

Central Hawke's Bay District Council ATTENDANCE AT SEMINARS AND CONFERENCES POLICY	POLICY MANUAL	
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Council will pay expenses and costs for the attendance by the Mayor and Councillors at conferences, seminars and meetings in accordance with the following criteria:

1. Two categories of meetings have been identified and these are defined below together with the relevant conditions regarding the entitlement to expenses.

a) REPRESENTATIVE

This is a conference where those attending are essentially representing Council and would usually vote. This would normally include the Mayor and Chief Executive, but may include two Elected Members. Partners could also travel and attend sessions of the meeting.

Council will pay all reasonable expenses of Council Representatives including travel, accommodation, meals and registrations. Partners' expenses other than shared accommodation will not be met by Council.

At the Local Government New Zealand Conference, the Mayor is authorised to cast Council's votes in the election of the Vice-President and President, and act as Council's Representative to the NZLGIC.

b) AD Hoc

Where Councillors would like to attend a meeting that is relevant/topic of interest. Council will pay all reasonable expenses of the Council attendees including travel, accommodation, food and registrations. The Council will not contribute to partners' attendance.

2. The mode of transport to all types of meetings shall always be by the most cost effective means.
3. Council will pay all reasonable expenses of the Council attendees including travel, accommodation, food, and registrations.
4. Prior approval to attend any meeting as a Council Representative is required from the Mayor.

Reference: Fees & Travelling Allowances Act 1951