

The Lord Mayor
City of Hobart
Town Hall
50 Macquarie Street
HOBART TAS 7000

Dear Lord Mayor

REQUEST FOR ALDERMANIC PROFESSIONAL DEVELOPMENT

In accordance with Council's policy titled *Aldermanic Development and Support*, specifically Section C 4 which deals with Aldermanic Professional Development, I hereby seek your consideration and approval of the following request to undertake Professional Development.

Details are:

Details of Professional Development Activity:

Description:

Circle as appropriate
Training Course
Peer Program

Conference, Seminar & FIAP Meeting

Description of PD activity:

Formal Education
Other activity (please describe)

___ Conference down under
Details attached

Name of activity:
(all supporting documentation associated with the activity should be provided with the application).

Dates(s) of activity if known:

September 23rd & 24th (will be flying in on 22nd as have a FIAP meeting early on 23rd)

Location of the activity:

Canberra

Cost of activity:
(Cost should be all inclusive of registration, travel, accommodation, etc)

travel \$840
Accommodation \$770 3 nights
Taxis Unknown
Conference cost is unknown at this point but I believe the conference itself is being paid for by the Ambassador I am awaiting confirmation

Please describe how participation in this activity will increase your capacity to perform your Aldermanic role, maintain and/or improve your skills or stay in touch with issues relevant to the Council.

The Italian community is experiencing many changes in recent years with the older generation slowing getting older and the younger generation not as actively involved in its community to maintain the Language and cultural aspects of their culture this is also happening in many other ethnic groups in the Hobart community I am aware of the polish & Greek community experiencing similar problems and this is evident as the conference will have a speaker from the Australian Hellenic association To talk about the issues with the Greek community

I declare that the Aldermanic Professional Development activity for which I seek approval accords with the Council's policy provisions for professional development.

I also confirm that I will comply with the following requirements of the Council's policy, ie:

Within 30 days of completion of the professional development activity I will provide a report in the following format:

- *Name and date of event;*
- *Brief overview of the event;*
- *Brief summary of the event; and*
- *Details of any outcomes which may be applied to the City of Hobart, if applicable.*

The report may be presented:

- *verbally to the relevant Council committee;*
- *in writing to the relevant committee;*
- *in writing and placed in the Aldermen's Lounge for information.*

Reconciliation of expenses:

Where I have arranged and paid for approved professional development activity, I will submit a reconciliation of all expenditure incurred in attending the activity, within 60 days of my return.

The reconciliation will be in accordance with the requirements of the policy in that full documentation of expenses claimed including tax invoices and receipts will accompany my reconciliation.

Yours sincerely

ALDERMAN ZUCCO