

# Policy

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**Title:** Aldermanic Development and Support

**Category:** Corporate Governance

**Date Last Adopted:** 7 November 2016

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## 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. Training and Development
- D. International Relationships
- E. Allowances
- F. Sponsorships
- G. Expenses Reimbursement
- H. Claims Processing
- I. Benefits
- J. Disclosure of Expenses and Benefits
- K. Facilities
- L. Loan of Equipment
- M. Reimbursement of Legal Expenses
- N. Use of Vehicle and Chauffeur – Lord Mayor
- O. 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. TRAINING AND DEVELOPMENT

The City of Hobart is committed to achieving best practice governance by supporting its Aldermen in the development and enhancement of knowledge and skills necessary to support the performance of their roles and functions as elected representatives of the City of Hobart.

In supporting this commitment, this policy provides the framework for the delivery and management of Aldermanic participation in training and development activities, categorised as follows:

- (i) Induction;
- (ii) Conference attendance;
- (iii) Local government sector development activities;

- (iv) Professional development;
- (v) Study and inspection tours, and
- (vi) Local workshops and seminars

## **1. Induction**

Following election, Aldermen shall be supported in their roles through access to a comprehensive induction program to be offered as soon as possible after joining the Council.

Induction programs may be delivered on a group or individual basis, as required and will cover topics including, but not limited to the following:

- (i) legislative and statutory requirements of the role of Aldermen;
- (ii) roles and responsibilities of Aldermen of the City of Hobart including the provisions of the Aldermen's Handbook;
- (iii) Aldermanic Code of Conduct;
- (iv) organisational structure and operational matters;
- (v) the Council's role as the planning authority;
- (vi) community engagement;
- (vii) strategic business planning including annual plans, policy development, legislative and statutory provisions, delegations, strategic plan, financial management plans, budgetary framework and asset management;
- (viii) briefings on specific issues affecting the City of Hobart at the time; and
- (ix) team building.

## **2. Conference Attendance**

Representation of the City either as a presenter or delegate at conferences which focus on issues of relevance to Hobart's strategic objectives provides valuable opportunities for attendees to learn of the latest trends, developments and thinking by professionals and leaders within their particular field.

Additionally, conferences provide networking and information sharing opportunities across the organisations represented.

Whilst the attendance of Aldermen at such conferences provides benefit to the individual, this is considered as secondary to the value to the organisation derived from having the Council represented and receiving a report on conference outcomes from an attending Alderman.

The Council may approve the attendance of Aldermen at relevant conferences as representatives of the City, in the capacity as a delegate or conference presenter, subject to budget availability.

Particular conferences where Council representation may be considered appropriate may be brought to the notice of the Council by the General Manager or an individual Alderman.

When such conferences are listed on the relevant committee agenda for consideration of representation, the relevance of the conference to the City's strategic objectives is to be addressed as part of the process.

### **3. Local Government Sector Development Activities**

Aldermanic participation in local government sector activities is considered relevant and appropriate in order to benchmark activities against industry standards, maintain knowledge and relativity within the sector and to network and build relationships and capacity within the industry.

Aldermen may attend conferences, seminars, meetings or training events arranged by sector stakeholders such as:

- (i) Local government peak bodies (eg. LGAT, Think South, MAV, ALGA, ALGWA);
- (ii) State, Federal or Local Government authorities;
- (iii) Australian Institute of Company Directors; and
- (iv) The City of Hobart.

Except where clause 6 of this policy is applicable, Aldermanic attendance at these activities is to be approved by the Council.

The Lord Mayor, as the city's civic leader is by virtue of that role a member of the Council of Capital Cities Lord Mayor's. The Lord Mayor also participates on various working parties and special committees operating within the auspices of local government activities. In recognition of the Lord Mayor's specific role as the City's spokesperson and representative, the Lord Mayor's participation in such activities will not be subject to Council approval

### **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.

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.

## Aldermanic Professional Development Funding

Aldermanic Professional Development will be funded as follows:

- (i) Each Alderman shall receive a professional development allocation up to an amount of \$5,000 per Alderman per financial year (“the PD yearly allocation”) to the intent that the total professional development allocation for each Alderman over a four year Council term shall be \$20,000 (“the PD maximum term allocation”).
- (ii) The PD maximum term allocation is a ceiling allocation for each Alderman and shall not be exceeded despite any other provisions in this policy.
- (iii) Any unused amount of Alderman’s PD yearly allocation shall not accrue and so shall not be carried forward to the benefit of that Alderman, from one financial year to another, consistent with Councils general budget practice.
- (iv) The Lord Mayor, Deputy Lord Mayor, or in the case of proposals involving international travel, the Council shall have a discretion to approve an increase in the PD yearly allocation for an Alderman to a maximum of \$10,000 (“the PD extraordinary yearly allocation”).
- (v) The PD yearly allocation for an Alderman in any financial year shall be correspondingly reduced by the amount of an extraordinary allocation paid to that Alderman in the previous financial year.
- (vi) The discretion referred to in Clause iv may be exercised in circumstances where it is deemed appropriate and may take account of expenditure on professional development over that Alderman’s term of office, having regard to the intent behind the PD maximum term allocation.
- (vii) The discretion referred to in Clause iv shall not be exercised if the payment of a PD extraordinary allocation to an Alderman would result in the PD maximum term allocation for that Alderman being exceeded.
- (viii) At the time of receiving a PD extraordinary allocation an Alderman shall acknowledge in writing the requirement to reimburse the total of that extraordinary allocation if, that Alderman resigns in accordance with Section 47 of the *Local Government Act 1993* (The Act), or otherwise that Alderman’s office is deemed vacated by operation of any of the circumstances set out in Clause 3(1)(b)-(eb) of Schedule 5 of the Act (**Attachment A**).

## **5. Study and Inspection Tours**

The Council may resolve to send one or more Aldermen on 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.

## **6. Local workshops and seminars**

Aldermen may attend local workshops and seminars held within Tasmania, which relate to Aldermanic induction or local government sector development activities without approval by the Council in the following circumstances:

- (i) When the duration of the event is less than two days; and
- (ii) Where the total cost of attendance does not exceed \$750.

The General Manager shall approve such attendance

## **7. General Training and Development Provisions**

1. Upon return from any activity approved under this policy, the attending Alderman must provide a report in the following format, within thirty days:
  - (i) The name, location and date of the activity, together with a summary of the activity and details of any outcomes which may be considered appropriate for application to the City of Hobart.
  - (ii) The report may be presented verbally or in writing to the relevant Council committee.
2. The Council's administration will make all arrangements including payments, for Aldermanic travel.
3. In extenuating circumstances, the Lord Mayor may approve an Alderman making their own travel arrangements, in which case expenditure is to be reconciled within thirty days of the Aldermen's return, through the submission of receipts and full details in support of any costs claimed, including the presentation of airline boarding passes.
4. Apart from the provisions applying to professional development, there is no specific limit on individual expenditure under this policy, however, in approving Aldermanic participation in all other activities under this policy, the Council will have regard to the available budget.
5. Aldermanic travel within Australia is to be economy class, except where flight duration is in excess of two hours, in which case Aldermen may elect to fly business class (or equivalent).

6. In respect to overseas travel, Aldermen may elect to fly business class (or equivalent).
7. Additional costs associated with a partner accompanying an Alderman undertaking any activity covered under the training and development policy are the responsibility of the individual Alderman and are to be met personally by the Alderman.
8. A daily incidentals travel allowance of \$40 shall be provided to Aldermen who travel away from the City on training and development activities. This allowance is not subject to any acquittal or reconciliation process.
9. Upon return from any training and development activity approved under this policy, an Alderman is to provide a reconciliation of all expenditure incurred in attending the activity, within 30 days.
10. The submission and approval process for travel reconciliations is the same as for the reimbursement of Aldermanic expenses, as provided in section G of the policy.

#### **D. INTERNATIONAL RELATIONSHIPS**

An Alderman may participate in two international relationship delegations, or more, if deemed appropriate by the Council, in a four year term of office, as part of an official Council approved delegation.

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 may represent 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.

## **E. 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 and Aldermen may elect to receive payments either monthly or fortnightly.

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

## **F. 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 City Government 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.

## **G. EXPENSES REIMBURSEMENT**

This section of the policy covers prescribed expenses in relation to travel, telecommunications and childcare, as provided in the Local Government (General) Regulations 2015.

The Council will reimburse Aldermen for reasonable out-of-pocket expenses incurred in relation to travel, telecommunications and child care, 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. 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 use a fuel card which enables a maximum of 1,500 litres of fuel to be drawn in each year. Under this option there is no requirement for Aldermen to submit travel details.

### 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 training and development activities under section C, or as part of travel associated with international relationships under section D.

## **2. Telecommunications**

Aldermen are entitled to claim costs incurred as part of their roles for the use of telecommunications services, including landline connection, mobile phone and internet.

Claims may only be made for Aldermanic costs incurred on a phone, fax or internet service which is available for public contact.

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 individual Aldermen 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.

### **3. Childcare**

Aldermen may claim reimbursement for child care costs associated with Council activities.

Child care claims must be accompanied by either a receipt from a licensed child 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 child care, unless otherwise approved by the Lord Mayor.

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

Aldermen may seek the Lord Mayor's approval of reimbursement for additional child care arrangements in extenuating circumstances.

## **H. CLAIMS PROCESSING**

Claims for the reimbursement of expenses incurred, as provided in this policy must be submitted directly to the Manager City Government together with tax invoices and receipts indicating proof of payment along with the full details of the nature of the expenditure.

The Manager City Government 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 and General Manager 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 refer the matter to the Audit Panel for determination.

Forms for use for claiming reimbursement and reconciling expenditure are located on the Aldermanic Webpage.

Upon submission of the appropriate paperwork to the Manager City Government, 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.

## **I. 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 City Government 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, Centrepoint, 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 City Government 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.

## **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 City Government, 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 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 City Government 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 credit card reconciliations is situated on the Aldermen's Webpage.
- (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.

## **J. 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 City Government 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.

## **K. FACILITIES**

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

### **1. Aldermen's Lounge**

The Deputy Lord Mayor is responsible for the administration of the Aldermen's Lounge, in order to ensure that the room is adequately serviced and operational matters are satisfactorily attended to.

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 City Government
- (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.

- (v) 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.

## **L. LOAN OF EQUIPMENT**

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

- (i) Mobile phone
- (ii) Tablet (iPad)
- (iii) Notebook computer
- (iv) Printer

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.

## **M. 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.

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.

## **N. USE OF VEHICLE AND CHAUFFEUR – LORD MAYOR**

A Council vehicle and 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. 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 the vehicle and Chauffeur on such other occasions as deemed appropriate.

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.

## **O. RETIREMENT FUNCTION - LONGSERVING 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.

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*

<b>Responsible Officer:</b>	Director Corporate Services
<b>Policy first adopted by the Council:</b>	25/3/1985
<b>History</b>	
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
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
<b>Next Review Date:</b>	March 2017

**Acknowledgement and Agreement**

I, ....., Alderman of the Hobart City Council, acknowledge and hereby agree that:-

1. I have applied for a professional development allocation for this current financial year of \$xxx (the extraordinary allocation) which exceeds the maximum expenditure of \$5,000 per Alderman per financial year set out in clause 4 of the Aldermanic Development and Support Policy ("the Policy").
2. Pursuant to the Policy the amount of maximum expenditure per Alderman for the next financial year (up to a maximum of \$5,000 per Alderman) allocated to me will be correspondingly reduced by the amount of the extraordinary allocation if the application is granted to me.
3. It is a condition of the approval of the extraordinary allocation in this financial year that should I resign from the position of Alderman in accordance with section 47 of the Local Government Act 1993, or otherwise my office as an Alderman is deemed vacated by operation of any of the circumstances set out in Clause 3(1)(b) to (eb) of Schedule 5 of the Local Government Act 1993 prior to or during the next financial year, then I shall reimburse to the Council the amount of \$xxx, being the amount of the extraordinary allocation.