THE ANU OBSERVER

# Payment to Officers Policy

## 1. Nature

1.1. This Policy is the Payment to Officers Policy of The ANU Observer Incorporated.

1.2. This Policy is formed in accordance with section 3 of the Constitution to govern the payment funds to Members of Observer.

1.3. All terms used in this Policy have the meaning given in the Constitution, unless the contrary intention appears.

## 2. Allowance

### 2.1. Nature

2.1.1. There shall be an allowance paid to Elected Officials of Observer in recognition of their work on behalf of the Association.

### 2.2. Amount

2.2.1. The total amount paid in allowance will be no more than eighty per-cent (80%) of money available to Observer for the purposes of payment to Members, unless otherwise specified in this Policy.

2.2.2. Should any of this allocation not be paid in allowance, it shall instead be paid as honoraria.

### 2.3. Payment

2.3.1. Elected Officials will receive their allowance payment at the end of each of five periods, those being, inclusively:

a) from 1 December to the day before the first day of Semester 1;
b) from the first day of Semester 1 to the day before the first day of the Semester 1 teaching break;
c) from the first day of the Semester 1 teaching break to the final day of Semester 1;
d) from the first day after the final day of Semester 1 to the day before the first day of the Semester 2 teaching break; and
e) from the first day of the Semester 2 teaching break to 30 November.

2.3.2. In each period one fifth of the total funds allocated to payment of allowances shall be allocated.

## 2.4. Determination

2.4.1. Funds shall be allocated according to the Payment Schedule attached to this Policy, unless otherwise specified in this Policy.

2.4.2. Information regarding amounts to be paid, including specific figures, must be made available to Members at least twenty-one (21) days before allowances can be paid.

2.4.3. The initial intended allowance payment must be made available to the Arbitration Panel at least seven (7) days before they can be paid.

## 2.5. Adjustment

2.5.1. The Arbitration Panel may choose to reduce any allowance if and only if the Panel determines that the relevant Elected Official has not fully completed their duties as described in the Constitution and Policies.

2.5.2. Any Member may submit an application to the Arbitration Panel requesting a review of allowance payment to any Elected Official.

a) This application may include any information the Member finds relevant as to why they might not have fulfilled the conditions to receive the allowance.

# 3. Honoraria

## 3.1. Nature

3.1.1. There shall be honoraria paid to Members of Observer who perform in their role at a level beyond their duties as described in the Constitution and Policies or who aid Observer through their work in some manner not reasonably expected of them.

## 3.2. Amount

3.2.1. The total amount paid in Honoraria will be no less than twenty per cent (20%) of money available to Observer for the purposes of payment to Officers, unless otherwise specified in this Policy.

## 3.3. Payment

3.3.1. Honoraria shall be paid after the last day of each Payment Period, excluding the summer period.

3.3.2. At the end of each payment period, no more than one quarter of funds allocated to honoraria shall be paid.

3.3.3. At the end of Semester 2, all remaining funds allocated to honoraria shall be paid.

## 3.4. Determination

3.4.1. Funds shall be allocated according to a decision of the Arbitration Panel.

3.4.2. The Arbitration Panel cannot grant honoraria to Arbiters.

3.4.3. The Arbitration Panel should strive to decide honoraria within the seven (7) days before the honoraria is to be paid, as described in section 3.3.

3.4.4. The Arbitration Panel must invite all Officers to submit applications to the Panel regarding the payment of honoraria.

a) Applications may detail an individual who should receive honoraria, and give justification for their receipt of honoraria.

3.4.5. The Panel must consider all applications made by Officers and come to a decision regarding payment of honoraria.

a) Should the Panel fail to reach a decision, payment of honoraria may be decided by way of motion at a General Meeting.

# Payment Schedule

## 1. Overview

1.1. This Schedule provides for the division of funds under the line item labelled “Stipend and Honoraria” or the equivalent.

1.2. The sub-items individually allocating allowances and the pool of Honoraria are not altered by the adjustment of one another except as explicitly specified.

1.3. This Schedule exclusively governs the sub-item relating to allowances, except where determinations about that sub-item direct for a deposit of funds into the Honoraria pool.

1.4. All payments are defined in terms of Australian Dollars.

1.5. All payments are to be rounded **down** to the nearest cent.

## 2. Definitions

2.1. “Total pool” refers to the full amount of money allocated for the purpose of paying allowances.

2.2. The term “editor” refers to any Editor

2.3. The term “Visual Content Executive” refers to any Visual Content Executives

2.4. The term “payment” refers to the annual amount payable to an Elected Official unless there is a clear contrary intention.

2.5. The following are defined terms for the purposes of mathematical calculations:

- 2.5.1. Total pool = $T$;
- 2.5.2. Payment units = $w$;
- 2.5.3. Coefficient of payment = $c$;
- 2.5.4. Payment to an editor = $P(e)$;
- 2.5.5. Payment to a Visual Content Executive = $P(v)$;

2.5.6. Payment to the Secretary = *P(s)*;
2.5.7. Payment to the Treasurer = *P(t)*;
2.5.8. Payment to any unique individual = *P(i)*;
2.5.9. Full amount payable = P.
2.5.10. Payment to the Web Administrator = P(wa)

# 3. Expressions and formulae

3.1. One payment unit is equal to the total pool, divided by the sum of all coefficients of payment: $w = \frac{T}{\Sigma c}$ .

3.2. The full amount payable is given by the coefficient of payment, multiplied by the payment unit: $P = cw$ .

3.2.1. The payment to an editor uses the coefficient of payment equal to one (1) : $P(e) = w$ .

3.2.2. The payment to a Visual Content Executive uses the coefficient of payment equal to one (1) : $P(v) = w$ .

3.2.3. The payment to the Secretary uses the coefficient of payment equal to three quarters (0.75): $P(s) = 0.75w$ .

3.2.4. The payment to the Treasurer uses the coefficient of payment equal to one half (0.5): $P(t) = 0.5w$ .

3.2.5. The payment to the Web Executive uses the coefficient of payment equal to one quarter (0.25): P(wa) = 0.25w .

3.3. The coefficient of payment for an individual who holds two roles on the executive is defined by full payment of the higher *c*, plus one half (0.5) of the smaller (or equal) *c*.

3.3.1. Example 1: an Editor is also the Treasurer. They receive the full amount they are entitled to as an Editor (*c* = 1), plus half their entitlement as Treasurer (full *c* = 0.25). Their total coefficient of payment is therefore 1.25.

3.4. Further examples of the full distribution of funds:

3.4.1. Example 3: the total allowance allocation is $30,000. There are four Editors, two Visual Content Executives, and one person who is both Secretary and Treasurer. Therefore the following terms are defined:
$T = 30{,}000$
$\Sigma c(e) = 6$
$\Sigma c(i) = 0.75 + 0.5 \times 0.5 = 1$
We find the total of all coefficients of payment by: $\Sigma c = 7$
Therefore we can find the value of the payment unit:
$w = \frac{30000}{7} = \$4285.714$ (additional decimal place provided so as not to induce a rounding error)
Therefore the total amounts payable are as follows:
For each editor: $P(e) = \$4285.71$ (by rounding down)
For the individual who is Treasurer and Secretary:
$P(i) = 1 \times 4285.71 = \$4285.71$ (by rounding down)

3.4.2. Example 4: the total allowance allocation is $24,000. There are six Editors (one of whom is also the Secretary), one Visual Content Executive, and one Treasurer. Therefore the following terms are defined:
$T = 24{,}000$
$\Sigma c(e) = 6$ (this excludes the Editor who is also the Secretary; that individual is represented by *c(i)*)
$\Sigma c(t) = 0.5$
$\Sigma c(i) = 1 + 0.5 \times 0.75 = 1.375$
We find the total of all coefficients of payment by: $\Sigma c = 7.875$
Therefore we can find the value of the payment unit:
$w = \frac{24000}{7.875} = \$3047.619$
Therefore the total amounts payable are as follows:
For each ordinary editor: $P(e) = \$3047.61$ (by rounding down)
For the Treasurer: $P(a) = 0.5 \times \$3047.619 = \$1523.80$ (by rounding down)
For the individual who is an Editor and Secretary:
$P(i) = 1.375 \times \$3047.619 = \$4190.47$ (by rounding down)

# 4. Adjustments during the year

## 4.1. Overview

4.1.1. This section provides for the recalculation of allowance amounts in the event that the composition of the Elected Officials is altered.

4.1.2. The amounts payable over periods of irregularity are to be readjusted on a *pro rata* basis, with the alterations held to have taken effect at the end of the day on which they took effect.

4.1.2.1. That is, a resignation of an Elected Official which was otherwise effective from 11 am on 22 July, for the purposes of payment calculations, is effective as of midnight, the morning of 23 July.

## 4.2. Casual vacancies

4.2.1. During the period of a casual vacancy, the Treasurer must adjust payments during the interim to reflect this absent position.

4.2.1.1. If the Treasurer is the vacant role, whoever is tending to their duties must follow the same process.

4.2.2. Example 5: the gross coefficient of payment ($\Sigma c$) is 7, then an Editor (who occupies no other position) resigns 28 days into the payment period, and is replaced in 14 days. The given payment period is 70 days, and the annual total pool (*T*) is $25000. Therefore for one fifth (0.2) of the payment period, the coefficient of payment was 6.
Therefore an Editor who resigned would receive two fifths of their payment entitlement for the period, the rest of the Elected Officials would have one-fifth of that payment redistributed among them, and a new Editor would receive the remaining two fifths.
The **gross** amount payable over the 70-day payment period is $5000. Therefore the 14-day period represents, *pro rata*, $1000, and the 28-day period represents $2000.
An Editor entitlement over 14 days is given by:
$P(e) = \frac{1}{7} \times 1000 = \$142.857$
Therefore an Editor who resigned would receive $285.71 (by rounding down).
An Editor would receive that same amount.
The other members of the executive would receive
$P(i) = \frac{1}{6} \times 142.857 = \$23.80$ (by rounding down) **multiplied by their individual coefficients of payment *c*** additionally for that 14-day period where there was a reduced executive size.

## 4.3. Adjustments by the Arbitration Panel

4.3.1. Any reductions of allowance payments by the Arbitration Panel are not redistributed among the other Elected Officials.

4.3.2. Any amount reduced from executive allowances is to be transferred into the honoraria pool.

4.3.3. Example 6: an Editor has their allowance reduced by 50%, over a period where they would have been entitled to $800, by the Arbitration panel. The honoraria pool for the year is $5000. Therefore the honoraria pool therefore becomes $5400.
Note: depending on whether this occurs in Semester 1 or Semester 2, this would mean that either $2700 or $2900 would be the semesterly honoraria pool, as per the Honoraria Payment section in the above Policy.