

Council Elected Member Conference and Training Policy

1. Purpose

The Council is required to give effect to the purpose of Local Government which is described in the Local Government Act 2002 (the Act). The purpose enables democratic and effective local decision-making and action, by and on behalf of, communities to meet the present and future needs by playing a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach.

2. Policy context

Elected members are responsible for making decisions on matters such as the services council will provide, the standard they are provided to, how they will be paid for and what bylaws need to be made. Elected members have a governance role in council as well as being an elected representative of the community.

3. Policy objective

3.1. Local Government Conference (LGNZ annual conference)

- 3.1.1. A report will be considered by the Council each April/May to determine attendance.
- 3.1.2. The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the LGNZ Conference annually.
- 3.1.3. The Deputy Mayor, if available, should attend at least one LGNZ Conference during the triennium cycle.
- 3.1.4. Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.
- 3.1.5. When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

3.2. Local Government Rural and Provincial meetings

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the LGNZ Rural and Provincial meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held in Wellington three times per year.

3.3. Local Government Zone 5/6 meetings

- 3.3.1. The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the LGNZ Zone 5/6 meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held three times a year.

- 3.3.3. When the meeting is held in Canterbury, the Mayor may approve up to five members attending.

3.4. LGNZ Zone 5/6 Conference (annual conference)

- 3.4.1. A report will be considered by the Council each February/March to determine attendance.
- 3.4.2. The Mayor, three Councillors, together with the Chief Executive, may represent the Council at the LGNZ Zone 5/6 Conference annually when held outside Canterbury.
- 3.4.3. When the LGNZ Zone 5/6 Conference is held in Canterbury and no accommodation is required, the Council will consider sending up to ten Councillors.

3.5. Approval for Councillor training attendance

- 3.5.1. The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager via a completed Learning Opportunities Councillor Request Form. This will be reported as part of the Mayor's monthly diary report to Council.
- 3.5.2. Training courses (and conferences) can also be approved via a report to the Council.
- 3.5.3. The Mayor and Chief Executive have discretion for New Zealand conferences and training attendance approval.
- 3.5.4. Attendance at overseas conferences for any elected member shall be approved by the Council via a formal report.
- 3.5.5. The member will provide a verbal report back on conference/training to the appropriate Committee or Council portfolio update section of the meeting.

3.6. Community Board Members

- 3.6.1. Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.
- 3.6.2. Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability and circulated to all elected members. Any training session will be verbally reported back at the next meeting.

3.7. LGNZ National Community Board Conference (held every two years)

- 3.7.1. At least one Community Board member from each Community Board may attend the Conference and represent their community.
- 3.7.2. It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference. However, the related registration and expenses will come from the Community Board training budget and not the Council training budget.

4. Questions

Any questions regarding this policy should be directed to the Governance Manager in the first instance.

5. Relevant documents and legislation

- Local Government Act 2002
- [Learning Opportunities Councillor Request Form](#) (QD GOV Form 001)

6. Effective date

5 March 2025

7. Review date

5 March 2026

8. Policy owned by

Governance Manager

9. Approval

Approved and adopted by the Waimakariri District Council on 5 March 2025.