



# ECU Student Guild

## HONORARIA POLICY

|                |                         |
|----------------|-------------------------|
| POLICY TYPE    | Senate                  |
| POLICY SUBTYPE | Human Resources         |
| POLICY TITLE   | <b>Honoraria Policy</b> |
| POLICY OWNER   | Operations Manager      |

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## 1. INTENT

- 1.1. The Honoraria Policy defines how the honorarium is applied to positions within Edith Cowan University Student Guild that attracts an honoraria.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to volunteers of the Edith Cowan University Student Guild who are provided an honorarium in relation to professional services provided voluntarily.
- 2.2. Honoraria is applied only to the following types of volunteers:
- 2.2.1. Elected Guild Senators;
  - 2.2.2. Dircksey Editor; and
  - 2.2.3. Dircksey Sub Editors.
- 2.3. Honoraria does not apply to Guild Employees, Contractors or Guild representatives, including School Representatives or other Volunteers not encapsulated in Clause 2.2.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Honoraria** or **Honorarium** means a payment provided for services provided in a professional capacity that are rendered nominally without charge.
- 3.8. **Senate** means the duly elected student representatives of the Guild.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. An honoraria is applied on the basis that a minimum number of hours of engagement are provided by the volunteer as defined in Clause 2.2 and only where the hours of engagement provide value and are related to the requirements of the role of the volunteer.
- 5.2. Honoraria will not be provided to volunteers where the minimum amount of engagement hours as prescribed in Table One are not completed or where there is no evidence that the hours of engagement recorded are an accurate reflection of the engagement of the volunteer.

**TABLE ONE**

| <b>Role</b>             | <b>Minimum Hours of Engagement per fortnight</b> | <b>Additional Requirements</b>   |
|-------------------------|--|--|
| President               | 40   | 75% (30 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus.   |
| General Secretary       | 40   | 75% (30 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus.   |
| Vice President Academic | 40   | 75% (30 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus.   |
| Vice President Equity   | 40   | 75% (30 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus.   |
| Vice President Social   | 40   | 75% (30 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus.   |
| Postgraduate Officer    | 30   | 75% (22.5 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus. |
| Environmental Officer   | 8  | 75% (6 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus.    |

|                       |    |   |
|-----------------------|----|---|
| International Officer | 8  | 75% (6 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus. |
| First Nations Officer | 8  | 75% (6 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus. |
| South West Officer    | 8  | 75% (6 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus. |
| General Senator       | 8  | 75% (6 hours) of the minimum hours of engagement to be conducted at the Guild office across one or more campus. |
| Dircksey Editor       | 30 | Minimum of 10 hours of office based work (On-Campus)  |
| Dircksey Sub Editor   | 10 | Minimum of 3 hours of office based work (On-Campus)   |

5.3. There is an expectation that volunteers will engage with and on behalf of the Guild beyond the minimum number of hours required outside of those prescribed in Table One.

#### 5.4. Approval of additional Honoraria Payments

5.4.1. Typically no additional honoraria will be provided to volunteers for hours of engagement that exceed the minimum hours required, however, approval of an additional honorarium where evidence is provided of significant additional workload of a volunteer may be sought from time to time.

5.4.2. Volunteers must make an application for consideration to the authorised approver by email prior to engaging in any additional hours including the following information:

5.4.2.1. Project/Event/Activity to be conducted

5.4.2.2. Number of additional hours to be engaged

5.4.2.3. Explanation of why the project/event/activity cannot be conducted within the normal hours of engagement.

5.4.3. Applications not received prior to the additional hours being conducted will not be approved.

5.4.4. The approver must copy the Operations Manager and the Business Support and Finance Manager in when approving an application for additional honoraria.

5.4.5. Any additional payment paid on an hourly rate as set out in Table Two on a reward for effort basis and only for the total number of hours approved by the authorised approver.

5.4.6. The total spend on additional honoraria payments will be monitored by the Business Support and Finance Manager, Operations Manager and the Guild President. Where the Guild budget does not allow for the additional costs of an additional honoraria a request for additional honoraria will not be approved by the authorised person.

**TABLE TWO**

| Role   | Honoraria Level | Rate of Additional Honoraria |
|--|-----------------|------------------------------|
| President<br>General Secretary<br>Vice President Academic<br>Vice President Equity<br>Vice President Social      | Level 1         | \$30.21                      |
| Postgraduate Officer<br>Dircksey Editor  | Level 2         | \$25.18                      |
| Environmental Officer<br>International Officer<br>First Nations Officer<br>South West Officer<br>General Senator | Level 3         | \$22.15                      |

5.4.7. Approval of additional honoraria will only be made by the following Officers of the Guild and only for the listed volunteer roles:

| Volunteer Role Seeking Additional Honoraria | Approver                         |
|---|----------------------------------|
| Guild Senator (Excluding President)         | Guild President                  |
| Guild President                             | Operations Manager               |
| Dircksey Editor                             | Marketing and Events Coordinator |

## 5.5. Recording Hours of Engagement

5.5.1. All hours of engagement are to be recorded using the prescribed timesheet recording applications (Currently Employment Hero).

5.5.2. All hours of engagement should be accompanied by a clear explanation of the activities undertaken by the volunteer in the completion of their duties. For example:

5.5.2.1. “JO Office 4pm–5pm - Emails to Campus Support Office to assess locations for Halloween event.”

5.5.2.2. “JO 1.447 1pm – 3pm - Vice Chancellors Student Advisory Forum Meeting”

5.5.2.3. “From Home 10am–11:30am – Teams Meeting with Queer Collective to develop plans for Pride March”

5.5.2.4. “JO - 5 hours working on Halloween Party Planning – Contacting vendors and 1 hour responding to email from Clubs”

5.5.3. Any timesheets recorded that do not contain explanation as to activity, satisfactory explanations to activity undertaken, where there is no clear evidence that the activity has been completed or where there is no detail or evidence that the hours were completed at the Guild office as required will be rejected by the President and/or the General Secretary.

5.5.3.1. Where the subsequent balance of the hours completed do not meet the minimum hours of engagement required, the volunteer will not receive the prescribed honoraria for that fortnight.

5.5.4. Any hours recorded that are below the required hours of engagement for the fortnightly accounting period will not be carried forward to the next accounting period under any circumstance.

## 6. RELATED DOCUMENTS

|                                |  |
|--------------------------------|--|
| <b>Related Policy</b>          |  |
| <b>Related Procedure</b>       |  |
| <b>Other Related Documents</b> | <ul style="list-style-type: none"><li>• Volunteer Position Description</li></ul> |
| <b>Related Legislation</b>     |  |

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

|                              |  |
|------------------------------|--|
| <b>Policy Owner</b>          | Operations Manager   |
| <b>All Enquiries Contact</b> | Lisa Dwyer   |
| <b>Telephone</b>             | 08 6304 5915   |
| <b>Email address</b>         | <a href="mailto:l.dwyer@ecuguild.org.au">l.dwyer@ecuguild.org.au</a> |

## 8. APPROVAL HISTORY

|                                   |            |
|-----------------------------------|------------|
| <b>Policy Approved By</b>         | Senate     |
| <b>Date Policy First Approved</b> | 23/08/2021 |
| <b>Original Motion</b>            | SM2108/03  |
| <b>Revision History</b>           |            |
| <b>Revised by</b>                 |            |
| <b>Next Revision Date</b>         | July 2022  |