

# PROFESSIONAL DEVELOPMENT ALLOWANCE (COUNCILLORS)

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## 1. OBJECTIVE

Ensure that Councillors receive appropriate entitlements in order to attend conferences, etc. as part of their obligation and duty to fulfil their role as Councillor.

## 2. PRINCIPLES

Definitions:

**"Professional Development"** - means skills and knowledge attained for personal development and career advancement with a primary focus on local government. It shall encompass all types of facilitated learning opportunities and events.

**"Costs"** - shall be deemed to include the claiming of registration costs of attendance, travel (including but not limited to airfares, vehicle mileage, taxi fares), accommodation and meals related to the event.

**"Event"** - shall be deemed to include conferences, study tours, seminars, conventions, training courses, degrees, informal learning, consultation, coaching, mentoring, reflective supervision and technical reading material relevant to undertaking their duties as an elected member.

### 2.1. Entitlement

Each Councillor will have the opportunity to attend any event that they deem to be of importance in fulfilling their obligations and duties as a Councillor without making a formal request to Council.

At the commencement of each financial year Councillors will be notified of the amount available to be used for the purpose of attending conferences, study tours, seminars and conventions. This amount will be referred to as the member's Professional Development Allowance.

### 2.2. Determination of Allowance

At the commencement of the financial year, each Councillor will receive an equal amount for professional development. This maximum amount will be determined by Council during normal budget deliberations.

At the end of the financial year any unused portion will be forfeited.

### 2.3. Accounting for Costs

Professional Development costs incurred are to be charged against the Councillor's Professional Development Allowance. (Refer Policy CH-11 Travel and Accommodation Expenses at Conferences)

Councillors will also have the ability to use their sitting fee to supplement the total amount available. When Councillors choose this option Council will issue the expenditure to match the amount used. This should satisfy any requirement for taxation purposes.

Once councillors have expended their Professional Development Allowance any further expenditure will be required to be approved by Council within budget constraints.

### 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

### 4. ROLES AND RESPONSIBILITIES

Council shall determine the value to which professional development will be allowed per annum to Elected Members. If no determination has been made, it shall be construed that the previous year's allocation shall continue to apply.

The CEO shall ensure that an appropriate system of recording of costs for professional development is monitored and elected members are informed when their allowance is fully utilised.

Elected Members shall report their usage of professional development to the CEO on a monthly basis and all claims are to be in to the CEO prior to the last day of the financial year.

### 5. REFERENCES TO RELATED DOCUMENTS

- CH-11 "Travel and Accommodation Expenses"

Policy Number:	CE3
Previous Policy Number:	EXE07
Resolution Numbers:	11042-Mar1998, BM99-119-Jul 1999, 12063-Jul 2000, 12738-Sept 2002, 13497-Oct 2004, 14223-Oct 2007
Last Review:	October 2007
Next Review:	August 2012
Responsible Officer:	Chief Executive Officer

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*