

Extract from Council policy – Aldermanic Development and Support

4. Professional Development

Professional development involves the undertaking of training and development activities which increase an Alderman's capacity to perform their role as elected representatives of the community, and to maintain and improve their skills and stay in touch with issues relevant to the Council.

Professional development may be delivered through formal and informal training such as relevant seminars, training courses, peer programs, conferences and formal education avenues.

The Council encourages the participation of Aldermen in professional development activities and accordingly Aldermen will be given the opportunity of attending relevant training programs, activities and conferences which support their individual professional development.

The Lord Mayor in his or her capacity of overseeing the performance of the Aldermen in accordance with s 27 of the Local Government Act 1993, is responsible for considering and determining applications from Aldermen for professional development.

In respect to applications from the Lord Mayor, the Deputy Lord Mayor is responsible.

As an exception to this arrangement, where international travel is involved as part of an application for professional development, the application will be referred directly to the Council for consideration and determination.

An Alderman proposing a professional development activity is to provide the following information in support of their application to the Lord Mayor, the Deputy Lord Mayor or the Council, whichever is appropriate:

- (i) Full details of the activity, including supporting documentation and costs; and*
- (ii) Details of the benefit of the activity to the individual Alderman and its relevance to the Council, including contribution to the achievement of the City's strategic objectives*

Prior to final approval of a professional development application, the General Manager shall confirm the availability of funds from the individual Alderman's professional development allocation.

No arrangements are to be made in relation to participation in professional development activities until the approval has been obtained in writing.

For professional development applications other than those involving international travel, once approved by the Lord Mayor or Deputy Lord Mayor, the General Manager is to inform the Council at the first available ordinary meeting, for noting purposes only, details of the professional development application, as submitted by the attending Alderman.

Aldermanic professional development will be funded through a professional development allocation up to a maximum expenditure of \$5,000 per Alderman per financial year and \$20,000 for each Alderman in a four year Council term.

In accordance with Council's general budget practice, the individual Aldermanic professional development allocation will not be carried forward from one financial year to another.

Notwithstanding the funding arrangements above, in considering individual professional development requirements in any given year, the Lord Mayor, Deputy Lord Mayor or in the case of proposals involving international travel, the Council, may take account of expenditure over the of an individual Alderman (having regard to the \$20,000 maximum total allowance available to individuals in a four-year term of office). In circumstances where it is deemed appropriate, expenditure up to a maximum of \$10,000 may be approved.

The total cost to the Council for individual Aldermanic professional development activities will include all expenses such as registration costs, associated meals, accommodation, travel and travel insurance, where appropriate.

As is the case with all Aldermanic expenses, the General Manager shall maintain appropriate records in respect to Aldermanic professional development activities, for the purpose of capturing details and expenses incurred through professional development.