



## National Councillor and State President – Expenses & Complimentary policy

### 1. Introduction

This policy describes the principles around the financial support provided to State Presidents and National Councillors to undertake their role within the organisation.

### 2. Objectives

This policy aims to do the following;

- Provide guidance to members operating in these roles
- Ensure equity and transparency in support provided
- Ensure clarity in the process
- Ensure that budget provisions are appropriate and understood by staff and Chapter executive/National Council

### AILA will cover the following expenses

#### 1. State Presidents

- a. Reasonable flight costs to cover one return economy airfare to attend the State Presidents meeting annually collocated with the Festival of Landscape Architecture (national expense)
- b. Reasonable accommodation and breakfast costs for the nights of accommodation required to be present for the State Presidents meeting (State expense)
- c. 4 x cab charge vouchers to cover taxi related expenses (State expense)
- d. State Presidents dinner (National expense)
- e. From time to time, State Chapters, through agreement of the State Executive, may utilise their local budgets to support the State President attending external ticketed events where attendance at this event aligns with strategic direction of the local chapter (State expense)

#### 2. National Council

- a. Reasonable flight costs to cover one return economy airfare to attend the 3 x face to face National Council meetings (national expense)
- b. Reasonable accommodation and breakfast costs for the nights of accommodation required to be present for the National Council meetings (national expense)
- c. 4 x cab charge vouchers (3 x meetings) to cover taxi related expenses (national expense)
- d. National Council dinners and lunches over period of meeting (national expense)

#### 3. National & State Committees

- a. Access to the AILA teleconference dial in details
- b. Catering for face to face meetings (if agreed and budgeted in advance)
- c. Travel costs (as listed above) for any interstate travel required to attend an official AILA meeting that is organised and approved by the National Office.

A few notes on the above

- If flight changes are required due to personal circumstances and this incurs a change fee greater than \$100, the cost of the change fee will need to be incurred by the member
- Flights will be arranged by AILA staff and travel forms will be required as soon as possible after being issued
- With regards to airport transfers and taxi-related charges – where cheaper alternatives can conveniently be used, delegates have the option of being reimbursed for out-of-pocket travel to/from airport expenses, provided cab vouchers are returned. This allows for the option of car-parking at the departing airport (whichever is the lowest cost) for departure and arrival at your home city.
- Where a personal reimbursement is required (as observed under this policy), the member must submit the claim within 30 days of incurring the expense.
- Any additional nights of accommodation to attend additional events or activities such as the festival will be a cost to the member
- Any costs associated with mini bar/unscheduled social activities will be a personal expense
- Any costs associated with additional personal guests joining events or activities will be a personal cost to the member
- Dry cleaning/laundry expenses will be a personal expense incurred by the member

#### **Costs associated with attending AILA events and meetings**

State Presidents, National Council & Committees;

- a. Costs incurred to attend Chapter meetings and events will be a personal cost. This includes public transport, personal car usage, taxi travel and or parking.
- b. Costs incurred for mobile phone usage will be a personal cost. Noting that AILA will provide dial in details for any AILA organised teleconferences
- c. If you are requested by National Office or by Chapter staff to attend a meeting on behalf of AILA which you would not normally attend as a member, you will be provided with reasonable reimbursement for travel costs. This is will be agreed in advance.

#### **AILA Credit Cards**

- Only in circumstances where a chapter does not have access to a Chapter Manager will a credit card be issued to the State President
- State Presidents will be required to meet the same credit card policies as detailed in the AILA financial policies and procedures.

#### **Provision of complimentary tickets to attend AILA events for AILA members**

- a. Complimentary invitations for attendance at the AILA State Awards events is limited to those members that have played an active role in delivery of the event.
- b. Complimentary invitations will only be issued for other AILA activities to those members who played an active role in each event and is at the discretion of the Executive and State Manager, operating within their approved budgets..
- c. It is not expected that National Councillors will receive complimentary invitations to State based events, however will be made aware of all local events through newsletters should they wish to attend.
- d. Complimentary tickets will not be provided to any members for the Festival of Landscape Architecture nor the National Landscape Architecture Awards, except for those members playing an active role in the event.

A few notes on the above

- The above does not include complimentary invitations being issued to media, industry representatives or Government representatives
- Active role in the event relates to the organising, directing, overseeing, speaking (including panellists), judging etc of an event. It does not include executives or committee members that support the chapter in other ways or more generally. This is to be managed at the discretion of the Executive and State Manager, operating within their approved budgets.