

5. CONFERENCE ATTENDANCE

General Manager responsible:	General Manager Regulation and Democracy Services
Officer responsible:	Secretariat Manager
Author:	Max Robertson, DDI 941-8533

PURPOSE OF REPORT

1. The purpose of this report is to advise the Council of recent approvals for conference attendance by Councillors.

EXECUTIVE SUMMARY

2. The Council previously appointed a Subcommittee comprising the Deputy Mayor and Councillor David Cox with delegated power to approve applications by Councillors to attend conferences, courses, seminars and training programmes etc, held both within New Zealand and overseas. Such approval is subject to compliance with a number of conditions, which are set out in the background section of this report.
3. The Subcommittee has recently granted approval for Councillors to attend the following conferences:

Name of Councillor	Name of Conference	Costs to be borne by the Council	Estimated Cost to the Council
Councillor Pat Harrow	Tradition and Transformation Congress, Berlin 11-14 May 2005	Registration costs, plus allowance of up to a maximum of NZ\$1,000 towards the associated meal and accommodation charges (all other travel and other costs being met by Councillor Harrow personally)	\$3,344
Councillor Pat Harrow	NZ Planning Institute Conference, Auckland 27-30 April 2005	Actual and reasonable registration, travel, accommodation, meal and related incidental expenses	\$1,880
Councillor Sue Wells	NZ Planning Institute Conference, Auckland 27-30 April 2005	Actual and reasonable registration, travel, accommodation, meal and related incidental expenses	\$1,880

FINANCIAL AND LEGAL CONSIDERATIONS

4. The Remuneration Authority has approved the Schedule of Elected Member Allowances and Expenses submitted by the Christchurch City Council, which provides for attendance at such events to be approved by this Subcommittee pursuant to delegated power. In all cases, the associated expenditure can be met within the existing budget provision.

STAFF RECOMMENDATION

It is recommended that the information be received.

BACKGROUND ON CONFERENCE ATTENDANCE

5. The Subcommittee comprising the Deputy Mayor and Councillor David Cox has been granted delegated power to approve applications by Councillors to attend conferences, courses, seminars and training programmes etc, held both within New Zealand and overseas, and the payment of the associated actual and reasonable registration, travel, accommodation, meal and related incidental expenses, 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