



THE  
**GUMALA TRUST**

*a safe pair of hands*

# **Beneficiary Group Meeting Travel and Allowance Policy**

July  
2019

**Gumala Investments Pty Ltd  
As Trustee for the General Gumala  
Foundation Trust**

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## 1. Context

This policy has been developed to provide a guide to the Beneficiaries of the Gumala Trust on the procedures of meetings of the Foundation with specific consideration to the different types of meetings the Trust may hold, the requirements of holding those meetings, conduct at meetings, proxy information, registrations information, allowances for attendees of the meetings and taxation.

The policy will be reviewed every three years.

## 2. Purpose and Objectives

The purpose of this Policy is to provide a guide to the Beneficiaries of the Trust on the procedures surrounding group meetings of the Foundation.

This Policy will inform Beneficiaries of the trust about the different types of meetings the trust are required to hold and the types of meetings the trust can hold.

This document will provide information around proxy procedures for group meetings and will set out procedures around registrations for attending group meetings.

This document will outline the rates, and provide consistency, for the allowances paid by the Foundation towards Beneficiary travel and accommodation to attend group meetings.

This policy will also instruct the necessary code of conduct required at group meetings and any procedures in relation to breaches of this code of conduct.

## 3. Definitions and Key Terms

**GT** – The Gumala Trust (“GT”) *or* the Trustee

**GGF** – The General Gumala Foundation (the “Foundation”)

## 4. Scope

This Policy applies to all Beneficiaries of The Gumala Trust.

## 5. Different Types of Meetings

### 5.1 Required Meetings

The different types of meetings that the Trustee is required to hold are as follows:

<b>The Trustee (The Gumala Trust)</b>		
<b>Meeting Type:</b>	<b>Frequency:</b>	<b>Payments Allowed:</b>
<b>General Meetings</b>	Minimum 1 per year between 1 August and 31 December (Clause 16.1 of the GGF Trust Deed)	No (no provision authorising the Trustee under the GGF Trust Deed)
<b>Consultation Meetings</b>	1 per year (Clause 7.3 of the GGF Trust Deed)	Yes

The Trustee may choose to host a consultation meeting in a joint capacity with Beneficiaries and Members, therefore independently meeting their consultation requirements.

The Trustee and the Manager may also choose to host a consultation meeting on the same day as a general meeting.

## 5.2 Other Meetings

The different types of other meetings that each the Trustee may hold are as follows:

<b>The Trustee (The Gumala Trust)</b>		
<b>Meeting Type:</b>	<b>Frequency:</b>	<b>Payments Allowed:</b>
<b>Extraordinary General Meetings</b>	As required by Trustee on the requisition in writing of not less than 20 Beneficiaries (Clause 16.2)	No (no provision authorising the Trustee under the GGF Trust Deed)

## 6. Code of Conduct at Group Meetings

At group meetings, everyone has the right to feel safe and comfortable. Issues will be resolved through discussion, consensus and civil debate. Shouting, bad language, bullying or aggressive behaviour will not be tolerated.

If the above described negative behaviour occurs, the Chair of the meeting will request the speaker to desist and return to their seat. Where the speaker continually refuses to behave they will be issued a warning that they may be asked to leave the meeting should their behaviour continue.

If their behaviour continues following this warning, they will be asked to leave the meeting. If the speaker still refuses to desist, the Chair will order power to that microphone be switched off and will request the assistance of security to remove the individual from the meeting.

## 7. Registering at a Group Meeting

Registering at group meetings is important for the following reasons:

- This is our record of Beneficiary attendance at the meeting and attendance is recorded in the minutes of the meeting;
- Once registered Beneficiaries will receive a wrist band which entitles them to vote on resolutions at the meeting; and
- Registering is how we know Beneficiaries attended the meeting and therefore confirmation of entitlement to a payment for attending should one be applicable.

The registration desk will usually be open from one (1) hour prior to the commencement of a meeting and the cut off times for registrations will be outlined on the notice of meeting as issued to all Beneficiaries in advance of the meeting.

## 8. Proxies and Proxy Holders for General Meetings

A proxy is a transfer of voting authority from a registered Beneficiary to another individual. This means this person will attend the meeting on another's behalf and vote on any resolutions for them.

The nominated proxy holder does not need to be a registered Beneficiary or Member. Please see below for the procedures relating to proxy nominations below:

### **The Trustee (The Gumala Trust)**

1. An adult Beneficiary may appoint a proxy to attend a general meeting on his or her behalf;
2. The proxy does not need to be a Beneficiary;
3. The proxy must be appointed in writing by the nominating Beneficiary and may specify the manner in which the proxy is to vote in respect of a particular resolution, and where provided on a nomination form, the proxy shall not be entitled to vote on the resolution except as specified on the form; and
4. The proxy nomination will only be deemed valid if it is signed by the nominator and sent into the Trustee office (by hand, by post, by fax or by email) before the meeting.

*\*Proxy wrist bands will be distributed to those nominated individuals at the registrations desk.*

## **9. Payments Relating to Group Meetings**

These payments are a contribution towards the travel and out-of-pocket expenses of Beneficiaries only who are attending the meeting. These allowances are calculated against the registered address of the Beneficiary at the time of the meeting and include allowances for fuel (per vehicle), airfares, meals and accommodation (per person). Any changes of addresses in the weeks leading up to or on the day of the meeting will be required to be supported by a recent utility bill or similar document which supports this change of address. Payments will be made within seven working days of the meeting being held.

### **9.1 Travel Allowances**

Where a person has travelled more than 100km to a Consultation meeting, a travel allowance is payable at ATO kilometre rate. The Current ATO rate for year 2019/2020 is 68cents per Kilometre.

This allowance is determined by total KM's travelled to and from the meeting from the driver's place of residence as per the Traditional Owner Register with specified cut-off date in the Notice of Meeting and will be capped at 1,500kms in total.

Interstate travel will be reimbursed a maximum travel allowance of \$1,200.

**Note: This allowance will not be payable if the beneficiary is claiming flight reimbursement**

### **9.2 Accommodation Allowance**

All accommodation allowances are determined by the registered address of the Beneficiary attending the meeting. No allowances are payable in advance of the meeting.

### **9.2.1 One Day Meetings**

Where a person who has registered to attend a meeting is required to travel more than 100KM's from their registered home address for a meeting they will be entitled to a \$200 accommodation allowance payment (1 night).

Where a person who has travelled more than 300KM from their registered home address for a meeting they will be entitled to a \$400 accommodation allowance payment (2 nights).

### **9.2.2 Two Day Meetings**

Where a person who has registered to attend a meeting is required to travel more than 100KM's from their registered home address for a meeting they will be entitled to a \$400 accommodation allowance payment (2 nights).

Where a person who has travelled more than 300KM from their registered home address for a meeting they will be entitled to a \$600 accommodation allowance payment (3 nights).

### **9.3 Reimbursement of Airfares**

Adult Beneficiaries who are eligible to attend and vote at the meeting will be reimbursed the value of an airline ticket. If travelling by plane, economy airfares will be reimbursed on presentation of proof of purchase. A Copy of the receipt or Invoice to be provided in order for the payment to be processed. The maximum amount which GIPL will reimburse to a beneficiary is capped at \$1200 inclusive of GST.

Note: Air fares purchased with a Member loyalty points from major carrier airlines (including Qantas Frequent flyer and Velocity) will **not** be reimbursed.

### **9.4 Meal Allowance**

Meal allowances will be paid in accordance with ATO rates, for every day that there is a meeting. The Current ATO rate for year 2019/2020 is as below.

<b>Meal</b>	<b>Allowance</b>
Breakfast	\$28.15
Lunch	\$31.65 (not payable on the day of meeting as lunch provided at the meeting)
Dinner	\$53.90

*\*For half-day meetings, only breakfast allowance will be paid.*

## 10. Advance Payments

GIPL may offer partial advance payments to beneficiaries to assist with upfront travel cost. The advance will be deductible from the total travel payments permitted under this policy to the beneficiaries seeking advance. If the beneficiary does not attend the Consultation meeting or use the funds for any other purpose, they will be liable to reimburse the Trustee the amount advanced to them. The Trustee will deduct from any funds that might otherwise be payable to beneficiary from the General Gumala Foundation Trust, or from programs provided by Gumala Aboriginal Corporation which are funded from the General Gumala Foundation Trust, to repay the amounts due.

## 11. Taxation

It is the responsibility of each individual Beneficiary / Member to declare travel allowances in their tax returns. Their tax accountant will determine if allowances are taxable or not.

## 12. Feedback

The Gumala Foundation Entities encourage Beneficiaries or Members who may have any concerns or questions about this Policy to provide their feedback to any Gumala Foundation Entity.

Gumala Foundation Entities are bound to act in accordance with the *General Gumala Foundation Complaints Policy* and any relevant procedures that exist due to that policy.

## 13. Version Control

Policy Title	Member & Beneficiary Group Meetings Policy
Audit & Risk Committee Approval	30/07/2019
GT Approval	28/08/2019
Policy Owner	Executive Officer
Related Policies / Procedures	