



Port Curtis Coral Coast Ltd

Policy for Member Travel Support to Attend Members Meetings

1 Introduction

- 1.1 Port Curtis Coral Coast Ltd (PCCC Ltd) is a public company limited by guarantee that acts as trustee for the Port Curtis Coral Coast Aboriginal People Charitable Trust.
- 1.2 PCCC Ltd has individual Members. PCCC Ltd Members are those persons who are entered on the PCCC Ltd Register of Members.
- 1.3 PCCC Ltd holds an Annual General Meeting of Members (AGM) following the end of each financial year. Other Members Meetings (for example Special General Meetings) are also held from time to time.

2 Purpose

- 2.1 This Policy establishes a framework under which Members can be supported to attend Members Meetings, conducted by PCCC Ltd.

3 Scope

- 3.1 This policy is applicable to PCCC Ltd Members but does not apply to PCCC Ltd Directors or officers in attendance at the meeting whose travel to the meeting is arranged in accordance with PCCC Ltd Travel and Accommodation Policy.
- 3.2 Under the policy, eligible travel is determined as being between the Member's address on the PCCC Ltd Register of Members (Registered Address) and the Members Meeting when this distance is greater than 200km..
- 3.3 If the Member's Registered Address is incorrect, the Member may formally update their address on the Member Travel Support to Attend Members Meetings Application Form.

4 Travel Assistance to Members Travelling to Members Meetings by Car

- 4.1 Members driving to a Members Meeting will be provided an amount of travel assistance calculated according to the number of kilometres (kms) travelled in the return journey between their Registered Address and the Members Meeting at a rate of \$1 per km travelled.
- 4.2 Travel assistance will only be provided to the driver of the vehicle that was used to travel. No other occupants of the car vehicle will be eligible for travel assistance.
- 4.3 Where the meeting is being held at two or more locations connected by technology, the amount for travel assistance for which a Member driver is eligible will be determined according to the number of kms travelled to and from the meeting closest to your registered address.
- 4.4 Travel assistance will be capped at \$200 per driver.
- 4.5 PCCC Ltd will not pay for vehicle hire for members to travel to Members Meetings.

5 Travel Assistance to Members Travelling to Members Meetings by Bus, Train or Air

- 5.1 Subject to 5.2, Members who travel to a Members Meetings by train, bus or air are eligible to receive travel assistance equivalent to the value of the return journey, as evidenced by a tax invoice/receipt.
- 5.2 Travel assistance for train, air or bus travel to the Member's Meeting will be capped at \$200 per Member.

6 Accommodation Assistance

- 6.1 To defray the cost of attending a Members Meeting, Members who travel more than 300kms to the meeting from their Registered Address are eligible to receive accommodation assistance to the value of \$100, for use the night before or after the Members Meeting, provided accommodation costs are evidenced by a tax invoice/receipt.

7 Provision of Assistance

- 7.1 Financial support to attend Members Meetings will only be provided to those who:
- (a) register for the Members Meeting in accordance with the instructions on the AGM Notice at least 5 business days prior to the meeting; and
 - (b) submit a completed Member Travel Support to Attend Members Meetings Application Form at least 5 business days prior to the meeting.
- 7.2 Travel to the location of the meeting must be occurring within 3 days of the meeting.
- 7.3 Travel and accommodation assistance will be provided to Members at the Members Meeting.
- 7.4 Travel and accommodation assistance will be provided via a fuel gift card, fuel voucher, prepaid card or other similar solution. No assistance will be made in the form of cash.
- 7.5 If a PCCC Ltd Member is:
- (a) also a Member of First Nations Bailai, Gurang, Gooreng Gooreng, Taribelang Bunda People Aboriginal Corporation RNTBC (the PBC); and
 - (b) the PCCC Ltd and PBC are holding Members Meetings on the same date at the same location(s) (including where several physical locations are connected by technology); then
- the Member may attend both Member Meetings but may only apply for travel and accommodation assistance once.