

STUDENT GUILD OF CURTIN UNIVERSITY

REMUNERATION TRIBUNAL

NOTICE OF DECISION

The following is the decision of the Remuneration Tribunal made on the 30th of September 2026 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 58th Guild Council.

The members of the Tribunal were:

- Chair of the Remuneration Tribunal (appointed by the Guild Council) – Mr Dylan Storer, Guild President (Chair).
- Curtin Student Guild staff member appointed by the Managing Director – Ms Natasha Morgan, General Manager – Corporate Services.
- 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 July 9, 2026. On July 6, 2026 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
- Tahsin Ibn Anowar, International Students Committee President
- Roberto Huapaya, Kalgoorlie Branch President
- Amol Chaudhari, Kalgoorlie Branch Vice President – Education

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 survey received the following responses:

- 2 responses from members of the Guild Executive
- 2 responses from Faculty Representatives
- 2 responses from Equity Officers
- 1 response from a Chair of Tribunal
- 1 response from a Chair or President of a Committee or Guild Councillor

Submissions

The Managing Director reported that the Guild's financial position was expected to remain stable in 2027 and that International Student Additional Funding was anticipated to continue. However,

increasing operating costs meant the Guild should remain prudent when making recurrent expenditure commitments.

The Managing Director recommended a 3.75% increase to all hourly rates, resulting in rates between \$31.20 and \$33.88. This was based on Western Australian and national wage growth, the interim Curtin Enterprise Agreement increase and the substantial structural increases made through the 2025 determination. The Managing Director considered that the previous remuneration gap had largely been addressed and made no recommendation to alter Officers' hours of contribution.

The Managing Director also recommended updating the maximum annual remuneration figure to \$79,604, defining the Closure Period as 25 December 2026 to 3 January 2027 inclusive and transitioning Officers to the MYOB timesheet and approval platform to improve payroll accuracy, record keeping and administrative efficiency.

The Secretary recommended a 10% increase to all hourly rates and targeted increases to the hours of Faculty Representatives and Kalgoorlie Branch Officers.

The Secretary recommended increasing Faculty Representatives from 7.5 to nine hours per week, aligning them with Equity Officers and recognising their responsibilities for student consultation, faculty engagement, campaigns, events and university governance.

The Secretary recommended increasing the Kalgoorlie Branch President from 10 to 15 hours per week and both Kalgoorlie Branch Vice Presidents from their current allocations to 10 hours. The Kalgoorlie Branch Secretary would remain at 7.5 hours. These increases were intended to reflect the Branch's workload, reduced access to staff and infrastructure and repeated reliance on temporary project and campaign hours.

The Secretary recommended retaining temporary hours increases for exceptional circumstances but submitted that foreseeable and recurring work should be reflected in ordinary allocations.

The Secretary's proposed rates ranged from \$33.53 to \$36.42. It was submitted that Guild Officers undertake skilled and accountable work and that fair remuneration was necessary to attract and retain representatives from diverse financial circumstances. The proposed changes were estimated to increase annual wages from approximately \$434,851 to \$503,143, with a total additional cost of approximately \$76,487 including superannuation.

The Secretary also recommended retaining the 17.5% leave loading where Executive Officers take leave, excluding unused leave paid out at the end of a term, and providing proportionate leave arrangements for extended Acting Executive appointments. A modest honorarium was also proposed for Guild Councillors who substantially exceed the ordinary expectations of their role.

The Kalgoorlie Branch President, Roberto Huapaya, and Kalgoorlie Branch Vice President – Education, Amol Chaudhari, raised the impact of student visa work restrictions on international student Officers. They submitted that international students may need to prioritise better-paid external employment within their permitted working hours, limiting the time they can allocate to Guild duties.

They proposed either paying a higher hourly rate for fewer recorded hours while maintaining the same total remuneration or accruing remuneration during teaching periods and paying it during scheduled university breaks. These proposals were intended to support international student participation without increasing the Guild's overall remuneration budget.

The survey identified the same underlying issue. One international student respondent reported having to choose between using limited permitted work hours for their Guild role or for better-paid external employment needed to meet rent and living costs. Other respondents argued that increasing hourly rates would reduce this pressure and make Guild office more accessible to international students.

The International Students Committee President, Tahsin, submitted that the current remuneration arrangements were generally fair. He reported that the role was particularly demanding during Orientation Week and the beginning of semester but became manageable once routines and effective working relationships were established.

Tahsin recommended providing a limited amount of paid leave to the International Students Committee and Postgraduate Students Committee Presidents to provide flexibility during illness, examinations and other personal commitments.

Survey respondents described the effect of cost-of-living pressures on participation, the need for remuneration to recognise responsibility and emotional labour, inconsistent workload and KPI accountability, difficulties with the current timesheet system and support for clearer leave and flexibility arrangements. Suggestions included increasing rates by at least CPI, paying all Officers the same hourly rate while differentiating roles through hours, distinguishing compulsory from optional KPIs, improving payroll induction and timesheet functionality, reallocating hours where representatives take on additional responsibilities and reimbursing Tribunal Chairs according to the expertise and costs associated with their work.

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 and overall financial position are continuing to improve. Sustained focus and investment in commercial operations is expected to continue to strengthen financial performance over the short to medium term.

The Student Guild is fundamentally a student union, and its core business 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 remuneration increases over the past two years appear to have largely reduced Officer resignations for higher-paid external work. However, some disparity remains and should continue to be monitored as a recruitment and retention risk.

The existing provision that all Guild Officer roles have a significant voluntary component should be reconsidered. To provide international student Officers with greater certainty in complying with visa work limits, the determination should clearly identify the core duties required of each role and treat those duties as remunerated work. These should be distinguished from genuinely optional activities that are not required for remuneration and that any representative may choose to undertake voluntarily.

The current TOIL arrangements are fair but should be communicated more clearly to Officers and Guild staff to avoid confusion,

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

Remuneration and hours should be skewed toward those with key responsibilities to provide representation to the University or for the day-to-day operation of the Guild.

While all Executive Officers carry substantial responsibilities, the level of operational support available differs between portfolios. Some Executive Officers are supported by significant staff resources, whereas others have direct management responsibilities for multiple Student Representatives. This variation should be considered in determining appropriate hours of contribution.

It was recognised that the workload of many Officer roles fluctuates considerably throughout the year, with periods of high demand around Orientation, major campaigns and key university events, and lower workloads at other times. The Tribunal considered that Officers should have access to a mechanism allowing them to apply to temporarily overload or underload their ordinary hours within reasonable limits, provided their overall contribution is maintained across an approved period. Such a mechanism would provide greater flexibility for all Officers while also assisting international student Officers to better manage their work commitments in accordance with visa restrictions, without compromising the responsibilities or accountability of their role.

It was considered whether non-Executive Officers should receive paid leave entitlements similar to those provided to Executive Officers. The Tribunal considered that, given the relatively small number of remunerated hours worked by most non-Executive Officers, extending formal leave entitlements would create a disproportionate administrative burden. Instead, the Tribunal considered that non-Executive Officers should receive appropriate compensation for the absence of paid leave through a simpler mechanism, such as a remuneration loading, rather than by introducing formal leave arrangements.

It was noted that the honorarium paid to the external members of the Finance & Risk Committee has remained at \$1,000 for several years without adjustment. The Tribunal considered that these members provide significant independent expertise and governance oversight to the Guild, and that a modest increase to the honorarium would assist in maintaining an appropriate benchmark for attracting and retaining suitably qualified external members.

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.

That reimbursement of reasonable costs incurred does not count as remuneration and is governed by other Guild policies and procedures.

The Tribunal accepts the Managing Director's submission that the implementation of a system such as MYOB for the administration of leave, timesheets and related matters may improve the efficiency, consistency and transparency of these processes, and may assist both Management and Officers in giving practical effect to the Tribunal's determinations.

The Tribunal would therefore support the implementation of MYOB, or a comparable administrative system, where Management considers this appropriate.

However, the Tribunal does not consider it necessary or appropriate to prescribe the particular systems or administrative processes through which its determinations are implemented, except where this is strictly necessary to give effect to a determination. The ultimate decision as to whether, and how, MYOB is implemented remains a matter for Management and the Guild, in accordance with the Guild's established governance arrangements.

The Tribunal received objections from the Managing Director and Vice President Activities on the topics of hours to be worked, administrative recommendations and the seeking of a decision regarding whether the Guild should use a system such as MYOB to administer this determination. The Tribunal considered these and made changes it decided were appropriate.

The Tribunal Determined:

- The Tribunal continued to consider the Curtin University Enterprise Agreement an appropriate benchmark for Officer remuneration and maintained the objective of progressively moving rates towards that benchmark without causing financial shock to the Guild. However, the Tribunal considered that the priority this year should be addressing structural inequities at the lower end of the remuneration framework through a moderate above-CPI increase and an additional loading for non-Executive Officers who do not receive paid leave entitlements.
- The base hourly rates will receive a moderate increase to between \$31.57 and \$33.97. This recognises the difficult and demanding work performed by all Officers and will help keep Guild remuneration competitive with other employment available to students. Maintaining competitive rates is important to attracting and retaining capable representatives and supporting students to serve their peers through elected Guild office.
- The Tribunal considers that honoraria for Guild Councillors, and the currently non-remunerated Officers on the Kalgoorlie Branch, ISC & PSC are not appropriate at this time, however they should be considered in the future.
- After deliberation, and having considered the objections raised to any reduction, the Tribunal has determined to maintain the current hours of the Secretary and Vice President – Activities for the coming term. The Tribunal nevertheless notes the significant staff support now available to both roles, including the Governance Officer and shared Executive Assistant supporting the Secretary, and events and clubs staff supporting the Vice President – Activities, as well as the absence of direct reports for either position. In light of these developments, the Tribunal considers it appropriate that the level of hours allocated to both roles be specifically reviewed as part of next year's determination.
- That Faculty Representatives receive a small increase in hours to bring them on par with equity representatives due to additional faculty-related committee and consultative work.
- That the current hours arrangements for Kalgoorlie Officers remain appropriate.
- That the honoraria for the members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee be increased to \$1,500.
- That non-Executive Officers receive a 7.7% remuneration loading to recognise that, unlike Executive Officers, they do not receive paid annual leave entitlements. The Tribunal considers that this provides a simple and equitable means of compensating for the absence of leave benefits without introducing the additional administrative complexity associated with extending formal leave entitlements to roles with relatively small weekly hours.

- That non-Executive Officers be permitted to apply for an approved flexible hours arrangement allowing them to temporarily overload or underload their ordinary hours within reasonable limits, provided their total contribution is maintained across the approved period. This will better reflect fluctuations in workload throughout the year and provide greater flexibility for all Officers, including international student Officers managing visa work restrictions, without reducing accountability or the requirements of their role.
- That the minimum KPIs and core duties required for an Officer to receive remuneration be clearly distinguished from genuinely optional additional activities. Work necessary to satisfy the requirements of the role should be treated as remunerated work, while any further voluntary and unpaid contribution should be optional and must not affect an Officer's entitlement to remuneration.
- That the existing minimum KPIs remain reasonable requirements for the receipt of remuneration. Any additional KPIs approved by Guild Council or Representation Board should continue to be assessed by the relevant body and should not be tied directly to remuneration, to preserve clear accountability and avoid confusion between minimum paid requirements and broader representative priorities.
- That the current arrangements for increasing and decreasing hours remain appropriate.
- That the current arrangements for Executive leave remain appropriate.
- 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.

Part 1 – Preliminary

1) Title

This is the Officers Remuneration Determination No.1 of 2026

2) Commencement

This determination comes into effect of 1 December 2026.

3) Context

- (a) This Tribunal is established by Part 4 of the Student Guild (Tribunal) Regulations 2018 to determine the remuneration of the Officers of the Guild.
- (b) The Tribunal has determined all matters required under the Regulations.
- (c) In accordance with Clause 20(2)(a) of the Regulations, no provisions are made for termination or redundancy payment.
- (d) The Public Sector CSA General Agreement 2024 came into effect on 12 December 2024. For 2026, the level 2.1 per annum rate is \$79,604. No remuneration in this decision exceeds this amount.
- (e) 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 24th December 2026 to Sunday 3rd January 2027 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 12(a) 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.1 of 2026.

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) The Ethnocultural Officer;
- (l) Kalgoorlie Branch President;
- (m) Kalgoorlie Branch Vice President – Education;
- (n) Kalgoorlie Vice President – Activities;
- (o) Kalgoorlie Branch Secretary;
- (p) The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee; and
- (q) Chairs of Tribunals (at the discretion of the President in line with 11(b)).

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(f).

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	\$33.97	\$1,273.88	\$66,241.76	Chief Executive Officer
Level 3	\$32.58	\$1,221.75	\$63,531.00	Other Executive Officers and role with Increased Responsibility
Level 2	\$31.57	\$1,183.88	\$61,561.50	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, Ethnocultural Officer, Kalgoorlie Branch

	Vice President - Education, Kalgoorlie Branch Vice President - Events, 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 Representatives
- (g) Equity Representatives
- (h) International Students Committee President
- (i) Postgraduate Students Committee President
- (j) Kalgoorlie Branch President

10) Semesterly 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 – Events
- (c) Kalgoorlie Branch Secretary

11) Lump Sum Honoraria and Other Payments

- (a) The members appointed under 1.2(1)(d) of the Constitution of the Finance and Risk Committee shall receive an honoraria of \$1,500 per annum (pro-rata) provided that they attend 80% of the meetings of the Committee.
- (b) 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

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

<i>Officer</i>	<i>Hours to be completed each week</i>
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	9

Queer Officer	9
Women's Officer	9
Indigenous Officer	9
Accessibility Officer	9
Ethnocultural Officer	9
Kalgoorlie Branch President	10
Kalgoorlie Branch Vice President - Education	6
Kalgoorlie Vice President - Activities	6
Kalgoorlie Branch Secretary	7.5

- (b) 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(a)) by written notice to and with approval from the Secretary at least 14 days prior to the hours being increased.

- (c) The President may **increase** the hours to be completed (pay will be proportionately increased) of any Officer other than the Secretary in order to:
- Provide additional support for projects/campaigns
 - Provide support to any of the Executive Officers
 - Undertake additional duties not specifically outlined in their duties per the by-laws
- (d) The Secretary's hours may be increased by the Guild Council upon the recommendation of the Executive Committee, in order for the Secretary to:
- Provide additional support for projects/campaigns
 - Provide support to any of the Executive Officers
 - Undertake additional duties not specifically outlined in their duties per the by-laws
- (e) 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).
- (f) Officers who are provided additional hours but who are not ordinarily remunerated (Support Officer) should be remunerated at Level 2.
- (g) No Officers should be remunerated for more than 37.5 hours per week.
- (h) Alterations to the 'hours to be completed' whether via reductions or increases should be reported to the Guild Council

- (i) 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) Flexible Hours Arrangement

- (a) The following Officers may apply to the Guild President for approval of a Flexible Hours Arrangement:

- i. Faculty Representatives;
- ii. International Students Committee President;
- iii. Postgraduate Students Committee President;
- iv. Queer Officer;
- v. Women's Officer;
- vi. Indigenous Officer;
- vii. Accessibility Officer;
- viii. Ethnocultural Officer;
- ix. Kalgoorlie Branch President;
- x. Kalgoorlie Branch Vice President – Education;
- xi. Kalgoorlie Branch Vice President – Activities; and
- xii. Kalgoorlie Branch Secretary.

- (b) A Flexible Hours Arrangement may permit an Officer to temporarily:

- i. complete more than their ordinary hours of contribution in a week; or
- ii. complete fewer than their ordinary hours of contribution in a week,

provided that the Officer completes no less than one-third (1/3) of their ordinary weekly hours of contribution in any week.

- (c) A Flexible Hours Arrangement must specify the period over which the Officer's ordinary hours of contribution are to be balanced. At the conclusion of that period, the Officer must have completed the total hours that would ordinarily have been required during that period.
- (d) An Officer shall only be remunerated for hours that have been completed. Where an Officer underloads their hours in accordance with an approved Flexible Hours Arrangement, remuneration for those hours shall be deferred until the hours are subsequently worked.
- (e) Hours worked under a Flexible Hours Arrangement are separate from, and shall not accrue as, time off in lieu under clause 15. A Flexible Hours Arrangement is not to be used as a substitute for time off in lieu.
- (f) The Guild President shall establish a procedure governing the application, approval and administration of Flexible Hours Arrangements, including the maximum period over which hours may be balanced, record-keeping requirements and any other matters necessary to give effect to this clause.
- (g) Approval of a Flexible Hours Arrangement is at the discretion of the Guild President, who must be satisfied that the arrangement will not unreasonably affect the Officer's ability to fulfil the requirements of their role or the operational requirements of the Guild.

14) Superannuation

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

15) Frequency and Method of Payment

- (a) 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.
- (b) 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.

16) Remuneration Loading

- (a) The following Officers shall receive a remuneration loading of 7.7% on all remuneration payable under this Determination:
 - a. Faculty Representatives;
 - b. International Students Committee President;
 - c. Postgraduate Students Committee President;
 - d. Queer Officer;
 - e. Women's Officer;
 - f. Indigenous Officer;
 - g. Accessibility Officer;
 - h. Ethnocultural Officer;
 - i. Kalgoorlie Branch President;
 - j. Kalgoorlie Branch Vice President – Education;
 - k. Kalgoorlie Branch Vice President – Activities; and
 - l. Kalgoorlie Branch Secretary.
- (b) The remuneration loading recognises that these Officers do not accrue paid annual leave, personal leave or other paid leave entitlements under this Determination.
- (c) The remuneration loading forms part of the Officer's ordinary remuneration and shall be payable in addition to the hourly rate stated in clause 7, on all hours remunerated under this Determination, including any approved additional hours under clause 12.

17) Leave

- (a) 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.
 - i. Executive Officers shall receive an annual leave loading of 17.5% on leave taken during their term.
 - ii. Leave loading will not be applied to unused annual leave paid out at the end of their term or upon resignation or removal.
- (b) 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.

- (c) 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.
- (d) Payments to all other Officers are to be considered directors fees and no leave shall be accrued by Officers.
- (e) The Guild President shall establish a procedure to enable time off in lieu of working hours above those required in clause 12 for all Officers subject to this determination.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) Requests to use time off in lieu or other leave shall be approved by the Secretary.
- (j) The Secretary's leave shall be approved by the President.
- (k) 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.
- (l) 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.

18) Public Holidays

- (a) Executive Officers shall observe and be remunerated for those public holidays which fall on weekdays.
- (b) 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).
- (c) 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.
- (d) 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.
- (e) Remuneration during the Closure Period shall be 20% pro rata of the weekly remuneration of each officer for each weekday of the closure period.

- (f) 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(a) of this decision. This does not apply to Semesterly Remunerated Officers and Other Remunerated Officers.

19) Handover and Commencement Pay

- (a) Executive Officers other than the Secretary shall receive handover pay prior to commencing a new role.
- (b) 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.	

- (c) For the purposes of 19(b), 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:
- 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).
 - 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.
- (d) Handover pay shall not apply where an Officer is continuing in the same role.
- (e) The Secretary shall receive commencement pay at the beginning of their term whether or not they are continuing in the role.
- (f) 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 (i.e. normal hours plus additional hours) not exceeding 37.5 hours in any week.

20) Timesheets

- (a) 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.

(b) Where an Officer:

- i. in the case of an Executive Officer: is absent from duty except on approved leave or as otherwise authorised; or
- ii. 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.

- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) The President's timesheet will be approved by the Secretary with any appeal(s) directed to the Chair of Guild Council.
- (h) s.20(c,e) 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.

21) Requirement to Work On-Campus

- (a) 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.
- (b) Approval for a planned extended absence such as practicum does not constitute approval to be paid for work if the requirements of 21(a) are not met.
- (c) Executive Officers should designate the work hours and days they will typically be working.

Part 4 – Key Performance Indicators

22) Key Performance Indicators

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

<i>Positions</i>	<i>Key Performance Indicators</i>
Executive Officers	• Attendance at 80% of required meetings; • Other KPI's as set by Guild Council at the start of each calendar year; • Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs; • Completion of a minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary per s.19. • Completion of handover report for successor; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training
Faculty Representatives	• 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.
PSC & ISC Presidents	• 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	• 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	• Attendance at 80% of required meetings; • Submission of monthly report to Guild President that demonstrates satisfactory progress toward KPIs; • Completion of handover report for successor; and • Complete mandatory training within 45 days of being provided the resources/information to undertake the training.
Kalgoorlie Branch Vice President- Education	• 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 - Activities	• 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	• 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.
--	---

23) Assessment

- (a) 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.
- (b) 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.
- (c) s.23(a,b) shall be modified in the case that:
 - i. Any appeal by the President in relation to reduced remuneration shall be to the Chair of Guild Council.
 - ii. The President shall review the Secretary's performance and any appeal by the Secretary shall be to the Chair of Guild Council.
- (d) Assessment of the Key Performance Indicators of Officers of the Kalgoorlie Branch shall be conducted in consultation with the Kalgoorlie Branch President.
- (e) An Officer on approved leave shall be exempted from Key Performance Indicator assessment.
- (f) 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

24) 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.

25) Acting Officer

- (a) 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.

(b) If an Officer acts in another role:

- i. The total hours completed across all roles shall not exceed 37.5 hours in a week.
- ii. 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.

26) Final Payout

- (a) 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.
- (b) Payment upon resignation, removal or conclusion of term of office for an officer receiving director's fees shall not be released unless:
 - i. A handover report is submitted (unless not required for the position); and
 - ii. Any keys, IT equipment, documents, or other Guild property in the possession of the Officer is returned to the Guild.

27) Interpretation and Application

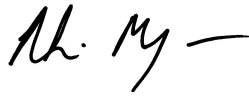
- (a) On any question regarding the interpretation, application or minor incidental adjustments required of the determination of the Remuneration Tribunal, the Chair of the Remuneration Tribunal shall provide an interpretation, amendment or any undertakings required of its decision.
- (b) If the Chair 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.
- (c) 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.
- (d) 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 General Managers or the HR Officer may make minor incidental adjustments that are necessary to give effect to this Decision. Such changes will:
 - i. Only be of an operational nature
 - ii. Be in accordance with the Statute Book;
 - iii. Be limited to the extent necessary to give effect to the Decision
 - iv. Not be to the material detriment of an Officer, and
 - v. Align with the intent of this Decision.

(e) Any decision taken per s.27(b,c,d) must be reported to the President.

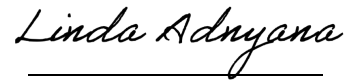
The following is the determination of the Remuneration Tribunal made on the 30th of September 2026.



Mr. Dylan Storer
Chair



Ms. Natasha Morgan
Member



Ms. Linda Adnyana
Member