

Please see below some frequently asked questions concerning attendance at Cape York Land Council (CYLC) Native Title meetings.

MEETING ATTENDANCE – who can attend meetings?

- Traditional Owners who would like to attend a meeting **MUST** inform the CYLC administration representative noted on the meeting notice no later than 5 days before the meeting.
- **For changes or cancellations, you must contact CYLC as soon as you can.**

TRANSPORT - What happens if I miss my FLIGHT, BUS, TRAIN or FERRY?

- If you miss your transport for whatever reason, CYLC will not arrange other transport for you unless it is a genuine emergency.

ACCOMMODATION- Where will I be staying?

- CYLC will arrange your accommodation, which will be chosen based on the location of the meeting.
- If you decide to stay longer, CYLC will not cover any additional accommodation.
- CYLC will not cover additional costs associated with accommodating your family members.
- Charges for room service will not be paid for by CYLC.
- Remember – There are **strict penalties** for smoking in rooms.

ACCOMMODATION – Meals (Breakfast and Dinner)

- CYLC will advise you if meals are provided with your accommodation.
- Alcohol is excluded from all meal inclusions.

TRAVEL ALLOWANCE – When is TA eligible, and what does TA cover?

- TA is based on your attendance at CYLC meetings for travel and attendance days only.
- TA covers breakfast, lunch, dinner and incidentals that CYLC does not provide.
- There is no TA paid when meals (e.g. lunch) are provided at meetings or when meals are provided with your accommodation.

PAYMENT OF TRAVEL ALLOWANCE

- TA will be paid into your nominated bank account. You need to provide these details before or on the day of the meeting. Payment will be made in the week of the meeting.



TAXIS – who and when receives taxi vouchers, and what are they used for?

- Only individuals travelling to attend CYLC meetings will receive taxi vouchers.
- Taxi vouchers are only to be used to travel to and from the airport and meeting venue.
- Taxi vouchers will be provided on arrival. Just ask the taxi to wait while you pick them up from reception at your accommodation provider.
- Taxi vouchers are not provided if you drive your own vehicle to and from the meeting destination.
- If excessive taxi fares are incurred, you will be expected to reimburse CYLC, and taxi vouchers may not be available for you the next time you travel.

FUEL REIMBURSEMENTS - When are fuel reimbursements paid?

- A fuel receipt must be provided for fuel reimbursements.
- Fuel reimbursements will be paid into your nominated bank account. You need to provide these details before or on the day of the meeting. Payment will be made in the week of the meeting.

VEHICLE HIRE

- In accordance with CYLC policy, we are unable to provide vehicle hire for Traditional Owners or Directors of Corporations.

RESPONSIBILITIES of Traditional Owners and PBC Directors

- There is a ZERO TOLERANCE towards the use of alcohol and illicit substances during meetings and accommodation stays.
- There is a ZERO TOLERANCE towards threatening or abusive behaviours during meetings and accommodation stays.
- There is a ZERO TOLERANCE towards damage to private property (including smoking) during meetings and accommodation stays.

CYLC FUNDED SUPPORT

- CYLC-funded support will not be provided in the future if there are any outstanding charges on departure or you do not turn up for the meeting after your TA has been provided.



CYLC is committed to providing a safe environment at all venues for both clients and staff alike.

