

8.1 CONFERENCE ATTENDANCE FOR ELECTED MEMBERS POLICY

Date Adopted	Next Review	Officer Responsible
8 December 2016	1 December 2019	Group Manager, Strategy

Policy Purpose:

To guide decision making in relation to elected members representation of council at conferences and professional development seminars.

Policy:

That for the annual LGNZ conference, the Mayor, Deputy Mayor, Chief Executive, two councillors and a representative from the Te Tatau o Te Arawa Board; attend as council's delegates.

All councillors will have the opportunity to attend sessions of their choice at Rotorua-based conferences.

Any proposed conference attendance outside of Rotorua needs to be supported by a business case that outlines the benefits of the event against the following criterion:

1. The conference/event must support council's vision, business objectives and aspirations for the future as encapsulated in the Long-term Plan, or
2. The conference/event must support council's current priorities and/or flagship projects.

The business case to be approved by a recommendation from the CEO to council.

Generally travel costs of accompanying persons will not be paid for.

At the conclusion of the conference the elected representative is required to provide a written report to council.

Attendance at Community Board conferences is delegated to each Community Board.