



Traditional Owner Travel Policy



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Queensland South Native Title Services Traditional Owner Travel Policy

Queensland South Native Title Services (QSNTS) acknowledges that in the pursuit of your native title claim some travel may be required to attend meetings, research field trips or court hearings. On these occasions QSNTS will make every effort to arrange activities in easily accessible locations.

QSNTS will assist the following eligible Traditional Owners to attend only QSNTS organised activities, as outlined hereunder:

An Applicant who has been authorised by the claim group to represent the interests and aspirations of the group.

A Prescribed Body Corporate (PBC) Director whom has been elected by members of the Corporation to represent the native title holders.

A Claimant of the native title claim group whom has been identified by QSNTS as a person of knowledge, will only be assisted to attend the following activities if travel is required:

- Research field trips
- Witness statements
- Court attendance

Travel Allowance for Applicants

Travel assistance will be calculated based at the current Australian Taxation Office rates at the time, and is considered when:

- The travel (one direction) exceeds 40km from the meeting;
- Meetings are planned to continue for more than one day including travel to and from a location; and
- Accommodation will be paid if travel exceeds 100km of driving, or transport times do not permit reasonable same day travel.

NOTE: QSNTS will calculate travel assessing the most economic method. Where a Traditional Owner requests to undertake travel by an alternative mode to the most economic method, QSNTS will consider the request upon receipt of supporting documentation, e.g. by the provision of a medical certificate

Accommodation

Accommodation bookings will not be arranged and paid for by QSNTS in advance unless specifically requested by a Traditional Owner. If accommodation bookings are made on their behalf by QSNTS, the Traditional Owner is no longer entitled to the accommodation component of their travel allowance.

Meals & Incidentals

Meals and incidentals will be calculated according to timeframes required for travel and activity attendance.

Non Attendance

In the event that the Applicant member does not attend the activity or undertake the travel as planned, they will be required to provide a reasonable explanation to enable QSNTS to assess any reimbursement that may be required.

NOTE: Any reasonable expenses which are over and above an amount paid, may be reimbursed on request and by presentation of receipts.

Unfortunately travel costs cannot be provided for all claimants to attend all meetings. This travel policy is implemented by QSNTS to ensure that appropriate funding is allocated for the prosecution of native title claims.

Taxi Travel

QSNTS does not provide applicants with taxi vouchers in advance. The anticipated fare will be calculated and paid as part of the applicant's allowance. If this is insufficient, a receipt should be retained and provided to QSNTS for reimbursement.

Carer

QSNTS appreciates that due to injury, illness or disability, some Traditional Owners will require a carer to accompany them to QSNTS arranged activities.

If applicable QSNTS will pay the entitled travel allowance at the rates detailed above directly to the Carer (including any mileage component).

The Traditional Owner will be requested to provide evidence stating the reason they require a Carer. This may be in the form of a medical certificate and should include the following information:

- the reason a support person or carer is needed;
- how long that person will be in need of support; and
- what is the safest mode of transport would be.

QSNTS understands the importance of a Carer and is dedicated to treating all clients fairly and impartially, and we will take into consideration:

- The most cost-effective means of transport for the Traditional Owner and their Carer;
- The medical condition of the applicant with respect for privacy and confidentiality; and
- The availability of transportation to and from the Traditional Owners home.

Travel arrangements will only be made for Claimants under extenuating circumstances and with *approval* by the **Chief Executive Officer** if you are living in a remote community with no or limited commercial transport options.

- This will be limited to a bus fare; or
- Reimbursement of fuel costs on production of receipt; and
- Accommodation **will not** be arranged, paid for or reimbursed.

For further information please contact the
Community Relations Team on free call
1800 663 693