

Memo

5 February 2018

To: Neil Taylor, Acting Relationship Manager, Ōtara-Papatoetoe Local Board

From: Yongjie Li, Specialist Advisor, Community Empowerment

Subject: Urgent decision request of the Ōtara-Papatoetoe Local Board- Fund Pursuit of Excellence Award applicant Sharleen Tongalea

Purpose

The purpose of this memo is to seek the local board relationship manager's authorisation to commence the urgent decision-making process and if granted, seek formal approval from the chair and deputy chair (or any person acting in these roles) to use the process to make an urgent decision.

The urgent decision being sought needs to be authorised by the chair and deputy chair (or any person acting in these roles) by signing this memo. Both this memo and the report will be reported as an information item at the next business meeting if the urgent decision-making process proceeds.

Reason for the Urgency

- The applicant Sharleen Tongalea will be attending the 'Core Leaders Development Programme 2018 - NZ delegation' in Japan on 13 February 2018. She has requested for \$800 for passport costs, personal expenses, medical insurance, and travel within New Zealand. Since the conference is scheduled on 13 February 2018, there is now not enough time for the application to be considered at the upcoming business meeting on 20 February 2018.

Decision sought from the Chair and Deputy Chair

- Approve a grant of \$800 to Sharleen Tongalea through the Pursuit of Excellence Awards.

Background

The Ōtara-Papatoetoe Local Board is committed to supporting local residents and organisations to realise their ideal in pursuit of excellence.

Having a diverse community with talented people and excellent services and the board is keen to support their development.

The purpose of this award is to provide financial assistance to those Ōtara-Papatoetoe residents and groups who will represent the area to demonstrate their excellence in conference and events.

Pursuit of Excellence Award applicant Sharleen Tongalea plans to attend a conference in Japan. The focus of the conference is to promote social participation of older people, disabled people, and youth.

The Cabinet Office of Japan will pay economy airfares to and from Japan, local travel and accommodation costs within Japan. All other expense are the responsibility of the delegate, Sharleen has applied for \$800 to go towards passport costs, personal expenses, medical insurance, and travel within New Zealand.

The conference will start on 13 February which means council only has five working days to process the application. There wouldn't be enough time to wait for next workshop and business meeting in March to review the application and make decision.

Authorisation of the urgent decision-making process:



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Acting Relationship Manager, Ōtara-Papatoetoe Local Board

Date 5/2/2018

Approval for the urgent decision:



Lotu Fuli

Chairperson, Ōtara-Papatoetoe Local Board

Date 5/2/2018



Deputy Chairperson, Ōtara-Papatoetoe Local Board

Date 5/2/2018

Ōtara-Papatoetoe Local Board Local Board Resolution

That the Ōtara-Papatoetoe Local Board agrees to grant Sharleen Tongalea \$800 through the Pursuit of Excellence Award for passport costs, personal expenses, medical insurance, and travel within New Zealand



Lotu Fuli

Chairperson, Ōtara-Papatoetoe Local Board

Date 5/2/2018



ROSS ROBERTSON


Deputy Chairperson, Ōtara-Papatoetoe Local Board

Date 5/2/2018

Attachments

Description

Attachments

Pursuit of Excellence application – Sharleen Tongalea	 Sharleen Tongalea application.docx
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