

P21-006 - Remuneration and Reimbursement for External Appointments to Council Committees and Working Parties

Adopted by the Council 28 September 2021

POLICY PURPOSE

The purpose of the policy is to set out guidelines for the remuneration and reimbursement of expenses to external appointees of Council Committees and Working Parties.

DEFINITIONS

For the purposes of the policy the following definitions apply:

Committee. Any committee, working party or other subordinate decision-making body established by Council resolution with a terms of reference. This includes any other subordinate decision-making body appointed under this clause regardless of the name of the body.

External Appointee. A non-elected member of a Committee, appointed as a result of a Council resolution, or via an authority delegated to an individual by Council resolution.

Meeting. Any first, ordinary, or extraordinary meeting of a committee (as defined in this policy) appointed by Council resolution; any other meeting in their capacity as an external appointee, at the invitation of the Mayor or Chief Executive.

EXCLUSIONS

This policy does not apply to:

- Individuals appointed to a Committee on a contractual basis.
- Individuals appointed to a body required by statute with a remuneration framework in place (e.g. the District Licencing Committee or Te Tai Pari Trust).

POLICY STATEMENTS

1. This policy reflects Council's belief that the time and expertise of externally appointed persons is valued and eligible for reimbursement.
2. Council will remunerate an external appointee at the rate sets out in the Local Government Elected Members Determination as if they were members of a resource consent hearing. A minimum fee rate of one hour and a maximum fee rate of four hours per meeting will be paid to external appointees.
3. The rate applied reflects preparation time for meetings. No additional payment will be made for preparation time.
4. External appointees may claim a vehicle mileage allowance for attendance at meetings. Reimbursement for claims will be made in accordance with the vehicle kilometre allowance clause set out in the Local Government Members Determination.
5. Approval by the Governance Lead is required prior to incurring other expenses which may be reimbursed (for example taxi fares).

6. External appointees must lodge all claims no later than one month after the close of the financial year in which the expense was incurred.

POLICY REVIEW

This policy shall be reviewed three yearly.

NOTES

P12-007 Remuneration and Reimbursement for External Appointments to Council Subcommittees and Working Parties (5 June 2012) revoked 28 September 2021