



Swinburne Student Union Representative Honoraria Policy

Amendment history

Council	08/2/2016
Council	13/2/2015
Council	17/2/2014
Council	20/1/2014

PART 1 – GENERAL PRINCIPLES

1. Honoraria is a gift provided by Swinburne Student Union to elected student representatives and is not a wage. Elected representatives are not employees of Swinburne Student Union.
2. Notwithstanding that payment of honoraria is not related to time spent working, student representatives are expected to demonstrate to the Council that they are fulfilling their elected positions prior to honoraria being paid.
3. Swinburne Student Union will not withhold Pay As You Go (PAYG) tax or make superannuation contributions on behalf of student representatives.
4. Honoraria shall be paid monthly in arrears, following each Students' Council (**Council**) meeting.
5. Council shall approve reports submitted by representatives prior to payment of Honoraria.
6. Should Council not approve a report, the submitter must be notified within one working day of the meeting.

PART 2 – HONORARIA ENTITLEMENTS:

7. All representatives of Council, Media Committee, SISA, SUPA, Education Board and any other standing committees under the Student Union are eligible for payment of Honoraria.
8. Honoraria for all eligible representatives shall be paid upon approval of their report following each Council meeting.
9. The honoraria amount is calculated by distributing the annual honoraria available for the position (set annual by Council prior to each election) over 25 fortnightly periods (50 weeks) for the year.
10. Honoraria instalments for any given month must not be paid unless the Council has approved the representative's report for that month.
11. Council will approve reports for all representatives, including those who are not members of Council.
12. Reimbursements for SSU related travel costs in a personal vehicle may be submitted to the Office & Finance Manager and will be paid at 50 cents for every KM. SSU related travel costs include only travel between two places of SSU-related activity, where the travel was not incidentally for personal reasons.





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REPORTS:

13. Demonstration of duties must be in the form of a written report. Reports should include a general description of representative activities undertaken, ongoing projects, meetings/events attended and a summary of the work and duties performed.
14. Duties performed by representatives must be relevant to their portfolio as described in the position description. Notwithstanding this provision, other duties may be deemed appropriate by the Council however all duties must be directly connected to the activities of the Student Union.
15. Reports must be submitted via email to the General Secretary three (3) days before each Council meeting.
16. If a representative does not submit a report on time, the report can be considered at the next meeting of Council in conjunction with the next report however no instalments will be paid until that time.
17. Reports will not be considered more than a month in arrears. In this case the representative will not be back-paid that instalment.
18. Representatives must nominate in their report whether they intend to claim full, half or quarter honoraria for the previous month.



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