

OPEN

MINUTE ITEM

ATTACHMENTS

**Ordinary meeting of the
Nelson City Council**

**Thursday 2 May 2019
Commencing at 9.00a.m.
Council Chamber**

Civic House

110 Trafalgar Street, Nelson

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Addendum 1 to Mayor's Report 02 May 2019: LGNZ Conference Attendance

Recommendation

That the Council

- 1. Notes the attendance of Councillor Skinner at the Local Government New Zealand Conference 2019; and***
- 2. Confirms the attendance of Councillor Lawrey at the Local Government New Zealand Conference 2019.***

1. Background

- 1.1 The Mayor attends all LGNZ conferences.
- 1.2 Each councillor is allocated \$5,000 for the triennium to cover travel, training and conference attendance, with an expectation that half of this amount is used for conference attendance. Councillor attendance at the Local Government Conference to date is set out in table one below.
- 1.3 The Elected Member Travel and Training Budget Criteria (the Criteria), attached (A1743623), indicate that Members may spend a higher proportion of their budget on conference attendance, upon request to the Mayor, Deputy Mayor and Chief Executive.
- 1.4 The Mayor has received requests from Councillors Skinner and Lawrey to attend the 2019 conference which is being held in Wellington on 7-9 July 2019.
- 1.5 Councillor Skinner has not attended any conferences in this triennium. Consequently, he is not required to seek formal permission to attend the LGNZ Conference, but has done so as a courtesy to the Mayor and Council.
- 1.6 Councillor Lawrey attended the LGNZ Conference in 2017 and has subsequently spent ±50% of his budget on conference attendance. Therefore, his request must be considered by the Mayor, Deputy Mayor and Chief Executive.
- 1.7 Due to prior Council commitments and leave, the Mayor asked the Deputy Mayor to engage with Councillor Lawrey to obtain any supporting information that was relevant to his request and the potential cost of attendance.
- 1.8 Councillor Lawrey has made his request in an appropriate and timely manner, that will allow the Early Bird rate for the conference to be secured, and he has indicated that he will make private arrangements for accommodation at no cost to Council.

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- 1.9 The Deputy Mayor's recommendation to the Mayor and Chief Executive is that, in the interests of transparency, Councillor Lawrey's request be confirmed by Council.
- 1.10 The Mayor and Chief Executive have accepted this recommendation, and it is presented to Council for confirmation.

Elected Member Travel and Training Budget Criteria

- 1.11 On 4 May 2017, Council reviewed the Elected Member Travel and Training Budget Criteria:
Resolved CL/2017/001

That the Council

Receives the report Elected Member Travel and Training Budget and Criteria (R6596) and its attachments (A1743623 and A1743884); and

Adopts the amended Elected Members Travel and Training Criteria 2016-19 (A1743623); and

Confirms the individual councillor travel and training budget at \$5,000 for the 2016-19 triennium.

- 1.12 The Criteria include the following:

1.13 **"Individual Travel and Training Budgets**

Individual member travel and training budgets are to be used for training that supports individual statutory roles, as well as sector/conference opportunities for networking and sharing of information. This budget is spent at the discretion of individual members.

To ensure balance between governance training and conference/sector opportunities, it is generally expected that half of the individual budget is to be spent on conference/sector-related activities (the Mayor is expected to attend all LGNZ conferences). Members may spend a higher proportion of their budget in this area, upon request to the Mayor, Deputy Mayor and Chief Executive."

Table One: Elected member attendance at LGNZ Conferences 2016-2019 Triennium

LGNZ Conference	Elected Member Attendance
2017	Mayor Reese Councillor Acland Councillor Dahlberg Councillor Fulton Councillor Lawrey Councillor McGurk Councillor Noonan

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2018	Mayor Reese Councillor Dahlberg Councillor Fulton Councillor Rutledge
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1.14 Details of all conference expenditure during this triennium is attached (A2180096)

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Elected Members Travel and Training Criteria 2016-2019

Set out below are the criteria agreed by Council for the expenditure of individual travel and training budgets allocated to elected members, and of the travel and training budget pool.

Criteria

When selected training, meeting or event opportunities (events), individual members are responsible for ensuring and demonstrating that their selected options align with these criteria.

Councillors must be able to demonstrate that:

1. The event is held in New Zealand.
2. The event is relevant to local government.
3. The event is preferably, but not exclusively, supported by Local Government New Zealand or aligned organisations.
4. The event supports the elected member in contributing effectively and appropriately, in their governance role, to present and future needs of Nelson City Council.
5. The event is the most cost effective option to achieve the identified outcomes and if not, why it is preferred over more cost effective options.
6. The event is within the remaining available budget.
7. Their travel and training meets the criteria outlined in 1-6, in response to any public or media enquiries about their travel and training, which will be directed to the individual member.

Individual Travel and Training Budgets

Individual member travel and training budgets are to be used for training that supports individual statutory roles, as well as sector/conference opportunities for networking and sharing of information. This budget is spent at the discretion of individual members.

To ensure balance between governance training and conference/sector opportunities, it is generally expected that half of the individual budget is to be spent on conference/sector-related activities (the Mayor is expected to attend all LGNZ conferences). Members may spend a higher proportion of their budget in this area, upon request to the Mayor, Deputy Mayor and Chief Executive.

Examples of individual budget spend specific to individual roles:

- District Licensing Committee training
- Chairperson training
- Audit and Risk training
- Institute of Directors courses

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Examples of individual budget spend on conference/sector related activities:

- Local Government New Zealand Conference
- Forums specific to personal government interests, or related to a members' role on a Council Committee, Subcommittee or Group

Travel and Training Funding Pool

There is a funding pool for opportunities that are open to, and will benefit, all elected members. Spending from the pool aims to improve governance capability of Council as a whole. Decisions on spending from the funding pool are made by full Council resolution upon request to the Chief Executive.

All elected members are encouraged to use the funding pool for training such as:

- Media Training
- RMA Making Good Decisions certification
- Institute of Directors courses
- LGNZ Equip training

Members can also request the use of funds from the funding pool for the following reasons:

1. To make up funding shortfall in the instance that an individual members' budget has been spent and they are facing extenuating circumstances or they undertake a new role and additional training or travel is warranted.
2. For first term members for any additional governance training required.
3. For attendance to fulfil a civic or representative role usually undertaken by the Mayor, and at which an elected member has been required to deputise.
4. International travel opportunities undertaken by the Mayor and/or councillors as elected representatives of Nelson City.

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Councillor Training and Conference Expenditure 2016 - 2019

Name	Conference Attendance	Spent	Total	Remaining expenditure for conferences (50% of individual budget)	Remaining total individual budget
Councillor Acland	LGNZ Conference 2017	\$ 2,215.00	\$ 2,215.00	\$ 285.00	\$ 1,748.00
Councillor Barker	Rating Reviews Conference 2017	\$ 1,455.65			
	Aquaculture Conference 2018	\$ 224.00	\$ 1,679.65	\$ 820.35	\$ 2,932.00
Councillor Courtney	No expenditure			\$ 2,500.00	\$ 5,000.00
Councillor Dahlberg	LGNZ Conference 2017	\$ 2,056.00			
	LGNZ Conference 2018	\$ 2,141.00	\$ 4,197.00	-\$ 1,697.00	\$ 802.00
Councillor Fulton	LGNZ Conference 2017	\$ 1,130.00			
	LGNZ Conference 2018	\$ 1,748.00	\$ 2,878.00	-\$ 378.00	\$ 1,985.00
Councillor Lawrey	LGNZ Conference 2017	\$ 2,305.00	\$ 2,305.00	\$ 195.00	\$ 2,694.00
Councillor McGurk	LGNZ Conference 2017	\$ 1,854.00	\$ 1,854.00	\$ 646.00	\$ 3,129.00
Councillor Matheson	Aquaculture Conference 2018	\$ 224.00	\$ 224.00	\$ 2,276.00	\$ 4,775.00
Councillor Noonan	LGNZ Conference 2017	\$ 2,036.00	\$ 2,036.00	\$ 464.00	\$ 2,388.00
Councillor Rutledge	LGNZ Conference 2018	\$ 1,950.00			
	Aquaculture Conference 2018	\$ 345.00	\$ 2,295.00	\$ 205.00	\$ 590.00
Councillor Skinner	No expenditure			\$ 2,500.00	\$ 5,000.00
Councillor Walker	Water NZ Conference 2017	\$ 2,017.00			
	Water NZ Conference 2018	\$ 1,902.00			
	Aquaculture Conference 2018	\$ 224.00	\$ 4,143.00	-\$ 1,643.00	-\$ 215.00

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