

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p>Policy Name: Payment for Participation of Non-Employees on DHB Committees / Working Groups</p> <p>File Name: 2.3.5</p>	<p>Policy No: 2.3.5</p> <p>Issue Date: Jan 2015</p> <p>Review Date: Jan 2018</p>
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PAYMENT FOR PARTICIPATION OF NON-EMPLOYEES ON DHB COMMITTEES / WORKING GROUPS

POLICY STATEMENT

It is the policy of the Bay of Plenty District Health Board (BOPDHB) not to pay stakeholders for participation in Committee and Working Group Activities.

PURPOSE

To ensure that payment for participation on Committees and Working Groups is managed in a consistent manner across the DHB.

EXCLUSIONS

- Any payment made pursuant to a contract for service.
- Any payment or gift that is given and received as koha.
- Reimbursement of reasonable expenses associated with participation at the meeting.

Note

1. Koha is an acknowledgment in the form of a gift, not necessarily in monetary terms. IRD's explanation for koha is that the intention must be to provide an "unconditional gift or service" and this should not exceed a reasonable amount per year.
2. The following will be considered reasonable meeting expenses:
 - Costs associated with travel to and from the meeting.
 - Cost of one meal, if not provided, for an all day meeting.
 - Compensation for loss of income.
 - Cost of backfilling attendees role during meeting attendance.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.3.5 protocol 1 Reimbursement of Reasonable Expenses - DHB Committees / Working Groups
- Bay of Plenty District Health Board policy 3.2.2 Gifts, Sponsorship & Koha

<p>Manual Name: Organisational Section Name: General Management</p>	<p>Page 1 of 1 Version No: 3</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Policy Steward: GM, Governance & Quality</p>	<p>Authorised by: Chief Executive Officer</p>	