

Central Hawke's Bay District Council	POLICY MANUAL	
	Document #	1.3
ATTENDANCE AT SEMINARS AND CONFERENCES POLICY	Approved by:	Council
	Adoption Date:	16-02-2011
	Last Amended:	03-04-2003
	Review Date:	February 2014
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Council will pay expenses and costs for the attendance by the Mayor, Councillors and staff at conferences, seminars and meetings in accordance with the following criteria:

1. Three categories of Meeting 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) PROFESSIONAL

This is a meeting where those attending are Officers or Councillors and the meeting would be in the nature of an Officer's institute or similar professional meeting. Partners may at times travel and attend sessions of the meeting.

Council will pay all reasonable expenses of the Council attendees including travel, accommodation, food, and registrations. Council will not pay for travelling expenses to meetings outside the North Island at a rate greater than the cost of attending a North Island conference.

c) AD Hoc

This is a meeting where those attending are Officers and/or Councillors and the meeting would review a 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. Prior approval to attend any meeting as a Council Representative is required from the appropriate Department Manager and Chief Executive.

Reference: Fees & Travelling Allowances Act 1951