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## Honorarium Payment

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### 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 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) & 9.3 (a):

1. GSA Board & Board Officials
2. Representative Council Members

### Honorarium Payment Details

The honoraria are paid to the President, Vice President, General Secretary, Treasurer, non-officeholding GSA Board Members and Representative Council Members and have been set with regard to the job description for each role and the required 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 (\$) * ( <i>Superannuation is paid in addition to specified amount</i> )	Number in Role	Total (\$)
President	12	29,350	1	29,350
General Secretary	12	29,350	1	29,350
Treasurer	6	14,675	1	14,675
Vice President	6	14,675	1	14,675
GSA Board Members	4	9,392	4	37,568
Representative Council	4	8,577	Up to 11	94,349
				219,967

#### 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 apply the [Fair Work Commission](#) increment to the honorarium amounts. As such, the yearly honorarium amount has been increased by 4.6%.

### **Superannuation on Honorarium payment**

In 2023 in recognition of the expected level of involvement of elected members a review of the payment of superannuation was undertaken. GSA's external Auditors Accru Melbourne provided the advice that superannuation would be payable on the honorarium payments, and as such GSA will back date and pay the Superannuation Guarantee percentage stipulated by the Superannuation Guarantee (Administration) Act 1992 from the starting of 2020-2021 term. The superannuation amount will be in addition to the honorarium payments specified in the above table and as per previously approved amounts.

### **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) & 9.3 (b)), the General Secretary may request proof of enrolment to confirm that a GSA Board member or Board Official or Representative Council Member, is entitled to receive an honorarium;
- b) A GSA Board member or Board Official or Representative 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) & 9.3 (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 Board Leave Policy);
- d) If the member has served on the board or representative 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 work to be undertaken as the agreed position description and workplan. If Board members do not attend a Board meeting without approved leave of absence, or do not provide a Board report before the meeting as required by the relevant timetable notified to the board member, a week's honorarium payment will be forfeited and will not be paid. This also applies to Representative Council Members.
- f) The honorariums will be paid into the nominated bank accounts of the Board members & Representative Council Members on a fortnightly basis. Members will also receive a payment advice confirming the payments.
- g) As part of the Board and Representative 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) A provision for mentorship allowance (\$2,500 per role) has been allocated in the budget to support the transition of President and General Secretary with their roles when required.

Note:

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

### **Faculty Council**

The constitution does not provide for any payments to be made to members of the faculty council and its members are therefore not entitled to receive any honorarium payment.

Faculty council members receive a sitting fee of \$268 per meeting for up to 20 members based on their attendance and participation in the four faculty council meetings held each year.

Sitting fees will be paid into the nominated bank accounts of the Faculty Council Members after each meeting based on attendance and participation. Members will also receive a payment advice confirming the payments.

### **Financial Sustainability**

The honorarium structure set out in this document is considered by the Board to be financially sustainable within the 2023 budget.

### **Approval**

The GSA AGM approved this on 18 May 2023