
Honorarium Payment Policy

Definition of Honorarium

An honorarium is an honorary payment made to someone in recognition of their professional service. It is typically a good will payment made as an indication of appreciation and to honour an individual for their service. The GSA constitution at clauses 7.2, 9.2, & 10.5 specifies that recipients of honorarium payments are not employees of the Association and are not entitled to benefits resulting from employment.

Paid Membership

The following groups are entitled to Honorarium payments under the provisions of the Constitution at clauses 7.3(a), 9.4(a) & 10.6(a):

1. GSA Board
2. Representative Council Members
3. Faculty Council Members

Honorarium Payment Details

The honoraria are paid to the President, Vice President, General Secretary, Treasurer, non-officeholding GSA Board Members, Representative Council and Faculty Council Members and have been set with regard to the job description for each role and the required minimum hours each role is required to contribute to the organisation. The table below sets out the amounts payable as approved by the Board based on the workload required of the roles:

Role	Expected Minimum Office Hours Per Week	Yearly Honorarium Amount (\$) * (Superannuation is paid in addition to specified amount)	Number in Role	Total (\$)
President	15	39,728	1	39,728
General Secretary	15	39,728	1	39,728
Treasurer	8	21,189	1	21,189
Vice President	8	21,189	1	21,189
GSA Board Members	5	10,170	4	40,681
Representative Council	4	9,288	Up to 12	111,452
Faculty Council	4	9,288	Up to 9	83,589
				357,556

Note:

* While GSA elected representatives aren't employees, given the current pressures of inflation, the Board considered it appropriate to recommend to the AGM that GSA adjust the honorarium amounts in consideration of Australia's inflation rate, as

published by the [Reserve Bank of Australia for the 2024 December period](#). As such, the yearly honorarium amount has been increased by 2.4%.

Superannuation on Honorarium payment

Superannuation will be payable as per the Superannuation Guarantee percentage stipulated by the Superannuation Guarantee (Administration) Act 1992. The superannuation amount will be in addition to the honorarium payments specified in the above table.

Monitoring/Administration of Honorarium Payment

The following criteria and process will be applied to authorise the honorarium payment for each member:

- a) Under the constitution (clause 7.3 (b), 9.4 (b) & 10.6 (b)), the General Secretary may request proof of enrolment to confirm that a GSA Board member, Representative or Faculty Council Member, is entitled to receive an honorarium;
- b) A GSA Board member, Representative or Faculty Council Member must notify the General Secretary in writing if they cease to be a student within five working days of the cessation (see Constitution (clauses 7.3 (c), 9.4 (c) & 10.6 (c)));
- c) The honorarium will be suspended when a member is on leave of absence (LOA) for more than 5 working days (there are some exceptions set out in the Leave of absence Policy);
- d) If the member has served on the board, representative or faculty council for more than a year, without taking a LOA, LOA of up to 5 working days will be paid if the member is on LOA for more than 5 working days in their second year or subsequent of tenure.
- e) The honorarium payment has been set based on the work to be undertaken as per the agreed position description and as per the roles and responsibilities outlined in the governance charter and the constitution. The board can consider suspending the honorarium payment for a period or indefinitely based on the circumstances below:
 - I. If the board, representative or faculty council members do not attend a Board, Representative or Faculty Council meeting without approved leave of absence;
 - II. If the board, representative or faculty council members do not provide a Board, Representative or Faculty Council report before the meeting as required by the relevant timetable notified to the board, representative or faculty council member;
 - III. If the board, representative or faculty council members do not meet the requirements under the agreed roles and responsibilities as per the position description, governance charter and the constitution.

For (I) and (II) above, one week's suspension of honorarium payment may apply, however this will be based on board's discretion. For (III) above, Honorarium payment may be suspended indefinitely and resumed only when such suspension is lifted by the Board. Honorarium payment during the suspension period will be forfeited and will not be paid.

- f) The honorariums will be paid into the nominated bank accounts of the Board members, Representative & Faculty Council Members on a fortnightly basis. Members will also receive a payment advice confirming the payments.
- g) As part of the Board, Representative & Faculty Council Conflict of Interest Policy, members are not eligible for any other payment or benefits from GSA apart from this honorarium as this will result in conflict of interest. This will be monitored through established financial management policies and process.
- h) As part of professionally developing all GSA elected representatives, provision is made for elected representatives to utilise their professional development funding on membership of professional bodies that directly assist in their roles.
- i) A provision for mentorship allowance (\$2,500 per role) has been allocated in the budget to support the transition of President, General Secretary, Treasurer and Vice President with their roles when required. This will be payable for a maximum of 80 hours at \$31.25/hour for outgoing members only.

Note:

- GSA has an obligation to verify that international students nominating for Office Bearer positions have sufficient work rights to hold the relevant position and receive honoraria.
- The Returning Officer in GSA elections should collect declarations from international student candidates so that work rights or eligibility to receive honoraria can be verified.

Student Academic Misconduct Hearing Representatives

The newly approved student academic integrity policy from the University comes into effect from 2025. As per the new policy, a committee for hearing will only be established for high level allegations. GSA will be required to fill all established committees with representatives if the student is enrolled as a graduate student. This will require special training and commitment from the representatives selected. As such any graduate student (including elected representatives), selected as misconduct committee representatives will be paid a sitting fee of \$50 per meeting based on their attendance and participation in the committee.

Financial Sustainability

The honorarium structure set out in this document is considered by the Board to be financially sustainable within the 2025 budget.

Approval

The GSA AGM approved this on