in the *Officers Remuneration Determination No. 1 of 2025*.

Considerations

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

The Considerations listed in the *Officers Remuneration Determination No. 1 of 2025*.

The duties and responsibilities being similar to the other equity officers.

The Tribunal Determined:

- That the Ethnocultural officer has similar duties and responsibilities as the other equity officers and should therefore be paid at the same rate and for the same hours as those other officers.
- That the Ethnocultural Officer should be back paid if they start in the role prior to this determination being finalised.

Part 1 – Preliminary

1. Title

This is the Officers Remuneration Determination No.2 of 2025.

2. Commencement

- (1) This determination comes into effect on 8th January 2026.
- (2) If an Ethnocultural Officer is appointed or elected prior to this determination coming into effect that Officer shall be remunerated under this determination from the date their appointment is effective, this may be facilitated via backpay or similar arrangement.

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:

Closure Period means Thursday 25th December 2025 to Sunday 4th January 2026 inclusive.

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*.

Hours of contribution means the hours set out in 9(1) of this Determination

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.2 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

In addition to the officers outlined in *Officers Remuneration Determination No.1 2025* the following officers shall receive Remuneration:

- (a) The Ethnocultural Officer

6. Officers to not receive Remuneration

The following officers shall not receive Remuneration:

- (a) Any other Officer unless appointed as a Support Officer under 9(6).

Part 3 – Remuneration

7. Levels of Positions

The Ethnocultural Officer shall be remunerated at level 2 of the *Officers Remuneration Determination No.1 2025*

8. Remuneration Frequency

The Ethnocultural Officer shall receive fortnightly remuneration.

9. Hours to be completed

- (1) The following officers shall complete the following hours in return for remuneration:

Officer	Hours to be completed each week
Ethnocultural Officer	9

- (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
Ethnocultural Officer	Executive Committee

An office bearer who has reduced hours may increase their hours (up to their maximum hours to be completed as per the table in 9(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'.

10. Superannuation

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

11. 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.
- (3) That the Ethnocultural Officer, should they be appointed or elected prior to this determination being finalised, shall be back paid for any time spent in the role

12. Leave

- (1) Payments to the Ethnocultural Officer are to be considered directors fees and no leave shall be accrued by the Ethnocultural Officer.
- (2) The Guild President shall establish a procedure to enable time off in lieu for working hours above those required in clause 9 for all Officers subject to this determination.
- (3) No Officer that is Semesterly or Fortnightly remunerated may accrue more than 2 weeks pro rata of their hours of contribution or be in deficit of more than 1 week pro rata of their hours of contribution of time off in lieu.
- (4) No Officer may take more than their weekly hours of contribution or 15 hours, whichever is greater, of time off in lieu in any 4 week period.
- (5) 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.
- (6) Requests to use time off in lieu or other leave shall be approved by the Secretary.
- (7) 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.

- (8) 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.

13. Public Holidays

- (1) 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 Semesterly Remunerated Officers and Other Remunerated Officers.
- (2) Remuneration during the Closure Period shall be 20% pro rata of the weekly remuneration of each officer for each weekday of the closure period.
- (3) 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. This does not apply to Semesterly Remunerated Officers and Other Remunerated Officers.

14. Handover and Commencement Pay

There shall be no handover or commencement pay for the Ethnocultural Officer

15. 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.15(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.

Part 4 – Key Performance Indicators

16. Key Performance Indicators

The Key Performance Indicators (KPI's) for the Ethnocultural Officer are as follows:

Positions	Key Performance Indicators
Department Officers <i>(Queer Officer, Women's Officer, Accessibility Officer, Indigenous Officer, Ethnocultural 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.

17. 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.17(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

18. 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.

19. 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.

20. 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.

21. 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.21 (2), (3) or (4) must be reported to the President.

The following is the determination of the Remuneration Tribunal made on the 8th of January 2026



Mr Mitchell Craig
Chair



Ms. Maryanne Shaddick
Member



Ms. Linda Adnyana
Member