



Conference Attendance for Elected Members Policy

Date Adopted	Review Date	Officer Responsible
25 June 2025	25 June 2028	Manager Governance, Strategy and Compliance

Policy Purpose

The purpose of this policy is to guide decision making regarding elected members representing Rotorua Lakes Council at conferences and professional development seminars.

Scope

This policy applies to elected members attending conferences or seminars as a representative of Rotorua Lakes Council.

Content of Policy

Conference attendance business case

Any conference attendance by elected members will need to be supported by a business case, recommended by the Chief Executive. A Council or Committee resolution approving the elected member to attend is also required. (See 'Elected

Members Expenses & Allowances Policy’ for information relating to expenses while at a conference).

The business case must outline the benefits of the event against the following criteria:

- The travel or activity must support RLC’s vision, business objectives and aspirations for the future as encapsulated in the Long-term Plan, or
- The travel or activity must support council’s current priorities.

Generally, travel costs of accompanying persons will not be paid for.

Local Government New Zealand Conference

Local Government New Zealand (LGNZ) holds an annual conference for membership councils. This policy allows for the Mayor, Deputy Mayor, Chief Executive, two councillors and a representative of Te Tatau o Te Arawa to attend the conference as council delegates. A business case to Council is required for identifying Councillors. Te Tatau O Te Arawa select their representative.

Community Board Conference

Attendance at Community Board Conference is delegated to each Community Board. The expectation is that the chair or an alternative board member will attend and report back to their respective board.

Conference reports

At the conclusion of the any conference attendance, the elected member is required to provide a written report to council.

Document history

Version	Adopted	Approved by
Version 1	8 December 2016	Council meeting
Version 2	25 June 2025	Council resolution on 25 June 2025