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Water & Environment Trust

FELLOWS TRAVEL ASSISTANCE POLICY

Policy number:	23	Version:	2.0
Drafted by:	Lesley Ryall	Approved by Board:	CEO
Responsible person:	CEO	Scheduled review date:	August 2029

INTRODUCTION

The bi-annual PCT Graduation Week program, typically held in May and November each year, is a key networking and professional development opportunity for Fellows. Graduation Weeks are typically held in Canberra in May and November each year, with the option for one of these to be delivered in a different capital city. Graduation Weeks include a Fellows Professional Development (PD) Day/s, along with the Graduation presentation and function to welcome new Fellows. The November week often includes the annual Peter Cullen Lecture.

In addition, Fellows' networking events are held routinely in capital cities around the country, many under the banner "Lunch with a Leader". All of these events provide valuable ongoing professional development and are central to the PCT calendar.

Some Fellows, and particularly those who are located in more remote or regional areas and those who are self-employed or working in small agencies, not for profit organisations and communities, find it difficult and cost-prohibitive to attend PCT events. To support them, the PCT provides a small annual budget to enable access to the ongoing professional development and networking opportunities provided by the Trust and the Fellows network.

Fellows have opportunity to make application for support to participate in any of these events, and each submission is considered by the Fellows Committee and the CEO on its merits, subject to agreed criteria and to budgetary implications.

PURPOSE

To assist Fellows whose circumstances present unusual obstacles in accessing Peter Cullen Trust (PCT) Fellows events and opportunities.

SCOPE

The following criteria will be addressed, with scope for individual circumstances to be assessed on their merit.

- Geography – live and work in an area of Australia that would reasonably be deemed 'remote' for the purpose of time, distance and cost of travel.
- Level of current engagement with the Trust and the Fellows Network – evidence of the Fellow "giving back" to the Trust through voluntary participation in Trust activities, either prior to or on the occasion of travel.
- Capacity to self-fund – personal and/or professional circumstances that limit the Fellow's current capacity to finance their own engagement. This would include Fellows who are self-employed, working in small agencies or not for profit organisations.

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- Applicants will be asked to pursue all other avenues for financial support prior to making application to the Trust.
- Equity, diversity and inclusion – consider how the participation of the Fellow contributes to the Trust's strategic commitment to diversity and inclusion.
- ROI – how will the Trust benefit from this investment? For example, does the Fellow have an opportunity to assist in building strategic partnership with their employer or strengthen the position of the Trust within their community or network?

POLICY

What can they apply for?

- Full or partial funding of the costs of travel/other appropriate transport and accommodation, particularly where distance imposes significant additional overnights;
- Full or partial funding of other costs to participate (e.g. course, conference registration);
- Meals are NOT included.

OTHER RELEVANT POLICIES

This policy replaced the Remote Fellows Assistance Policy of July 2013, which is rescinded. This policy was originally established in 2023, on a 3-year review cycle.

ASSOCIATED DOCUMENTS

- 2026 Fellows Travel Assistance Procedures
- Annual Budget

APPENDICES

Nil

AUTHORISATION

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DATE: 3 September 2026
Peter Cullen Water and Environment Trust