

# LIBRARY

Department of Biodiversity,  
Conservation and Attractions

This PDF has been created for digital preservation. It may be used for research but is not suitable for other purposes. It may be superseded by a more current version or just be out-of-date and have no relevance to current situations.



## Interstate and Overseas Travel and attendance at Scientific Conferences

*We shall not cease from exploration  
And the end of our exploring  
Will be to arrive where we started  
And know the place for the first time (T.S. Eliot, 1888-1965)*

Science is international, with aspects of many subjects being studied at a variety of scientific institutions world-wide.

Scientists can, and should, keep up to date by reading publications in their fields in the scientific literature. However, even at the time of publication, papers are often one to three years out of date. The only ways to keep abreast of what is happening elsewhere are to correspond with colleagues, visit other scientific institutions and attend conferences.

Perth is the most isolated city in the world and travel is expensive. Travel by public servants, scientists or otherwise, is often seen by the public as an unnecessary expense or as a 'junket', and Departmental expenditure on travel is sometimes criticized by those who wish to embarrass the Government of the day. For reasons of accountability, the Department of Environment and Conservation (DEC), like all Government Departments, has an approval system for interstate and overseas travel.

In general the rules are that the Premier must approve overseas travel while on duty and the Minister must approve interstate travel. In practice the Premier and Minister may delegate their authority for particular classes of approvals. At present, interstate travel undertaken on ordinary Departmental business must be approved by the Director General and all overseas travel undertaken on ordinary Departmental business must be approved by the Minister. For further information, please refer to Guidelines for Official Air Travel by Government Officers

<http://www.dpc.wa.gov.au/psmd/index.html>

To ensure Government cost efficiencies, all travel shall be conducted on a "Best Fare of the Day" basis.

If you represent DEC on a Government technical committee, such as Australian Forestry Council (AFC) or Australian and New Zealand Environment and Conservation Council (ANZECC) Working Groups, travel expenses will be charged to your research funds, unless other arrangements have been made within your Program. For such travel

you must have sufficient funds in your research allocation to pay full costs, i.e. fares, accommodation and registration fees etc. By applying to use your research funds for travel, you are implicitly stating that the trip will be more beneficial to the Department than spending the money on field work or equipment.

Naturally, if your fare is being paid by an external organization or by an external grant, the chances of approval are higher. Thus, it is wise to budget for any necessary travel in grant applications.

If you represent DEC on an official policy committee, such as the AFC Committee of Research Directors (CORD) or Council of Heads of Australian Herbaria (CHAH), fares and other costs may be met from the Division's executive travel account.

Conference attendance is usually limited to those who have been invited by the conference organizers to present a paper, or to those who have had a paper accepted after a general call for papers. Usually, it is only possible to obtain approval for one person to attend a particular meeting or conference.

To ensure that all staff considering travel can co-ordinate an application, staff should advise the Executive Assistant of proposed travel well in advance. The Executive Assistant will notify other staff of the proposed travel to determine if other staff are also preparing to travel to the same event.

If more than one officer wishes to attend, then a strong case must be made justifying this. For overseas travel, this will be difficult. **Note:** while externally funded travel helps the case, it is not automatic that approval will be given – staff salaries are involved and there are other than cost reasons for not supporting multiple applicants.

If more than one officer wishes to attending, and a strong case cannot be made, then Program Leader(s) (or the Director if a Program Leader is an applicant) will decide who will attend, taking into account factors such as who is most appropriate in terms of their research interests, whether the applicant has been invited to present a paper, or



keynote address, or has had a paper or poster accepted, is a member of the institution convening the meeting, has travelled recently to a similar meeting, etc.

Approval can be gained to attend a conference while on duty if you pay your own costs. If you are visiting another State or country while on leave, it is possible to be recalled to duty to attend a conference, and for some or all of your expenses to be paid. If you wish to drive to a conference in another State, you will be required to take leave equal to the extra travel time. Approval for all these variations is required in the normal way.

Personal expenses resulting from attendance at appropriate scientific conferences may be tax-deductible.

Travel to conferences, etc., is usually limited to research scientists, but travel by technical officers may be approved in special circumstances.

Science Division staff must always seek approval to travel intrastate by air, interstate or overseas while on duty, no matter what the source of funds.

All interstate and international travel applications should be made on the forms available from the Science Division web site (located at the following url address:

<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines> and should be submitted via the relevant manager and Program Leader to the Director of the Science Division for approval.

In order to avoid delays, it is essential that applications for interstate and overseas travel are in the correct format, provide appropriate justification for the travel and demonstrate a benefit to DEC. Keep justification brief and concise (less than ½ page). Incorrectly formatted applications and spelling and grammatical errors will be returned to the proponent for correction.

Applications should be with the Science Director well before dates of intended travel, ideally at least 4 weeks in advance, to allow time for approval from the Director, Director General and Minister if required.

The correct format is as follows:

1. A travel application consists of the Science Division cover sheet and the Departmental Travel Proposal.
2. For overseas travel, a letter to the Hon Minister for the Environment from the Director General, ready for the latter to sign, explaining the reason for the travel and benefits to the State is also required (less than ½ page).
3. If more than one person is seeking to travel to the same event, it is imperative that a single application is submitted, and strong justification for more than one person to travel is provided.

## Travel Reconciliation

Once travel is approved, a travel reconciliation form will be sent to staff. Staff **must** complete the travel reconciliation form and return to the Department's Travel Officer within two weeks of completion of travel.

## Travel Reports

All Science Division staff who have received approval for interstate or overseas travel are required to submit to the Director a brief (less than 2 pages) report within 30 days of the completion of the trip.

The report should explain how the trip benefited DEC and the research being undertaken. The report will be circulated to relevant DEC staff, including the Director General. Note that a copy of minutes of meetings attended is insufficient.

As per Science Management Team (SMT) instruction (June 1997) travel applications will not be approved until all outstanding travel reports are received by the Director, Science Division.

Additional information concerning study grants for overseas travel is in the Department's [Policy Statement No. 36](#). Additional information regarding travel can be found in DEC's Guidelines for Official Air Travel by Government officers.

The controlled version of this document is on the DEC web. Previously printed versions of this document may not be current. This document was last amended in August 2009 and can be located at the following URL address:  
<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>



Department of  
Environment and Conservation

Our environment, our future



## Science Division – Guideline 10 Appendix 1

### TRAVEL PROPOSAL

Proponent's Name .....

Destination .....

Dates of Proposed Travel                      From                      /                      / 09 to                      /                      / 09

I confirm that I have submitted to the Director the required report on previous travel and have no overdue reports

Proponent ..... Date .....

Program Leader  
Supported ..... Date .....

Travel report database checked for any overdue reports of previous travel

..... Date .....

Director  
Supported ..... Date .....

**NB** *A travel report must be submitted to the Director, Science Division within 30 days of completed travel (as per staff Guideline No. 10).*

The controlled version of this document is on the DEC web. Previously printed versions of this document may not be current. This document was last amended in August 2009 and can be located at the following URL address:  
<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>

Recorded File No:

DEPARTMENT OF ENVIRONMENT AND CONSERVATION

TRAVEL PROPOSAL

Officer's Name and Position Title .....

Destination .....

Dates of Proposed Travel: From / / 09 to / / 09

Class of Travel: Business Economy Other (e.g. Charter)

Estimated Cost: \$

	SOURCE OF FUNDING	
	Department \$	Other \$
Airfares		
Accommodation		
Conference Fees		
Other		
<b>TOTAL</b>		

1. Advance booking fare available? YES / NO
2. Has a discount fare been booked? (circle or bold one) YES / NO / Not applicable  
If NO, please give reasons: .....
3. Last date by which travel proposal should be approved to qualify for discount fare:  
.....
4. If some of the funding is from other than the Department, please give name(s) of other funding body/bodies and funding arrangements:  
.....  
.....
5. Is another DEC employee travelling to the same conference or meeting or for the same purpose? If YES, briefly state reason.  
.....  
.....

**Details of All Members of the Official Party:**

Name	Level	Employer

---

**Statement of Purpose and Benefits to Western Australia of proposed visit:**

---

**Recommended for Approval:**

Director General: ..... Date.....

**For Overseas Travel Only:**

Minister for Environment: ..... Date.....

---

The controlled version of this document is on the DEC web. Previously printed versions of this document may not be current. This document was last amended in August 2009 and can be located at the following URL address:  
<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>



## Science Division - Guideline 10 Appendix 2

### Details of All Members of the Official Party:

Name	Level	Employer
Dr Fred or Mary Smith	0	DEC

---

### Statement of Purpose and Benefits to Western Australia of proposed visit:

Dr/Ms/Mr Fred or Mary Smith has been invited to attend a two day workshop in Canberra hosted by the CSIRO XXXXX and funded by the XXXX University or Grant XXXX Research. This is the second workshop aimed at developing principles and guidelines for the sourcing of seed for broadscale restoration of degraded Australian landscapes.

The first workshop focussed on reviewing the current state of knowledge with respect to key revegetation issues, with particular reference to i). seed provenance, ii). seed quality, iii). hybridization, and, iv). sustainability. It noted that despite the resources being directed towards revegetation, most of the on ground decisions currently being undertaken have little scientific basis. Given the considerable environmental capital that currently resides in remnant vegetation, it is critical that a more considered approach to sourcing seed for revegetation and restoration be developed to ensure that we do not erode this irreplaceable resource. A major review detailing these issues was drafted at the first workshop and has now been published in the international journal Evolutionary Applications.

This review will be used as a basis for this second workshop to develop and draft more comprehensive seed sourcing and deployment guidelines that account for variability in life-history traits, the effects of fragmentation on seed quality and quantity, and historic and more recent geographic distribution. The guidelines developed will assist seed collectors and land managers in Western Australia to identify appropriate seed collection zones in a sustainable manner for revegetation and restoration of the state's agricultural regions.

---

### Recommended for Approval:

Director General: .....

Date.....

---