



Mayor Support Policy Guidelines

This guideline template can be used to support Council policy or administration policy

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Responsible Team Governance

Other Key Internal Stakeholders

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1. Purpose

The Mayor Support Policy Guidelines specify the allowances, support and expenses specifically provided to or for the benefit of the Mayor to assist the Mayor **in performing or discharging official functions and duties**, pursuant to the Local Government Act 1999 and the Local Government (Members Allowances and Benefits) Regulations 2010. These guidelines aim to provide a transparent and accountable process for Mayoral Support, without the need for specific approval of Council every time a claim is made.

The Council considers that the provision of the facilities, support and services set out in this Policy is necessary or expedient to the performance or discharge of the Mayor's official functions and duties.

2. Scope

The Mayor Support Policy Guidelines specifies additional allowances, support and reimbursement entitlements that the Mayor is entitled to receive and the mechanisms for the provision of the specified allowances, reimbursements and support.

3. Legislation and References

- Council Member Support Policy
- Council Member Support Policy Guidelines
- Caretaker Policy
- Council Member Training and Development Policy & Guidelines
- Code of Conduct for Council Members
- Employee Assistance Program Guidelines
- Motor Vehicle and Fleet Policy
- Media Policy
- Local Government Act 1999
- Local Government Association Training Standards
- Local Government (General) Regulations 2013
- Independent Remuneration Tribunal Determination containing Allowances
- Local Government (Members Allowances and Benefits) Regulations 2010
- The Development Act 1993
- Freedom of Information Act 1991
- Copyright Act 1968
- State Records Act 1997

4. Definitions

Act means the Local Government Act 1999.

Elected Member means the principal member or a councillor of the Council

Councillor is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Independent Members are members of a committee or the Council Assessment Panel who have been appointed by the Council to be a member of the committee or panel.

Committee means a committee of the Council established pursuant to Section 41 of the Act.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Council means the City of Playford which includes the Employing Authority.

Regulations means the Local Government (Allowances and Benefits) Regulations 2010.

Prescribed Meeting has the same definition as in the Regulations.

Eligible Journey has the same definition as in the Regulations.

5. Guidelines

5.1. STATIONERY

5.1.1. Business Cards

5.1.1.1. The Mayor can be provided with 1000 business cards per annum ordered through Executive Assistant Mayor and Councillors.

5.1.2. Corporate Letterhead

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

5.2. CLOTHING

5.2.1. Council Branded Attire

5.2.1.1. In the first year of a term, the Mayor may request Council branded attire up to the value of \$500 through the Council corporate provider and may request further Council branded attire up to the value of \$200 each year thereafter.

5.3. MAYOR FACILITIES AND SUPPORT

5.3.1. Provision and Use of Council Vehicle for the Mayor

5.3.1.1. The Mayor will be provided with a vehicle as agreed between the Mayor and Chief Executive Officer and consistent with the Council Motor Vehicle and Fleet Policy.

- 5.3.1.2. The Council vehicle provided is for the Mayor for performing or discharging of official functions and duties.
- 5.3.1.3. The Mayor's immediate family may drive the vehicle, if they are appropriately licensed to do so.
- 5.3.1.4. The vehicle may not be driven outside of South Australia unless authorised by the Chief Executive Officer.
- 5.3.1.5. 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.
- 5.3.1.6. Each year, the Mayor shall keep a log book of journeys in the Council vehicle for a period of time specified by the Chief Executive Officer. The Chief Executive Officer will then determine the cost that the Mayor shall reimburse Council for any private use of the vehicle. This will be in line with Council's policies on reimbursement of costs associated with using a Council vehicle for private use.

5.3.2. Mayor's Vehicle Maintenance and Costs

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

5.3.3. Office Facilities and Support

- 5.3.3.1. The Mayor will be provided with access to administrative support. The Executive Assistant 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.
- 5.3.3.2. The Mayor will have access to office space within the Playford Operations Centre.

5.3.3.3. The Mayor will have access to the Mayors Parlour to conduct Council business and host civic functions and associated Mayoral activities.

5.3.4. Funding Allocation for Mayoral Duties

5.3.4.1. Funding allocations for the office of the Mayor and Deputy Mayor will reflect their specific roles will be included in the budget in the Council's discretion.

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:

- a. Networking on Council business,
- b. promotional marketing of the City of Playford.

5.4. OTHER

5.4.1. Special Functions

5.4.1.1. A Mayor's Christmas event may be held for the Council. The Christmas event expenditure will be in accordance with the Budget and approved by the CEO. The expenditure will cover all costs associated with the venue and food and beverage expenses for the Elected Members and the Executive.

6. Responsibilities

6.1. Council's Chief Executive Officer has the duty to:

- ensure the maintenance of the related registers, as outlined in these Guidelines;
- ensure that any annual adjustments to allowances are made in accordance with the Remuneration Tribunal;
- ensure these guidelines are available for inspection by the public at the principal office of the Council and on the Councils website.

6.2. In addition, the Chief Executive Officer is responsible for ensuring the *Council Member Support Policy: Guidelines and Mayor Support Policy: Guidelines* are implemented and sufficient in monitoring expense reimbursement procedures in accordance with the Act and the Local Government (Members Allowances and Benefits) Regulations 2010.

7. Accessibility

This Policy can be located on the City of Playford website as well as internally on Click in the Corporate Policy Library.

8. Approval and Change History

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Version	Approval Date	Approval by	Change
1	27 November 2018	Council Resolution	New Guidelines