ADM+S Centre Policy

Carer's Travel Support Policy

OVERVIEW

The ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) is a cross-disciplinary, national research centre, which aims to create the knowledge and strategies necessary for responsible, ethical, and inclusive automated decision-making. Funded by the Australian Research Council from 2020 to 2026, ADM+S is hosted at RMIT in Melbourne, Australia, with nodes located at eight other Australian universities, and partners around the world.

Centre Objectives

- Generate an integrated understanding of the evolution, distribution, dynamics and potential of ADM
- Formulate world-leading policy and practice in responsible, ethical and inclusive ADM, for governments, industry and the non-profit sectors;
- Enhance public understanding, and inform public debate on ADM; and
- Educate and train researchers and practitioners in this challenging new field.

PURPOSE

The ADM+S Carer's Travel Support Policy is intended to mitigate the impact of carer responsibilities on eligible staff and HDR students' ability to participate in travel for national Centre symposiums, conferences, events, and other activities.

To support this aim, where possible, the ADM+S Centre will provide financial support for eligible expenses to support a carer's responsibilities relating to work or study-related travel.

For the purposes of this policy, a **carer** or **caregiver** is a person who has responsibility for the care of a dependent**.** A **dependent** may include a child under the age of 18 years and/or completing their secondary education, an elderly parent or other relative with a disability or chronic medical condition. This also includes foster carers.

SCOPE

This policy applies to ADM+S investigators, research fellows, HDR students and professional staff who are the primary caregiver for a dependent person/s.

All aspects of travel relating to this funding must be in compliance with the relevant travel policies of the node institution at which the caregiver is employed or based.

The Carer Travel Support funding will be assessed on a case by case basis by ADM+S Node Leaders and operate until the allocated budget is exhausted.

POLICY

1. ELIGIBILITY

Carers who are eligible for support under this policy must meet the following criteria:

1. The caregiver must be:
    a. An academic or professional staff member who has casual, part-time or full time employment at the ADM+S Centre; or
    b. A HDR student with membership at the ADM+S Centre
2. The caregiver must have primary responsibility for the care of a dependent person/s, and does not have an alternative caregiver available to support the dependent during their absence.

2. TRAVEL

The funds may be used to support any of the following Centre academic or professional activities:

- Attending or presenting at national ADM+S Centre conferences
- Undertaking placement with an institution or industry partner
- Other travel required to progress professionally or meet the core duties of a staff member's or HDR candidate's role/studies at the Centre, at the Node Leader's discretion.

3. ALLOWABLE EXPENSES

The funds can be used to cover eligible expenses up to the value of $2,000 per applicant, per year. Any further funding above this amount is at the discretion of the node leader and will be based on funding availability. Eligible expenses include any costs associated with the carer providing or arranging care for their dependent during the travel period. This could include:

- Flight and accommodation expenses associated with taking a dependent and additional carer to an event or on a trip
- Additional respite or childcare costs associated with providing care for a dependent during a carer's absence

The policy is not intended to fund regular carer costs that merely coincide with field work and conferences.

4. APPLICATION PROCESS

Individuals who meet the following criteria may email their associated Node Leader with the following information:

- Employment/study details
- Dates and reason for travel
- The upcoming travel, conference, and/or carer costs
- Budget description, e.g. what the funds will be used for (required)
- Any supporting documents (quotes, receipts, approvals)

The Node Leader should approve the application if the eligibility criteria is met.

The recipient must pay any approved expenses directly and seek reimbursement. Appropriate expense documentation and proof of payment (eligible tax receipts) are required.

For a list of ADM+S Centre Node Leaders and contact details, please refer to **page 12** of the ADM+S Centre Welcome Pack (link to PDF)

5. PRIVACY

Any information received by the Node Leader and/or Admin through the process of application will be treated as sensitive and will not be shared with any other party. This policy is effective from July 2023.