

17. APPOINTMENT OF ADDITIONAL MEMBER OF COUNCILLOR TRAVEL/CONFERENCE ATTENDANCE APPROVAL SUBCOMMITTEE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI: 941-8549
Officer responsible:	Secretariat Manager
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PURPOSE OF REPORT

1. The purpose of this report is to seek the appointment of an additional member of the subcommittee previously appointed by the Council with delegated power to approve Councillor attendance at conferences, courses, seminars and training programmes.

EXECUTIVE SUMMARY

2. Following the 2004 elections, the Council appointed a subcommittee comprising the Deputy Mayor (Councillor Carole Evans) and Councillor David Cox, with delegated power to approve the attendance of the Mayor, Deputy Mayor and Councillors at conferences, courses, seminars, training programmes or such other matters as resolved by the Council, held both within New Zealand and overseas. Such approval by the subcommittee is subject to compliance with a number of associated conditions, including a requirement that the related registration, travel, accommodation, meal and related incidental expenses can be accommodated within existing budgets.
3. As noted, the subcommittee currently comprises only two members. This causes practical difficulties when one member is absent for an extended period, meaning that the subcommittee is unable to function as intended. To overcome this difficulty, the Council is requested to appoint a third member of the subcommittee, on the basis that the quorum of the subcommittee will remain at two, thus enabling the subcommittee to continue to operate in the absence of the third member.

FINANCIAL AND LEGAL CONSIDERATIONS

4. There are no financial implications associated with the appointment of a third member of the subcommittee. Section 23 of Schedule 7 of the Local Government Act 2002 provides that business may not 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 at a meeting of a local authority consists of half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd. Section 45 of the Local Government Official Information and Meetings Act 1987 provides that the word "meeting" includes any meeting of a subcommittee of the local authority.
5. As the subcommittee has been granted delegated power to exercise the powers set out in this report, meetings of the subcommittee are required to be publicly advertised beforehand.

STAFF RECOMMENDATION

It is recommended that one additional Councillor be appointed as a member of the Councillor Travel/Conference Attendance Approval Subcommittee, to enable the subcommittee to continue to operate when one member is absent.

BACKGROUND ON APPOINTMENT OF ADDITIONAL MEMBER OF COUNCILLOR TRAVEL/CONFERENCE ATTENDANCE APPROVAL SUBCOMMITTEE

6. Currently, (and with the approval of the Remuneration Authority) the subcommittee has delegated power to approve:
- (a) Actual and reasonable registration, travel, accommodation, meal and related incidental expenses incurred by the Mayor, Deputy Mayor and Councillors in attendance at conferences, courses, seminars and training programmes or such other matters as resolved by the Council, held both within New Zealand and overseas, provided:
- the related expenditure can be accommodated within existing budgets
 - the major subject of the event (conference, course, seminar or training programme etc) is of significant relevance to the Council, and includes a significant policy/governance content
 - attendance at the event is relevant for obtaining an understanding of policies and initiatives taken by other local authorities relevant to the Council's activities
 - in selecting which members should attend the event, preference is given to those members who have a responsibility for or who take a lead on the issues which the event is related to.
- (b) Actual and reasonable travel, accommodation, meal and related incidental expenses proposed to be incurred by Mrs Yvonne Palmer for purposes associated with her current position as Chairperson of the NZ Community Boards Executive Committee.
7. As both members of the subcommittee must be present when the subcommittee meets to consider such applications, the extended absence of one member causes difficulties in that some applications must be held over until both members of the subcommittee are available. This causes practical problems, in that for a variety of reasons it is often necessary for an early decision to be made eg to take advantage of reduced conference registration fees for "early bird" registrations.