

P12-007 Remuneration and Reimbursement for External Appointments to Council Subcommittees and Working Parties Policy

Approved by the Council on 5 June 2012.

Policy Purpose

The purpose of the policy is to set out guidelines for the remuneration and reimbursement of expenses to external appointees of Council Subcommittees and Working Parties who are not elected members of the authority.

Definitions

For the purposes of the policy the following definitions apply:

Subcommittee/Working Party: A committee established by Council resolution, with delegated authority and with or without recommendatory powers.

External Appointee: A member of a Council Subcommittee or Working Party who is not acting as an elected member of the local authority.

Background

In accordance with the provisions set out in the Local Government Act 20021 the Council may establish a Subcommittee or Working Party and may appoint or discharge any member of a Council Subcommittee or Working Party.

The members of the Subcommittee or Working Party are not required to be an elected member of the local authority.

Policy Statements

Rates of Remuneration and Reimbursement

Members of Council Subcommittees and Working Parties who are not elected representatives will be remunerated and reimbursed in accordance with the rates sets out in the Local Government Elected Members Determination, and the Rules for the Recovery of Expenses as approved by the Remuneration Authority, as if they were members of a resource consent hearing. The provisions of the Fees and Travelling Allowances Act 1951 shall apply.

A minimum fee rate of one hour and a maximum fee rate of three hours will be paid to the external appointees, per meeting.

Process for Remuneration and Reimbursement

The meeting allowance will be automatically paid to the external appointee.

Travelling expenses and other direct costs shall be payable upon the production of receipts.

Claims for expenses must be lodged with the Council Secretariat.

Policy Contact

The policy holder is the Secretariat Team within the Strategy and Policy Group.

Policy Review

This policy shall be reviewed three yearly at the commencement of each triennial term.