

<b>Central Hawke's Bay District Council</b>  <b>MAORI CONSULTATIVE COMMITTEE POLICY</b>	<b>POLICY MANUAL</b>	
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## 1. COMMITTEE MEMBERSHIP AND STANDING ORDERS

### 1.1 Membership

The Committee is to consist of up to seven (7) representatives, whose term of office shall expire at the end of the year in which the triennial local body elections are held. The Committee membership shall be determined by a process agreed between Council and the Committee.

Each member may nominate a person who can act as a proxy for the member and Council shall be advised of all nominated proxies.

If the Committee has less than seven (7) members, the Committee shall have the power to co-opt.

### 1.2 Chairperson's Ruling Final

The Chairperson may decide all questions where these standing orders make no provision or insufficient provision. The Chairperson's ruling shall be final and not open to debate.

### 1.3 Minutes of Proceedings

Minutes of all proceedings of the Committee shall be kept, and shall be circulated to the members and considered at the next meeting succeeding and, if approved by that meeting, or when amended as directed by that meeting, shall be signed by the Chairperson.

### 1.4 Minute Book

The Minute Books shall be kept by the Corporate Administrator of Council and shall be open for inspection.

### 1.5 Elected Member and Council Staff Representation

No Councillors or staff are appointed to the Committee.

Council will be represented at each meeting by the Mayor (ex-officio), the Chief Executive and the Regulatory Services Manager. Other Councillors and Officers are to attend at need.

## 2. QUORUM AT MEETINGS

No business shall be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted. The quorum shall consist of half the members if the number of members is even and a majority if the number is odd.

### **3. MEETING ALLOWANCE**

Maori Consultative Committee (MCC) members may claim \$115 per meeting for attendance of a Maori Consultative Committee meeting. Claims must be made on the 'Meeting Allowance and Mileage Reimbursement Claim' form.

### **4. MILEAGE REIMBURSEMENT**

Mileage, up to a maximum of \$120, is payable to members for attendance at every scheduled Maori Consultative Committee meeting irrespective of whether a quorum has been reached or not.

Mileage is set at the same rate as the current elected members' rate and will be paid on a monthly basis by direct credit.

Where two or more MCC members have carpooled, the car owner is only eligible to claim for mileage.

Travel for which mileage is to be claimed must be by the most direct route from the MCC member's normal place of residence to the meeting venue and return. Limited extra mileage is expected where a member has collected another member/s to bring to the meeting (i.e. car pooling).

Mileage claims must be made on the 'Meeting Allowance and Mileage Reimbursement Claim' form.

### **5. ATTENDANCE BY REPRESENTATIVE OF COMMITTEE AT COUNCIL MEETINGS**

- 5.1 The Maori Consultative Committee may nominate one member of the committee as the representative at every scheduled meeting and extraordinary meeting of Council and Council Committee.
- 5.2 The nominated Maori Consultative Committee representative at any meeting described in 5.1 may claim \$300 per day for attendance at any of these meetings and mileage for use of personal vehicle in accordance with the current rate and system (refer to section 4. of this policy). Mileage claims must be made on the 'Maori Consultative Representative at Council Meetings Claim' form.
- 5.3 A maximum of one meeting fee per day is payable irrespective of the number of applicable meetings that representative has attended.