



**Karting (New South Wales) Inc  
State Policy  
TELECONFERENCE USAGE**

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Karting NSW is now able to offer the above facilities for use by members of the Board and its various committees. This facility is designed to minimise the need for people to travel to face to face meetings. The procedure for use is as follows:

1. The person needing to use the facility must make a request to the State Office at least 10 days prior to the time required. It would be preferable to plan such conferences at least monthly. This request must nominate the date, time and people to be included in the conference.
2. When approved by the State Office the requestor will be advised by email the procedure to follow along with the pin numbers to operate the facility.
3. Upon receipt of this information the convener must advise the attendees personally of the procedure by email. All charges will be recorded against a unique Karting NSW phone number.
4. At the completion of the call Telstra will supply the State Office with the cost which will be charged against the costs for the committee or person requesting the conference.
5. The pin codes etc should not be retained and used without State Office authorisation.