

P18-001 - Approval to Attend Professional Development Events Policy

Approved by the Council 10 April 2018, reviewed 17 August 2021

POLICY PURPOSE

This policy sets out the approval process for elected members to attend Professional Development events including training courses and representing the Council at conferences, seminars, wananga and Local Government New Zealand zone meetings.

POLICY STATEMENTS

In this policy:

“elected member” Refers to the Mayor, councillors and community board members and non-elected members who have been appointed to committees.

“event” Refers to a gathering for the purposes of, knowledge-sharing, training, skills development or local government related networking and includes conferences, seminars and Local Government New Zealand zone meetings.

1. Where the Council receives advice of an event, the Mayor and Chief Executive will consider the relevance of the event and whether elected member attendance would be beneficial to the Council. Advice of events can be forwarded to the Mayor’s office by elected members, internal staff or external organisations.
2. Where an event is determined to be beneficial to the Council, the Mayor and Chief Executive will seek expressions of interest from those councillors, community board members or non-elected members that would most benefit and/or represent the Council most appropriately for the event. The expression of interest process will be coordinated through the Mayor’s office.
3. The Mayor and Chief Executive will determine which members will attend the event. If the Mayor is to attend, the Chair of the Finance, Audit and Risk Committee (or equivalent committee) will approve their attendance.
4. When determining who should attend an event, the Mayor, Chief Executive and where appropriate the Chair of the Finance, Audit and Risk Committee (or equivalent committee) will consider:
 - An individual elected member’s interests and experience in the event purpose.
 - Relevance to the committee appointments and/or community board membership of the individual elected member.

- Availability of the elected member to represent the Council.
 - That the primary purpose in attending the event is for the benefit of the Council and/or the New Plymouth community.
5. The Mayor and Chief Executive will endeavour to ensure there is an even spread of the workload among elected members, and will consider cost sharing of the professional development where appropriate.
 6. All administrative arrangements will be made through the Mayor's office.
 7. Elected members attending conferences at Council's expense are to provide a written report and presentation on the conference to the next appropriate community board, committee or Council meeting.

To be reviewed in six years.