

Mayor Support Procedure

Procedure Author	General Manager – Strategy & Corporate
Date of next review	November 2024

1. Purpose

The Mayor Support Procedure specifies the allowances, support and expenses provided to the Mayor in performing or discharging their official functions and duties, pursuant to *the Local Government Act 1999* (the Act) and the *Local Government (Members Allowances and Benefits) Regulations 2010* (the Regulations). This Procedure aims to provide a transparent and accountable process for Mayoral Support, without the need for specific approval of Council every time a claim is made.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with:

- Council Member Support Policy
- Council Member Support Procedure
- Motor Vehicle Fleet Management Policy
- Motor Vehicle Fleet Management Procedure

3. Application

Mayor	Maintain a thorough understanding of the Council Member Support Policy, Council Member Support Procedure and Mayor Support Procedure to ensure obligations and requirements regarding allowances and benefits are fulfilled.
Chief Executive Officer	<p>Ensure allowances, expenses and support, provided to the Mayor as per this Procedure, is in accordance with the <i>Local Government Act 1999</i> and the <i>Local Government (Members Allowances and Benefits) Regulations 2010</i>; is accountable and transparent and is recorded in the Register of Allowances and Benefits.</p> <p>Ensure any annual adjustments to Council Member allowances are made in accordance with any Remuneration Tribunal of South Australia determinations.</p> <p>Approve Budget expenditure for the performance or discharge of additional official functions and duties required by the role of the Mayor and for the Mayor's Christmas function.</p>
Governance Team	Assist the Mayor in the administration of the Mayor Support Procedure.
Executive Assistant to Mayor and Councillors	Assist the Mayor in the administration of the Mayor Support Procedure.

4. Procedure

4.1 Stationery

4.1.1 Business Cards

- 4.1.1.1 The Mayor can access an allocation of 1000 business cards per 12 month period (November to November, in-line with election to office), ordered through the Executive Assistant to Mayor and Councillors.

4.1.2 Corporate Letterhead

- 4.1.2.1 The Mayor will have access to a Mayoral letterhead for the purpose of the Office of the Mayor.

4.2 Clothing

4.2.1 Council Branded Attire

- 4.2.1.1 In the first year of a term (November to November, in-line with election to office), the Mayor is permitted to purchase up to \$600 of Council branded attire through the Council corporate provider and \$300 each 12 month period thereafter.

4.3 Mayor Facilities and Support

4.3.1 Provision and Use of Council Vehicle for the Mayor

- 4.3.1.1 In accordance with Section 78(3) of the Act, the Mayor will be provided with a vehicle as agreed between the Mayor and Chief Executive Officer (CEO) and consistent with the Motor Vehicle Fleet Management Policy and Procedure.
- 4.3.1.2 The Council vehicle provided is for the Mayor for performing or discharging of official functions and duties.
- 4.3.1.3 The Mayor's immediate family may drive the vehicle, if they are appropriately licensed to do so.
- 4.3.1.4 The vehicle may not be driven outside of South Australia unless authorised by the CEO.
- 4.3.1.5 The Mayor may choose to leave the Council vehicle for use by the Deputy Mayor during any absence of leave from Council. The Deputy Mayor will then comply with the provisions of this policy and guidelines, associated with the use of the vehicle.
- 4.3.1.6 Each year, the Mayor shall keep a log book of their journeys in the Council vehicle for a period of time specified by the CEO. The CEO will then determine the cost that the Mayor shall reimburse Council if the vehicle has been used for private use. This will be in line with Council's policies on reimbursement of costs associated with using a Council vehicle for private use.

4.3.2 Mayor's Vehicle Maintenance and Costs

- 4.3.2.1 Daily running costs of the vehicle including petrol, maintenance and insurance of the vehicle will be covered by the Council.
- 4.3.2.2 The vehicle is to be maintained in a clean and tidy condition at the Mayor's expense.
- 4.3.2.3 Any damage to the vehicle will be reported to the CEO and relevant authorities.
- 4.3.2.4 If repairs as a result of an accident are required, the Council will arrange repairs through the Council insurance and a loan car will be provided to the Mayor for the duration of the repair.
- 4.3.2.5 Fines attributed to the vehicle under the Mayor's responsibility will be forwarded to the Mayor for payment.

4.3.3 Travel Support and Dependent Care

- 4.3.3.1 Section 77(1)(b) of the Act provides that Councils may approve the reimbursement of certain expenses incurred by Council Members in performing or discharging official functions and duties, either on an individual basis or under a policy adopted by Council. Regulation 6 describes the type of additional expenses that may be reimbursed.

This Procedure provides for the reimbursement of travel or childcare expenses for the Mayor, related to functions and activities (discretionary) for the following reasons only:

- Attendances by the Mayor as the principal spokesperson of the Council;
- To undertake ceremonial duties at citizenship ceremonies.

4.3.4 Office Facilities and Support

- 4.3.4.1 The Mayor will be provided with access to administrative support. The Executive Assistant to Mayor and Councillors will support the Mayor with invitation and diary management, coordinate Mayoral correspondence, assist with the Mayor's role at events and manage incoming phone enquiries to the Mayor.
- 4.3.4.2 The Mayor will have access to office space within the Playford Operations Centre.
- 4.3.4.3 The Mayor will have access to the Mayors Parlour located at the Civic Centre to conduct Council business and host civic functions and associated Mayoral activities.

4.3.5 Newspaper Subscriptions

- 4.3.5.1 The Mayor will be provided with subscriptions to The Advertiser and the Australian, comprising of a digital subscription and seven day delivery of hard copy.
- 4.3.5.2 The costs associated with the newspaper subscriptions will be recorded on the Mayor's Allowance and Benefits Register.

4.3.6 Funding Allocation for Mayoral Duties

- 4.3.6.1 The budget for the Mayor will include additional funds, reflective of the role's additional functions and duties required on occasion.
- 4.3.6.2 The use of these funds must be for the performance or discharge of official functions and duties and is to be approved by the CEO. These funds may be used for activities including, but not limited to:
- Networking
 - Promotional marketing of the City of Playford,
 - Interstate and overseas travel.

4.4 Legal Advice

- 4.4.1.1 The Mayor is entitled to seek legal advice on behalf of the Council.
- 4.4.1.2 When seeking legal advice that is not of a personal nature and is relevant to the elected body, the Mayor is required to advise all Council Members of the intention to and reason for obtaining legal advice.
- 4.4.1.3 Any legal advice obtained by the Mayor as per clause 4.4.1.2 is to be immediately provided to all Council Members.

5. Feedback

Your feedback on this policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333

Administration use only

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Version no.	3
Policy link	Council Member Support Policy
Procedure author	General Manager – Strategy & Corporate
Endorsed by	Council
Resolution no.	5216
Legal requirement	<i>Local Government Act 1999</i> <i>Local Government (Members Allowances and Benefits) Regulations 2010</i>
Review schedule	2 Years

Date of current version November 2022

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Version history

Version no.	Approval date	Approval by	Change
1	27 November 2018	Ordinary Council	New Guidelines
2	25 May 2021	Ordinary Council Resolution N. 4631	Additional sections included - newspaper subscription and legal advice requirements.
3	29 November 2022	Ordinary Council Resolution N. 5216	Procedure updated and endorsed by Council.