

City of Hobart

Policy

Title: Aldermanic Development and Support

Category: Corporate Governance

Date Last Adopted: ~~22 October 2018~~

1. Objectives

This policy sets out the benefits and entitlements available to Aldermen in support of their roles as elected representatives of the City of Hobart.

They are summarised below:

- A. Certificates of service
- B. Insurance
- C. Aldermanic Professional Development
- D. Representing Council as a Conference Speaker
- E. Representation of the Council in Local Government and Related Business Activities
- F. Study and Inspection Tours
- G. International Relationships
- H. General Provisions
- I. Allowances
- J. Sponsorships
- K. Expenses Reimbursement
- L. Claims Processing
- M. Benefits
- N. Disclosure of Expenses and Benefits
- O. Facilities
- P. Loan of Equipment

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- Q. Reimbursement of Legal Expenses
- R. Use of Vehicle and Chauffeur – Lord Mayor
- S. Retirement Function – Long Serving Aldermen

2. Background

This policy provides a consolidated point of reference for the identification of benefits and entitlements for Aldermen.

3. Policy

In the interest of good governance, the Council has resolved to formally endorse its policy in relation to Aldermen's Entitlements and Benefits, on an annual basis, in advance.

Aldermen will also individually attest their compliance with the policy on an annual basis

A. CERTIFICATES OF SERVICE

Upon election to the Council the Lord Mayor, Deputy Lord Mayor and each Alderman will be presented with an unframed Certificate of Election signed by the General Manager.

Upon retirement from the Council, each Alderman is to be presented by the Lord Mayor with a framed Certificate of Appreciation under the seal of the Council and the signatures of the Lord Mayor and General Manager.

Upon retirement from the role of Lord Mayor or Deputy Lord Mayor, the General Manager will present a framed Certificate of Appreciation to the retiree on behalf of the Council.

B. INSURANCE

Aldermen will be covered, on a 24 hour a day basis by insurance taken out by the Council against the risk of death, disablement or accident whilst Aldermen hold office.

The amount of cover is to be reviewed annually as part of the organisation's review of its insurance portfolio.

C ALDERMANIC PROFESSIONAL DEVELOPMENT

In order to meet the obligations of their Oath of Office, taken upon election, Aldermen are to engage in ongoing professional development in order to maintain and improve their skills and effectiveness and to stay in touch with issues relevant to the City.

Continuing professional development for Aldermen is an investment which enhances the effectiveness of the City's performance in achieving its goals. Well trained and informed elected representatives are best placed to represent their community.

It is important that activities relate to the role of elected members and the Council as a whole, as defined within the Local Government Act 1993.

In considering professional development requirements, it should be noted that, as decision and policy makers, Aldermen are not expected, or required to hold specialist technical knowledge regarding Council activities, as the provision of qualified advice is the responsibility of the General Manager, in accordance with Section 65 of the Local Government Act 1993.

The primary function of aldermanic professional development activities is to improve the operations and capacity of the Council; with a residual professional benefit to the individual Alderman from undertaking the training and development.

This policy provides the framework for the delivery and management of Aldermanic participation in professional development activities which are provided by the City via the following framework:

- Post-election induction program;
- Ongoing in-house training and awareness activities; and
- Elective professional development activities.

The maximum expenditure for individual aldermen on professional development activities be \$5000 per annum and be subject to review annually.

The total cost of funding for Aldermanic activities, as described within this policy, will be attributed to the annual operating budget as approved by the Council

Any expenditure in excess of the annual budget must be approved by the Council.

1. Post-Election Induction Program

Following their election Aldermen will be supported in their roles through access to a comprehensive induction program which will be offered as soon as possible after the induction of a new Council, and normally occur during the first months of office.

An effective induction program provides the opportunity for Aldermen to become familiar with the structure of the organisation and how it interacts with its community and assists the newly elected Council build effective working relationships.

Induction programs are normally delivered in-house by the City, local government related entities such as the Local Government Association of Tasmania, Local Government Office; or subject matter specialists such as the Integrity Commission.

Topics include, but are not limited to the following issues:

- (i) Organisational structure and operations; including the structure and cycle of Council business delivery, meeting procedures and the role of Chairmen;
- (ii) Roles and responsibilities of the Lord Mayor, Deputy Lord Mayor and Aldermen of the Council, including Code of Conduct, conflict of interest, ethical decision making and building effective working relationships;
- (iii) The Council's role as the planning authority;
- (iv) Community engagement;
- (v) Strategic business planning including annual plans, policy development, delegations, strategic plan, financial management plans, budgetary framework and asset management;
- (vi) Briefings on specific issues affecting the City of Hobart at the time.

2 Ongoing In-house City of Hobart Training & Awareness Activities

The legislative provisions of the *Local Government Act 1993* provide the formal framework for the presentation and discussion of the business of Council, via an approved schedule of meetings.

In addition to the formal legislative structure which governs the flow of Council business through meetings of the Council and its appointed committees, there is a need for Aldermen to be aware of a wide range of issues relating to their roles as elected representatives of the City.

Matters may include legislative updates, City specific projects and inter-government matters, as well as refresher training and awareness on issues including WH&S responsibilities, ethical decision making and Code of Conduct.

Information on such matters will be presented to Aldermen as the need arises, using the most appropriate forums, including training sessions, briefings, presentations and workshops.

3 Other Elective Professional Development Activities

In keeping with the Aldermanic Oath of Office, ongoing professional development will involve participation by Aldermen in training and development activities to improve their knowledge, competence and effectiveness.

Activities may be provided through a number of avenues which suit individual needs, including:

- *formal study;*
- *workshops; briefings, seminars and business forums;*
- *peer programs;*
- *local government sector activities; and*
- *conferences.*

All professional development activities must be conducted within Australia.

It is the responsibility of the Lord Mayor to oversee the performance of the Aldermen in accordance with section 27 of the *Local Government Act 1993*.

Accordingly the Lord Mayor* will approve an annual professional development plan for the Council, having discussed individual needs with Aldermen, in accordance with the policy guidelines.

*In all instances involving elective professional development planning for the Lord Mayor, the Deputy Lord Mayor will act in lieu of the Lord Mayor.

In support of individual planning, Aldermen may access a training needs facilitator should they so wish, in accordance with the policy guidelines.

In determining individual requirements for professional development, the Lord Mayor will be mindful of the available budget; equity of expenditure

and distribution of activities; and any other issues considered to be relevant at the time.

The Lord Mayor will inform the Council of the annual professional development plan, for noting purposes only, together with any approved variations as they occur.

Aldermen will be required to report to the Council on their professional development training and development activities, in accordance with the policy.

The total cost of Aldermanic participation in professional development activities will be attributed to individual Aldermen under this specific category and will appear on the City of Hobart's website.

D REPRESENTING COUNCIL AS A CONFERENCE SPEAKER

The Council may resolve to send an Alderman as a representative of the City to a conference, in the capacity of speaker, presenter, or to accept an award.

Aldermen who may represent the Council as a conference speaker or presenter will be required to provide a report to the Council on their conference attendance, in accordance with the policy.

The total cost of Aldermanic participation in activities under the as a conference speaker will be attributed to individual Aldermen under this specific category and will appear on the City of Hobart's website.

E REPRESENTATION OF THE COUNCIL IN LOCAL GOVERNMENT AND RELATED BUSINESS ACTIVITIES

As the City's civic leader, the Lord Mayor, is a member of a range of local government bodies, including the Local Government Association of Tasmania, the Southern Tasmanian Council's Association and the Council of Capital Cities Lord Mayor's.

The Lord Mayor also participates on various working parties and special committees representing local government activities.

Participation in these activities are not subject to Council approval as they form part of the operational activities of the Council.

The Lord Mayor may, due to unavailability, request an Alderman to represent the Lord Mayor by participating in such activities.

The cost of the Lord Mayor's participation in local government activities, as the representative of the City will be recorded in the operating budget for the Office of the Lord Mayor, as will be the case for any Alderman who represents the Lord Mayor, at the Lord Mayor's request.

F STUDY AND INSPECTION TOURS

The Council may resolve to send one or more Aldermen participating in a study or inspection tour to examine a particular program or activity operating outside of the City, in order to assess its application or suitability for the City of Hobart.

In considering participation in study tours, the Council will be provided with details of all costs associated with attendance, including resourcing and any other associated costs.

The total cost of Aldermanic participation in study and inspection tours will be attributed to individual Aldermen under this specific category and will appear on the City of Hobart's website.

G INTERNATIONAL RELATIONSHIPS

Individual Alderman may elect to participate in Council funded and approved international city relationship delegations, up to a maximum budget allocation of \$6,000, during their four-year term of office.

As part of any such visit, where appropriate, the Council may advise community representatives, business, State Government and other relevant stakeholders, in order to ascertain their interest in participating in the visit as part of the Council delegation.

In addition to Council delegations, the Council may also approve participation in appropriate delegations conducted by the State Government or other relevant agencies.

The following criteria applies to travel on international delegations:

- (a) The objectives of individual visits should be clearly defined.
- (b) Visits will be timed to coincide with or support:
 - (i) Significant events in the life of the City acknowledged by the Council as a City of significance or with which the Council has a formal relationship;
 - (ii) Trade missions and delegations;

- (iii) Major cultural events; or
- (iv) Strategic opportunities to build on and reinforce relationships.

In relation to international cities relationships, where the Council may send a delegation to a Sister City or international destination of significance, as resolved by the Council; with the exception of the Lord Mayor's partner, Aldermen's partners shall meet their own costs of travel and accommodation (excluding ordinary travel insurance costs).

Where an Alderman represents the Lord Mayor on an international delegation, the policy provisions which relate to funding by the Council of travel for the Lord Mayor and their partner, also apply to the representing Alderman.

The total cost of Aldermanic participation in international relationship delegations will be attributed to individual Aldermen under this specific category and will appear on the City of Hobart's website.

H GENERAL PROVISIONS

1. Where an Alderman undertaking travel on City of Hobart business, may seek to add a personal travel component, this can only occur where the Alderman can demonstrate that there is no financial or material detriment to the City.
2. Where Aldermen are required to provide reports in respect to activities undertaken under this policy, the report is to include the name, location and date of the activity, together with a summary of the outcomes, including any matters which may be considered relevant to the City of Hobart. An electronic template will be made available for this purpose. Reports will be submitted to the relevant Council committee.
3. Upon return from any activity approved under the Aldermanic Development and Support Policy, Aldermen are to provide a reconciliation of all expenditure incurred in attending the activity, within 30 days.
4. All additional costs associated with a partner accompanying an Alderman undertaking any activity covered under the Aldermanic Development and Support policy are the responsibility of the individual Alderman and are to be met personally by the Alderman.
5. All Aldermanic air travel be economy class.

6. A daily incidentals travel allowance of \$40 shall be provided to Aldermen who travel away from the City in all circumstances of legitimate Council business, as covered under this policy. This allowance is not subject to any acquittal or reconciliation process.
7. The Council's administration will make and pay for all arrangements for Aldermanic travel.

I. ALLOWANCES

The Local Government Act 1993 provides that councillors are entitled to prescribed allowances. Mayors and deputy mayors are entitled to additional allowances.

The Local Government (General) Regulations 2015 prescribe those amounts, which are adjusted by the CPI inflationary figure as at 1 November in each year.

Allowances are paid in arrears.

In the interest of transparency and good governance, there is no capacity to debit from Aldermanic allowances.

J. SPONSORSHIPS

Where the Council resolves to sponsor major events, free tickets are provided to the Council by the organisers as part of the Council's sponsorship package.

Where sponsorship tickets are made available to Aldermen, their value will be advised to Aldermen at the time in order to enable Aldermen to make an informed choice as to whether or not they wish to accept tickets.

Where Aldermen elect to accept free sponsorship tickets, the details of the event and the estimated value will only appear in the Aldermanic Gifts Register, to be recorded by the Manager Legal and Governance on behalf of the Alderman concerned. Confirmation of the details entered into the Register will then be provided in writing for the information of the Alderman.

K. EXPENSES REIMBURSEMENT

Regulation 43 of the Local Government (General) Regulations 2015 provides that an Alderman is entitled to be reimbursed for reasonable expenses in accordance with this policy in relation to:

- (a) Telephone rental, telephone calls and use of the internet; and
- (b) Travelling; and

- (c) Care of any person who is dependent on the Alderman and who requires the care while the Alderman is carrying out his or her duties or functions as an Alderman; and
- (d) Stationery and office supplies.

The Council will reimburse Aldermen for reasonable out-of-pocket expenses incurred in relation to the abovementioned, provided that such expenses are incurred whilst they are carrying out the functions of office, pursuant to Section 28 of the Local Government Act 1993.

The following arrangements will apply in respect to the prescribed expenses:

1. Telecommunications;

Aldermen are entitled to be reimbursed for reasonable out-of-pocket expenses incurred as part of their roles in relation to expenses for telephone rental and calls and the use of the internet.

In respect to mobile phone services, Aldermen may make their own arrangements in terms of the selection of a call and data service provider of their own choice and claim reimbursement of costs incurred.

Alternatively, they may elect to use the Council's provider, in which case individual plans are required for each Alderman to enable the identification of individual usage for transparency purposes.

In order to avoid excessive mobile phone accounts, and where required, the Council purchase relevant mobile phone data packs, for use by Aldermen who are travelling overseas in the following circumstances:

- (i) Where the Lord Mayor, as the Council's principal elected representative may be overseas on leave from Council, and considers it appropriate to retain contact in respect to Council issues; with the agreement of the General Manager, and
- (ii) Where an Alderman may be representing the City as part of a Council approved delegation.

Under such circumstances the cost of data pack(s) be attributed and disclosed as an expense to the Lord Mayor or individual Alderman, however the cost of the pack(s) not be included as part of the annual telecommunications cap.

An annual expenditure cap of \$2,000 per Alderman per financial year applies for Aldermanic telecommunications expenses.

The Council not be involved in the provision of telecommunications connections to Aldermen's private property.

2. Travelling;

Local Travel

For the purposes of this policy, travel is defined as modes of transport utilised by Aldermen for local travel which attract costs, such as, fuel, taxi and bus services etc.

Aldermen may claim the cost of travel incurred by means other than private vehicle use such as taxis and other public transport by the lodgement of a reimbursement claim to be accompanied by appropriate tax invoices and receipts indicating proof of payment along with details of the travel undertaken including date, cost, destination and details of the Council activity being undertaken.

Where Aldermen utilise private vehicles, they will be requested to nominate one (only) of the following options in any financial year:

- (i) Seek the reimbursement of costs through the submission of kilometre claims, which will be paid at the relevant rate per km, as set by the State Public Service, (as also applying to City of Hobart employees), subject to the provision of supporting information including travel date, destination, and details of the Council activity undertaken.
- (ii) As an alternative to kilometre claims, Aldermen may nominate to be issued with a fuel card which enables a maximum allocation of 1,500 litres of fuel to be drawn from the Council's provider in each calendar year. Under this option there is no requirement for Aldermen to submit travel details. Aldermen who nominate to draw from this fuel allocation must only do so by utilising the Council issued fuel card.

Non-Local Travel

Travel for purposes other than local transport will be approved and funded by the Council as part of its policy on Aldermanic professional development activities under section C, or as part of travel associated with international relationships under section G.

3. Care of any Person Who is Dependent on an Alderman;

Care claims must be accompanied by either a receipt from a licensed care provider or, a document with dual signatures of the claiming Alderman and the service provider detailing the following:

- (i) The name, address and phone contact details of the care provider;
- (ii) The date and time of the service, including the hours involved;
- (iii) The hourly rate paid; and
- (iv) Details of the Council event attended by the Alderman.

A maximum hourly rate of \$20 applies for care, unless otherwise approved by the Lord Mayor, or in the case of the Lord Mayor, the Deputy Lord Mayor.

Council funding of care relates only to Council meetings and Council attended events.

Aldermen may seek the approval of the Lord Mayor or Deputy Lord Mayor for the reimbursement for additional care arrangements, in extenuating circumstances.

L. CLAIMS PROCESSING

Claims for the reimbursement of expenses incurred, as provided in this policy must be submitted directly to the Manager Legal and Governance together with tax invoices and receipts indicating proof of payment along with the full details of the nature of the expenditure. * In instances where service providers do not issue tax invoices (such as Uber) receipts will suffice.

In respect to reimbursements and reconciliations, including credit card purchases, where there is genuinely no means available to provide the stipulated supporting documentation, a statutory declaration must be submitted, together with an adequate description of the purchase, in support of the expense being claimed.

The Manager Legal and Governance will verify that claims are in accordance with the policy and will subsequently follow the approval/authorisation process by seeking the approval of claims by the Lord Mayor and authorisation for payment from the General Manager.

The Deputy Lord Mayor will approve claims submitted by the Lord Mayor.

In the interest of good governance claims are to be submitted within sixty (60) days of the expense being incurred.

Where for good reason, this requirement cannot be met; the approval of the Lord Mayor or Deputy Lord Mayor and General Manager will be required to reimburse a claim.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is ineligible under these policy provisions, the General Manager shall determine such claims, and in so doing, take such action as considered appropriate, including seeking advice from Council's internal auditors.

The Aldermanic claim form for reimbursement and reconciling expenditure is located on the Hub.

Upon submission of the appropriate paperwork to the Manager Legal and Governance, claims will be paid within a 30 day period.

Under no circumstance should an Alderman transact a purchase of any nature which is subsequently claimed as an Aldermanic expense, where the goods or services purchased are intended for personal use. (Refer also to clause I 6 below relating to the Aldermanic credit card facility.

M. BENEFITS

The Council has resolved to make the following benefits available to Aldermen:

1. Parking Permits

In order to provide parking for Aldermen in Council controlled areas whilst they are undertaking their duties of office, the following arrangements will apply.

Aldermen must provide the details (including make, model, colour and registration number) of a maximum of two vehicles to the Manager Legal and Governance for inclusion in the Council's parking database as Aldermanic vehicles. Aldermen must ensure that these details remain current at all times.

Aldermen will subsequently be provided with one transferrable parking permit (which is issued in each financial year) which must be displayed on the windscreen of their nominated vehicle(s) whilst they are on Council business.

The display of the permit will enable Aldermen to park in the following Council controlled areas only:

- (i) In the space designated for Aldermanic parking on the Town Hall parking deck, without any time limit;
- (ii) In the Council's Argyle Street, Centrepont, and Hobart Central multi-storey car parks, without any time limit; and

- (iii) In on-street metered parking spaces and in the Council's Dunn Place and Salamanca Square voucher car parks, for the maximum time allowable, without the need to pay the required fee*

*In respect to clause (iii) above, it should be noted that the permit does not cover overstaying beyond the maximum parking time allowed.

In consideration of the provisions outlined in this policy, where an Alderman believes that an infringement has been issued in error and subject to adherence to the following requirements.

- (i) The Council's records verifying that the vehicle details match the those appearing on the parking database, and
- (ii) The Aldermen's parking permit being appropriately displayed on the vehicle, thereby verifying that the Alderman was on Council business at the time of the infringement,

Aldermen may submit an application to the General Manager to have the infringement withdrawn.

The General Manager will seek the endorsement of the Lord Mayor in determining such applications.

2. Doone Kennedy Hobart Aquatic Centre Access

In line with the Council's commitment to health and wellbeing, Aldermen are permitted access to the Doone Kennedy Hobart Aquatic Centre at no cost.

Aldermen are required to identify to the Manager Legal and Governance their preferred membership category or casual entry preference from the Centre's approved schedule of fees and charges, to enable costs associated with Aldermanic usage of the Centre to be accurately identified in the Gifts and Donations Register.

3. Community Activities Participation Allocation

In order to facilitate the participation of Aldermen in community functions and activities which contribute to the advancement of the Council's strategic objectives, funding will be provided for such purposes subject to the following annual cap (per financial year):

The Lord Mayor \$5,000;

The Deputy Lord Mayor \$2,500; and

Aldermen \$1,000

Aldermen may elect to have their partner accompany them to an event, in which case the cost of attendance will also be allocated to their individual cap.

Arrangements for attendance at such functions, including payment, where applicable, are to be made by individual Aldermen.

Where Aldermen attend functions and activities involving a cost, they are requested to submit a reimbursement form to the Manager Legal and Governance, including the name and date of the function, the tax invoice outlining the cost of attendance and proof of payment.

4. Office of the Lord Mayor – Determination of Discretionary and Non-Discretionary Funding

There are two arrangements related to funding for ticketed events where the Lord Mayor attends or where the Lord Mayor is represented by an Alderman:

(i) Non-Discretionary Activities:

Where an invitation/request is received for the Lord Mayor to be a special invited guest or to take on a participatory role (ie; to speak, to make a presentation, to open an event or unveil a plaque, or to receive an award on behalf of the Council) and the event contributes to the advancement of the Council's strategic activities and/or where the presence of a Council representative is deemed to be required, the costs associated with the event for either the Lord Mayor or their representative be charged to the Lord Mayor's civic Activities Function and not recorded against the attendee's Community Activities Participation allocation.

(ii) Discretionary Activities:

Where an invitation/request is received for the Lord Mayor with no participatory role, but the invitation contributes to the advancement of the Council's strategic activities, should the Lord Mayor choose to attend, the costs associated with the event will be noted against the Lord Mayor's \$5,000 community Activities Participation Allocation for discretionary activities, and be included in the Aldermanic expenses report and disclosed accordingly.

If an Alderman has agreed to represent the Lord Mayor at a discretionary event, then the cost of the event will be noted against the relevant Alderman's Community Activities Participation allocation (\$2,500 for the Deputy Lord Mayor and \$1,000 for Aldermen).

In determining what may be discretionary or non-discretionary in relation to specific invites, the Group Manager Executive and Economic Development will provide clarification on a case by case basis, as required.

5. Funded Business and Topical Issues Events

From time to time the Council receives invitations to business functions which the Lord Mayor and General Manager may deem to be of specific relevance and interest to the City of Hobart. Examples include budget briefings and forums on topical issues.

In such circumstances, all Aldermen will be invited to attend the function which will be paid for by the Council, with the cost being subsequently attributed as an expense to those Aldermen who attend.

6. Aldermanic Credit Card Facility

Corporate Credit cards will be made available to those Aldermen who wish to utilise them.

Aldermen electing to be issued with a credit card are required to adhere to the application process, and terms and conditions of use which are applied by the financial institution engaged by the Council to provide the credit card facility.

Where Aldermen are issued with credit cards, they will be provided with the full documentation issued with the credit card:

- (i) The corporate credit card may be utilised to facilitate the purchase of services which are allowed under the policy on entitlements and benefits for Aldermen, such as taxi travel, pre-payment of community activities registration costs; transport (with the exclusion of fuel purchases which must be facilitated by the use of a fuel card which is available on application) and un-funded meals when participating in training and development activities or international relationship delegations and child care costs.

- (ii) Under no circumstance should an Alderman transact a purchase of any nature which is subsequently claimed as an Aldermanic expense, where the goods or services are intended for personal use.
- (iii) Where an Alderman may mistakenly make a personal transaction using their Aldermanic credit card, they should seek to have the purchase immediately reversed. If this is not possible, the Alderman should notify the Manager Legal and Governance and make arrangements for the purchase cost to be repaid to the Council.
- (iv) All credit card statements must be reconciled within one month of receipt of statements, and be supported by the details of all expenditure and the provision of tax invoices and receipts. A form for reconciliations is situated on the Hub. See also notes on tax invoices and statutory declarations under Section H - Claims Processing.
- (v) Where there may be a breach of credit card usage, consistent with the oversight role of the Lord Mayor, the matter be brought to the attention of the Lord Mayor.
- (v) The approval and authorisation of Aldermanic credit card expenditure is the same as all reconciliations, with the Lord Mayor approving Aldermanic expenses, and the Deputy Lord Mayor approving the Lord Mayor's expenses. The General Manager is responsible for authorising all expenditure.
- (vi) The General Manager is to ensure that appropriate expenditure limits are applied to credit cards to accommodate requirements where Aldermen may participate in activities such as international travel as approved by the Council.

7. Aldermanic Assistance Program

In support of the health and wellbeing of Aldermen they are entitled to utilise the services of the Council's contracted counselling service.

The Aldermanic Assistance Program will provide up to three, free (and totally confidential) counselling sessions per annum (financial year) to assist Aldermen with personal, family or work issues that may be affecting their personal wellbeing.

Further free sessions may be approved in consultation with the Lord Mayor and General Manager.

Counselling costs associated with the program are not to be disclosed, given the confidential nature of the service.

N. DISCLOSURE OF EXPENSES AND BENEFITS

In the interests of transparency and accountability, the Council has resolved to publicly report information pertaining to allowances, entitlements and expenses for individual Aldermen.

Accordingly, information is made available on a monthly basis on the City of Hobart website.

The Manager Legal and Governance will provide details of the information to be published on the website to each individual Alderman two business days prior to publication to enable any queries to be addressed.

O. FACILITIES

The Council makes a number of facilities and services available to Aldermen in support of their roles.

1. Aldermen's Lounge

The use of the Aldermen's Lounge is confined to Aldermen who may, from time to time, extend an invitation to those persons who are in the Town Hall on Council business or municipal affairs to join them.

In addition to this general usage, individual Aldermen may, if they so desire, host a private function in the Aldermen's Lounge, subject to the following procedures and conditions:

- (i) Aldermen wishing to host such a function shall book the room with the Manager Legal and Governance.
- (ii) All refreshments provided at functions hosted by individual Aldermen will be funded by the hosting Alderman.
- (iii) Functions are not to be conducted immediately prior, during or directly after a scheduled Council or committee meeting.
- (iv) Aldermen who host functions are to be responsible for admitting any guests arriving outside normal office hours, seeing their guests off-site and securing the premises when they leave.
- (vi) No Council employee is to be involved in Town Hall security or in the serving of food or drink during such functions.

2. Office Facilities

As the City's civic leader, the Lord Mayor is provided with a suite of rooms in the Town Hall in which to conduct day-to-day business and host civic functions and activities.

Aldermen are provided with a furnished and equipped office space in the Town Hall for use for Council business, at their convenience.

The Aldermen's office area includes a furnished communal space provisioned with standard office equipment. A kitchen facility is also provided.

P. LOAN OF EQUIPMENT

As a means of supporting the Aldermen in their roles, the Council will make the following equipment available:

(i) Hosted email address

~~(i)(ii)~~ Mobile phone

~~(ii)(iii)~~ Tablet device

~~(iii)~~ ~~Notebook computer~~

(iv) Printer

Detailed specifications are contained within the Schedule attached to this policy.

Equipment will be replaced in line with the Council's standard replacement schedules.

Retiring Aldermen may make application to the General Manager to purchase equipment which has been issued to them as an Alderman, subject to their agreement to pay the market/valuation price, as determined by the General Manager.

Q. REIMBURSEMENT OF LEGAL EXPENSES

This section of the policy specifies the circumstances under which Aldermen are entitled to reimbursement of legal expenses in accordance with Clause 1(2)(b) of Schedule 5 of the Local Government Act 1993.

Clause 1(1) of Schedule 5 of the Local Government Act 1993, requires the Council to adopt a policy with respect of payment of expenses incurred by Aldermen in carrying out the duties of office.

Sub-clause (2) entitles an Alderman to be reimbursed for reasonable expenses in accordance with the policy adopted under Sub-clause (1) in relation to any expenses prescribed in the Local Government (General) Regulations 2015, and any other expenses the Council determines appropriate.



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Pursuant to Clause 1(2)(b) of Schedule 5 of the *Local Government Act 1993*, an Alderman will be reimbursed their reasonable legal expenses in the following circumstances:

- (i) Where the Alderman is defending or responding to a claim, action or demand made by a third party against the Alderman;
- (ii) Where the Alderman is acting as a plaintiff in a claim, action or demand against a third party to the extent that the Alderman may obtain initial advice regarding the merits of their claim.

Any reimbursement provided in accordance with this policy is subject to:

- (i) The Alderman acting in accordance with the functions of an Alderman as specified in Section 28 of the *Local Government Act 1993*;
- (ii) The Alderman acting in good faith; and
- (iii) The quantum of costs sought to be reimbursed being reasonable.

In determining whether an individual Alderman is entitled to reimbursement in accordance with this policy, the General Manager is authorised to approve initial legal consultation and to obtain professional external legal advice that the circumstances of an Alderman's claim satisfy the criteria listed above.

No reimbursement for legal expenses will be provided to an Alderman in relation to any claims, actions or demands made against another Alderman or the Council itself.

For the purposes of this policy, the term "third party" excludes another Alderman, the Council as an organisation and any single or joint authorities that the Council has established pursuant to the provisions of the *Local Government Act 1993*.

Where:

- (i) An Alderman is entitled to reimbursement of legal expenses in accordance with this policy;
- (ii) That Alderman is successful in the proceedings; and
- (iii) In those proceedings that Alderman receives an award of costs and/or damages;

any reimbursement in accordance with this policy is to be discounted by the value of any sum awarded as part of the proceedings.

The Council is to provide final approval of any reimbursement.

R. USE OF VEHICLE AND DRIVER CHAUFFEUR – LORD MAYOR

A ~~Council~~ vehicle and driver chauffeur will be made available for use by the Lord Mayor and their partner in the following circumstances:

- (i) For civic and ceremonial occasions where the Lord Mayor and their partner are representing the City, ~~a The~~ vehicle will be available for pickup and delivery from the Town Hall or the Lord Mayor's principal place of residence, or from their place of employment when time constraints would otherwise preclude their attendance at a civic or ceremonial function.
- (ii) This policy does not preclude the Lord Mayor or their partner being accompanied by other dignitaries or staff or other persons and family members on those occasions when the Lord Mayor and their partner have attended a civic function and family members may be picked up if he or she is between the function location and the home address; and
- (iii) When the Lord Mayor is representing the Council on matters involving the Council (e.g. Think South and LGAT meetings).
- (iv) This policy also applies to any other Alderman and their partner who may be representing the Lord Mayor on civic and ceremonial occasions.

The General Manager or their nominee may authorise the use of athe vehicle and driver Chauffeur on such other occasions as deemed appropriate.

~~A~~The vehicle will not be available for the following use:

- (i) Attending to normal duties at the Town Hall including Council or Committee meetings or for use in the role as an Alderman, other than on those occasions when the Lord Mayor or their partner has had civic responsibilities to attend to immediately prior to or after Council and Committee meetings; and
- (ii) Personal or family use.

S. RETIREMENT FUNCTION – LONG-SERVING ALDERMEN

The Lord Mayor is to extend an invitation to arrange a farewell dinner on behalf of the Council, to honour any retiring Alderman who has given three (3) terms of service to the Council

Where the retiring Alderman accepts the Lord Mayor's offer, invitations to this function are to be extended to serving Aldermen and their partners, together with the General Manager, Divisional Directors and their partners.

TRIM No: F/16/78700

Any retiring Alderman may invite four other persons to attend the dinner as their personal guests, should they so wish.

The Certificate of Appreciation of their service as an Alderman, Lord Mayor or Deputy Lord Mayor, as appropriate and as provided under clause A of this Policy will be presented at the farewell function, wherever possible.

4. Legislation, Terminology and References

Local Government Act 1993

Local Government (General) Regulations 2015

5. Appendix

A: *Guidelines to the Aldermanic Development and Support Policy*

Responsible Officer:	Director Corporate Services
Policy first adopted by the Council:	25/3/1985
History	
Amended by Council	15/12/1986
Amended by Council	27/1/1987
Amended by Council	26/9/1994
Amended by Council	13/12/1999
Amended by Council	13/3/2000
Amended by Council	12/6/2001
Amended by Council	11/2/2003
Amended by Council	14/6/2005
Amended by Council	14/8/2006
Amended by Council	13/11/2006
Amended by Council	17/12/2007
Amended by Council	15/12/2008
Amended by Council	9/6/2009
Amended by Council	12/7/2010

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TRIM No: F/16/78700

Amended by Council	12/9/2011
Individual policy documents amalgamated into a single consolidated policy	31/10/2011
Amended by Council	13/4/2014
Amended by Council	14/7/2014
Amended by Council	9/6/2015
Amended by Council	22/6/2015
Amended by Council	13/7/2015
Amended by Council	7/3/2016
Amended by Council	9/5/2016
Amended by Council	7/11/2016
Amended by Council	24/7/2017
Amended by Council	17/9/2018
Amended by Council	22/10/2018
Next Review Date:	2019 Annual Review



Appendix A

Guidelines to the Aldermanic Development and Support Policy

The following guidelines support the implementation and delivery of the Aldermanic Development and Support Policy.

ANNUAL ELECTIVE PROFESSIONAL DEVELOPMENT – PLANNING:

- (i) In accordance with the role of the Lord Mayor to oversee the performance of the Aldermen, the Lord Mayor will facilitate annual elective professional development planning for individual Aldermen, with administrative support from the General Manager.
- (ii) In order to assist the Lord Mayor with the preparation and approval of individual plans, the General Manager will inform the Lord Mayor of the total annual budget which is available for expenditure.
- (iii) The Lord Mayor will contact individual Aldermen to discuss their requirements and formulate a professional development plan.
- (iv) To assist this process, a checklist of training and development activities which would support professional development for Aldermen of the City of Hobart will be provided to each Alderman.
- (v) Where an Alderman may elect to seek the input of a training needs facilitator to assist with the identification of their particular needs, the General Manager will provide access to a suitable practitioner. Where there may be a cost for this service, it will be attributed to the cost of professional development for the Alderman concerned.
- (vi) The annual planning process will not preclude an Alderman approaching the Lord Mayor to discuss “out of session” professional development activities; or variations to professional development plans, which the Lord Mayor may consider, taking account of the policy provisions.
- (vii) Aldermen are to submit a bi-monthly report in respect to professional development activity undertaken within the preceding two month period to the relevant Council committee. For the purposes of this process, the monthly periods are defined as calendar months.

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- (viii) Further to clause (vii) above, where professional development involves formal education or a training activity which is conducted over a set period of time and/or involves some form of examination, assessment and/or accreditation, the finalisation date of the activity will be deemed as either the last date on which the activity occurred; or the date of receipt of notification of the evaluation or examination result, whichever is the latter.