



**FNLRS**  
FIRST NATIONS  
LEGAL & RESEARCH  
SERVICES

**ASSISTANCE TO NATIVE TITLE HOLDERS / CLAIMANTS**  
**ATTENDING NATIVE TITLE MEETINGS POLICY**

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Reviewed by:	Audit & Risk Committee/Board
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# ASSISTANCE TO NATIVE TITLE HOLDERS / CLAIMANTS

## ATTENDING NATIVE TITLE MEETINGS POLICY

### Introduction

The purpose of this policy is to provide a consistent approach by First Nations to the forms of assistance provided in relation to people attending Native Title Meetings.

First Nations will first decide in relation to any particular meeting if assistance to invitees is appropriate. If a decision is made that such assistance is appropriate, that assistance will then be provided in accordance with this policy.

As a general policy, two forms of assistance will be provided to indigenous invitees to Native Title Meetings.

They are:-

1. Travel Assistance
2. Accommodation and Meals Assistance
3. Data allowance (remote meetings)

Assistance will not be provided to persons whose attendance is not relevant to the business of the meeting.

### General Principle

This policy is subject to the budgetary restrictions under which First Nations operates and which may govern the running of any particular meeting. First Nations reserves the right to restrict the administration of this policy where grant conditions or budgetary requirements require such restrictions. First Nations shall otherwise make every effort to apply this policy consistently and without discrimination acknowledging that the assistance will not amount to a full reimbursement of travel costs.

### Travel Assistance

1. Travel Assistance will be provided either in the form of reimbursement of public transport costs or payment of a kilometre allowance.
2. Travel Assistance **will not** be provided to persons who travel from less than 50 kilometres from their principal residence to the place of the meeting.
3. **If a private vehicle is used** to attend a meeting it is subject to the following conditions:

- a. A kilometre allowance per vehicle will be provided to persons upon completion of the form provided at the meeting

**The First Nations allowance rate payable is 55 cents per kilometre**

- b. The allowance should be paid for the kilometres travelled between the claimant's principal residence and the place of the meeting and return via the most reasonably direct route.

Kilometre allowance payments will be limited to a **maximum** distance of 1,000 kilometres per round trip. Distances will be calculated using Google maps and payments calculated accordingly.

**Thus, these payments will be capped at \$550 per meeting.**

- c. First Nations will not pay for or reimburse any other private vehicle travel costs other than the kilometer allowance described above. Therefore, the costs of toll charges or incidentals will not be paid for or reimbursed by First Nations.

**Also, hire cars will not be arranged or reimbursed by First Nations.**

**4. If public transport (including air travel) is used:**

- a. The *actual costs* of the travel (including necessary taxi fares) between the claimant's principal residence and the place of the meeting and return via the most reasonably direct route will be reimbursed on production of receipts or tickets.
- b. The reimbursement is subject to a cap of \$500 per person per meeting.

**5. In all cases:**

- a. Payments will be made by electronic transfer where bank account details have been provided. First Nations will not make payments prior to the meeting.
- b. First Nations reserves the right to provide alternative means of travel in place of personal vehicle or public transport use. For example, First Nations could organise hire of vehicles such as buses or people movers if that were deemed to be more economical. In these circumstances, invitees who choose to take their own vehicle instead of accepting an offer of alternative arrangements from First Nations will not receive any travel assistance.

## Accommodation & Meals Assistance

As far as practical, starting times of meetings will be scheduled to allow participants to travel from home to the meeting without the need for accommodation. Similarly, meetings will be scheduled to finish at a time that will allow participants to travel home without the need for accommodation.

Where this is not practical the following will apply:

1. Accommodation and meal costs will be met by First Nations only where the nature of the meeting and the distance travelled warrant it. Accommodation will be in the form of shared rooms, where appropriate.
2. Where a meeting is scheduled to run for greater than one day and a person must travel more than 100 kilometres from their principal residence to the place of the meeting, First Nations may pay for overnight accommodation provided this is authorised by First Nations **before** the meeting.
3. Accommodation and meals shall be booked and paid for by First Nations. Invitees will not be given choices. Persons who do not wish to take up the accommodation and meals offered by First Nations will be obliged to make their own arrangements at their own cost.
4. Costs met by First Nations will be for accommodation and meals only. **Alcohol, mini-bar, telephone or other personal expenses must be paid by the persons incurring them and settled directly with the accommodation provider at the time of checkout.**
5. In the event that First Nations has booked accommodation and a person's plan changes such that they do not require that accommodation, that person must contact First Nations ASAP (or the accommodation place directly) to cancel the arrangement. A failure to do so will mean that First Nations will have a right to recover from that person any costs incurred by First Nations arising from the booking.
6. Lunch will be provided at all full day meetings, and at half day meetings when considered appropriate. If lunch is not provided First Nations will pay up to the value of \$25 per person.
7. Where overnight accommodation is involved, First Nations will arrange meals: Evening meals up to the value of \$40 and breakfast to the value of \$25 per person.
8. First Nations will not provide meals while travelling.

## Data Allowance

First Nations will pay \$20 to virtual meeting participants, to go towards data costs associated with attending virtual meetings. These payments will be made after the meeting to those who attend using their own device. If two or more people attend using the same device the payment will only be made to the owner of the device.