

Honoraria Guideline

1. Purpose

The purpose of this policy is to establish guidelines for honorarium involving elected positions within the Swinburne Student Association (**SSA**).

2. Objectives

The objectives of this policy are to:

- Provide SSA staff and elected representatives with clear guidelines around monitoring, eligibility and the administration of honorarium
- Prescribe the amounts and conditions under which honoraria may be payable to relevant people.

3. Definitions

Honoraria/ Honorarium - Means a payment provided for services rendered in a professional capacity that are rendered nominally without charge.

FARMRC - Finance, Audit, Risk, Management and Remuneration Committee.

Student Director - Persons who are elected as 'Student Director' on the **SSA** Board.

Student Council Members - Members of the Swinburne Student Council (**SSC**), comprising 10 positions;

- | | |
|-----------------------------------|--|
| • Welfare Lead | • International Representative |
| • Education Lead | • Clubs and Sports Representative |
| • Activities Representative | • Queer Representative |
| • Cultural & Faith Representative | • Women's Representative |
| • Accessibility Representative | • Residential Community Representative |

4. Eligibility

- Elected members of the Student Council and the Student Board of Directors are eligible to receive honoraria, subject to a minimum number of activities and engagements set out in these guidelines and minimum hours of participation during O-Week/Launch Week.
- Where a member of the Student Council Members or Board of Directors fails to comply with these guidelines (including conditions set out under Schedule 2 with respect to specific positions), the CEO (or a delegate of the CEO) can withhold part or all of the honoraria payable or apply penalties as prescribed in Schedule 1.
- For the avoidance of doubt, the determination on whether an honoraria payment is made, in circumstances where a breach of clause 4.2 arises, rests solely with the CEO (or a delegate of the CEO) and is not subject to challenge.
- All members of the Student Council and Student Directors must attend and participate in an induction program designed by **SSA** staff that is approved by the **SSA** President.

5. Recording and Monitoring

- Hours of engagement are to be recorded using a prescribed timesheet or attendance record system.
- In the case of recording hours of engagement for the Student Council Members and the Board of Directors, the responsibility will rest with the President.
- Any timesheet or attendance record that does not provide sufficient clarification or evidence that an activity or engagement has been completed must be rejected by the President and or an SSA staff member overseeing the administration of the honorarium.
- Where the record of engagement doesn't meet the minimum requirement set out in Schedule 2, the penalty set out under 'penalty per missed engagement' in Schedule 1 will be applied to that fortnight's honoraria payment.
- Where multiple engagements are missed in a single period, penalties will be multiplied accordingly, capped at 100% of that fortnight's honoraria.
- All representatives must complete the total number of engagements listed below; the specific activities or engagements might change throughout the year. Missed engagements must either be covered through equivalent or will be penalised as a missed engagement.

6. The Finance, Audit, Risk Management and Remuneration Committee (FARMRC)

The Finance, Audit, Risk Management and Remuneration Committee (**FARMRC**) has responsibility for determining ‘*reasonable honorarium to Student Directors*’, in accordance with and approved by the University’s Student Services and Amenities Fee allocation process.

The approved honorarium for both the Student Council Members and the Student Directors is set out in Schedule 1.

7. Business As Usual (BAU) Activities

There are several activities that are core to the roles. These are considered business as usual and do not constitute special “engagements” that would prompt a bonus or deduction. These activities are expected to be completed on time and with full commitment and professionalism and are reimbursed as part of the base honoraria.

These **BAU** activities include, but are not limited to:

- Inductions,
- General emails, phone calls, and interactions with **SSA** staff and **SSC** members,
- General interactions with the represented students and stakeholders,
- **SSC** and **SSA** Board social events,
- Attendance at the Swinburne Student Forum,
- Support for the Exam Help Desk during the exam period
- Support from the SSA President and SSA Vice President for initiatives led by **SSC** Leads and Representatives,
- Contributions by **SSC** Leads and Directors to regular newsletters,
- Reporting honoraria engagements.

8. Special circumstance application via the President

The President may, where they determine that an honoraria penalty or reduction is unreasonable, send an email to the CEO to request a review of decision to void an honoraria penalty (or reduction).

8.1 Application Process

The following steps must occur as part of the review of decision request:

1. The President (or affected Student Council Member or Board Director with the President's consent) requests a review of decision, in writing, detailing the reason(s) for why the original decision to reduce their honoraria was unreasonable;
2. The written request is lodged within eight business days from the date of change in the honoraria payment (i.e. the day the penalty is applied, and the honoraria payment is adjusted as per the fortnightly honoraria schedule). Any application after this date will be unable to be considered; and
3. A reversal of a decision may only apply once per Student Council Member for the duration of their Term of Office (or in the case of a Student Director serving a two-year term, once per calendar year), unless it relates to a special circumstance, which includes:
 - Bereavement;
 - Provision of medical supporting evidence; and
 - Any other reasonable provision of evidence accepted by the CEO.

8.2 President oversight of application of Honoraria Policy

The President shall have the power to request, in writing, that the CEO amend the Schedule of Engagement in the Honoraria Policy where it is determined that it is impracticable for a Swinburne Student Council Member or Board of Director to meet an engagement that is fixed within the Honoraria Policy.

Schedule 1 - Honoraria Schedule (as set out by the FARMRC)

Position	No. Positions	Base Honoraria	Penalty per missed engagement ¹	No. Engagements	Bonus per engagement	Total Per Position	Total Position
President	1	\$30,000	~40% of fortnightly payment (= \$450 ¹)	21	NA	\$30,000	\$30,000
Vice President	1	\$25,000	~40% of fortnightly payment (= \$380 ¹)	21	NA	\$25,000	\$25,000
SSC Leads	2	\$12,000	~40% of fortnightly payment (= \$180 ¹)	15	NA	\$12,000	\$24,000
Student Directors	4	\$10,000	~40% of fortnightly payment (= \$150 ¹)	11	NA	\$10,000	\$40,000
Representatives	8	\$6,440	NA	13	~40% of fortnightly payment (= \$120 ²)	\$8,000	\$64,000
Base honorarium payable		\$170,520	Productivity Honorarium payable		\$12,480	Total Honoraria	\$183,000

¹Penalties are applied as a percentage-per missed engagement.

²For each engagement that the Representative completes, they will receive percentage productivity honorarium in recognition of the engagement committed.

^{1&2}Calculated at approximately 40% of the role's fortnightly potential honoraria and rounded to an administratively simple dollar amount. If more than one engagement is missed in a single pay cycle, the deduction is multiplied accordingly, capped at the value of that fortnight's payment.

NEW Schedule 2 - Conditions⁴ of release for Honorarium (Example Schedule of Engagements)

	Engagements	President & Vice-President	Directors	SSC Leads	SSC Reps
Training	Induction	BAU	BAU	BAU	BAU
	Governance Training	1			
Semester 1	Leadership Retreat	1	1	1	1
	SSC meetings (monthly)	1		1	1
	Executive Meeting 1	1		1	
	Executive Meeting 2	1		1	
	Board Meeting 1	1	1		
	Board Meeting 2	1	1		
	FARMRC Meeting 1	1			
	FARMRC Meeting 2	1			
	O-Week/Launch Week ⁵	1	1	1	1
	SSA Event Support	1	1	1	1
	Initiative Planning & Delivery ⁶	BAU - Support	BAU - Support	BAU - Support	1
	Newsletter ⁷	BAU - Support	BAU - Support	BAU - Support	1
	Exam Help Desk	BAU	BAU	BAU	BAU
	Student Forum / Voice	BAU	BAU	BAU	BAU
	PLACEHOLDER	1	1	1	
Semester 2	SSC meetings (monthly)	1		1	1
	Executive Meeting 1	1		1	
	Executive Meeting 2	1		1	
	Board Meeting 1	1	1		
	Board Meeting 2	1	1		
	FARMRC Meeting 1	1			
	O-Week/Launch Week ⁵	1	1	1	1
	SSA Event Support	1	1	1	1
	AGM	BAU	BAU		
	Initiative Planning & Delivery ⁶	BAU - Support	BAU - Support	BAU - Support	1
	Newsletter ⁷	BAU - Support	BAU - Support	BAU - Support	1
	Exam Help Desk	BAU	BAU	BAU	BAU
	Student Forum / Voice	BAU	BAU	BAU	BAU
	PLACEHOLDER	1	1	1	
Total Engagements		21	11	15	13

⁴ Engagements are subject to change based on the operational needs and schedule of the SSA, as determined by the CEO (or delegate).

⁵ Minimum hours during O-Week and the first two weeks of Semester (peak period) are required, as outlined in the table below.

	President	Vice-President	SSC Leads	Directors	SSC Representatives
O-Week/Launch Week Minimum Hours per semester.	24 hours	20 hours	18 hours	16 hours	16 hours

⁶ See Initiatives table below for detailed role expectations.

Role	Total Engagements	Expectations
President, Vice-President, Directors & SSC Leads	BAU - Support	Provide support for the Representatives' initiatives.
Student Representatives	2	Planning – must include risk assessment, full project plan, quotes, communications, marketing, feedback, etc. Delivery – carry out the initiative, gather feedback and prepare portfolio content for the Strategic Workshop.

⁷ See Newsletter table below for detailed role expectations.

Role	Total Engagements	Expectations
President, Vice-President, Directors & SSC Leads	BAU - Support	Support newsletters during the semester in collaboration with the Representatives' contributor calendar.
Student Representatives	2	Contribute to one newsletter per semester, highlighting the area you represent. Content may include interviews, research, photos, or other relevant materials.

Penalty Condition System

Summary of Total Engagements (Non-Representative)			
Role	Total Engagements	Penalty	Engagement Weight ⁹
President	21	\$450	\$9,450 (penalty) of \$30,000 (base) ~32% tied to engagements
Vice President	21	\$380	\$7,980 (penalty) of \$25,000 (base) ~32% tied to engagements
Directors	11	\$150	\$1,650 (penalty) of \$10,000 (base) ~16.5% tied to engagements
SSC Leads	15	\$180	\$2,700 (penalty) of \$12,000 (base) ~23% tied to engagements

⁹Engagement Weight represents the percentage of the maximum base honoraria that may be deducted if all required engagements are missed (total potential penalties ÷ base honoraria).

Productivity Condition System

Summary of Total Engagements (Representatives)			
Role	Total Engagements	Bonus	Engagement Weight ¹⁰
SSC Representatives	13	\$120 per engagement completed	\$1,560 (bonus) of \$8,000 (total) ~20% tied to engagements

¹⁰Engagement Weight represents the percentage of total honoraria that is conditional on completing engagements (total possible bonus ÷ total honoraria)