

## **POLICY REGARDING PAYMENT OF HONORARIA AND REIMBURSEMENT OF EXPENSES**

### ***Overview***

This policy outlines the principles applying to the payment of Honoraria to elected office holders and other representatives who perform tasks for the Student Associations of ANU.

### ***Scope***

This Policy applies to PARSA, pending a review currently underway.

### ***General Principles***

Elected office holders and other representatives who perform tasks for the PARSA (generally volunteer their services and as such, this should be done freely and no-one should be compensated for their time.

An exception to this general principle is for office holders expected to be regularly available for contact or required, as a result of election as an office bearer, to undertake substantial duties as an office holder of the Association. A purpose of payment of honoraria is thus to recognise that certain office holder positions involve significant voluntary service to students. Another purpose of payment of honoraria is to ensure that no student is unable to serve as an elected officer bearer of the Association because of inadequate financial means to volunteer time to the PARSA.

No person is entitled to an Honorarium because of this policy, and payment of an Honorarium remains at all times a discretionary payment of the PARSA under this policy. (See principles for non-payment of Honoraria below).

Where an office holder is required by the Association to be constantly available and/or holds a position of responsibility and/or accountability in an Association it is reasonable that their efforts be recognised by the payment of an honorarium. The rate of payment is consistent with the lowest pay rate (HEW Level 1.1) of the Higher Education Industry General Staff Award for 'Professional, admin, clerical, computing and technical staff- Full-time and Part-Time' of \$19.21 per hour for the hours listed in line with the expectations for elected representatives document. The President as a full-time employee is remunerated at the ANU APA Scholarship rate including any standard top-ups provided in general by ANU.

An honorarium will be paid to the following office holders at the rates shown:

Office	Amount		
			PARSA (weeks/hours)
President / Editor-in-Chief			27,825 (52/32) (APA rate)
Vice President			14,203 (52/14)
Treasurer			14,203 (52/14)
General Secretary			14,203 (52/14)
Education Officer			6,147 (40/10)
Social Officer			6,147 (40/10)
Communications Officer			6,147 (40/10)
Equity Officer			6,147 (40/10)
International Officer			6,147 (40/10)
Welfare Officer			6,147 (40/10)
Environmental Officer			6,147 (40/10)
Indigenous Australian Officer			6,147 (40/10)

#### *Payment of Honoraria*

- Honoraria will be paid quarterly in arrears.
- Honoraria shall not be linked to an Award or Enterprise Agreement
- Honoraria recipients will have income tax withheld and paid on their behalf by the Association.
- Honoraria recipients will receive superannuation at the minimum level guaranteed by Commonwealth Superannuation legislation.
- Honoraria need to be as provided for in the Association constitution.
- Lump sum payments of honoraria may only be approved by the Association executive.

#### *Other Honoraria*

From time to time the Executive may provide for the payment of ad hoc or Other Honoraria to a student who has provided outstanding service to an Association as a volunteer. Such an honoraria will not be greater than \$500. The following principles apply to Other Honoraria:

- Other Honoraria shall not be linked to an Award or Enterprise Agreement
- Income Tax will not be withheld on an Other Honoraria.
- No superannuation will be paid on an Other Honorarium.
- Other Honoraria will be paid to recipients quarterly in arrears
- Total amounts available to be paid in *Other Honoraria* will be determined annually through the budgeting process.

### *Non-payment of Honoraria*

PARSA may at any time review its policies in relation to the payment of honoraria. This policy does not create any right to receive an honorarium.

The PARSA Executive may decide to withhold payment of an Honorarium or part of an Honorarium under this policy if an office holder fails to substantially carry out the functions of their office, so that the functioning of the Association is adversely affected.

### *Other Matters*

#### Travelling Expenses

Elected Office holders *may* be reimbursed expenses associated with Business/Association travel on presentation of receipts where the travel has not been arranged by the Association if that travel is approved in the appropriate manner prior to the travel.

#### *Other Expenses*

Other expenses incurred by elected Office holders will be reimbursed on presentation of receipts provided that expense is approved in the appropriate manner prior to the expense.

### *Application to PARSA*

In the case of PARSA, application of this policy is subject to the discretion of the President for the time-being, and to compliance with sections 11A and 11B of the PARSA Constitution.

