

Chairperson and Community Board Members
ŌTAKI COMMUNITY BOARD

13 OCTOBER 2015

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY BOARD CHAIRS SEMINAR - NOVEMBER 2015

PURPOSE OF REPORT

- 1 The Ōtaki Community Board is asked to consider and approve attendance at the Local Government New Zealand Community Board Chairs Seminar to be held in Taupo (14 November 2015) or Christchurch (21 November 2015).

DELEGATION

- 2 The Ōtaki Community Board has the authority to consider this matter.

BACKGROUND

- 3 It was decided at a recent Community Board Executive Committee meeting that two sponsored workshops would be held, specifically for Community Board Chairs, in November, to allow them to meet together to discuss issues that are facing them in their work leading their community boards. All four Community Board Chairs are considering attending.

ISSUES AND OPTIONS

Issues

- 4 The aim of the workshops is to make them as meaningful as possible, to allow chairs from a wide variety of Boards to share issues they are facing.
- 5 Some topics to be discussed: chairing meetings; conflicts of interest; codes of conduct; community engagement; legislative update; and how to be a better leader.

CONSIDERATIONS

Policy considerations

- 6 There are no policy considerations.

Legal considerations

- 7 There are no legal considerations.

Financial considerations

- 8 The registration cost will be \$100.00 including GST per person.
- 9 The accommodation cost has been estimated on the basis of \$145.00 per room per night.

- 10 Travel costs are based on economy return airfare from Paraparaumu to Christchurch (including GST). Once a confirmed booking is made, this cannot be altered without incurring additional costs.
- 11 If nominees prefer to drive to Taupo, they will be reimbursed for the full mileage as the cost of the mileage is less than the cost of an airfare.
- 12 There is sufficient funding in Board training budget to meet these costs.

Registration Fee	Travel costs	Accommodation
\$100.00	\$492.80 – mileage \$579.40 – Flight – Taupo return \$174.60 – Flight – Christchurch return	\$145.00

Tāngata whenua considerations

- 13 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 14 This matter has a low level of significance under Council policy.

Engagement planning

- 15 An engagement plan is not needed to implement this decision.

Publicity

- 16 There are no publicity considerations.

RECOMMENDATIONS

- 17 That the Ōtaki Community Board approves the attendance of at the Local Government New Zealand Community Board Chairs Seminar in Taupo (14 November 2015) or Christchurch (21 November 2015).
- 18 That the Ōtaki Community Board is authorised to nominate an alternative delegate in the event that the original nominee cannot attend.

Report prepared by

Annette McLaughlin

**Democracy Services
Advisor**

Approved for submission

Wayne Maxwell

**Group Manager
Corporate Services**

Approved for submission

Martyn Cole

**Acting Group Manager
Infrastructure Services**