



## **Governance (Student Representation) Rule 2023**

### **Schedule A: Payment of expenses and honoraria**

#### **Expense reimbursement**

- (1) Members of the committee may be reimbursed for expenses incurred in the performance of their functions on presentation of receipts.
- (2) If the expenses were not pre-approved by resolution of the committee, the committee will vote on a resolution to approve reimbursement.

#### **Honoraria**

- (3) As part of their roles, elected student representatives are expected to commit a sufficient amount of time to fulfil their representative duties. However, where the representative's tasks go beyond their standard duties and/or they undertake a specific project or event, the committee may choose to pay the representative an honoraria payment in recognition.
- (4) A committee may approve the payment of an honoraria by resolution with respect to members or officeholders of that committee.
- (5) An honoraria approved under clause 181 of the Governance (Student Representation) Rule 2023 will be paid at the rate of \$ 16.86 (2024) per hour for a maximum of 30 hours per month.
- (6) The amounts specified in the clause above will be updated on 1 January each year by an amount equal to CPI for the preceding year.

#### **Payment of claims**

- (7) A claim for reimbursement or honoraria must be submitted by the claimant within the academic year that the claim is being made to a meeting of the committee. This claim should include a written report detailing the tasks completed and length of time taken.
- (8) A claimant may not claim an honoraria more than once (for example, where an officeholder holds more than one office with respect to a Student Representative Committee or the Student Senate) per period as specified by clause (5) above.
- (9) Payment of reimbursement or honoraria will be made to the claimant and not to any other person.
- (10) Payments approved shall be paid from the funds allocated for this purpose in the student committee's approved annual budget.
- (11) Payments shall not be approved that exceed the annual budget for that year.

- (12) Recipients of a payment are solely responsible for obtaining relevant advice on the receipt of payments, including with respect to taxation, and are solely liable for any claim, action or liability arising there from.
- (13) Payment of honoraria or reimbursement approved by resolution of the relevant committee will be facilitated according to University requirements by the Executive Director, Student Experience (or their delegate).

## **Glossary**

(12) Under this schedule the following meanings apply, in conjunction with the glossary of the Governance (Student Representation Rule) 2023:

- a. Committee – means a Student Representative Committee or the Student Senate.



**Document history**

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Date	Approval authority	Nature of Amendment
28/11/2024	Executive Director, Student Experience	First version

