

Please see below some frequently asked questions concerning attendance at PBC meetings.

MEETING ATTENDANCE – who can attend meetings?

- PBC Directors who have been notified to attend a meeting MUST inform the CYLC administration representative and/or the PBC's Admin Coordinator noted on the meeting notice no later than 14 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 and the PBC 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.

MEAL ALLOWANCE – When is MA eligible, and what does MA cover?

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

PAYMENT OF MEAL ALLOWANCE

- Meal Allowance will be paid into your nominated bank account as per the CYLC Policy.
- Directors will need to provide their Bank Account details prior to the day of their travel for the meeting.
- Payment of the Meal Allowance will be on the day of the Directors Travel for the meeting.



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

- Only Directors travelling to attend PBC 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 the Hotel 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 the receipts 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 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.

PBC FUNDED SUPPORT

- PBC-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 Meal Allowance has been provided.



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

